



**Idaho State
University**

**College of
Technology**

ASSOCIATE DEGREE REGISTERED NURSE

2023 – 2024



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I. Message from the Dean

Dear College of Technology Student,

Congratulations on your decision to pursue your education at the Idaho State University College of Technology. On behalf of all faculty, staff, and administration, I want to take this opportunity to personally extend a warm welcome. Our mission is to provide you with the skills, knowledge, and abilities to be successful in your chosen career.

I am pleased to see that you made the decision to join the largest, most comprehensive postsecondary technical institution in the state of Idaho. You now belong to a college that boasts an alumni base of more than 23,000. For more than 100 years, students have graduated from Idaho State University with the technical skills necessary to successfully enter the workforce. I am confident that you will also be prepared by our faculty to pursue your passion and have an enjoyable lifetime career.

Amid the excitement of enrolling at ISU, you probably have many questions. This student handbook has been prepared for your use and contains the answers to many of your questions. If you would like additional information, please contact your faculty or Student Services directly. We are all here to help you succeed in your studies and stand prepared to assist with your concerns.

Once again, welcome to the College of Technology.

Go Bengals!

A handwritten signature in black ink that reads "Debra K. Ronneburg". The signature is written in a cursive, flowing style.

Debra K. Ronneburg

Interim Dean

II. Program Introduction

This handbook is designed to provide information and serve as a resource for most questions and school situations you may encounter as a student in the Associate Degree Registered Nurse program. The information provided in this handbook is meant to supplement that provided in the Idaho State University Handbook and Official Student Code of Conduct.

All students are directly responsible to the instructors first. Details regarding program procedures will be covered and questions answered during orientation at the beginning of the program or as the need arises. Problems of any nature will be brought to the attention of the instructors and program coordinator. They will seek assistance for a student problem. If a student feels a need for conference with someone other than an instructor or the program coordinator, a meeting may be arranged with an advisor from the College of Technology Student Services at (208) 282-2622.

Program Administration

The Associate Degree Registered Nurse program is operated by the College of Technology, Idaho State University. The program works in cooperation with the Idaho Career & Technical Education and is approved by the State Board of Education.

The Associate Degree Registered Nurse program is accredited by the Accreditation Commission for Education in Nursing (ACEN).



Accreditation Commission for Education in Nursing

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College Of Technology

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Program Information

Degrees/Certificates Offered

- Associate of Science Registered Nursing

Mission Statement

The mission of the ADRN program is to provide quality, accessible learning opportunities to meet students' diverse educational needs and provides critical thinking opportunities to promote professional identity and global citizenship. The curriculum is designed to deliver education that responds to the changing needs of students, employers, and communities. Our commitment is to offer professional mobility through a progressive approach to nursing education and meet the needs for quality health care while building a foundation for life-long learning for ADRN program graduates. The program provides a bridge between and among levels of study within nursing with potential articulation into the baccalaureate and masters preparation.

Student Learning Outcomes

Graduates of the Associate Degree Registered Nurse program will have the following learned capabilities:

1. Integrate knowledge derived from sciences, humanities, and nursing to make competent nursing decisions to achieve best practice outcomes.
2. Communicate and document accurate information about patients in a concise and clear manner.
3. Utilize therapeutic communication skills when interacting with patients and their families.
4. Collaborate with patients, families and healthcare personnel to achieve positive patient outcomes.
5. Integrate evidence-based data that guides or leads to best practice and quality improvement.
6. Apply the steps of the nursing process in a competent and caring manner to safely meet the holistic needs of patients across the lifespan in a variety of healthcare settings.
7. Provide care that reflects the professional practice standards including ethical and legal parameters.
8. Demonstrate cultural awareness and respect for persons when working with all populations in the healthcare environment.
9. Provide and manage care through the safe and efficient use of human, physical, financial, and technical resources to meet patient outcomes.
10. Demonstrate professional accountability through identification of learning needs and ongoing professional development.
11. Apply principles of teaching and learning to advocate for and empower patients and families to effectively participate in healthcare decisions and health maintenance.
12. Demonstrate patient-centered prioritization of nursing actions and delegate tasks to appropriate members of the healthcare team.

Welcome!

Welcome to the Associate Degree Registered Nurse (ADRN) program at the College of Technology, Idaho State University. The faculty, staff, and administration wish you the best success as you undertake this exciting and challenging step in your education as a professional nurse.

As a nursing student, you are a valued and valuable member of the healthcare team. Health team members are expected to be responsible, caring persons who perform within the scope and standards of the profession. Faculty, administration, and staff at Idaho State University and the College of Technology are committed to doing all that is possible to guide and support your career goals as well as your personal and professional growth. A committed focus on lifelong learning, critical thinking, competence, healthcare teamwork, caring, and professional honesty and integrity are key ingredients to your success now and in the future.

Affiliation Agreements/Sponsoring Agencies

The Associate Degree Registered Nurse program operated by the College of Technology at Idaho State University is in affiliation with the following:

- Bear Lake Memorial and Skilled Nursing Facility – Montpelier, ID
- Bingham Memorial Hospital and Extended Care Facility – Blackfoot, ID
- Caribou Memorial Hospital and Living Center – Soda Springs, ID
- Cassia Regional Medical Center – Burley, ID
- District 7 Health Department – Idaho Falls, ID
- Eastern Idaho Regional Medical Center – Idaho Falls, ID
- Encompass Home Health and Hospice – Pocatello, ID
- Franklin County Medical Center – Preston, ID
- Harms Memorial Hospital – American Falls, ID
- HealthSouth Corporation
- *Holy Rosary Medical Center – Ontario, OR
- Idaho Doctors Hospital – Blackfoot, ID
- Idaho Elks Rehabilitation Hospital, Inc. – Boise, ID
- Idaho Home Health & Hospice
- Idaho Kidney Institute – Pocatello, ID
- Idaho National Laboratory (INL) Occupational Health Center
- *IHCHS Intermountain Healthcare – Utah
- Pocatello Family Practice – Pocatello, ID
- Idaho State University Student Health – Pocatello, ID
- Lost Rivers Medical Center – Arco, ID
- Madison Memorial Hospital – Rexburg, ID
- Magic Valley Regional Medical Center – Twin Falls, ID
- Minidoka Memorial Hospital – Rupert, ID
- Monte Vista Hills – Pocatello, ID
- Mountain Home AFB, 366 Medical Group – Mountain Home, ID

- Mountain View Hospital – Idaho Falls, ID
- Oneida County Hospital/LTC/Home Health – Malad City, ID
- Portneuf Medical Center – Pocatello, ID
- Rocky Mountain Surgery Center – Pocatello, ID
- St. Alphonsus Regional Medical Center – Boise, ID
- St. Luke’s Medical Center Jerome – Jerome, ID
- St. Luke’s Regional Medical Center – Boise, ID
- St. Luke’s Wood River Medical Center – Ketchum, ID
- Shoshone-Bannock Tribes, Tribal Health & Human Services – Fort Hall, ID
- South Eastern District Health Department – Southeast, ID
- South Central District Health – Twin Falls, ID
- *Star Valley Medical Center – Afton, WY
- State Hospital South – Blackfoot, ID
- Steele Memorial Hospital – Salmon, ID
- Surgical Care Affiliates, LLC aka Treasure Valley Hospital – Boise, ID & Nationwide
- Teton Valley Hospital and Surgical Center – Driggs, ID

*Not a current clinical site; individual state board of nursing requirements/permissions needed prior to facility use.

Nursing Program Philosophy

The philosophy for the Idaho State University College of Technology ADRN program is based on an eclectic approach combining the four domains of nursing, the nursing process, and the Dreyfuss Model of Skill Acquisition and Development as implemented in Patricia Benner’s “From Novice to Expert” (Benner, 1984). This approach uses the four domains as the philosophical base.

Person: The nursing faculty believes the person can be an individual, a family, a community, or a culture. Holistic in nature, the person is unique in his/her/their own experiences, value system, and inherited characteristics. Persons have self-worth and the right to self-determination with a potential for growth, development, and change. This development of person throughout the lifecycle is dynamic and interactive because people, as social beings, both affect and are affected by an internal and external environment.

Environment: The nursing faculty believes the environment is a summation of all internal and external factors affecting the health of a person. People maintain or attain health by adapting to environmental and developmental changes across the lifespan. We believe the environment is utilized by the nurse to enhance the patient’s health and well-being.

The nurse interacts simultaneously with many patients from diverse cultural backgrounds and across a variety of environments.

Health: is characterized by the ability of a person to meet his/her/their needs within the five dimensions that make up the wholeness of the human experience: physiological, psychological, socio-cultural, developmental, and spiritual. A characteristic of health is the ability of a person to meet his/her/their needs, which include: a need for a safe effective care environment, health maintenance, psychosocial integrity and physiological integrity. When necessary, nursing assists persons to meet these needs through the processes of collaboration and through healing interventions.

Nursing: is an art and science that incorporates a set of core nursing values. These values include adherence to standards of professional practice, accountability, functioning within legal, ethical, and regulatory structures, caring/helping, valuing the profession of nursing and active participation in life-long learning.

Nursing includes 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 for individuals, families, communities, and populations (American Nurses Association, 2010).

Fundamental to the practice of nursing is the nursing process, which is an organizing framework that uses scientific reasoning and problem solving. The nursing process includes assessment as data collection and holistic nursing assessment of the patient using the Gordon's Functional Health Patterns. The nursing diagnosis utilizes assessment data to formulate problems and etiologies and identify related symptoms in a prioritized manner. Planning incorporates a multidisciplinary approach to identify measurable patient outcomes and nursing interventions to achieve wellness. Implementation includes performing individualized care to the patient. Evaluation is a continuous process designed to measure and refine planning and interventions to optimize patient outcome.

Nursing uses reasoning to integrate knowledge derived from previous education and experience to achieve deliberative and competent decision-making that is grounded in evidence-based practice to achieve best practice outcomes. At the novice level, the nurse practices as the beginner using rules and guidelines. As the nurse progresses in the profession, the nurse approaches each task with inquiry, intuition, and wisdom.

Nursing faculty strongly believes that nursing education is a multifaceted, dynamic, and lifelong process involving the acquisition of knowledge, skills, and attitude. The process requires degrees of independent judgement, problem-solving, and intellectual activity that is supported by liberal arts general education, biological, physical, and social sciences; nursing education cultivates decision making abilities, technical capabilities, and strategies based on standards of care.

Nursing faculty believes that teaching and learning requires a partnership between the student and educator, where the educator serves as the facilitator and mentor. Although the ultimate responsibility for learning remains with the student, student learning is a collaborative effort where students learn from their patients, the community, and all other healthcare disciplines.

Nursing faculty also believe that learning is facilitated when learners become increasingly goal-directed and actively involved in the education process. As a result of this belief, faculty designs experiences to help learners develop more autonomy in seeking learning opportunities as they progress through the educational experience.

The nursing program faculty supports the mission of the college and the university to provide quality educational opportunities for all students, regardless of location. To this end, distance learning is utilized to provide learning opportunities to students.

Organizing Framework of the Nursing Program

The organizing framework flows from the philosophy of the nursing program. The NLN Associate Degree Core Competencies, the American Nurses Association Code of Ethics, the National Patient Safety Standards, and QSEN Competencies are used as professional guiding documents for the curriculum. The program integrates the following concepts throughout:

- Caring Interventions
- Clinical Decision Making
- Communication and Collaboration
- Evidence-Based Practice
- Nursing Process
- Professional Behavior
- Quality and Safety
- Teaching and Learning

The professional guiding documents and the integrating concepts provide the organizing framework of the nursing program which is reflected in program and course student learning outcomes, and clinical evaluation tools.

Concepts

Caring Interventions: Demonstrating empathy and client advocacy. Demonstrating appropriate genuineness, respect and demeanor toward patients, families, and

communities. Initiating a holistic (physiological, psychological, sociocultural, developmental, and spiritual) lifespan approach. Demonstrating non-judgmental attitude & promotes clients' rights to self-determination.

