



Idaho State University  
School of Nursing

Undergraduate Nursing Student Handbook 2008

For the Bachelor of Science Degree with a Major in  
Nursing

IDAHO STATE UNIVERSITY  
SCHOOL OF NURSING

UNDERGRADUATE NURSING STUDENT HANDBOOK 2008

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## IDAHO STATE UNIVERSITY SCHOOL OF NURSING

All students enrolled in the School of Nursing are subject to the policies and procedures of Idaho State University (ISU). Students are responsible to review the ISU Undergraduate Catalog and the ISU Undergraduate Student Handbook. These documents are available online. The Undergraduate Nursing Student Handbook is an official communication of the policies and procedures for the School of Nursing.

### **Undergraduate Program Overview**

The Bachelor of Science (BS) in Nursing degree is a critical first step for a career in professional nursing. The American Association of Colleges of Nursing (AACN), the national voice for baccalaureate and graduate nursing programs, recognize the baccalaureate degree as the minimum educational requirement for a professional nursing practice. Nurse executives, federal agencies, the military, leading nursing organizations, health care foundations, community hospitals, public health agencies and minority nurse advocacy groups all recognize the unique value that baccalaureate-prepared nurses bring to the practice setting. A nurse with baccalaureate degree is well prepared to meet the demands placed on professional nurses in today's society. The ISU School of Nursing offers three undergraduate degree options which include the traditional baccalaureate degree program, the accelerated program, and the BS completion program.

#### **Traditional Students**

The traditional baccalaureate degree is well suited to students with no prior nursing experience who are seeking their first degree in nursing. The traditional program provides learning opportunities for undergraduate students in a variety of classroom and clinical settings to prepare students to take the National Council Licensure Examination Registered Nurse (NCLEX-RN) to secure licensure as a professional nurse.

#### **Accelerated Program**

The accelerated program is located in Boise, Idaho and is designed for college graduates who hold a baccalaureate degree in another field from an accredited institution and have completed all nursing prerequisites. The accelerated program provides learning opportunities for undergraduate students in a variety of classroom and clinical settings to prepare students to take the National Council Licensure Examination Registered Nurse (NCLEX-RN) to secure licensure as a professional nurse.

#### **BS Completion Program**

The BS Completion program for Associate Degree Registered Nurses (ADRN) and Licensed Practical Nurses (LPN) is available for registered nurses and licensed practical nurses who want to obtain a baccalaureate degree. The BS Completion Program offers unique opportunities for associate degree nurses and licensed practical nurses to obtain advanced knowledge and skills to function at the baccalaureate degree level.

The *Essentials of Baccalaureate Education for Professional Nursing Practice* (1998) developed by the American Association of Colleges of Nursing (AACN) provides a framework for preparation of professional nurses. The outcomes identified in the *Essentials* document is geared toward education for baccalaureate generalist nursing practice and includes integration of liberal education for nursing practice; basic organization and system leadership for quality care; beginning scholarship and analytical methods for application of evidence-based practice; nursing informatics and client care technology; health care policy, finance, and regulatory environments; interprofessional communication and collaboration for improving client health outcomes; clinical prevention and population health for optimizing health; and professionalism and professional values. The ISU School of Nursing is accredited by AACN and education is directed towards preparing exceptional nursing professionals.

### **Core Attributes**

The faculty support nursing education that assures the development of knowledge, skills, and judgment. This is accomplished via classroom and online learning opportunities, computerized enhanced simulation and direct client care experiences and community based screening and educational events. The nursing profession demands that nurses have knowledge, skills and judgment to be able to work collaboratively as part of an interdisciplinary team which includes the client, family, community, and other health care professionals. Baccalaureate prepared nurses from ISU are recognized for their skills in critical thinking, population health, leadership, professionalism, communication, clinical practice, and technical competence. Graduates are fully prepared to practice across a variety of inpatient, outpatient and community settings. Students are expected to **actively** participate in a structured program of learning focused on developing affective, behavioral, cognitive and psychomotor skills to assure safe care for clients and community.

Seven core attributes have been developed to guide each student to successful completion of the program. These attributes include:

1. Effective communication
2. Critical thinking
3. Leadership
4. Professional behavior
5. Clinical practice
6. Appreciation of population health needs
7. Technological competence

**Effective communication** is the ability to exchange information between individuals with the use verbal, non-verbal, and written communication strategies. Use of effective communication strategies enable students to facilitate professional and therapeutic relationships with peers, faculty, staff, clients, families, communities, and other health care professionals.

The key concepts essential for the development of effective communication include advocacy, client education, collaboration, information literacy, human interface and health literacy.

**Critical thinking** is the use of skills and abilities to make decisions based on the process of actively and skillfully conceptualizing, applying, analyzing, synthesizing, or evaluating to solve

problems. Critical Thinking involves gathering data by observation, experience, reflection, reasoning or communication as a guide to belief or action. In nursing, critical thinking is used to solve problems by incorporating evidence-based practice and research findings in evaluating effective strategies for the delivery of quality care (Scriven and Paul, 1987, National Council for Excellence in Critical Thinking).

The key concepts essential for the development of critical thinking include inquiry, analysis, critical and creative thinking; methods for evaluating health resource literature; evidence-based practice; nursing research process and ethical conduct in research; knowledge integration with integration of knowledge and practice; and ability to problem solve and make decisions.

**Leadership** is the ability to use individual traits and personal power to interact constructively with clients, families and communities; to guide interdisciplinary groups to solve healthcare problems; and to build relationships and work with partners to empower others to set and achieve realistic goals. Inherent to leadership is the notion that the process requires adaptation along the way as environmental changes occur and new knowledge emerges.

The key concepts essential for development of leadership abilities include understanding of economics; the ability to create an environment of inclusion, teamwork, interprofessional understanding and interdisciplinary collaboration; health care policy; legal issues; quality improvement with understanding of workflow and process improvement; safety and systems analysis.

**Professional behavior** includes a broad range of intellectual and emotional skills and abilities which allow the student to fully engage and experience the expectations of professional nursing practice. Students will demonstrate professional behaviors in all settings throughout the nursing program. The American Nurses Association Standards of Practice (Appendix A) have been used to develop the ISU School of Nursing standards for professional behavior.

The student will:

1. Accept responsibility for one's own actions and attitudes.
2. Demonstrate the ability to develop and maintain therapeutic relationships and appropriate personal boundaries.
3. Demonstrate a respectful, sensitive, and non-judgmental manner when communicating with others. In this policy, others always refer to peers, faculty, clients, families and facility and school staff.
4. Provide prior notification to appropriate faculty when he/she is unable to meet commitments or requirements, detailing how and when he/she will make up requirements.
5. Participate in classroom and lab activities as scheduled throughout the nursing program. Reports for scheduled activities on time.
6. Complete assignments and tests as required and scheduled.
7. Demonstrate professional appearance and professional presentation in classroom and lab settings and activities directly related to the ISU School of Nursing.
8. Demonstrate personal and professional ethics, honesty and integrity.
9. Demonstrate the ability to use good judgment in all decision making.
10. Demonstrates accountability in preparation for classroom and lab activities.

11. Respect others during classroom and lab activities (i.e., no talking while others are talking, cell phones are silenced, and no inappropriate use of computers).
12. Demonstrate respect and politeness to all individuals regardless of culture, ethnicity, religion, work experience, gender, age and sexual orientation.
13. Communicate with others with respect, sensitivity and politeness in all forms (including verbal, nonverbal, written, and electronic).
14. Maintain confidentiality of all client information in conversation, electronic and written means.
15. Actively participates as a team member.
16. In regard to nursing lab courses. The student will:
  - a. Notify facility and instructor prior to an absence, tardiness or early departure from the course. Exception may be made in cases of emergency.
  - b. Demonstrate preparedness for the courses to ensure that safe and quality client care is provided.
  - c. Demonstrate professional appearance and presentation per the dress code.
  - d. Report unethical, harmful or unprofessional behavior(s) of other health care persons will affect client welfare.

The key concepts essential for the development of professional behaviors include caring, ethical reasoning/values, genetics and genomics, community, service, social justice, and a commitment to lifelong excellence.