Clinical Decision Making: Choosing and implementing nursing interventions. Observing, interpreting, responding, and reflection situations within, and emerging from, the nurse's knowledge and perspective. Prioritizing and delegating appropriate interventions and tasks.

Communication and Collaboration: Fostering therapeutic communication, mutual respect, and shared decision-making to achieve quality patient care. Ensures proper implementation of written, verbal, and non-verbal direction. Demonstrating caring, compassion, and cultural awareness. Promoting positive outcomes. Functioning effectively within nursing and inter-professional teams.

Evidence Based Practice: Examines and questions the evidence that underlines nursing care. Integrating best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care.

Nursing Process: Utilizing the five steps to the nursing process to deliver patient care. Obtaining a holistic view of the patient's structural variables and basic needs. Promoting patient-centered outcomes. Assisting patients towards meeting health needs. Evaluating interventions to meet changing needs and adapting plans of care as required.

Professional Behaviors: Committing to the profession of nursing. Adhering to standards of professional practice. Accountable for his/her actions and behaviors and practices nursing within legal, ethical, and regulatory frameworks.

Quality/Safety: Uses data to monitor the outcomes of care processes and uses improvement methods to design and test changes to promote the quality and safety of health care systems. Minimizes risk of harm to patients and providers through both system effectiveness and individual performance. Follows national and facility safety standards and procedures.

Teaching/Learning: Encompasses the provision of health education to promote and facilitate informed decision making. Achieves positive outcomes and supports self-care activities.

Nursing Program Benchmarks

The nursing program benchmarks will serve as a quantifiable measure of how successfully the program is in educating students to function as registered nurses.

1. 88% or more of the students admitted into the nursing program will graduate within 150% of the program length.
2. Graduates will pass the NCLEX-RN on the first attempt or above the national pass rates.
3. Seventy-five percent or more of the graduates seeking employment will be employed as professional registered nurses in the health care setting within one year of passing the NCLEX-RN.

American Nurses Association Code of Ethics

- The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
- The nurse's primary commitment is to the patient, whether an individual, family, group, or community.
- The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
- The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
- The nurse owes the same duty to self as others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
- The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
- The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
- The nurse collaborates with other Healthcare Professionals and the public in promoting community, national, and international efforts to meet health needs.
- The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

International Council of Nurses' Pledge

(Based on the ICN Code of Ethics for Nurses, 2006)

In 1899, the International Council of Nurses was founded in Geneva, Switzerland. Their pledge affirms the common goals of all nurses around the world.

In the full knowledge of the task I am undertaking, I promise to take care of the sick with all the skill and understanding I possess, without regard to race, creed, color, politics, or social status, sparing no effort to conserve life, to alleviate suffering, and promote health.

I will respect at all times the dignity and religious beliefs of the patients entrusted in my care, holding in confidence all personal information entrusted to me and refraining from any action which might endanger life or health.

I will endeavor to keep my professional knowledge and skill at the highest level and give loyal support and cooperation to all members of the health team.

I will do my utmost to uphold the International Council of Nursing Code of Ethics for Nurses and to uphold the integrity of the nurse.

Statement on Professionalism

Professionalism is defined as those behaviors that demonstrate the ability to make independent and sound judgments. These judgments are congruent with current standards of practice. The student is responsible to participate as a member of the health care team within the limits and responsibilities of the functions and scope of practice of the Registered Nurse as defined in the Idaho Nurse Practice Act Section 54-1408 Idaho Code Nursing Practice Act and the Idaho Board of Nursing Administrative Rules for Nursing.

Professionalism also encompasses those traits that project an image. This includes attitude, ethics, honesty, integrity, loyalty, mannerisms, appropriate communication skills (verbal, non-verbal, written, electronic), appearance, personal hygiene, and the ability to remain effective under stress.

Professional behavior applies to all settings, in and outside of the classroom (classroom, clinical, lab, and community). Faculty strive to provide and encourage a supportive environment that optimizes learning. Respectful behavior towards fellow students and faculty is expected as the standard. This includes active participation and attentiveness during lecture and classroom activities. Disruption of the learning environment with

distraction such as side conversation or texting on phones, surfing the internet, or working on other assignments etc. is unacceptable. The use of personal communication devices including, but not limited to, cell phones, ipads, ipods, iwatch etc. is distracting and not allowed during class lecture, clinical or lab periods. Students may make or send any necessary calls, texts or email during breaks and/or give prospective callers the phone number of the PN program instructional assistant (208) 282-2864, or the number of the clinical facility or clinical instructor.

Punctuality is also part of the professionalism to be maintained in a learning environment by all students. Being on time to all clinical settings, classroom lectures, lab experiences and any other learning activity is expected. It is assumed that adult learners will make appropriate decisions regarding unavoidable absences. Absences should be communicated to faculty as soon as possible. Excessive tardiness can potentially prevent progression in the program (See attendance in Student Handbook).

Students are *accountable and responsible for their own nursing actions and decisions*. Students interact within *legal* aspects of professionalism in terms of documentation, confidentiality, honesty and integrity, medication administration and treatments as prescribed by those healthcare providers authorized to prescribe medications, and maintaining safe and effective nursing care rendered directly or indirectly. Students are *accountable and responsible* for maintaining a level of physical and mental health that allows them to function safely and competently in the healthcare arena. This is a board of nursing, as well as a program requirement.

Netiquette: When meeting via Zoom, consistent professional behavior, courtesy and etiquette is expected. Equally. Be on time and plan to give your attention and presence for the entire meeting. Be mindful of distractions and background noise that can occur, using mute or excusing yourself as needed. Recording or photographing of the session is not allowed without permission.

Student Governance

Nursing students enrolled in the ADRN program have multiple student governance opportunities. Each admission class elects class officers/leaders. As class representatives, student leaders are invited to participate in all ADRN program team meetings. The purpose of this participation includes an opportunity to professionally dialogue regarding the program. According to university policy, each student is asked to

carefully evaluate all ADRN program courses and faculty. To provide the best possible teaching/learning environments and opportunities for students, these evaluations are considered essential during course and program revision/evaluation. Each student is also asked to evaluate clinical nurse preceptors and clinical facilities/sites. These clinical-related student evaluations are used to make decisions regarding clinical sites and preceptors.

Student Nurse Alliance

The Student Nurse Alliance(NSA) is a student club supported by the Associated Students of Idaho State University (ASISU). College of Technology Nursing Students are automatically registered as members of the NSA each fall. This organization is involved in projects that help the University and programs achieve its missions by participating in University events, community health projects, and fund-raisers.

III. Program Policies

The ADRN nursing student has two areas of learning: classroom/lab and clinical experience. (Classroom is defined as anytime connections are made with faculty/peers – includes all virtual “class” experiences. Both require commitment to rules as well as conduct expectations.) Because the ADRN nursing student is about to enter a career that requires special conduct and behavior while in the performance of specified duties, the student must, at all times, adhere to the ethics and conduct listed under the regulations, policies, and procedures of each healthcare facility while representing the program and functioning as a student-learner in that facility.

Requirements

Curriculum

Students in the ADRN program receive classroom, laboratory, and clinical practicum instruction that provide eligibility for them, as graduates, to sit for the NCLEX- RN licensure examination. Graduation from this program and the passing of the NCLEX-RN examination does NOT guarantee licensure in Idaho or any other state or territory.

Successfully passing this examination, however, enables the graduate to be licensed to practice as an RN in Idaho and other states as allowed by law. Graduates are prepared to render competent professional nursing care in a variety of structured health care settings including hospitals, nursing homes, clinics, physicians’ offices, home health agencies, and other structured settings.

Summer Semester	Fall Semester	Spring Semester
ADRN 2210	ADRN 2220	ADRN 2232
ADRN 22111	ADRN 2230	ADRN 2233
ADRN 2212	ADRN 2231	ADRN 2240
ADRN 2214	General Ed. Objective	ADRN 2245
		General Ed. Objective
		General Ed. Objective

Generally, students taking courses in the ADRN program should expect to spend “in class” time per week based on the credit allocation. For example, a three-credit didactic course would include three “in-class” hours per week. In-class time includes teaching/learning sessions, discussions, on-line connections, etc. In addition to time in

class, students should expect to spend the standard two to four hours per week in study and preparation, for each in-class hour. Thus, a three credit course would include three in-class hours per week plus two to four hours of preparation per credit, per week, totaling an average requirement of 9-15 hours per week for that course.

Needed Program-Related Computer and On-Line Skills

ADRN program students need keyboarding and touch typing, basic internet technologies such as understanding of browsers, firewalls, cookies, etc.; downloading and saving files and images; searching and retrieving research information; email: sending, receiving, adding attachments, downloading attachments; using ISU resources (such as health library sites); Moodle; Word processing; Power-point presentation skills.

Admission Requirements

Applications for admission are accepted August 1 through October 31. Admission to the ADRN program is determined during Fall semester for the cohort beginning the Summer semester of the following year. Students meeting the minimum qualifications will be invited to take the TEAS entrance exam within 30 days after the application deadline. Admission is competitive and criteria is based on: GPA, TEAS score, and years of experience working as a Licensed Practical Nurse (LPN). Further information regarding the application process can be obtained through the ISU College of Technology Student Services Office at (208) 282-2622.

Attendance Policy

Classroom/Lecture

It is highly recommended that students attend all nursing classes as knowledge of class material is imperative for satisfactory theoretical and clinical performance. Since students are adults, it is assumed that they will make appropriate decisions regarding necessary absences. Therefore, no physicians-designated provider excuses will be required for lecture-based courses. If you are absent, you are responsible to arrange for a classmate to take notes, write down announcements, and/or obtain handouts. Students should also contact the course instructor as a courtesy for optimal communication.

Personal appointments need to avoid conflicts with a student's class and/or clinical schedule.

Clinical placement (the supervised clinical practice completed each term while enrolled as an ADRN student) is on a space available basis. Clinical sites must be negotiated and may not be available in your geographic area. Therefore, extensive travel to and from clinical sites may be required. Program flexibility around other work and school schedules is **never** guaranteed and Pocatello-based intensives are required and occur about twice per month. Required minimum hours of actual clinical practice per credit for clinical courses in the ADRN program is about 45-50 hours per credit. Therefore, a three-credit clinical course will require a minimum of 150 hours of supervised clinical practice (can include additional hours related to the accomplishment of clinical course objectives).

Classroom

The ADRN program will use a combination of "regular" classroom, virtual classrooms, and distance learning classrooms. The following discussion pertains to all forms of classroom instruction. While web-based classes may be taken asynchronously, "attendance" means that students perform all expected activities that are required for the "time frame" of the class within the specified class time and activity/assignment due dates/times.

Students are expected to "attend" every class. If you are absent, you are fully responsible for all missed content. Students unable to attend part or all of an intensive face-to-face session, will need to complete a learning contract re: all missed content as well as content-related assignments. When in a class that meets together, electronic communication devices must be used discreetly and for emergency purposes only. [Cell phones (or any similar electronic communication/texting device) are never allowed during proctored examination.] Calls should always be placed outside of the classroom. Scheduled post conferences, nursing skill labs, clinical meetings, or clinical performance checks will be set up by lab and/or clinical instructors and these are **mandatory**. Mandatory means that attendance is required or consequences may be imposed. Special arrangements may be made for emergencies on a case-by-case basis as determined by faculty. Health complications require a doctor's verification of the medical situation and written verification that the student is in safe condition and good health, prior to resuming clinical or lab assignments.

All intensives are required. Missing intensives during the first week of any term places the student in jeopardy of non-success in the course and program and therefore may ultimately lead to program dismissal. Skills day and facility orientations are mandatory;

missing these sessions places the student in jeopardy of non-success in the course and program and may ultimately lead to program dismissal.

Periodically, additional teaching/learning sessions and workshops are held during the year, which may have different hours from those previously posted. Students will be notified in advance of required workshops so that they may make the necessary arrangements for attendance, which is *mandatory*. Mandatory means that attendance is required or consequences may be imposed. Special arrangements may be made for emergencies on case-by-case basis as determined by faculty. The student may incur additional costs related to these workshops.

Lab

Lab tardiness is not acceptable. Students who arrive late to lab may be denied admittance to lab. Students who are not able to attend lab due to tardiness must make arrangements with the lab coordinator to make up the skills learned or demonstrated that day.

Lab absence: Students are required to attend at least 80% of all classes in each lab course. Each lab day missed will result in a 5% grade deduction unless otherwise coordinated with the Lab instructor. Attendance below 75% will result in a "C-" in the course regardless of tests, assignments, and other activities which may result in non-progression in the Practical Nursing program.

Students are required to attend ALL skill demonstrations. Failure to do so, the student will be held responsible for learning the skill on their own unless prior arrangements were made.

Clinical

Idaho is the only state in which ADRN program clinical experiences occur. Though clinical course objectives and hour requirements do not change, course-specific clinical hours may vary depending on the facility, the objectives being accomplished, and the rotations required for appropriate experiences. Students will be required to spend clinical time at facilities outside of their community hospital, facility, or geographic area. Hours may begin as early as 3:00 am, evening or night rotations may be required, and weekend rotations may also be required. Some clinical experiences may be under the supervision of a clinical nurse preceptor. Students should be prepared for and arrange their employment and family schedules to accommodate clinical and class experiences.

Simultaneous full-time employment during this program is strongly discouraged and may negatively impact required class and clinical hours as well as the successful completion of course/program objectives and successful performance on the NCLEX-Rn exam.

Clinical tardiness is not acceptable. Clinical tardiness is defined as arriving after the designated start time for any clinical experience.

- A student who anticipates being late to clinical must directly contact their clinical instructor.
- The first tardy occurrence will result in a verbal warning.
- The second tardy occurrence will result in the student being sent home and a written warning.
- A student who is tardy for the third time will be sent home. The third occurrence will result in a full grade reduction in the clinical course.

Clinical Absences: For a clinical absence, students are responsible to notify their assigned facility member AND clinical nurse at least *1 hour prior* to the assigned shift. The students are advised to ascertain who is receiving this call-off notice.

1. It is recognized that there may be a RARE need to be absent from clinical
2. Failure to notify the facility AND the clinical instructor (*No Call and No Show*) results in an unexcused absence and a full grade reduction from the final total clinical score. This unexcused absence cannot be made up and further grade reductions are possible if performance requirements cannot be met. Students unable to meet course objectives will not receive a passing grade for that course.
 - a. Following the 2nd no call/no show, the student may be dismissed from the program.
 - b. Any no call/no show which results in an inability for the student and/or the program to return to the clinical site may result in immediate dismissal from the program.

Extenuating circumstances will be dealt with on a case-by-case basis and the decision is based on the clinical faculty recommendation after consulting with the Nursing Director. Examples of extenuating circumstances include: the death of an immediate family member, giving birth, or receiving a donated organ. Verification of these extenuating circumstances will be REQUIRED. Notification of absence is always the expected behavior.

Note: In the event of an absence it will be the responsibility of the student to coordinate with the clinical faculty to discuss clinical hours. Regardless of your clinical grade, clinical objectives and clinical hour requirements must be met in order to pass the course and progress in the Practical Nursing program.

Testing Policies

The nursing faculty is committed to maintaining a testing environment that respects the rights of others and upholds the integrity of the examination/quiz.

1. Examinations and quizzes will be administered as set forth in each nursing course syllabus. Exceptions to this will be limited to:
 - a. Students who are ill or have an appropriate extenuating circumstance (see “make-up exam policy” or;
 - b. Students who have a documented need for testing accommodations (see “Testing for Students with Accommodations.”
 - i. Examples of illness/extenuating circumstances:
 1. Fever over 100.4
 2. Migraine
 3. Hospitalization
 4. Death in the family
 5. Examples of not meeting illness/extenuating circumstances
 6. Seasonal allergies
 7. Cold symptoms
 8. Working the night before the test.
2. Test questions may be pulled from any content presented in class, homework, videos, and required readings.
3. All Tests are proctored. Proctoring may occur with a live proctor or using Proctorio/ProctorFree.
4. Students are expected to arrive on time for testing sessions are to be seated and ready to test at the designated start time.
5. Students arriving late for a scheduled quiz or exam will be permitted to take the test in the time remaining. No time extension will be given to complete the quiz or exam. Faculty will determine if sufficient time is left to complete the exam or the missed exam policy will be followed
6. Prior to administration of the examination/quiz, all personal belongings must be left at the front or side of the room. This includes watches or other wrist objects, purses, coats, hats, baseball caps, backpacks, sweatshirts, sweaters, or jackets with pockets, etc.
 - a. Cellphones and any other electronic devices must be turned off (not on silent or vibrate) and must be stored in backpacks or purses.
 - b. Students who are found to have a cell phone, smart watch or other electronic devices during testing may be asked to leave the testing area regardless of if the test has been completed.

7. Students should use the restroom prior to the testing session. Restroom use is restricted during the testing session and will be allowed only in emergency situations.
8. Students will not be permitted to leave the classroom during testing except in the case of an emergency.
9. The desktop must be free of any non-testing related materials.
10. No food or beverages will be permitted during examinations and quizzes.
11. Simple, non-graphing calculators without memory may be used when permitted by nursing faculty administering the examination or quiz. Cell phone calculators are not permitted.
12. Students may not disclose or discuss with anyone information about the items or answers seen in your examination (this includes posting or discussing questions on the Internet and social media websites).
13. Tests and individual test questions may not be printed, copied, or reproduced in any form.
14. Students who finish the examination early must leave the testing area immediately after submission of the test. Students must leave quietly refraining from conversation with others. -OR- If remaining in the testing area following a test, the student's laptop lid must remain closed until the exam session has concluded for all students. Students remaining in the testing area will not have access to personal belongings until the conclusion of the testing session.
15. Students who have left the testing area after completing the examination may not return to the testing room until all students have completed the examination.
16. Students will be permitted 1.3 minutes per test/quiz item.
 - a. Students will be permitted 3 minutes per question for dosage calculation questions.
17. Test results will be released to students within 24 hours after the test has closed.

Make-up/Missed Examination Policy

1. Students are required to be present for all scheduled examinations. If a student is unable to take an exam on the scheduled date/time they must notify the course instructor at least 1-hour prior the start of the exam.
 - a. IF the student meets criteria for illness or extenuating circumstances:
 - i. The exam must be taken within 24 hours to avoid a penalty. After 24 hours, for each day delay in testing, the student will automatically lose 5% of the total points for the exam from the student's earned test score. (Example: The exam is worth 100 points, 5% of 100 - 5 points to be subtracted from the score the student achieves on the

exam.) These points will accumulate for each day late the exam is taken.

2. If the student does not meet criteria for extenuating circumstances or illness:
 - a. The student will automatically lose 5% of the total points for the exam from the student's earned test score. (Example: The exam is worth 100 points, 5% of 100 - 5 points to be subtracted from the score the student achieves on the exam.) These points will accumulate for each day late the exam is taken.
3. The make-up exam is to be taken within 7 business days of the original exam date. Failure to take the exam in this time-frame will result in a grade of zero for the exam.
4. The make-up exam may be given in a different format (e.g., short answer, essay) at the discretion of the course instructor.
5. Exceptions to the point deduction may be allowed based upon individual circumstances such as severe illness or death in the family.
6. Students may not miss class, lab or clinical to make up an exam.

Testing Policies for Students with Accommodations:

Students who request alternative testing arrangements must present recent documentation of their disability from the appropriate qualified profession to the ADA and Disability Resource Center (208-282-3599). The ADA and Disability Resource Center will then notify, in writing, the appropriate nursing faculty of proposed accommodations to determine compliance with Nursing Student policies. Students must abide by college policies in order to receive accommodations for alternative testing in nursing courses.

Proctorio/Proctor Free Policies:

The Health Occupations Nursing Programs have implemented the use of ProctorFree/Proctorio/ProctorU as the testing platforms for nursing courses.

- Students are expected to have access to a fully functioning laptop computer meeting the minimal system requirements for ProctorFree for all testing sessions in nursing courses. The minimal system requirements for computer devices can be found in the Moodle course or on ISU website at the link below.

ProctorFree: Student Guide: Student Portal

1. Students who experience technical difficulties while attempting to access or during an examination are expected to notify the instructor via email(text?) as soon as the problem is identified. These instances will be handled on a case by case basis by the instructor administering the examination. If persistent computer issues prevent the student from using their own device beyond one exam 5% may be deducted from the examination score.
2. You will need a quiet, isolated space to take your exam. In addition, you will need a webcam, speakers, microphone and reliable Internet connection to take your online exams. Wireless Internet connections have been found to cause issues with online exams and it is therefore strongly recommended to **NOT** use a wireless Internet connection when taking a live online, proctored exam.
3. Students are expected to ensure that they can access ProctorFree at least 24 hours prior to the start of the scheduled exam. Students experiencing difficulty with ProctorFree access can receive support by going to the ISU Online Proctoring web page: tigertracks.isu.edu

Any interruptions in the Internet connection or entry of other persons into the test-taking area will be reported by the AI online proctoring and investigated to ensure academic integrity.

ISU receives an academic record from the online proctoring service for each test-taker and handles all academic records with the strictest adherence to **Family Educational Rights and Privacy Act (FERPA) guidelines**.

Grading Policy

A student's attitude and active participation in his or her own learning may be reflected in his or her course grade.

Grading Scale:

Letter Grade	Percent	Points
A	93-100	4
A-	90-92.9	3.7
B+	87-89.9	3.3
B	83-86.9	3
B-	80-82.9	2.7
C+	77-79.9	2.3
C	73-76.9	2

Letter Grade	Percent	Points
C-	70-72.9	1.7
D+	67-69.9	1.3
D	63-66.9	1
D-	60-62.9	0.7
F	Below 60	0

A grade of “C” (75%) or above is required in each nursing course. A student may not progress in the program with any grade below a “C” in any nursing course.

Withdrawal, Readmission, Course Failures

There are circumstances (example: medical) that may necessitate student withdrawal from the ADRN program. If the student has courses successfully completed and wishes to reenter the program at a later date, he or she must petition for readmission.

Readmission is always based on a space available basis for the courses and semesters where nursing specific courses are needed, giving priority to in-sequence students. If a student withdraws and does not have on record any course grades, the student may reapply and retake the pre-entrance examinations for ranking purposes. Admission is contingent on ranking within the applicant pool of the upcoming class. Students who achieve a failing grade (below 75%) in a nursing course will not progress to the next term. If they are in the final term of the program, they will be unable to graduate. Students wishing to repeat a nursing course, following failure of that course, may repeat that course once.

For ADRN students unable to achieve an acceptable level of competence in a nursing course during their initial enrollment, conditions for re-enrollment will be reviewed on an individual basis by the nursing administrator and/or faculty. Further academic conditions may be imposed on a student who fails to pass required course(s) or course objective(s).

Dismissal from the Associate Degree Registered Nurse Program

Probation, Remediation, and Dismissal

- Probation is a process initiated by the faculty member as a result of serious or repeated violation of policy by the student. When a student is placed on probation the faculty member will identify, in writing, specific actions exemplifying violation

of a policy by the student, remediation measures required, and consequences to the student if remediation does not occur. When a student action is identified as being unsafe and/or in violation of program policies, the following steps may be initiated:

1. Student's problem is identified by the faculty member and discussed with the student (documented and signed by the student acknowledging the occurrence).
2. If the problem persists, the faculty member discusses the situation with the Nursing Director and, if deemed necessary, the Department Chair. The faculty will then confer with the student and identify in writing, via a probationary contract, remediation measures and time frame for completion, which will be signed by the student and the instructor. The original of said "contract" will be placed in the student's file and a copy will be given to the student.
3. If remediation is not satisfactory, the student will be dismissed from the program.
4. The student is notified of the decision for dismissal and given opportunity to meet with the instructor, Nursing Director, and/or Department Chair.
5. A student dissatisfied with the decision of the instructor, Nursing Director, and/or Department Chair may appeal.