**Clinical practice** is the ability to learn basic nursing science information; demonstrate competence in the care of clients, families, and communities; provide comprehensive health assessment for clients and communities in all settings and interpret significant assessment findings; and share this information verbally and in writing.

Each student must meet the objectives and competencies in the following areas in order to be admitted and continue in the nursing program:

1. Must be able to make visual observations of patient's status, detect unsafe environmental conditions, and possess visual acuity of near clarity of vision at 20 inches or less and far clarity of vision at 20 feet or more.
2. Hear spoken verbal communications from others and detect sounds used for patient assessment such as breath sounds, blood pressure, apical pulse, and other sounds which would indicate changes in the patient's physiological status.
3. Utilize clear, effective speech when communicating with patients, families and health care team.
4. Possess the ability to sufficiently access patient pulses, monitor patient skin temperature, assess for edema and other important signs of changes in patient's physiological status.
5. Detect odors which indicate changes in the patient's physiological status and be able to perceive odors which indicate unsafe environmental conditions, i.e., to be able to smell the presence of an infection.
6. Possess full manual dexterity of upper extremities, including neck and shoulders and possess unrestricted movement of lower extremities, back and hips.
7. Lift and/or support at least 75 pounds to safely transfer, ambulate, and reposition patient.

If a student should present with any limitation in the above areas, each case will be evaluated on an individual basis by the undergraduate nursing faculty. If possible, reasonable accommodations will be made.

The key concepts essential for the development of clinical practice skills include the ability to observe and understand interactions needed for the provision of exceptional care.

The **appreciation of population health needs** encompasses several broad categories. The population health needs include the ability to develop partnerships to work effectively to provide health promotion, risk-reduction and disease prevention education, screening, and surveillance services for clients, families, communities and other health care professionals. The goal of health promotion is to assist individuals, families and communities to achieve optimal levels of health and well-being.

The key concepts essential for the promotion of the health of individuals and populations include rural health care; health promotion, risk reduction and disease prevention with interventions appropriate to primary, secondary and tertiary levels of health; community based care; cultural dimensions of practice, intercultural competence, and cultural assessment, awareness, and sensitivity; nature of the global society; gerontology; health disparities; mental health and care of individuals with addictions; poverty; underserved populations; end-of-life issues; human growth and development; complementary and alternative medicine; and interprofessional and community collaboration.

The **technological competencies** include the understanding of a broad range of technology requirements which are needed for nurses in today's complex society. These technologies encompasses both advances in health care science and health information technology which will result in increased client care options and a greater demand for management of health care information.

The key concepts essential for the development of technological competence include emergent computer, virtual and medical technologies and information technology.

The core attributes identified by the ISU School of Nursing were developed using information from the American Nurses Association (2004), the Essentials of Baccalaureate Education for Professional Practice (1998), and the University of Washington School of Nursing (2008).

## **Progression of Students in the Undergraduate Nursing Program**

### **Assessment Technologies Institute (ATI) Testing**

ATI's Comprehensive Assessment and Review Program helps prepare students for the NCLEX examination by systematically stretching their knowledge base throughout the nursing program. In the ISU School of Nursing, traditional and accelerated students are required to complete ATI's Content Mastery Series which includes nutrition, fundamentals, adult medical-surgical, pharmacology, maternal-newborn, nursing care of children, leadership/management, mental health, and community health nursing examinations. In addition to the required nursing examinations, students have access to a wealth of valuable learning materials provided by ATI. ATI testing is scheduled periodically over the course of the undergraduate nursing program and students are required to complete the ATI tests are scheduled.

1. If an ATI test is required as part of a course, a minimum percent correct score (identified in the course syllabus) will be required for advancement.
2. Remediation and re-take of tests are required until a passing score is achieved. Deadline for completion of all ATI testing is the last day of closed week for fall and spring semesters. The summer semester deadline will be directed by the faculty and posted in the course syllabus.
3. If a student fails to successfully complete any ATI test in a particular semester by the deadline, he/she will not progress in the program.

### **Grades**

The student is responsible for earning the grade he/she desires. He/she accomplishes this by successfully completing the requirements of the course.

### **Minimum Grade for Courses**

1. A minimum grade of “C” is required in each prerequisite course. A minimum grade of “C” is required in all nursing and required nursing pre-requisite and co-requisite courses.
2. A minimum grade of “C” (75.0) is required in all nursing theory and laboratory courses.
3. A student who has not achieved a course grade of “C” and a cumulative G.P.A. of 2.0 each semester cannot advance in the nursing program.

### **Grading Scale for the Undergraduate Nursing Program**

A	95 -100
A-	91-94.9
B+	88-90.9
B	85-87.9
B-	82 -84.9
C+	79-81.9
<b>C</b>	<b>75-78.9</b>
C-	71-74.9 this range (C-) is NOT a passing grade
D+	68-70.9
D	65-67.9
F	65 and below

### **Incomplete Grade (I)**

The resolution of an incomplete grade is the responsibility of the faculty member who assigns an incomplete for a course grade. The Incomplete Coursework Form must be completed by the faculty whenever arrangements are made for the student to take an incomplete grade in any nursing course (Appendix B).

Refer to University policy regarding incomplete grade in Undergraduate Catalog:  
[www.isu.edu/academic-info/current/](http://www.isu.edu/academic-info/current/).

### **Dismissal for Academic Reasons**

Students may be dismissed from the nursing program for academic reasons which include but are not limited to:

1. Students who receive a course grade below a “C” (2.0)
2. Students with a cumulative grade point average below a “C” (2.0)

If a student is dismissed from the School of Nursing for academic reasons, a certified letter will be sent to the student by the Assistant Director of Undergraduate Studies or other designated administrative personnel.

1. The letter will outline the reasons for dismissal and the terms available for readmission to the program.
2. The student will be notified that he/she may appeal the dismissal from the School of Nursing. Information about the appeal process is located in the ISU Undergraduate catalog.

Refer to University policy regarding Nonacademic and Scholastic Dismissal Policies in Undergraduate Catalog: [www.isu.edu/academic-info/current/](http://www.isu.edu/academic-info/current/).

The student would meet regularly with his/her advisor each semester, to evaluate the progress and the possibility of readmission to the School of Nursing.

Students who are dismissed from the program for academic reasons may have limited options for readmission to the nursing program as readmission is dependent on space available.

### **Voluntary Withdrawal**

Students may withdraw from the nursing program at any time depending on his/her personal needs. Students who voluntarily withdraw from the nursing program may have limited options for readmission to the nursing program. Readmission is dependent on space available. If appropriate, the student would meet regularly with his/her advisor each semester, to evaluate the progress and the possibility of readmission to the School of Nursing.

See University policy regarding Withdrawal Procedures and Medical Withdrawal Policy in Undergraduate Catalog: [www.isu.edu/academic-info/current/](http://www.isu.edu/academic-info/current/)

### **Petition Process to Apply for Readmission**

A student who meets readmission criteria must complete an admission application with the appropriate fee, and a petition for readmission to the program.

The process for readmission is as follows:

1. The student will schedule an appointment to meet with his/her advisor and complete a School of Nursing Petition (Appendix I). This appointment needs to take place at least one semester prior to the semester the student would like to be readmitted.
2. The curriculum of the nursing program may have changed from when the student withdrew. He/she must verbalize the understanding of meeting the requirements of the current curriculum in order to successfully complete the nursing program.
3. The completed application, fee and signed petition form will be sent to the Undergraduate Nursing office in Pocatello.
4. The application and petition will be forwarded to the Chair of the Admission and Advancement Committee for review.
5. Determinations for readmission to the nursing program will reviewed/evaluated by the Admission and Advancement Committee and approved by the Assistant Director for Undergraduate Studies.

6. The student will be notified of the determination by the Admission and Advancement Committee.

### **Waiver of Course and/or Deviation from Published Curriculum**

Students may petition to substitute courses for existing School of Nursing requirements, to waive existing requirements, or to deviate from the published curriculum. This will be demonstrated with the achievement of equivalent course work, content or experience. The Admissions and Advancement Committee and/or the Assistant Director for Undergraduate Studies must approve any such petition.