Dismissal – Immediate

- A student may be immediately dismissed from the program for any of the following reasons:
 1. Grade below "C" (75%) in any of the required courses.
 2. Unsafe practice in the clinical area; any act that is harmful or potentially detrimental to the patient, patient family, facility, faculty, or community. This includes but not limited to:
 - a. Inability to apply classroom theory to clinical practice.
 - b. Inability to determine self-capabilities or limitations.
 - c. Inability to demonstrate nursing care at level of education.
 3. Consistently coming to "class" of clinical poorly prepared, such as, but not limited to:
 - a. Illness
 - b. Fatigue from lack of sleep
 - c. Impaired reflexes and/or judgment
 - d. Substance use or abuse
 4. Exhibiting false and fraudulent behavior. (Integrity, honesty, dependability, and trustworthiness are the most important characteristics of a nurse.)

- Because it is the philosophy of the Associate Degree Registered Nurse program that learning occurs most effectively when classroom theory is correlated with appropriate clinical experience, in the event of dismissal from clinical practice and if remediation is possible, the student may be allowed to continue in theory classes only until the end of the current semester.

Readmission into the ADRN Program

- NOTE: A student may not be eligible for reinstatement into the ADRN program if dismissed on the grounds of:
 1. Academic or clinical dishonesty,
 2. Alcohol or drug abuse,
 3. Unsafe clinical behavior verified by faculty and/or preceptors, or
 4. Is prohibited from receiving clinical experiences at any of the sponsoring agencies.
- A student may go through the appropriate channels established by Student Services to request readmission into the ADRN program (i.e. Petition, etc.).
 1. Reinstatement will be limited to one opportunity after the initial failure.
 2. If a student is dismissed from their clinical practicum and this is their second attempt at the ADRN program, the student is dismissed from the program. Theory and classroom attendance ends immediately at the point of the second dismissal.
 3. A student may be readmitted conditionally or unconditionally. If on conditional status, specific criteria will be formulated as identified in a contractual agreement.
 4. A returning student must repeat any clinical performance checks or objectives successfully prior to any clinical practicum.

Chain-of-Command/Communication

Nursing faculty have authority and responsibility for their courses as well as for all student grading and evaluation. To clarify, any questions or concerns, all queries regarding syllabi, policies of the classroom or Web-class, clinical policies, schedules, requirements, etc. should immediately be addressed by the student to the faculty member responsible for that course. Students should NOT wait until the end of the course to question class policies, due dates, procedures, testing, etc.

Program procedures are discussed and questions answered during orientation and as needed. Electronic connections with faculty are available on a 24/7 basis. Unless otherwise indicated, asynchronous responses occur within two business days; phone discussions are available whenever asked for or needed. Office hours are available as needed, to address concerns, answer questions, and/or review course requirements.

Students are expected to communicate in an honest, respectful, professional, and positive manner. Assertive communication is the primary mode of communication within which all nurses are expected to function. Passive-aggressive gossiping, backbiting, whining, complaining, rationalizing, projecting, and blaming are not acceptable modes of communication and produce unhealthy, unwanted outcomes. Students who express problems and concerns are expected to participate in developing solutions. The following procedure should be followed.

Step 1A: If a student has a problem with his or her fellow classmate/peer, the student will first approach the peer involved and attempt to resolve the concern.

Step 2A: If step 1A does not result in resolution, the student may meet with the course faculty.

Step 1B: If the student has a concern with a preceptor/faculty member, the student is expected to first approach the preceptor/faculty member involved and attempt to resolve the concern.

Step 2B: If step 1B does not result in resolution, the student and faculty member/preceptor will meet with the facility liaison and/or the Nursing Director.

Clinical site preceptors and supervising clinical faculty MUST be consulted immediately, should a personal or professional problem occur during clinical experiences.

During any of the above meetings, a student may request that a counselor be present. If satisfactory resolution does not occur after Step 2B, the student may bring his/her complaint to the Health Occupation's Department Chair, who will seek appropriate complaint resolution among all parties. The Department Chair's decision and/or compliant resolution may be appealed to the College of Technology Dean.

Electronic Communication Devices

If during classroom or clinical experiences, communication devices are used, they must be on vibration mode. Many clinical facilities prohibit the use of such devices. During secure, proctored examinations, electronic communication devices must be "off" and out of site for the duration of the examination. With the exception of scheduled breaks,

electronic social networking via text, tweets, email, Facebook, etc. is prohibited during class and clinical time.

Nursing Competency Policy

As a condition of progression and completion of the ADRN program, nursing competency will be assessed each term. Students will be required to take nationally normed examinations throughout the curriculum and make a satisfactory score on such examinations. In the last term of the curriculum, students will be required to take a nationally normed comprehensive exam and make a satisfactory score on such exam prior to graduation.

Dosage Calculation Competency

To ensure safe administration of medication in the clinical areas, the PN student will demonstrate mastery of dosage calculations each term of the program. Students are required to pass a math competency examination with a minimum score of 90%. Failure to pass the math/dosage calculations exam means course failure and failure to progress in the program. Students will have a maximum of three attempts to pass the examination with a grade of 90%.

CPR Certification

All students in the ADRN program must be current in CPR Certification (BCLS, healthcare professional). Certification must remain current throughout the program. Failure to maintain a current CPR certification will result in removal from the clinical setting until the certification is renewed.

IV Therapy Instruction

All Students in the ADRN program must provide evidence of successful completion of an approved IV Therapy course.

LPN Licensure

All students in the ADRN program must be licensed to practice as an LPN in the State of Idaho. License must be current and unencumbered/in good standing throughout the length of the ADRN program.

Mandatory Program and Clinical On-Boarding Requirements

The nursing program and clinical agencies have mandatory requirements which must be completed and maintained every semester during the program length. Requirements must be current at all times throughout the program. Students will be notified of the deadline for initial submission of requirements. Failure to meet deadlines or to allow a lapse of requirements will result in the removal of the student from the clinical setting. Students are responsible for maintaining their current records within the designated electronic document storage system.

Personal Health Insurance

Clinical sites may require students to carry personal health insurance. A copy of the student's insurance card is to be provided to the program prior to beginning clinical rotations.

Program Health Requirements

It is the responsibility of the student to maintain current health and physical requirement documentation. All students in the program must be current in their immunizations at all times. The following are required for all students involved in clinical activities in the nursing program. These requirements have been established by the Centers for Disease Control and clinical agencies to help protect health care providers and their patients. Clinical facilities providing student experiences for the program may have additional requirements for students with which students must comply in order to continue in the nursing program.

Program requirements include:

1. **Health Declaration & Release**

- a. A physical examination by a primary health care provider is required. Provide the physical exam form complete and signed by a primary health care provider; which certifies that the applicant is physically and emotionally capable to actively participate in practical nursing courses (classroom and clinical).
- 2. **Tuberculosis Screening**
 - a. Documentation of a negative two-step TST (Tuberculin Skin Test) prior **OR** negative Quantiferon-TB Gold Plus blood test **OR** negative T-spot test.
 - b. If known positive, health care provider documentation of the positive test and a negative chest x-ray is required.
 - c. Annual requirements:
 - i. If blood test used to provide proof of negative TB status, a Quantiferon –TB Gold Plus **OR** T-spot test will be done annually. **OR**
 - ii. If known positive, with documentation of initial negative chest x-ray; annual certification from health care provider of symptom screen.
- 3. **MMR**
 - a. Proof of immunity to rubella, rubeola, and mumps. One of the following may be used as documentation:
 - i. Documentation of two MMR vaccines.
 - ii. Documentation of positive rubeola, rubella, and mumps titers.
- 4. **Hepatitis B**
 - a. A 3-dose series of Recombivax HB or Engerix-B or a 2- dose series of Heplisav-B at recommended intervals **and/or** documentation of a protective Hepatitis B surface antibody titer.
 - b. If the Hepatitis B titer is negative after the initial series of three injections, the series of three injections should be repeated and a repeat titer drawn.
 - c. If the Hepatitis B titer remains negative after a second series of three injections (total of 6 doses),you should be tested for Hepatitis B surface antigen (HBsAG) and anti-HBc.
- 5. **Varicella**
 - a. Proof of immunity to varicella by one of the following:
 - i. Documentation of two varicella vaccines
 - ii. Documentation of positive varicella titer.
- 6. **Tdap Vaccine within last 10 years**
- 7. **Influenza Vaccine**
 - a. Due each year in the fall (Date will be posted).
 - i. Verified good mental and physical health status is required.

Failure to maintain these records and provide documentation to the Practical Nursing program may result in the inability to attend scheduled clinical experiences. The inability to attend clinical experiences may result in the inability to complete course requirements,

resulting in disciplinary action, failure of the course, and/or non-progression in the program.

The Nursing Program or its affiliated clinical agencies may identify additional critical behaviors or abilities needed by student to meet program or clinical requirements. The Nursing Program reserves the right to amend this listing based on the identification of additional standards or criteria for Nursing Students. Students who may have or have difficulty in meeting program health and safety requirements are encouraged to meet with staff from the Disability Services Center on campus to receive assistance.

Health Maintenance Policy

Students are required to maintain currency in all program health requirements, including vaccinations, physical, and mental health. Students who may have or have difficulty in meeting program health and safety requirements are encouraged to meet with staff from the Disability Services Center on campus to receive assistance.

Injury/Hospitalization/Surgery

Following an injury, procedure, or other physical or mental illness which results in a medically-related activity restriction (example, hospitalization for any reason, surgery, broken bone, etc.), the student is required to report the restriction and submit a statement from their healthcare provider stating that the student may return to clinical patient care activities without restrictions. This statement must be on file prior to the student returning to the clinical setting. Failure to disclose is a code of conduct violation and will be evaluated on a case by case basis.

Pregnancy

Idaho State University does not discriminate against any student on the basis of pregnancy or related conditions. Absences due to medical conditions relating to pregnancy will be excused for as long as deemed medically necessary by a student's doctor and students will be given the opportunity to make up missed work. Students needing accommodations can seek assistance with accommodations from the Disability Services office.

Nursing students who are or become pregnant should have medical approval to continue in the nursing program. Nursing students must also accept full responsibility for any risks to self and fetus associated with any class or clinical assignment. Following delivery, written approval from the provider for unrestricted activity (use Physician Clearance form) in clinical nursing practice must be submitted prior to return to clinical.

Because there are a limited number of clinical absences that can be made up in any semester, all pregnant students should make an appointment with the Director of Nursing and the clinical course instructor the semester prior to the anticipated delivery date to discuss these limitations and develop a plan for success.

If a student is in the last trimester of pregnancy, or has recently given birth (within six weeks), the student must provide documentation from a health care provider that the student is safe to attend clinical). If a student is pregnant (first or second trimester), it is advisable and strongly encouraged to disclose this to the clinical instructor so that reasonable accommodations can be made to protect the health and well-being of the student and baby. For example, clinical assignments may be altered to prevent unnecessary exposure to pathogens that may be harmful to a developing fetus.

All ADRN students are required to practice safely, competently, and effectively. This requirement includes classroom, lab, testing, and clinical sites. Compromised ability may involve impairment from personal/job/school related stress, sleep deprivation, pregnancy/delivery, medications, health conditions/events, etc. ADRN students are responsible for self-assessing the competence and safety of their practice. In addition, faculty hold ultimate authority in assuring student and patient safety. Thus, with physical or mental health-related issues, the ADRN program will require a full health attestation and medical release, prior to the resumption of clinical or lab requirements. Random drug screens, may also be required. Costs of these drug screens are the students' responsibility.

Background Checks & Drug Screening Protocol

The ADRN program complies with the requirements of the clinical sites in which students receive clinical experience. Many/most of these clinical sites require background checks and drug screenings. Therefore, all ADRN students are required to complete these assessments and any costs incurred will be the responsibility of the student. The ADRN program may deny admission to the program if the applicant has a criminal history or is involved in a felony or other crime. Random drug screens may also be required. Costs of these drug screens are the student's responsibility. Students who are found to test positive for illicit substances may be refused admission or dismissed from the program.

Program Progression Policy

After admission to the nursing program, a student must meet all of the following conditions to remain eligible for progression in the program.

- Complete program prerequisites with a grade of 75% or higher.
- Maintain compliance with all program health and safety requirements.
- Maintain professional conduct in the classroom, lab, and clinical sites.
- Students must earn a 75% grade or higher in all nursing courses.
- Students must earn a minimum test average of 75% in all nursing courses in order to complete the nursing program.
- Students must satisfactorily complete the theory, clinical, and lab components of each nursing course in order to progress to the subsequent semester.
- All assignments must be submitted in each course in order to pass the course.
- Student are limited to two attempts for any required nursing course.
- Students may be required to repeat clinical and lab activities if a student repeats a nursing course.
- Any exceptions to the two-attempt limit must be approved by the Department of Health Occupations chair.

NCLEX Success Plan

The nursing faculty strives to promote the successful passage of the RN-Licensure Examination (NCLEX-RN) on the first attempt. Students are responsible for their own learning and must work to achieve the passing standard by fully engaging in the experiences that are provided by ISU's nursing program. Students are also responsible for independent study upon completion of the program. Students are encouraged to take the NCLEX as soon as possible after program completion to increase the likelihood of success.

A comprehensive assessment and review program is used at all levels of the nursing program.

Participation in the assessment program is required for all students enrolled in nursing courses. HESI is the assessment program currently used by the ISU ADRN program. The assessment program helps students identify areas that need improvement and offers immediate remediation throughout the program.

The nursing program's NCLEX Success Plan is comprised of the following components:

- Completion of all program required nursing courses with a 75 % or better on the first attempt. Students who must repeat a nursing course are at a higher risk of being unsuccessful on the NCLEX.
- Formative and/or summative testing in all nursing courses will assist the student in developing mastery of required content contained within the NCLEX.
- Students are encouraged to independently review the current NCLEX Test Plan as they progress throughout the nursing program to ensure they have mastered designated content areas. The NCLEX Test Plan is available on the National Council of State Boards of Nursing website: www.ncsbn.org
- HESI testing and remediation are a required component of the success plan. HESI is intended to supplement what is learned in the program. Students have access to HESI resources throughout the program.
- HESI provides focused review (practice tests) and proctored tests covering a broad range of nursing topics. Students will be assigned to complete focused and/or proctored tests as course requirements. Failure to complete HESI requirements by the established deadline will result in a failing grade (F) for the course.
- Students are encouraged to use additional HESI products independently as a way to learn content and improve test-taking abilities.
- Faculty reserves the right to determine the type of NCLEX success program.

3rd semester NCLEX preparation criteria:

- Students will be required to complete HESI NCLEX preparation tests and remediation throughout the 3rd semester. A comprehensive examination will predict students' readiness for the NCLEX.
- All students are required to participate in an ISU HO Nursing sponsored NCLEX live review as part of the program completion criteria.

Conduct Policies

Each person has the right to an uninterrupted learning environment and process where differences of opinion and culture are respected. Each student has the obligation to respect the rights of others in the maintenance of civility, respect, courtesy and professionalism. No one is permitted to disrupt the learning environment for any persons involved in the process (peers, faculty, staff). This includes an expected adherence to the University, Nursing Programs and Professional Codes of Conduct.

The classroom is a center for study and understanding of the subject matter for which the instructor has professional responsibility and institutional accountability. Control of the order and direction of a class, as well as the scope and treatment of the subject

matter, rests with the individual instructor. The learning environment will remain free from distraction or disruption by students or others who may be in disagreement. The instructor has the right to remove a student from the course in cases of uncivil or disruptive classroom behavior. Students who disrupt the learning environment may receive a documented written warning and progression in the program could potentially be affected.

Using, possessing, or being under the influence of illicit drugs or alcoholic beverages during school hours is prohibited.

SMOKING AND VAPING ARE NOT PERMITTED IN ANY STATE OF IDAHO BUILDING.

Safe Practice

All students are required to practice safely, competently, and effectively. This requirement includes classroom, lab, testing, and clinical sites. Compromised ability may involve impairment from personal/job/school related stress, sleep deprivation, pregnancy/delivery, medications, health conditions/events, etc.

Students are responsible for self-assessing the competence and safety of their practice. In addition, faculty hold ultimate authority in assuring student and patient safety. Thus, with physical or mental health-related issues, the program will require a full health attestation and medical release with no restrictions, prior to the resumption of clinical or lab requirements.

Children are not allowed in the classroom, nursing skills/SIM labs, or clinical facilities. Children should not be left unattended in the hallways or restrooms.

Lab Policies

1. Food and drink are not allowed in the Simulation Center and Skills laboratory.
2. Students will wear their ISU ADRN uniform
3. Replace chairs, bedside tables, mannequins, beds, and other equipment to their proper location.

Policy for Students Practicing Procedures on Each Other

1. In the course of the nursing program, when learning new skills, it is often useful for students to take the role of the patient. This enhances the learning experience in several ways:

- a. For the practicing students in that a live “patient” gives them a more realistic experience.
- b. For the student “patient” since it gives her/him an idea of what the procedure is like from the patient’s perspective and should help her/him be a more sensitive care-giver.
- c. In asking the individual student to take on the patient role, the student’s right to privacy and right to refuse a given procedure will be protected. Faculty will make every effort to protect students’ privacy by making sure other students follow the same guidelines they would use in the hospital to avoid exposure to the patient.

Communication

Students are expected to communicate in an honest, respectful, professional, and positive manner. Assertive communication is the primary mode of communication within which all nurses are expected to function. Passive-aggressive gossiping, backbiting, whining, complaining, rationalizing, projecting, and blaming are not acceptable modes of communication and produce unhealthy, unwanted outcomes.

Nursing faculty have authority and responsibility for their classes as well as for all student grading and evaluation. To clarify, any questions or concerns, all queries regarding syllabi, policies of the classroom or Web-class, clinical policies, schedules, requirements, etc. should immediately be addressed by the student to the instructor for that class, as soon as possible. Students should NOT wait until the end of the course to question class policies, due dates, procedures, testing, etc.

Details regarding program procedures are discussed and questions answered during orientation and as the need arises. Asynchronous electronic connections with faculty are available via university email and the Moodle messaging systems (Refer to Guidelines for Email communication). Appointments via Zoom, telephone, or in person are available as requested. Posted office hours will be available as needed to address concerns, answer questions, and/or review course requirements.

Idaho State University assigns email accounts to all students enrolled in credit courses. It is the policy of the Practical Nursing program that electronic communication using ISU Gmail accounts and Moodle messaging are the official forms of communication from the nursing program. It is the responsibility of the student to check their ISU email/Moodle messaging frequently. It is highly recommended that you check your email daily during the semester and college breaks as changes to schedules or important announcements may occur

All communication including emails and texts (via Remind) are to be professional in nature. Faculty will respond to your email within 1-2 business days where the definition of a business day is Monday at 8am through 4pm Friday excluding holidays and weekends. Students are expected to respond to emails from faculty within the same timeframes. The Remind text app may be used for clinical day communication.

General Guidelines for Email Communication (See Nursing Programs Email Etiquette Policy for More Detail)

1. Use isu.edu email
2. Make sure your subject line is clear.
 - a. Use professional language, grammar, punctuation and complete sentences.
3. Don't wait until the last minute. Your late planning is not another's emergency.
4. Do your research and due diligence first. Is it in the syllabus? Moodle? Or anywhere else?
5. Use a professional greeting: Dear, Hello,
6. Address the recipient in an honorific manner: Professor (name)
7. Use an SBARR format. Concise statement of why you are writing (S), what you've tried and where you are currently at (B & A), your request (R) and read the email back to yourself out loud before sending (R). If you cannot explain or request what is needed in 1-4 sentences, consider requesting to schedule a phone call, zoom meeting, or in person meeting.
8. Sign off in a professional and polite manner: Thank you, Sincerely,
9. Follow-up if needed: if you have not received a response in more than one to two business days, it is okay to send a gentle reminder via email: such as "just following up on my previous email".

Relationships

Health Occupations faculty and Clinical Preceptors/Externship Supervisors have the responsibility to assure that they are not involved with HO Department students in dual or multiple relationships. Dual or multiple relationships are defined as relationships that in addition to the teacher/student role, may include financial, business, personal, intimate, or family relationships that could bring into question the ability of the parties to perform their duties in a professional, arms-length, objective fashion, or that might subject the student to the potential of threat or coercion associated with differential positions of power. If these relationships are pre-existing, they should be disclosed to the supervising faculty or the department chair in order to ascertain whether the student needs to be re-

assigned to another faculty member or moved to an alternative clinical/externship location. The sensitivity to and prohibition of dual relations is not only for the protection of the student involved, but also to the integrity of the program. Furthermore, it can serve as an assurance to other students in the program that the standards upon which a student will be graded are fair, objective, and not potentially biased by factors outside of a student's actual performance in the program.

Graduation

A pinning ceremony is held at the completion of the third semester. The students, under the direction of the class officers, organize this ceremony. This ceremony is a non-academic celebration that honors the spirit of nursing. Being non-academic, students and faculty attire is business attire.

As a candidate for the Associate of Science degree at ISU, students are valued participants in the ISU commencement ceremonies. This ceremony is a special recognition of achievements at ISU and is a formal cap and gown ceremony. All ADRN program graduates are urged to participate. Though students may officially graduate three times per year, ISU commencement occurs once per year in May.

Students planning to graduate should apply for graduation no less than one semester before all requirements are completed. College of Technology students need to contact the Student Services Office to obtain applications for graduation and to pay a graduation/diploma fee.

Licensure

In the final semester of your program, you will apply for Board of Nursing licensure. This process includes the NCLEX-RN (National Council Licensure Examination for RN) testing process and requires Board of Nursing licensure fees as well as testing fees and background check fees (you will be asked for fingerprints). The Board of Nursing license application form requires answers to screening questions that include actual or pending nursing license discipline in any state, physical and mental competence, charges of felony/misdemeanor in any jurisdiction, etc. For complete information contact the Idaho Board of Nursing at PO Box 83720, Boise, ID 83720-0061; phone (208) 577-2476. You may also refer to their web site at ibn.idaho.gov. Answering yes to these questions may prevent you from being eligible to obtain a nursing license under Idaho State Statutes. It does not necessarily mean you will be excluded from taking the NCLEX-RN but you must

follow specific guidelines. The Board of Nursing will review information on a case-by-case basis. Absolute honesty on the licensure application is required.

Code of Conduct

Stealing, Cheating, Dishonesty, and other violations of the student code of conduct will be handled on an individual basis.

Using, possessing, or being under the influence of illicit drugs or alcoholic beverages during school hours is prohibited.

Smoking and vaping are not permitted in any state of Idaho building.

More information on these policies can be found in this handbook in Section IV: Idaho State University Policies and Procedures.

Intoxicants Policy

Any instructor who observes behavior which suggest that a student may be under the influence or detects the odor of an intoxicant of a student will take the following actions:

1. The instructor will notify the student that they will not be allowed in the classroom or lab.
2. Public Safety should be contacted to escort the student to a safe place.
3. The student will meet with the Director of Student Services the following day to discuss which steps should be taken.
4. The Director will communicate with the Office of Student Affairs regarding the violation.
5. The Director will contact the instructor and Department Chair summarizing any outcomes.