### **For courses offered by the School of Nursing (with a NURS prefix)**

1. The student, with help of an advisor, completes a School of Nursing Petition.
  - a. The petition to waive/deviate from the published curriculum should be accompanied with supporting course materials:
    - i. Course description and/or Course syllabus
    - ii. Evidence of equivalent knowledge/experience
    - iii. Recommendation from nursing advisor
2. The signed petition and supporting information is forwarded to Admission and Advancement Committee for review and decision.
3. The Admission and Advancement Committee reviews all School of Nursing petitions and makes determinations about the appropriateness of the student request to waive/deviate from the published curriculum.
4. The signed petition is then forwarded to the Assistant Director for Undergraduate Studies for final approval/disapproval.
5. A copy of the signed approved/disapproved petition will be sent to the student and the original will be placed in the student permanent folder.

### **For courses offered outside the School of Nursing**

1. The student, with the help of advisor, completes an ISU University petition (Appendix D).
  - a. The petition to waive/deviate from the published curriculum should be accompanied supporting course materials:
    - i. Course description and/or Course syllabus
    - ii. Evidence of equivalent knowledge/experience
    - iii. Recommendation from nursing advisor
2. The signed petition and supporting information is given to the Administrative Assistant for Undergraduate Studies and the petition information is logged into the ISU tracking system.
3. The petition and supporting information is forwarded to the appropriate Department or College within the University for review and recommendation.
4. The petition and supporting materials is forwarded to the Chair of the General Education Requirements Committee if Goal course approval is required.
5. The petition and supporting materials is forwarded to the Dean of the Kasiska College of Health Professions for final approval.
6. The signed petition and supporting information is forwarded to Admission and Advancement Committee in the School of Nursing for review and decision.

7. The signed petition is then forwarded to the Assistant Director for Undergraduate Studies for final approval/disapproval.
8. A copy of the signed approved/disapproved petition will be sent to the student and the original petition will be placed in the student permanent folder.

### **Independent Study Courses**

Independent study courses are available to nursing students with permission of the faculty member. Once permission is provided, the faculty will make arrangements to open his/her section of NURS 491 and the student is allowed to register for NURS 491, Independent Study. The clinical hours that are to be completed outside regular school hours and must be arranged with and covered by faculty prior to the onset of the course. An Independent Study Contract (Appendix E) must be completed and signed by the supervising faculty and the student. The form will be placed in the student folder.

### **Senior Graduation Review**

Nursing students should refer to the ISU University Catalog regarding graduation requirements. The graduation clerk at the Registrar's Office should be consulted during the junior year for credit evaluation. Graduation information is located in the "My ISU" portal for each student. The academic record of each will be formally reviewed for completeness of specified course work and university requirements. The School of Nursing formally reviews the transcript of senior students for completeness of School of Nursing requirements. If a student does not successfully complete the requirements for graduation from ISU and the ISU School of Nursing, it will result in non-conference of the Degree and the student will be unable to graduate and/or apply for National Council Licensure Examination for Registered Nurses (NCLEX-RN).

## **Student Responsibilities in the School of Nursing**

### **Contact Information**

It is the student's responsibility to keep his/her email, phone and street address current and available in the School of Nursing. The student should notify the Administrative Assistant in the School of Nursing whenever there are changes in his/her status.

### **Access to Computer and Internet**

It is the student's responsibility to have access to a computer and the internet. Students are required to routinely check electronic course materials to meet course requirements. It is expected students will have an ISU computer account to complete on line coursework.

### **Student Review of Personal Permanent File**

A student has the right to review the materials in his/her file. The School requires an appointment be made with the student's advisor and the advisor be present when the file is reviewed. The School must comply within 10 working days of the student's request.

### **Malpractice Insurance**

When in the clinical setting, students are covered under the malpractice insurance provided by the university. Client and student safety are the primary concerns in all learning environments. Students are expected to behave in a mature and clinically competent manner in all settings.

### **Nursing Lab Courses**

There are a significant number of hours required to complete lab courses in the nursing program. There are three hours a week of actual time in nursing lab courses for every credit hour. For example, one credit lab course equals 3 clinical lab hours per week and a two credit lab course equals 6 clinical lab hours per week. Students are expected to be available to attend all assigned lab activities as directed by the clinical faculty.

### **Confidentiality**

Due to the personal nature of nursing, students are bound to strict confidentiality of any information relating to a client's health and/or personal status per the Health Information Privacy and Accountability Act (HIPAA). HIPAA training will be provided to all nursing students prior to their first clinical contact with client or clinical agencies. Also, students may need to have additional training as part of the orientation to clinical sites. Students are required to sign a Confidentiality Agreement Acceptance of Responsibility for Access to Protected Information (Appendix F) prior to beginning the nursing program. Violation of this policy could lead to dismissal from the School of Nursing.

### **Affiliating Agencies**

In all agencies where students have learning opportunities, the ISU Nursing School has an affiliation agreement which allows students and faculty to participate in all aspects of care to the clients. Students may not participate in learning experiences in facilities in which there is no affiliation agreement. Students must comply with facility-specific safety and education requirements at all times. The facility requirements will be addressed in each course syllabus.

Clinical learning experiences are provided in a variety of health care settings through the cooperation and support of administration and staff in these agencies. The administration and staff who work in facilities are valued and appreciated for their support of ISU students. Please thank the administrators and staff who assist with clinical learning activities.

### **Transportation to Clinical Agencies**

Students are responsible for their own transportation to and from clinical agencies throughout the region. Students should expect to travel anywhere within a 200 mile radius of the ISU campuses in Pocatello and Boise.

### **Dress Code**

The dress code is required to ensure the safety and control of infection for both students and clients. ISU nursing students will adhere to an appropriately modest and professional dress code in all clinical settings. Examples of immodest attire include but are not limited to exposed midriffs and visible undergarments.

Clinical faculty will make the final judgment on the appropriateness of student attire and of the corrective action for dress code infractions. Corrective action may include dismissal from the clinical unit and/or other forms of disciplinary action. Dress requirements in clinical settings may vary. Always verify dress code mandates with the faculty responsible for each clinical site prior to making any agency and/or client contact.

Whenever students are visiting a clinical agency for purposes directly related to the nursing program, they must follow these dress code standards:

1. Appropriate identification (name/picture badges) will be worn at all times.
2. School uniforms (teal blue scrubs) are appropriate for most clinical settings.
3. A white lab coat with the ISU School of Nursing logo worn on the left sleeve may be worn in some settings.
4. A clean, white shirt may be worn under teal blue scrub tops.
5. Only clean, primarily white-colored, closed-toe shoes, either leather or athletic, will be worn.
6. Denim jeans, sweat shirts/pants, shorts and t-shirts are not acceptable uniform attire in any setting.
7. Hair will be clean, neat, and worn off the collar in a contained manner so it will not fall forward into one's face.
8. Beards and moustaches should be neatly trimmed and/or contained in such a manner as to ensure that no hair may fall out and touch a client.
9. Fingernails will be short and clean, cut or filed so that the nail does not extend beyond the fingertip, to minimize potential injury. Clear, not chipped nail polish is allowed. No artificial nails or tips are allowed.
10. No jewelry will be worn that could potentially injure a client and/or the student and/or compromise safety in any manner. Only two small non-dangling, post earrings are acceptable.
11. All visible tattoos must be covered and no visible body piercings will be displayed.
12. Chewing gum is not permitted.

Students with specific religious or cultural concerns need to address them to their clinical faculty, in writing, prior to client contact.

### **Name Badges**

Each undergraduate student will purchase two badges (see example of name badges below). The badges can be purchased from the ISU Public Safety office in Pocatello, Idaho Falls, Boise, and Twin Falls. One badge will have the first and last name and the other will have only the student first name.

1. The badge with the full name is the preferred badge to wear in all clinical settings and in any other setting where the student needs to be identified as an ISU School of Nursing student.
2. The faculty will determine when it is appropriate for the student to wear a badge with their full name or their first name only.
3. The badges can be purchased for \$2.00 each at the public safety office in each of the sites.

ISU Logo	Student or Faculty Picture
Name (all) Credentials (faculty only) Baccalaureate Student (student only) ISU School of Nursing (all)	

### **Faculty Supervision of Students in Nursing Lab Courses During Off-Hours**

A faculty member will be “on call” and available to each student who is participating in clinical experiences in a preceptored learning environment. The “on call” faculty member’s responsibility is to be readily available to the preceptored student and to provide immediate advice for student’s concern or question in regarding a clinical incident(s). The “on call” faculty member does not cover students in elective courses or students who have general questions regarding a course, assignment or other issues.