This policy does not supersede other laws or university student conduct policies pertaining to alcohol or drug possession, consumption or delivery.

Dismissal Policy

A student may be dismissed from a College of Technology program if the student fails to meet the academic and/or nonacademic continuation standards of the program/department including unprofessional/unethical behaviors and unsafe

practices, or if the student is not making satisfactory progress in the program. Prior to making a decision of dismissing a student, the faculty of the program will meet with the student for a disciplinary review in order to give the student due process which includes a student's right to be adequately notified of charges and the opportunity to be heard.

Disciplinary Procedure

1. The faculty will notify the student privately of the incident(s) that have led to a disciplinary review and schedule a meeting time for the review. The purpose of a disciplinary review is to discuss the facts of the incident(s), to hear the student's perspective, and if a violation has occurred, to determine an appropriate level of discipline which may lead to dismissal.
2. The meeting should be scheduled as soon as possible after the incident(s) occurred.
3. The student should refrain from attending any clinical, lab, externship, etc. that may threaten or pose a danger to the health, safety or welfare of any individual. After the disciplinary review, the faculty should determine what sanction to impose. In determining what sanction to impose, mitigating and aggravating factors may be considered, such as the individual's prior disciplinary record, the nature of the offense, the severity of the damage, injury or harm resulting from the violation, and any restitution made.

Notification Procedures

1. The student must be notified in writing of the outcome of the disciplinary review and if sanctions will be imposed. If the student is dismissed, the letter must be sent by certified mail, return receipt requested.
2. The letter should indicate the incident(s) that occurred and the decision made regarding the incident(s). The student should be notified in the document that they have the right of appeal according to the Idaho State University Student Handbook. The student should be given a copy of the ISU Student Handbook or notified that it is available online.

Channels of Redress

An aggrieved student may:

1. Present any unresolved issues to the Department Chairperson. If the Department Chairperson is named in the complaint, the Dean of the College

where the alleged infraction occurred shall appoint another member of the college to act in the Chairperson role for the appeals process.

2. Present any unresolved issues in a formal hearing before the Dean of the College involved. In the case of dismissal from a program, that is the college in which the program resides; for an appeal of a course grade, it is the college in which the course was offered. At this hearing, parties shall submit written charges, answers, and arguments to the Dean. The Dean shall preserve these documents for use in later appeals to a Scholastic Appeals Board, if such an appeal becomes necessary. Only written charges, answers and arguments presented at the Dean's formal hearing will be subject to review by a Scholastic Appeals Board. The Deans shall be charged with preserving all tangible evidence and all written charges, answers, and arguments submitted at hearing before them. The student must have specifically demonstrated at the formal hearing before the Dean how the alleged infraction led to his or her dismissal from the program or adversely affected his or her final grade in order to pursue an appeal to a Scholastic Appeals Board. The Dean must notify, in writing, the student and faculty member of his or her decision within one week following the formal hearing. The Dean shall have the authority to direct the Registrar to change a student's grade.
3. A Department Chairperson or College Dean may elect to utilize an internal committee to assist in making a decision on academic appeals at the departmental and/or college levels. Department Chairs and Deans may interview the student and/or instructor, or conduct an additional investigation deemed appropriate to help in the decision-making process. Nothing contained in these procedures shall act to enlarge or restrict the existing authority, if any, of any Dean or the Provost and Vice President for Academic Affairs to take any action, including the changing of student grades or reinstating a student, outside of the appeals process described herein.

Procedure for an Appeal to Scholastic Appeals Board

1. If the student wants to appeal the decision reached in the formal hearing, they must obtain a scholastic appeal petition form from the Office of Student Affairs, and return it there when completed. The completed petition shall include a concise description of the complaint, the signature of the student instituting the petition, and the signatures and comments of the faculty member, Department Chairperson, if any, and the Dean involved, if said persons are still available.
2. Copies of all written charges, answers, and arguments and all tangible evidence presented at the Dean's formal hearing shall be made available to

the student to attach to the original petition submitted to the Office of Student Affairs. The petition and additional materials will be secured in the office.

3. A scholastic appeal petition must be initiated before the end of the semester following the formal hearing. The petition is initiated when the student formally presents his or her complaint to the Office of Student Affairs and requests a scholastic appeals petition.
4. The Office of Student Affairs will then notify the Chairperson of the Academic Standards Council of the need to consider the petition. The Chairperson will then choose a Chair for the Scholastic Appeals Board, and the rest of the Board will be constituted.

IV. Clinical Policies

Patient's Right to Privacy and Confidentiality

All persons associated with the nursing program must judiciously protect the right to privacy for patients and their families. Judgment must be exercised in sharing information gained in confidence. In the clinical setting, confidential information about patients should only be made accessible to those health care providers/ instructors directly concerned with the patient. Students are expected to adhere to the written policies of the clinical institution as well as to the policies of the nursing department regarding patient confidentiality. Students may not photocopy or print a copy of any patient documentation from any facility.

Dress Code

Students must wear complete uniforms during scheduled lab, clinical hours, and any time the student is at a clinical site in the capacity of an ISU ADRN student. Non-compliance with the dress code may result in dismissal for the clinical day and/or a decreased clinical grade

1. Facility policy will be adhered to.
2. Idaho State University photo name badges must be worn above the waist and clearly visible at all times during all clinical experiences.
3. Uniform
 - a. Uniforms must be the designated official ADRN uniform. Only plain white or black t-shirts or plain white or black long sleeve shirts are allowed to be worn under uniforms. Turtlenecks may be worn to cover neck tattoos. Lab coats are solid white. No other jackets or sweaters are considered to be appropriate attire. Uniforms must be free of ornamentation and must fit appropriately. Hems do not drag on the ground.
 - b. Dirty and/or wrinkled uniforms will not be allowed.
 - c. Shoes are all white or black duty shoes or all white or all black athletic shoes. Shoes are to be clean. No exposed foot or open-toed shoes are to be worn in clinical areas.
 - d. The school patch must be worn on the left sleeve of all uniforms and lab coats. The patch will be secured on all edges and will appear on the outer clothing. That is, during clinical experiences, the patch will be visible at all times.

- e. Required accessories include a watch with a sweep second hand, bandage scissors, and a pen with black ink. Additional equipment, such as a stethoscope and forceps, may be needed based on clinical area requirements. Some clinical sites such as mental health areas have special requirements.
 - f. During some hospital clinical experiences such as OR and PACU, scrubs provided by the hospital will be worn. Students are required to arrive at the clinical site in the approved ISU PN program uniform and will change into hospital scrubs as needed.
4. Personal appearance
- a. Minimum of cosmetics may be worn.
 - b. Hair is clean, neat, and preferably of natural color. Long hair is contained. Hair must be off the face, pulled back, and secured. Facial hair must be neatly trimmed. Students in areas where N-95 masks are required must adhere to CDC guidelines related to the use of N-95 masks and facial hair.
 - c. Nails are short and maintained. Any form of artificial nail including gel nails are not allowed. Nails are unpainted.
 - d. No visible body jewelry other than a watch, plain wedding bands, and plain post earrings (earrings may not be allowed in certain clinical areas such as with psychiatric or pediatric patients). This includes body piercings.
 - e. Body odor is unacceptable (includes perfumes, scented lotions, aftershaves, tobacco, etc.).

No visible body adornments such as tattoos are allowed with the exception of hand and wrist tattoos as it is impossible to cover those without compromising infection control principles. Tattoos containing profanity may be required to be covered.

Clinical Practicum

- A. Safe Practice
- a. The ADRN nursing student is responsible for adhering to safe practice. The student will demonstrate patterns of professional behavior which follow the legal and ethical codes and standards of nursing; promote the actual or potential well-being of patients/clients/families, health care workers, faculty, classmates, and self in the biological, psychological, sociological, and cultural realms; demonstrate accountability in preparation, documentation, and continuity of care; and show respect for the human rights of individuals.

- b. The student must successfully complete all nursing course and clinical work (75% or better) in each term in order to advance to the next term in the program.
- B. Unsafe Clinical Practices Policy
- a. Unsafe practice in the clinical area is defined as any act by the student that is harmful or potentially detrimental to the student, peer, patient, patient's family, healthcare personnel, community, or facility. A student whose pattern of behavior is found to be unsafe at any time during the course may not continue in clinical practicum for reasons of "unsafe practice" and will receive a grade of "F" for the course. Indicators to be used as guidelines for evaluating safe practice in clinical settings are:
 - 1 **Regulatory:** The student practices within the regulatory boundaries and regulatory guidelines of the Idaho State Nurse Practice Act, the guidelines and objectives of the ADRN program, and follows the policies, procedures, rules, and regulations of the health care agency/facility. Examples of unsafe practice include, but are not limited to, the following:
 - i. Failure to notify the agency/facility and clinical instructor/preceptor of clinical absence.
 - ii. Presenting for clinical or lab while impaired (chemicals, fatigue, illness, etc.).
 - iii. Habitual tardiness to clinical assignments.
 - iv. Failure to adhere to the dress code of the facility/agency and/or program.
 - v. Arriving to clinical poorly prepared.
 - 2 **Ethical:** The student practices within the ethical boundaries and regulatory guidelines according to the Idaho Board of Nursing, Nursing Practice Act. Examples of unsafe practice include, but are not limited to, the following:
 - i. Refuses clinical assignment based on patient's race, gender, age, culture, sexual orientation, or religious preference.
 - ii. Inappropriate/unprofessional practice or communication in any assigned activity related to nursing practice.
 - iii. Ignoring illegal or unethical behaviors of health care persons in the clinical setting(s), which affects patient welfare.
 - iv. Dishonest practices, including but not limited to, fabrication of information used in documentation (verbal/written/electronic), assessments, interventions, care maps, etc.
 - 3 **Bio-psycho-social-cultural Realms:** The student's practice meets the holistic needs of the human person from a bio-psycho-social-cultural

standpoint. Examples of unsafe practice include but are not limited to the following:

- i. Failure to display stable mental, physical, or emotional behaviors and attitudes, which may affect others' well-being.
 - ii. Inability to follow oral and/or written instructions.
 - iii. Failure to follow through on suggested referrals or interventions to correct deficit areas, which may result in harm to others.
 - iv. Acts of omission or commission in the care of persons/groups of persons, such as but not limited to: Physical abuse, placing in hazardous positions, conditions or circumstances; mental or emotional abuse, and medication errors.
 - v. Interpersonal relationships with agency staff, coworkers, peers, preceptors, and faculty resulting in miscommunication, disruption of patient care and/or unit functioning.
 - vi. Lack of physical coordination necessary for carrying out nursing procedures.
 - vii. Lack of application in classroom theory to clinical practice.
 - viii. Lack of demonstration of nursing care at level of education.
- 4 **Accountability:** The student's practice consistently demonstrates the responsible preparation, documentation, and promotion of continuity in the care of persons and/or groups of persons. Examples of unsafe practice include but are not limited to the following:
- i. Failure to provide concise, inclusive, written and verbal communication.
 - ii. Failure to accurately record and report comprehensive patient behaviors or problems.
 - iii. Failure to report questionable nursing practices.
 - iv. Attempting activities or procedures without adequate orientation or theoretical preparation or appropriate assistance and supervision.
 - v. Inability to determine capabilities and limitations.
 - vi. Dishonesty.
 - vii. Failure to adequately prepare for clinical experiences.
 - viii. Behavior that is harmful or potentially harmful to the patient, facility, program, and/or profession.

5 **Human Rights:** The student's conduct shows respect for the patient, health team members, classmates, faculty, and self. This includes, but is not limited to legal, ethical, and cultural realms. Examples of unsafe practice include but are not limited to the following:

- i. Failure to maintain confidentiality of interactions and records.
- ii. Dishonesty in professional relationships.
- iii. Failure to individualize patient assessments and plans of care.
- iv. Failure to recognize and promote patients' rights.

C. Unsafe Practice

- a. Students, whose pattern of behavior endangers the safety or well-being of patients (example – medication error), classmates, staff members, preceptors, and/or clinical instructors, may receive one or more of the following penalties:
 - 1 A verbal and written educational warning (documented and signed by the student acknowledging the occurrence, recognizing personal responsibility, and agreeing to identified remediation).
 - 2 If it is determined that the student's pattern of behavior continues to be unsafe, the student will be dismissed from the clinical practicum and will receive an "F" for the course.
 - 3 Course or program dismissal. The student may be dismissed from assigned experiences, the course, or the program for the incidences identified.
- b. At the discretion of the primary clinical faculty member/preceptor and the Nursing Director, the student may be reassigned to a different clinical instructor/clinical area/preceptor for further evaluation.

D. Other Clinical Requirements

- a. While receiving clinical experience in any health care facility or clinical site, the student works under the immediate direction of the nursing staff with supervision by the clinical instructor/clinical nurse preceptor and over sight by the master's prepared clinical instructor/professor. **The staff nurse retains the ultimate responsibility for the patient's care.** Therefore, close communication among student, staff, faculty, supervising preceptor, and other healthcare personnel is essential.
- b. Specific expectations regarding patient selection and preparation for clinical experiences can be found in each clinical course syllabus.
- c. The student will be responsible for current assignments, which include patient plans of care, patient case studies, clinical objective sheets, medication reviews, workbook entries, and reports which may require additional outside reading and research time.
- d. Clinical tardiness is not acceptable. Lunch, breaks, and departure times are to be determined by patient and facility needs, and directions from clinical faculty and/or clinical nurse preceptors. It is the student's responsibility to request, communicate, and use break times appropriately. If assigned to an area which requires a special change of clothing, the extra time this

requires needs to be considered with regards to arrival and departure times. Lunch breaks cannot be added as clinical time.

- e. Students need to be familiar with their facility's policy and procedure manuals and thereby practice in accordance with these policies and procedures. Specific facility orientation requirements must be adhered to.
- f. In addition to the written documentation, students must make a verbal and/or taped report of patient information as needed to the staff and/or charge nurse.
- g. Prior to leaving the unit for the day, students must **report off duty** to the **nurse in charge** of each of their patients, as well as to their clinical nurse preceptor and/or clinical instructor.
- h. If a student is practicing at a clinical facility outside of clinical hours without the instructor's/preceptor's express permission or knowledge, the student will be immediately dismissed from the ADRN program.
- i. If a student has been ill, had a baby, had surgery, etc. he or she cannot return to the clinical practice area until a signed written release has been received by the Nursing Director. The release must indicate clearly that the student is healthy and capable of full participation as an ADRN student.

Evaluation Process for Clinical Areas

A student's clinical practice increases in complexity and requirements throughout the program. A student's clinical faculty member will complete clinical performance evaluations and grades for each clinical course. A final faculty-generated "Student Clinical Performance Evaluation" will remain in the student's file. Clinical nurse preceptors will provide supervisory information relevant to this faculty generated evaluation. Clinical course grading is based on the student's achievement of clinical course objectives and accomplishment of curricular concepts.

Clinical Performance Criteria

The ADRN student will observe the clinical objectives outlined by the Nursing Director at Idaho State University. These clinical objectives and the nursing student's ability to meet the clinical objectives create the basis for the student final clinical evaluation that will be conducted at the end of each clinical course. The faculty-generated clinical performance evaluation form used to determine how the student is functioning within the given objectives and curricular concepts is included in this handbook as is the clinical nurse preceptor behavior identification and supervision form.

LPN Practice

ADRN students performing in the clinical area or performing other course/program experiences are **NEVER** allowed to practice as LPNs. This requirement includes paid as well as unpaid service.

When a student's performance is unsafe, unprofessional, and/or the student is at risk for not meeting course requirements, an Educational Warning will be initiated.

- The instructor will document the student behavior(s) and meet with the student.
- The instructor will assist the student to identify strategies for improvement in the area of concern.
- The student will be expected to implement the strategies for improvement and demonstrate improvement in the areas of concern.
- Failure to demonstrate improvement may result in course failure and failure to progress in the nursing program.

Transportation of Patients

Students are never allowed to transport patients, unaccompanied and/or in their private, personal vehicles.

Injuries During Clinical

While performing as an ADRN student, ADRN students are not covered under Workmen's Compensation at clinical facilities. If a student has an "injury" connected with his or her hours of patient care, he or she must complete the appropriate forms with the facility. Students are not eligible for health insurance at the clinical facilities; however, health insurance is available to all ISU students as part of the registration fee. The student should seek appropriate medical care at ISU Student Health Center or other appropriate facilities. In the event of a needle-stick or exposure to blood or body fluids, the student will immediately report the incident to the clinical faculty member AND preceptor, complete the necessary paperwork, and report to ISU Student Health Center as soon as possible.

Travel for Clinical Experiences

Driving to Clinical

During clinical rotations, a student will be required to provide his/her own transportation to clinical sites. At some time in the program each student will be required to drive from 50-100 miles or more one-way. A student needs to plan extra time for the drive, or inclement weather, to enable him/her to arrive safely, yet on time at his/her clinical site. It will be extremely important for the student to ensure adequate sleep the night before clinical to be safe to drive the distance to his/her clinical site, as well as being safe to care for the patient. In situations where there are hazardous driving conditions, a student should contact his/her instructor and discuss possible options.

When a student has clinical experience at multiple sites, learning is enhanced. It is not always possible to provide all of these learning experiences in one community or to always arrange more than one student rotate to the same facility. A student may have the opportunity to experience clinical situations in small to large-sized hospitals, medical clinics and doctor's offices, long-term care centers, and many other facilities as they become available clinical sites for the Practical Nursing program.

It is highly recommended that the student obtains a reliable vehicle, or when possible, arrange carpooling with other students, in order to arrive safely at the clinical site.

Occasionally, carpooling may present a problem if a student becomes ill while at clinical or is sent home due to being unprepared.

Note: Per ISU policy, students are not to travel with an instructor unless an ISU vehicle is arranged.

Parking

For all facilities, students will park in an area furthest from any building or as directed by each facility at the facility orientation.

Malpractice Insurance

The ADRN student can be legally and financially liable if another person is injured as a result of error, omission, commission, or negligence on the student's part. Whether a mistake is deemed professional or personal in nature, the student can be held liable and

may be sued individually or along with the physician, hospital, or the school. When in the clinical setting during scheduled clinical hours, students are covered under the malpractice insurance provided by the university.

V. Bloodborne Pathogen Exposure Protocol

Definition of exposure incident: A specific eye, mouth or other mucous membrane, non-intact skin, or parenteral contact with blood, tissue, or other potentially infectious materials that results from the performance of a student's or an employee's duties. Following an exposure incident, the procedure to be followed for ISU ADRN students is described below:

**Note: Exposed person should NOT counsel source.*

***Exposed person is tested and evaluated at own expense.*

Student Obligations

- A. Cleanse the exposed area very well, using generous amounts of soap and water to wash and/or flush.
- B. Notify your preceptor, house supervisor/charge nurse, and instructor immediately, when a suspected exposure occurs.
- C. If the determination is made that an exposure has occurred, the "Record of Exposure Incident" form must be completed. The student will help the instructor by completing the post-exposure form which documents the exposure events. The student will also assist facility staff and administration in any facility-based documentation and reporting. The facility's employee health officer and risk manager must be notified. The student will cooperate and participate in any and all facility policies and procedures relative to the exposure incident.
 - Students will notify the Student Health Service about the incident so that they may follow up with your care. This is to be done regardless of source for initial care and evaluation.
- D. The student is responsible for reading and understanding the "Antibody Testing Information Sheet."
- E. Help your instructor and preceptor in completion of all exposure incident procedures.
- F. The student is responsible for reading and asking questions related to the "Informed Consent for Post Exposure Medical Evaluation" before signing the form for consent or refusal for medical consultation.
- G. If the student consents to obtain a medical evaluation, blood should be drawn as soon as possible after consent is gained (1-2 hours after the exposure is recommended). Costs associated with testing will be the responsibility of the student. If the student allows for collection of a sample but not testing, the

sample must be reserved for at least 90 days to allow for reconsideration. If at all possible, make arrangements for blood testing at one of the facilities listed below:

- ISU Student Health Service
 - Southeast Idaho District Health Department
 - Personal Physician
 - Urgent Care Medical Facilities
- H. When the student consents to obtain a medical evaluation for the exposure, the instructor will provide a copy of the following information to be sent with the individual to give to the Healthcare Professional.
- Copy of the CDC Standard
 - Copy of the completed "Record of Exposure Incident" form which includes information on the source's HIV, HBV, HCV status, if known. (This form also should include the exposed student's vaccination record and a copy of the seroconversion status should be attached to the form, located in the department's files).
 - Copy of the student's completed "Informed Consent for Post Exposure Medical Evaluation" form
 - Copy of the completed "Source Informed Consent" form
 - Copy of the letter to the Health Care Profession treating the student
 - Copy of "Healthcare Professional's Written Opinion for Post Exposure Evaluation and Follow-Up"
- I. Discuss reported illnesses and exposure incident with the Healthcare Professional at the facility. Complete pretest counseling and blood testing.
- J. When blood is tested, the written opinion of the Healthcare Professional should be received by the student 15 working days after completion of the original evaluation. Complete post-test counseling and post-exposure prophylaxis as recommended by the Healthcare Professional. The student will receive appropriate counseling concerning precautions to take of what potential illnesses to be alert for and to report any related experiences to appropriate personnel. Such illness, particularly if characterized by fever, rash, myalgia, fatigue, malaise, or lymphadenopathy, may be indicative of acute HIV infection, drug reaction, or another medical condition.
- K. The student will schedule a meeting with the Nursing Director and/or Health Occupations Chairperson to discuss the Health Care Profession's written opinion for post-exposure evaluation and follow-up.
- L. Adhere to recommendations made by the Healthcare Professional such as seeking future medical evaluation and following protective measures to prevent infection or possible infection to others.