The Fall and Spring regular school hours are defined as 8am-5pm, Monday -Friday. Off-hours that need to be covered are 5pm-8am during the weekdays and from 5pm Fridays to 8am Mondays.

Summer regular school hours are defined as 7:30am-4:30pm, Monday through Friday. Off hours that need to be covered are 4:30pm-7:30am during the weekdays and from 4:30pm Friday to 7:30am Monday.

### **Preceptored Learning Environments**

Students in some nursing courses will have the opportunity to work in a preceptored learning environment with an experienced clinical nurse or nurse leader. The faculty is required to make special arrangements to have students participate in a preceptored learning environment.

The following rules apply to all preceptored learning experiences:

1. The School of Nursing must have a current affiliation agreement with the selected agency.
2. Students must have prior authorization from faculty to attend preceptored clinical hours within the agency.
3. Students must be well prepared to actively participate in nursing care offered within the agency.
4. Students are expected to complete clinical hours in required courses during regular school hours.

- a. If every attempt has been made for the student to complete clinical hours during regular school hours and he/she must complete clinical hours outside regular school hours to meet course requirements.
  - b. The student must have authorization from the faculty of the course prior to working these hours.
  - c. The faculty must keep record of where and when student's preceptor clinical will take place.
5. If a student attends clinical hours without prior authorization from his/her faculty member, he/she will be dismissed from the nursing program.

### **Writing Criteria for School of Nursing**

Students are required to complete an online Professional Writing tutorial developed by the School of Nursing. The tutorial will be completed within the first 8 weeks of admission to the program. Students will be required to review the tutorial materials and complete a standardized post-test. Students are expected to receive at least a score of 90% on the post-test. If the student is unable to complete the post-test with a score of 90%, he/she will be referred to the ISU Center for Teaching and Learning for assistance with writing professional papers. The post-test results will be kept in the student permanent file.

### **Code of Professional Conduct**

Professional Behavior is an essential part of each student's nursing education. The ISU School of Nursing expects each student to maintain professional conduct in both classroom and lab settings. Unprofessional behaviors that violate the Code of Professional Conduct can result in an academic dismissal. The School of Nursing adheres to the American Nurses Association Standards of Professional Practice (2004), American Nurses Association Standards of Professional Performance (2004) and the American Nurses Association Code of Ethics for Nurses (2005) as a basis for providing safe and effective nursing care in all settings.

Students are also required to follow appropriate behaviors as outlined in the ISU Undergraduate Student Handbook. If a student violates student behaviors codes, the faculty will follow university policy regarding the reporting and correcting inappropriate behaviors. Refer to ISU Undergraduate Student Handbook at [www.isu.edu/studenta/handbook.pdf](http://www.isu.edu/studenta/handbook.pdf). Students are required to read the ISU School of Nursing Code of Professional Conduct (Appendix G) and sign the statement of understanding. The signed statement will be placed in the student permanent file.

### **Unprofessional Behavior**

There are two types of violations of the Code of Professional Conduct. The first is a Level I infraction and the second is a Level II infraction.

**Level I Infractions** include behaviors which have potential to jeopardize client safety and result in the danger and/or harm to clients in any lab setting. Such behaviors may result in temporary suspension from the lab course and/or academic dismissal from the program with a first violation.

**Level II Infractions** include behaviors which are considered unprofessional. A warning and/or probation will be issued to address the expected changes.

**Level I Infraction** behaviors include, but are not limited to the following:

1. Demonstrates behaviors that show inappropriate action or impairment in classroom or lab setting.
2. Demonstrates behaviors that may be interpreted by others as sexual harassment.
3. Demonstrates dishonesty in behavior, attitude, and/or communication towards others and any act of endangerment.
4. Demonstrates acts of omission or commission during the care of clients that results in harm or may result in harm, such as, but not limited to physical abuse, placement of client in hazardous position(s), conditions or circumstance, mental or emotional abuse, and medication error resulting in failure to implement the “rights” of medication administration and checking the client’s allergies.
5. Unauthorized attendance in any lab setting.
6. Violation of the standards of client confidentiality.
7. Demonstrates behaviors identified in ISU Policy and Procedure for Academic Dishonesty [www.isu.edu/studenta/handbook.pdf](http://www.isu.edu/studenta/handbook.pdf).

**Level II Infraction** behaviors include, but are not limited to the following:

1. Demonstrates disrespect, insensitivity and/or judgmental manner when dealing with others.
2. Fails to accept accountability for his/her own actions.
3. Does not abide by the dress code for activities directly related to the ISU School of Nursing.
4. Fails to attend nursing lab courses as directed by faculty and/or fails to provide prior notification to the instructor/faculty and agency of an absence, tardiness, or departure from assigned unit or floor (longer than 5 minutes).
5. Fails to complete assignments and tests as required/scheduled in a class without prior notification of the instructor/faculty. For example, if the student needs the instructor/faculty to reschedule assignments or tests due to non-emergent circumstance.
  - a. The instructor/faculty is not required to reschedule nursing lab courses, tests, or assignments for non-emergent circumstances.
  - b. Non-emergent circumstances include, but are not limited to, the following:
    - i. Non-emergent doctor or dental appointments
    - ii. Work or vacation during classroom or lab courses, scheduled tests, or final examination times
    - iii. Special events that interfere or conflict with classroom or lab activities
    - iv. Hours from another course conflict with those in a required classroom or lab courses
    - v. Student arranges preceptored clinical hours in another course after he/she is aware of pre-determined schedule of another required course
    - vi. Student experiences fatigue as a result of his/her own actions.

### **Consequences of Unprofessional Behavior**

When a student violates the School of Nursing Code of Professional Conduct by demonstrating unprofessional behavior of a Level I Infraction concerning a classroom or lab course, the involved instructor/faculty:

1. May suspend the student from the nursing lab course assignment(s) until a meeting with the student, involved instructor/faculty and the Assistant Director of Undergraduate Studies or other designated administrative personnel has taken place.
  - a. A mutually developed plan of remediation will be discussed and documented on the Written Record of Student Violation of the Code of Professional Conduct (Appendix H).
2. Will complete a copy of the Written Record of Student Violation of the Code of Professional Conduct of this incident will be kept in student's permanent file.

A student who violates the Code of Professional Conduct with a second Level I Infraction may be dismissed from the ISU School of Nursing.

When a student violates the School of Nursing Code of Professional Conduct by demonstrating unprofessional behavior of a Level II Infraction concerning the classroom or lab course, the following actions will take place:

### **First Violation**

With the first violation of the Code of Professional Conduct, the student will receive both a verbal and written warning of the unacceptable behavior.

1. The involved instructor/faculty will work with student to determine what type of behavior change is expected and within what period it must occur.
2. Documentation of the warning, expected behavior changes and time frame will be included on the Written Record of Student Violation of the Code of Professional Conduct and placed in the student's permanent file.
  - a. If the behavior from the first violation does not change within the given period discussed in the written warning and/or new unacceptable behaviors are noted, the instructor/faculty member will document these behaviors.
    - i. This documentation will be reviewed with the Assistant Director of Undergraduate Studies or other designated administrative personnel or designated administrative person and a course of action will be determined.
    - ii. The written plan will be read, discussed and signed by the student and faculty member.
    - iii. A copy of this document will be kept in the student's permanent file.

### **Second Violation**

If the student violates the Code of Professional Conduct a second time any time in the nursing program, he/she will not receive another warning but will be placed on unprofessional conduct probation for the remainder of the nursing program. This probation will be on the Written Record of Student Violation of the Code of Professional Conduct that both the student and faculty member read, discuss and sign. A copy of this document will be kept in the student's permanent file.

1. If the behavior from the second violation does not change within the given period discussed in the probation notice, the faculty member has the right to remove the student from the course with further documentation being completed and placed in the student's permanent file.

2. The Assistant Director of Undergraduate Studies or designated administrative faculty will evaluate the situation and determine a course of action.
3. Documentation of this action will be kept in the student's permanent file.
4. If the behaviors from the first and second violations are changed by the student per the documented warning or probation, the student may continue in the nursing program. The student will earn removal from an Unprofessional Conduct Probation once he/she successfully passes all of the remaining required nursing courses in the program and does not demonstrate behavior that constitutes a third violation of the Code of Professional Conduct.

### **Third Violation**

If the student violates the Code of Professional Conduct a third time at any time in the nursing program, he/she will not receive further warnings nor notices of probation but will be removed from the course and his/her case will be evaluated by the Assistant Director of Undergraduate Studies or designated administrative faculty.

1. Dismissal from the nursing program is a possibility with a third violation of the Code of Professional Conduct.
2. Documentation of the course of action will be on the Written Record of Student Violation of the Code of Professional Conduct and will be read, discussed and signed by the student and faculty and a copy will be kept in the student's permanent file.

### **Sexual Misconduct/Harassment in External Lab Sites**

There may be instances in external nursing lab course sites where students feel he/she has been sexually harassed OR the student may be accused of sexually harassing another person. The School of Nursing expects the same appropriate conduct in external clinical sites as the university expects on campus. See the University Handbook regarding the university's policy regarding sexual misconduct and harassment at [www.isu.edu/studenta/handbook.pdf](http://www.isu.edu/studenta/handbook.pdf).

In instances where a student in an external clinical setting feels that he/she has experienced sexual harassment by a client(s), the student should:

1. Maintain professional boundaries with client.
2. Excuse him/her from the environment once safety of the client is assured.
3. Report the incident to the clinical faculty member and precepting nurse as soon as possible (ASAP) so that continuation of care is coordinated.
4. Follow the facility's policy and procedure for reporting and documenting the incident.

In instances where a student in an external clinical setting feels that he/she has experienced sexual harassment by another person in the facility, the student should:

1. Excuse him/her from the environment once safety of the clients is assured (if needed).
2. Report the incident to the clinical faculty member and precepting nurse ASAP.
3. Follow the facility's policy and procedure for reporting and documenting the incident.

In instances where a student is accused of sexually harassing another person, the following actions should take place:

1. Person accusing the student should report the incident to the precepting nurse and clinical faculty member ASAP.

2. The precepting nurse and clinical faculty should follow the facility's policy and procedure for reporting and documenting the incident.
3. The clinical faculty member will make the determination about the appropriateness of removing the student from the environment and/or facility.

In the instances discussed above, it is the responsibility of the faculty member to:

1. Discuss the University policy and definition of sexual harassment with all involved.
2. Review the incident with the student, using the incident report and the student's verbal description of the incident.
3. If appropriate, encourage the student to report the incident to one of the following for necessary action to be taken:

Office of Affirmative Action	282-2515
Dean of Student Affairs	282-2794
Counseling and Testing Center	282-2130

In the event there is reason to believe criminal conduct has occurred, i.e., such as sexual assault, battery, rape or attempted rape, etc. it is the responsibility of the faculty member to contact ISU Public Safety or the local police department as soon as possible. In the case of possible criminal conduct, the faculty member should not contact the alleged perpetrator, but rather should allow the responding police agency to conduct the appropriate investigation. The student may also be encouraged to contact one of the following for additional support:

Pocatello Campus	Janet C. Anderson Gender Resource Center	282-2805
Idaho Falls Campus	Student Health Center	282-7826
Boise Campus	Women's Center at Boise State University	426-4259

## Resolution of Student Issues

The purposes of the procedure for resolution of student concerns are:

1. To provide due process for students and faculty
2. To provide a mechanism for protection of rights of students and faculty
3. To provide unbiased fairness in resolving disputes of academic matters

### The route of resolution is as follows:

1. The student will first attempt to resolve the problem, disagreement or issue with the instructor of the course. The student would make an appointment to meet with the instructor to discuss student's matter as soon as the problem is identified.
2. If the concern involves the grade of a paper or project, student has the right to request a second reading by a faculty member selected by the Assistant Director of Undergraduate Studies or designated administrative faculty.
  - a. The second reader will be given a clean copy of the paper and will follow the criteria as listed in the course syllabus.
  - b. Student must agree to accept the grade as evaluated by the second reader in lieu of the first grade earned on the paper.
  - c. The second reader will return the graded paper to the course coordinator within five working days.

- d. The course coordinator will notify the student and the grade adjustment will be made as necessary within 24 hours.
3. If a mutually agreeable resolution cannot be reached with the instructor, the student should proceed to the coordinator of the course. The student should make an appointment to meet with the coordinator of the course to discuss the issue.
  - a. The student would bring a written narrative of his/her problem, disagreement and/or issue.
4. If a settlement cannot be reached the coordinator of the course, the student should meet with his/her faculty advisor to discuss the matter.
  - a. It is best if the student brings a written narrative of his/her problem and the course of action he/she has taken thus far and plans for action he/she would like to take.
  - b. The faculty advisor can discuss these plans and help guide the student to find resolution.
5. If the student would like to proceed to find acceptable resolution beyond the course, he/she should proceed to the Assistant Director of Undergraduate Studies or designated administrative faculty.
  - a. The student should make an appointment to meet with the Assistant Director of Undergraduate Studies or other designated administrative personnel to discuss his/her concern.
  - b. The student should have a written narrative of his/her problem and the course of action he/she has taken thus far and plans for action he/she would like to take to seek resolution.
6. If a settlement cannot be reached and the student wants to pursue acceptable resolution, the Assistant Director of Undergraduate Studies or designated administrative faculty shall appoint a committee of three (3) faculty members who are not directly involved in the student's situation.
  - a. This committee will meet within five (5) days of its appointment. The function of this ad hoc committee is to hear the student's concern and the faculty's response and make a recommendation within 24 hours to the Director and Dean of the School of Nursing or designated administrative faculty who will make the final decision.
  - b. The Director and Associate Dean of the School of Nursing or designated administrative faculty will meet with the student and discuss his/her final decision.
7. If the student desires to appeal the final decision, he/she may petition the Dean of the Kasiska College of Health Professions who may convene the College Scholastic Appeals Committee. Go to: [www.isu.edu/kchp/documents/org-appeals.pdf](http://www.isu.edu/kchp/documents/org-appeals.pdf) for appeals information.
  - a. This committee addresses academic matters only.
8. If the student desires to appeal the decision of the Dean of the Kasiska College of Health Professions, he/she may petition Vice President for Student Affairs who may convene the University Scholastic Appeals Committee. See [www.isu.edu/studenta/handbook.pdf](http://www.isu.edu/studenta/handbook.pdf) for procedure of petition.

## Academic Dishonesty

### ISU Procedure and Policy for Academic Dishonesty

Academic integrity is expected of all individuals in academic settings. Academic dishonesty includes, but is not limited to, cheating, plagiarism, and fabrication. Faculty of the School of Nursing complies with ISU's policy and procedure regarding academic dishonesty.

### Consequences for Academic Dishonesty at the School of Nursing Level

According to the Undergraduate Code of Professional Conduct, academic dishonesty constitutes a Level I Infraction. When a student demonstrates behavior of a Level I Infraction in a classroom or lab setting, the involved instructor/faculty will:

1. Follow procedures for determination of academic dishonesty at the university level.
2. Once the act of academic dishonesty has been validated, the student, instructor/faculty and a third party if deemed necessary will meet to discuss the consequences for the infraction within 3 days of validation of the incident.
3. The consequences shall be in proportion to the severity of the offense.
4. The following is a list of possible corrective actions and consequences which may be imposed for academic dishonesty.
  - a. Student may be placed on Unprofessional Conduct Probation.
  - b. Corrective action possibilities may be discussed. As an example, the instructor/faculty member may require that the assignment in question be rewritten in conformance with proper academic standards and requirements and/or the instructor/faculty may specify additional requirements.
  - c. Grade reduction
    - i. The student's grade may be lowered, or a grade of "F" may be assigned for a test, project, or other academic assignment.
    - ii. If a grade of "F" is assigned, a zero (0) will be recorded as the grade earned on the test, project, or other academic assignment.
  - d. Failing Grade
    - i. A grade of "F" may be assigned for the course and the student may not proceed with nursing courses.
  - e. Dismissal from the School of Nursing
    - i. A student may be dismissed from the School of Nursing. If dismissed, the student is ineligible to enroll in any course offered by the School of Nursing.
    - ii. The Director and Associate Dean of the School shall notify the student, the instructor, the Dean of the College of Health Professions, and the registrar, in writing, of the imposition of this sanction.
5. Instructor/Faculty will document incident per the Written Record of Student Violation of the Code of Professional Conduct and place in the student's permanent file. **This information may be made available to prospective employers or other educational institutions. Thus, any student committing an act of academic dishonesty may be jeopardizing his or her future educational or employment opportunities.**

Consequences for Academic Dishonesty at the College Level

Students have the right to appeal processes as outlined in the procedures for Scholastic Appeals Committee in the Kasiska College of Health Professions.

Refer to [www.isu.edu/kchp/documents/org-appeals.pdf](http://www.isu.edu/kchp/documents/org-appeals.pdf).

The University Guidelines, Procedures, and Policies, and the Policies of the Academic Appeals Board petitions are available at [www.isu.edu/studenta/handbook.pdf](http://www.isu.edu/studenta/handbook.pdf).

### **Consequences for Academic Dishonesty at the University Level**

For penalties of suspension, expulsion, and restitution of scholarship, award, and financial aid, refer to the University Guidelines, Procedures, and Policies, Academic Dishonesty. Refer to ISU Faculty and Staff Handbook: [www.isu.edu/fs-handbook/part6/6\\_9/6\\_9a.html#2](http://www.isu.edu/fs-handbook/part6/6_9/6_9a.html#2)

### **Restitution of Scholarship Funds**

If the student is a recipient of any ASISU scholarship during the semester in which the dishonesty occurs, and the student is suspended or dismissed from the institution, repayment in full of the scholarship amount for that semester will be required. Restitution of funds may also apply to other scholarship or financial aid, at the discretion of the donor. Associate Dean of Students for Scholarships will be notified.

## **Faculty Advisors for Students**

### **Student Advising**

Upon admission to ISU, all students in the nursing program will be assigned a faculty advisor in the School of Nursing who will serve as advisor until the student graduates. Together, they will facilitate the student's success in the nursing program. The advisor must sign all registration and/or drop/add cards. Responsibilities of the student and of the faculty advisor are listed in following resources:

[www.isu.edu/advising/fac-advis/faculty-prof-advisor-manual-2007.pdf](http://www.isu.edu/advising/fac-advis/faculty-prof-advisor-manual-2007.pdf).

[www.isu.edu/advising/the\\_advisor.shtml](http://www.isu.edu/advising/the_advisor.shtml)

If for some reason, the faculty advisor or student wishes to change, another faculty advisor will be assigned. If the student needs to change your advisor, and is living in Pocatello or Idaho Falls, contact the Administrative Assistant of Undergraduate Studies at 282-2167 and if you are in Boise, contact the Administrative Assistant at 373-1785.

### **Faculty Class Advisors**

Each class of traditional students will be assigned a class advisor. The advisor will assist the class in implementing and reviewing bylaws, facilitating communication with the faculty and administration, selecting class officers, coordinating pinning ceremony and solving class problems as they arise. The accelerated students will be assisted with these matters by the Accelerated Program Coordinator and the RN Completion students will be assisted by the RN Completion Program Coordinator.

## Student Organizations

### ISU Student Nurses' Association

All undergraduate nursing students are strongly encouraged to join the Student Nurses' Association. A faculty representative will be assigned to assist with local organization activities. For details of the organization see website: [www.nsna.org](http://www.nsna.org).

The functions of this organization are:

1. To aid the development and growth of the individual student by fostering good citizenship through professional and social unity.
2. To stimulate interest and understanding and to serve as a channel of communication between the student nurses' organization and the professional nursing organizations.
3. To provide a closer bond and a more unified spirit among student nurses through group activities at the local, state, and national.
  - a. To do this, the student organization provides educational programs, community service projects and social activities.
  - b. With the yearly dues the student gains membership in the local, state and national student associations.
  - c. This entitles the student to a monthly copy of the national nursing student publication, Imprint.

### Class Officers

The Idaho State University School of Nursing (SON) is committed to providing outstanding education for nursing students. In order to facilitate the process of student leadership and government, class officers are elected by each nursing school class. The following guidelines delineate the roles, responsibilities, and election of each office.

### Duties of the Officers

#### President

The primary role of the President is to provide leadership for the class and function as the class representative. This includes, but is not limited to, serving as a liaison between the class and the School of Nursing faculty and facilitating interaction between the class and faculty members. In addition, the President is charged with facilitating communication among all class officers regarding any matter deemed necessary. The President is responsible for organizing and overseeing the Pinning ceremony at the May graduation. They will co-sign all checks with the class treasurer.

#### Vice President

The primary role of the Vice-President is to assist the President in representing the class and in overseeing the pinning ceremony. In addition, the Vice-President is charged with assuming the role of the President in the event that the President is not able to represent the class.

#### Secretary

The primary role of the Secretary is to work with the other class officers to facilitate communication and record-keeping, including minutes of official meetings. The secretary will be responsible for distributing information to the class.

### Treasurer

The primary role of the Treasurer is to maintain and oversee the class financial accounts. This includes, but is not limited to, keeping an accurate record of funds received, expenditures and receipts, providing regular reports of the class finances and co-signing all checks with the class president.

Additional positions can be created at the discretion of the aforementioned class officers in order to facilitate the needs of the class. These additional positions may be appointed or elected according to the discretion of the other class officers.

Class officers, or designated student representatives will be assigned to participate in School Of Nursing councils and committees who include but are not limited to, Undergraduate and Faculty council, policy and procedures and other committees as the need arises for student input.

### Election of Officers

1. Class officers will be elected no sooner than one month, and no later than two months, after the start of the nursing program. The positions will continue until graduation or until the officer is unable to fulfill their duties for any reason.
2. If an officer desires to step down from their position the class President (or Vice President) will arrange for a separate election. If an officer is not adequately performing the duties of their office, the class may petition the President (or Vice-President) for action. Appropriate action may include counseling of the officer by the Class President or Vice-President or, if counseling is not effective, relieving the officer in question of his or her duties. Following that, a separate election will be held to fill the position. The separate election will be facilitated by the President for all offices, except the office of President, in which case the Vice-President will facilitate the election.

### Meetings

1. Class officer meetings will be called as needed but will be no less than 1 per semester. Meeting may occur face to face or via chat rooms or other distance classrooms. The class secretary will document minutes of each meeting.
2. Minutes of all official meetings and all other relevant information will be recorded and kept in the class file in the undergraduate nursing office on the Pocatello campus and in the nursing office on the Boise campus.
3. Students are eligible for and encouraged to participate in student senate and university wide activities.

## **Student Loan and Scholarship Programs**

### **Financial Aid**

For financial aid that is available through the university, students are advised to contact the Financial Aid and Scholarship Office at 208-282-2756.

### **Scholarship Opportunities**

For information on University and Nursing scholarship opportunities, contact the Academic Advisor for the School of Nursing at 282-4481.

### **Health Status Requirements**

The School of Nursing requires student to have proof of recent physical health examination, current health insurance coverage, current negative tuberculosis (TB) screening results, and verification of immunization status prior to admission to the nursing program.

#### **Health Evaluation**

Students must submit a health evaluation form with their application when applying to the nursing program. Students must demonstrate the ability to meet the physical and mental demands required for their clinical and academic activities. Changes in health status may require documentation of appropriate physical examination and /or treatment for student to continue in the nursing program.

#### **Communicable Disease**

When in the clinical or academic setting, the student is responsible for being free of communicable diseases which may put themselves, clients and others at risk. If the student has been exposed to a communicable disease or he/she has symptoms, he/she must inform instructor/faculty before participating with client care in the clinical lab setting.

#### **Tuberculosis (TB) Screening**

Students must demonstrate they do not have active TB to be accepted and continue in the nursing program. Students must submit the negative results of a Mantoux/PPD skin test for TB with their application when applying to the nursing program. If a student has tested positive for TB in the past and has been treated, he/she will need to submit a statement from the primary care provider that he/she does not have active TB and documentation of any precautionary measures that would limit the student's ability to interact with clients, faculty and staff in a variety of settings. It is the student's responsibility to have TB screening tests completed on a yearly basis and to send a copy of his/her current results to the Undergraduate Nursing office to be placed in the student permanent folder.

#### **Immunization Status**

Students must submit verification of immunization status when they apply to the nursing program and update their immunization status when they have completed all series of vaccinations.

The immunization required for the nursing program include:

1. Three doses of the childhood tetanus, diphtheria, and pertussis (DTap) vaccine are required.
2. One dose of adult tetanus, diphtheria and acellular pertussis (Tdap) is recommended by the Centers for Disease Control (CDC) for health care workers and a requirement for the ISU School of Nursing.

3. At least one dose of Measles/Mumps/Rubella (MMR) vaccination is required. Only one dose of MMR vaccination is required if born before 1957 and have not had a history of the disease. If student has not had measles, mumps, and/or rubella as a child, he/she will need to have a titer drawn to confirm immunity.
4. Three doses of Hepatitis B vaccine are required.
5. One dose of Varicella (Chicken Pox) vaccine is required if you student has not chicken. If the student has not had chicken pox, a Varicella titer or physician statement is required.
6. It is recommended that the student receive one dose of influenza vaccine every year.

Student must submit signed documentation by his/her health care provider if he/she has a medical contraindication to immunization. If there are questions about immunization status, students should contact their primary care provider or the ISU Student Health Center.

## **Safety and Protection Assurances**

### **Cardio Pulmonary Resuscitation (CPR)**

The School of Nursing requires students to be CPR certified. Proof of current CPR certification is required prior to admission to the nursing program and must be kept current throughout the nursing program. It is the student's responsibility to a maintain CPR certification and to send a copy of his/her current certification to the Undergraduate Nursing office. Certification will be kept in the student's permanent file.

Currently the ISU School of Nursing recommends CPR certification through the American Heart Association Health Care Provider CPR certification program and the American Heart Association Health Care Provider CPR certification will be required for admission in January 2010.

### **FBI Background Check**

Students are required to have a current FBI background check completed by ISU. Even if you have had a background check completed for your employment or other reasons, you will need to have a criminal background check completed by ISU. There is a fee for this service and payment must be made at the time of application. Students must submit receipt verification that the FBI background check is in-progress when they make application to the program. Students may be required to have additional background checks done for specific clinical agencies. The student will be expected to pay for any additional background checks required by specific clinical agencies.

FBI Background Check contact:

Pocatello	ISU Public Safety	282-2618
Idaho Falls	Information Desk in the Bennion Student Union Bldg	282-7811
Twin Falls	ISU Center in Twin Falls	736-2101
Boise	Boise Nursing Program	373-1785

The reports of the background check are reported only to the Director and Dean of the School of Nursing. The Director may contact each student directly if further information and/or clarification about background check findings are warranted. Due to the confidential nature of

the background check findings, the results of the background check are not placed in the student permanent file.

The student may have access to the information obtained through the FBI Background Check. The student should contact ISU Public Safety and complete the Written Request to Examine Records form (Appendix I) to receive background check information.

Students may have legal problems that affect them when they are enrolled in the nursing program. It is the student's responsibility to notify his/her advisor and instructor/faculty of any legal situations that may affect his/her ability to function in the academic or lab setting.

## **Licensure Examination**

### **Licensure Examination (National Council of Licensure Examination- NCLEX-RN)**

1. Upon successful completion of all requirements of ISU and the School of Nursing, the student will file a form in the state in which he/she wishes to take the national nursing licensure examination.
2. The Director and Dean of the School of Nursing will send a notarized affidavit to the state verifying that the student has met all requirements to take the examination.
3. It will take at least two (2) weeks after graduation for posting of the information necessary for the affidavit to be completed.
4. For more information about the Idaho State Board of Nursing see website: [www2.idaho.gov/ibn/](http://www2.idaho.gov/ibn/).
5. Student who is interested in licensure in another state is responsible to contact that state's office for information.

## **Idaho State University and Kasiska College of Health Professions Resources**

### **Accommodation for Disabilities**

Students diagnosed with a disability or who believe they have a disability that might require a reasonable accommodation on the part of the University or School of Nursing, please contact the Director of the ADA, Center of Services for Students with Disabilities, 282-3599; or go to their website at [www.isu.edu/ada4isu](http://www.isu.edu/ada4isu). It is the responsibility of the student to disclose a disability PRIOR to requesting that reasonable accommodation be made for disability.

### **Dismissal**

Undergraduate Handbook regarding Nonacademic and Scholastic Dismissal Policies: [www.isu.edu/academic-info/current/](http://www.isu.edu/academic-info/current/).

### **Incomplete Grade**

University policy regarding incomplete grade in Undergraduate Catalog- [www.isu.edu/academic-info/current/](http://www.isu.edu/academic-info/current/).

### **Plagiarism**

ISU Faculty and Staff Handbook: [www.isu.edu/fs-handbook/part6/6\\_9/6\\_9a.html#2](http://www.isu.edu/fs-handbook/part6/6_9/6_9a.html#2) and University Student Handbook: [www.isu.edu/studenta/handbook/pdf](http://www.isu.edu/studenta/handbook/pdf).

**Scholastic Appeals Committee Bylaws**

The School of Nursing is in compliance with the college policy regarding scholastic appeals. See [www.isu.edu/kchp/documents/org-appeals.pdf](http://www.isu.edu/kchp/documents/org-appeals.pdf) for details.

**Sexual Orientation Policy**

Student Handbook: [www.isu.edu/studenta/handbook.pdf](http://www.isu.edu/studenta/handbook.pdf) .

**Sexual Harassment Policy**

Student Handbook: [www.isu.edu/studenta/handbook.pdf](http://www.isu.edu/studenta/handbook.pdf) .

**Statement of Nondiscrimination Affirmative Action**

The School of Nursing is in compliance with university policy regarding affirmative action. See Undergraduate Catalogue: [www.isu.edu/academic-info/current/](http://www.isu.edu/academic-info/current/) and the Undergraduate Student Handbook: [www.isu.edu/studenta/handbook.pdf](http://www.isu.edu/studenta/handbook.pdf). The Affirmative Action office is located on the Pocatello campus in the Museum Building: 208-282-3964.

**Students Rights and Procedure for Scholastic Appeals**

Student Handbook: [www.isu.edu/studenta/handbook.pdf](http://www.isu.edu/studenta/handbook.pdf).

**Withdrawal**

Undergraduate Handbook regarding Withdrawal Procedures and Medical Withdrawal Policy: [www.isu.edu/academic-info/current/](http://www.isu.edu/academic-info/current/).

## References

- American Nurses Association. (2004). *Nursing: Scope and standards of practice*. Silver Spring, MD: Nursesbooks.org. The Publishing Program of ANA.
- Scriven, M. & Paul, R. (1987). National Council for Excellence in Critical Thinking. Retrieved October 30, 2008, from [http://www.criticalthinking.org/aboutCT/define\\_critical\\_thinking.cfm](http://www.criticalthinking.org/aboutCT/define_critical_thinking.cfm).
- The Essentials of Baccalaureate Education for Professional Practice*. (1998). American Association of Colleges of Nursing.
- University of Washington School of Nursing. Essential Qualifications of Candidates for Undergraduate and Pre-Licensure MEPN and GEPN Admission, Continuance, and Graduation. (Revised August 2007). Retrieved October 30, 2008 from <http://www.son.washington.edu/admissions/memo.asp?id=27>.
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## Appendix A

### American Nurses Association Standards of Professional Practice

1. The registered nurse collects comprehensive data pertinent to the client's health or the situation.
2. The registered nurse analyzes the assessment data to determine the diagnoses or issues.
3. The registered nurse identifies expected outcomes for a plan individualized to the client or the situation.
4. The registered nurse develops a plan that prescribes strategies and the alternatives to attain expected outcomes.
5. The registered nurse implements the identified plan; coordinates care delivery; and employs strategies to promote health in a safe environment.
6. The registered nurse evaluates progress toward attainment of outcomes.

American Nurses Association. (2004). *Nursing: Scope and standards of practice*. Silver Spring, MD: Nursesbooks.org The Publishing Program of ANA.

### American Nurses Association Standards of Professional Performance

1. The registered nurse systematically enhances the quality and effectiveness of nursing practice.
2. The registered nurse attains knowledge and competency that reflects current nursing practice
3. The registered nurse evaluates one's own nursing practice in relation to professional practice standards and guidelines, relevant statutes, rules and regulations.
4. The registered nurse interacts with and contributes to the professional development of peers and colleagues.
5. The registered nurse collaborated with client, family, and other in the conduct of nursing practice.
6. The registered nurse integrates ethical provisions in all areas of practice.
7. The registered nurse integrates research findings into practice
8. The registered nurse considers factors related to safety, effectiveness, cost, and impact on practice in the planning and delivery of nursing services.
9. The registered nurse provides leadership in the professional practice setting and the profession.

American Nurses Association. (2004). *Nursing: Scope and standards of practice*. Silver Spring, MD: Nursesbooks.org The Publishing Program of ANA

## Appendix B

## IDAHO STATE UNIVERSITY SCHOOL OF NURSING

## INCOMPLETE COURSEWORK

Note: This form is to be completed by the faculty member responsible for the course in which a student has been assigned an INCOMPLETE in lieu of a course grade. The original will be retained in the student permanent folder and a copy will be given to the student.

---

 Student

---

 Student Identification No.

---

 Date Form Completed

---

 Course Number / Title

---

 Credit Allocation

---

 Semester

---

 Academic Year

 Outstanding Course Requirements:
 

---



---



---



---



---

 Date Requirements **Due**


---

 Date Requirements **Completed**


---

 Faculty Signature

---

 Faculty Signature

---

 Student Signature

---

 Student Signature

1/22/90

4/15/08 (Approved Undergraduate Faculty)

### Appendix C

## Idaho State University SCHOOL OF NURSING – PETITION

DATE RECEIVED: \_\_\_\_\_

Name: \_\_\_\_\_ ISU Student No: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Program:  Traditional BSN  ADN/Diploma to BSN  LCN to BSN  Fast Track BSN  ADN to Masters

I am petitioning for acceptance of \_\_\_\_\_  
Course(s) number and title

from \_\_\_\_\_ as equivalent to nursing requirement(s)  
Institution(s)

for \_\_\_\_\_  
ISU School of Nursing course(s) number and title

\* course description for the course(s) being considered must be attached.

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

Recommended  
 Do Not Recommend  
Comments: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Academic Advisor Date

Recommended  
 Do Not Recommend  
Comments: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Chair of Undergraduate Studies Date

\*\*\* For School of Nursing, O.T. or Use Only \*\*\*  
Date Petition Completed \_\_\_\_\_ Date Sent to Student \_\_\_\_\_

7/14/06

Appendix D

IDAHO STATE UNIVERSITY SCHOOL OF NURSING

INDEPENDENT STUDY CONTRACT

Course Number/Title \_\_\_\_\_

Credit Allocation \_\_\_\_\_

Student \_\_\_\_\_

Student Identification No. \_\_\_\_\_

Student will be expected to complete the following activities for completion of Independent Study requirements:

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

Date Course Requirements Due \_\_\_\_\_

\_\_\_\_\_

Signature due at the Beginning and at Completion of the Independent Study.

Initial Agreement

Completion

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

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

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Grade

dc: 5/93
4/15/08 (Approved Undergraduate Faculty)

## Appendix E



Idaho State University School of Nursing  
 Confidentiality Agreement  
 Acceptance of Responsibility for Access to Protected Information

As part of my student experience with the Idaho State University School of Nursing, I am expected and required to access, evaluate, and annotate records of the clients and health care facilities. These processes require the handling of and exposure to protected or confidential client (student/faculty/staff/client) and facility information occurring in both paper and electronic form.

I understand and agree that confidential information I am exposed to will not be discussed, disclosed, or in any way communicated with anyone other than the approved faculty and/or other facility personnel directly connected to my position as a nursing student.

I acknowledge and understand that I must comply with federal and state laws, as well as University policies, regarding the confidentiality of information relating to clients and each facilities where I will provide clients services.

I agree to report to my faculty and/or appropriate facility personnel, any request made by unauthorized persons to access (duplicate or release) confidential records.

I acknowledge and understand that the improper disclosure by me of information relating to clients or the facility may subject the University to civil penalties or other penalties under the law, and in some instances, these penalties may extend to me. I also acknowledge and understand that such improper disclosure may result in disciplinary action up to and including failing grade for the nursing course and/or termination of eligibility to graduate.

---

Student Name (please print)

---

Student Signature

---

Date

The original signed version of this form will remain in the student permanent file in the undergraduate nursing office on the Pocatello or Boise campus.

Approved Undergraduate Faculty: 4/15/08

Approved ISU School of Nursing Faculty Council 4-9-09

## Appendix F

## Idaho State University School of Nursing

## Code of Professional Conduct

Statement of Understanding:

I have read and understand the ISU School of Nursing's Code of Professional Conduct. I acknowledge that I must comply with all aspects of the Code at all times throughout my role as a professional nursing student. I acknowledge and understand that failure to do so may result in disciplinary actions, up to and including expulsion from the nursing program.

---

LEGAL name (please print): \_\_\_\_\_

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

Date: \_\_\_\_\_

ISU ID (Bengal Card #): \_\_\_\_\_

Email address: \_\_\_\_\_

Approved Undergraduate Faculty: 4/15/08

Approved ISU School of Nursing Faculty Council 4-9-09

## Appendix G

## ISU School of Nursing Written Record of Student Violation of Code of Professional Conduct

Student Name:		Date:	
Student ID:		Nursing Course:	
Faculty Name:		Faculty Title:	
Type of Warning			
<input type="checkbox"/>	First Warning	<input type="checkbox"/>	Probation
		<input type="checkbox"/>	Dismissal Review
Type of Infraction			
<input type="checkbox"/>	Tardiness/Leaving Early	<input type="checkbox"/>	Absenteeism
<input type="checkbox"/>	Harmful Actions to Clients	<input type="checkbox"/>	Violation of Safety Rules
<input type="checkbox"/>	Other:	<input type="checkbox"/>	Violation of School Policies
		<input type="checkbox"/>	Disrespect to Clients/Coworkers
Details			
Description of Infraction:			
Plan for Improvement w/ Deadline Dates:			
Consequences of Further Infractions/Failure to meet Deadline Dates:			
Acknowledgement of Receipt of Warning			
<p><i>By signing this form, you confirm that you understand the information in this warning and have re-read the ISU School of Nursing Code of Professional Conduct. You also confirm that you and your nursing instructor have discussed this warning and a plan for improvement. Signing this form does not necessarily indicate that you agree with this warning. This form will be kept in the student's Permanent File.</i></p>			
Student Signature		Date	
Faculty Signature		Date	
Approved Undergraduate Faculty: 4/15/08			

Appendix H

**Public Safety**  
Written Request to Examine Records



Name: \_\_\_\_\_ Bengal ID: \_\_\_\_\_  
Address: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Phone #: (\_\_\_\_) \_\_\_\_-\_\_\_\_

I request to examine \_\_\_\_\_ or copy \_\_\_\_\_ my background:

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

\*\*\*\*\*

For Public Safety Use Only

- Released
- Denied

Background reviewed/released by: \_\_\_\_\_

DO NOT RELEASE CHECKED AREAS							
	Victim	Suspect	Witness	Reportees	Other	Statement	Exhibits
Name							
DOR							
SSN							
Add							
Phone							
Other							

Additional Information:

Released To: \_\_\_\_\_ Signature: \_\_\_\_\_  
Please Print

Date: \_\_\_\_\_

z:\form\Background Release Form.spd-1/15/08

Appendix I

Idaho State University  
SCHOOL OF NURSING PETITION

Date Nursing School Received: \_\_\_\_\_

Name	Student ID Number	Class
Address		Telephone Number

I am petitioning to deviate from the School of Nursing requirements as follows\*:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*Course descriptions and all other supporting documents for the request being considered must be attached

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

Cumulative GPA	GPA Last Semester

- Recommend
- Do Not Recommend

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Instructor or Advisor/Date

- Recommend
- Do Not Recommend

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Committee or Chairperson/Date

- Recommend
- Do Not Recommend

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Chair of Undergraduate Studies/Date

***For School of Nursing Office Use Only ***	
Date Petition Completed _____	Date Sent to Student _____