Instructor Obligations

- A. Discuss suspected exposure incident with the student and the preceptor. If the determination is made that an exposure has occurred, the "Record of Exposure Incident" form must be completed. The course instructor, by completing the post-exposure form in consultation with the student and preceptor, shall document the exposure events.
- B. Obtain a current exposure incident packet from the department office. The course instructor will provide the student with a copy of the "Antibody Testing Information" and the "Informed Consent for Post Exposure Medical Evaluation" forms. The instructor will advise the student to read these sheets, then review the information and answer the student's questions. The "Informed Consent for Post Exposure Medical Evaluation" needs to be signed by the student, instructor, and preceptor (witnesses).
- C. The course instructor shall discuss the exposure incident with the facility representatives who will advise the student and instructor regarding source counseling and source testing. The instructor will be available for the patient and provide a copy of the "Antibody Testing Information" for the patient to read. The instructor will answer questions that the patient might have about the incident. Though the instructor will do all that is possible to follow facility protocols relative to this important contact, she/he will, as needed, obtain permission for collection and testing of the source individual's blood for HIV, HBV, and HCV as soon as possible (1-2 hours is recommended) after consent is obtained on the "Source Informed Consent" form. The instructor will sign the form.
 - Whenever the source person is known to be actively infected with HBV or HIV, testing for that virus is not required. Refusal of consent by the source person must be documented on "Record of Exposure Incident" form and the source must sign the form.
- D. Make arrangements for the collection and testing of the source person's blood and document the arrangements on the "Record of Exposure Incident" form. Testing for both persons should be completed at a location (ISU Student Health Center is preferred) where appropriate pre-test counseling, post-test counseling, and referral for treatment is provided.
 - ISU Student Health Service will test the blood even if the person is not an ISU student.
 - Southeast Idaho District Health Department
 - Personal Physician
 - Urgent Care Medical Facilities

- E. When the source person consents to post-exposure medical evaluation, the instructor will give a copy of the following information to be sent with the student to give to the Healthcare Professional.
- Copy of the OSHA Standard
 - Copy of the completed "Record of Exposure Incident" form that includes information of the source person's HIV, HBV, HCV status, if known.
 - Copy of the completed source person's "Source Informed Consent" form
 - Copy of the letter to the Healthcare Professional testing the source
- F. When the student consents to medical evaluation for the exposure, the instructor will help the student determine where the consultation will occur. If a student allows for collection of a sample but not testing, the sample must be preserved for at least 90 days to allow for reconsideration.
- If the student chooses not to follow the suggested testing protocol, refusal must be documented on the "Informed Consent for Post Exposure Medical Evaluation" form. The instructor or preceptor will sign the form as the witness.
- G. When the student consents to post exposure medical evaluation, the instructor will provide a copy of the following information to be sent with the student to give to his/her Healthcare Professional.
- Copy of the CDC Standard
 - Copy of the completed "Record of Exposure Incident" form that includes information on the source's HIV, HBV, HCV status, if known. This form also should include the student's vaccination record and a copy of the seroconversion status should be attached to the form.
 - Copy of the student's completed "Informed Consent for Post Exposure Medical Evaluation" form
 - Copy of the completed "Source Informed Consent" form
 - Copy of "Healthcare Professional's Written Opinion for Treatment Recommendations"
 - Copy of "Healthcare Professional's Written Opinion for Post Exposure Evaluation and Follow-Up"
 - Copy of the letter to the Healthcare Professional treating the student
 - If the student has received the Hepatitis B vaccine and was post-tested to prove seroconversion and immunity within the past 24 months, HBV testing is not required.
- H. The following forms are placed in the hands of the Nursing Director or Health Occupations Chairperson:
- Record of Exposure Incident – Original
 - Source Informed Consent – Original
 - Informed Consent for Post Exposure Medical Evaluation – Original
 - Letter to Healthcare Professional (Source) – Copy

- Letter to Healthcare Professional (Student) – Copy

Healthcare Professional Obligations

- A. The evaluating Healthcare Professional (the ISU Student Health Center is recommended) completes pretest counseling and collects and will test the student's blood as soon as is feasible after consent has been obtained (1-2 hours is recommended). If the student consents to blood collection but does not allow testing, the sample must be preserved for at least 90 days. Testing shall later be performed upon request of the student and must occur within 90 of the granting of permission.
- B. A copy of the evaluating Healthcare Professional's written opinion for treatment recommendations must be available to the student and the ADRN program Director within 15 working days of completion of the evaluation. All findings and diagnoses unrelated to the exposure incident are to remain confidential and are not to be included in the written reports. The report must include the following documentation: whether HBV vaccination was indicated, and if so, received; that the student was informed about the results of the medical evaluation; that the HIV post-exposure prophylaxis has been initiated; any current other recommendations for treatment; and any medical conditions that may arise from the exposure that may require further evaluation or treatment.
- C. The Healthcare Professional notifies the student of the results of all testing, within limits of confidentiality, and offers post-exposure prophylaxis, when medically indicated, in accordance with the current recommendations of the U.S. Public Health Service. The student will be given appropriate counseling concerning precautions to take during the period after the exposure incident. The student will also be given information of what potential illnesses to be alert for and to report any related experiences to appropriate personnel. Such illness, particularly if characterized by fever, rash, myalgia, fatigue, malaise, or lymphadenopathy, may be indicative of acute HIV infection, drug reaction, or another medical condition.

Nursing Director/Chair Obligation

- A. Provide information from the student's file regarding vaccinations and seroconversion for the "Record of Exposure Incident" form
- B. Maintain confidentiality of the exposure incident information. If consent from the source is granted, results of testing of that person will be made available to the exposed student.

- C. Receive the Healthcare Professional's written opinion for post exposure evaluation and follow-up within 15 working days of the original evaluation and discusses the results with the student.

VI. ADRN Student Success

Successful Study Strategies

Use the **SQ3R Method** for all of your studying.

- Helps you learn the information
- Helps decrease forgetting
- Improves concentration
- Improves organization
- Improves the meaningfulness of the material

S: Survey

Before you study, survey. This is a five-minute glance-over. Look at headings and subheadings, attend to the diagrams, charts, tables, etc. Read the introduction and summary paragraphs.

Q: Question

Designed to arouse your curiosity. As you look at headings and subheadings, ask who, what, where, why, how questions and then read to find these answers.

R: Read

Read actively and carefully for meanings. Use key words and phrases and always try to summarize the material into your own words.

R: Recite

Every few paragraphs, stop and say it from memory. Do you *really* understand what's being said? Recite into your own words. If you can't, you haven't learned it yet.

R: Review

Go back again and again to refresh any forgotten points.

Things to Do

- Tackle studying in short, frequent pieces.
- Close the written material every two or three paragraphs and restate the material in your own words.

- Write in the margins your thoughts, questions, paraphrases, definitions, etc. The text book is your slave; make it serve you!
- Talk out loud. Every time you do, you're using additional brain matter.
- Repetition is a *proven* commodity. Repeat and review as often as you need to.
- When available, use self-study questions at the end of the chapter or unit. These questions are excellent self-study and self-assessment guides. If you cannot answer them easily, you have not learned the material.
- Study during your best time. Decide when you are most awake and alert and use these times to the very best advantage.
- Read the class materials *before* the class session (whether on-line or face-to-face). Everything will be more meaningful and you will have the opportunity to ask questions.
- Be an active participant. During class, take notes, think, listen, read, attend.
- Use systematic underlining and highlighting, identifying meaningful main points and supporting evidence.
- Take courses that will support your learning goals, i.e., reading and math tutoring, medical terminology, abnormal psychology, pathophysiology, and college survival skills. These classes are well worth the investment.
- Use all available student support services! Don't wait until the end of the course to get needed help and support.
- Always study with a dictionary and a medical dictionary next to you.

DON'T

- Sit down and try to tackle a large piece of reading or course with the idea that, "I'm going to finish this in four hours..."
- Highlight the entire text. Highlighting is a passive activity.
- Ignore hard words! Look them up immediately and insert definitions above the word or phrase in the class materials.
- Read passively (like you read a novel or magazine). Passive study prevents analysis and evaluation of the material.
- Rely on old tried and true study habits. Nursing courses require more than memorization.

VII. College of Technology Resources and Services

Services for Students

Student Services: This office is located in two locations, the main floor of the Roy F. Christensen (RFC) Complex, Room 101, and the William M. and Karin A. Eames Advanced Technical Education and Innovations (Eames) Complex, Room 102. Student Services assists students with specific information about the programs at the College of Technology. Academic advisors are available to give students assistance with admissions, class and schedule advisement, academic resources, and specific information pertaining to a student's educational goals.

Hours are 7:30 am to 5:00 pm, Monday through Friday. Appointments can be made by calling (208) 282-2622. Appointments are recommended but are not required. Tours of the programs are available by appointment and can be set up by calling (208) 282-2800. isu.edu/tech/student-services

Tutoring Assistance: Students who are experiencing difficulties with their program instruction or classroom assignments may receive assistance. The student's instructor should be contacted first, as many of the training programs have 'peer tutors' available who are familiar with the required curriculum and assignments.

Note: It is important to request assistance as EARLY in the semester as possible! At the point a student recognizes they are having difficulty, help should be sought immediately! Contact the TAP Center, (Tutoring, Academic support, Peer mentoring), located in Room 380 of the RFC Complex. Or telephone at (208) 282-3208 for an appointment to discuss specific tutoring needs. isu.edu/tech/tutoring

The Center for New Directions: Located within the RFC Complex on the third floor. The Center's telephone number is (208) 282-2454. Support programs are available at no cost for men and women who are interested in entering/re-entering the job market due to issues which might include: divorce; separation; death; or disability of a spouse. Services are available on job seeking skills, career information, self-esteem, self-confidence building, and personal counseling. The Center also provides a limited number of scholarships for single parents and for women and men interested in pursuing 'non-traditional' fields of training. isu.edu/cnd

Message from Center for New Directions

Success in this course depends heavily on your personal health and wellbeing.

Recognize that stress is an expected part of the college experience, and it often can be compounded by unexpected setbacks or life changes outside the classroom. You are encouraged to reframe challenges as an unavoidable pathway to success. Reflect on your role in taking care of yourself throughout the term, before the demands of exams and projects reach their peak. You are encouraged to reach out to the center about any difficulty you may be having that may impact your performance in this course. If you are experiencing stress in other areas of your campus life, the center will help you get in contact with other resources on campus that stand ready to assist you. In addition to your academic advisor, you are encouraged to contact the many other support services on campus that are available.

Statement on Services

- Students enrolled in the ISU College of Technology are eligible to receive free, confidential personal and career counseling from licensed professional counselors at **Center for New Directions (CND)**. We offer individual counseling and Biofeedback. Call 208-282-2454 Monday – Friday from 8am – 5pm to schedule an appointment or to speak immediately to a counselor if you are in crisis. www.isu.edu/cnd
- **ISU Counseling and Testing Services (CATS)** ISU Counseling and Testing Services (CATS) would like to remind all students who are enrolled in the current semester (part-time or full-time) they are eligible for free, confidential counseling services. CATS offers individual and group counseling, as well as Biofeedback Training. Crisis intervention services are available Monday – Friday from 8am – 5pm.

To establish services:

Please call 208-282-2130, Monday – Friday from 8am – 4pm.

www.isu.edu/ctc

Mental Health Services for Out of State ISU Students

ISU Counseling and Testing Service (CATS) has partnered with LifeWorks, Inc. to bring the MySSP tool to ISU students while they are physically out of the state of Idaho.

Through MySSP, students can access health assessments, real-time chat support, and free counseling from licensed mental health professionals.

Accessing My SSP

- Connect with My SSP by calling 1-866-743-7732 or visiting us.myissp.com. If calling from outside North America: 001.416.380.6578
- Download "My SSP" from the app store to use on your phone

Registration and Fee Collection Policy

- All students who are enrolled in semester-based programs must pay their tuition by the Friday before classes begin to avoid a \$50 late fee. For tuition

- payment information, login to the ISU BengalWeb and go to the Finances tab.
- Students who are enrolled only in the eight-week classes (early and late), must pay tuition by the first day of class.

Note: It is the individual student's responsibility, regardless of funding source, to see that their tuition is paid on time and that they are officially enrolled at ISU. Students who do not pay tuition prior to the deadline may be disenrolled.

Financing Your Education

Students attending the ISU College of Technology can apply for federal financial aid by submitting a Free Application for Federal Student Aid (FAFSA) form each year they are enrolled at the University. FAFSA applications are available on the web at:

studentaid.gov/fafsa

It is strongly recommended that students apply early. Keep the Financial Aid office notified of any changes in student status such as address change, marriage, etc.

Note: Students who leave school prior to successful completion may have to repay federal financial aid received. Call the ISU Financial Aid office immediately if you plan to withdraw from school, (208) 282-2756. The website for financial aid is:

isu.edu/financialaid

Numerous scholarships are available to College of Technology students. The ISU Scholarship Department website lists those scholarships through the Bengal Online Scholarship System (BOSS).

The most common scholarships are the Associated Students of ISU (ASISU) Need and Scholastic awards. Funds for these scholarships come from a portion of the registration fees each student pays. Many scholarships are donated by business/industry, organizations, or individuals and have specific criteria, which must be met.

isu.edu/scholarships

Traffic and Parking

Note: Please refer to the ISU Parking web address at:

isu.edu/parking

Every motor vehicle on the ISU campus must be registered and display an appropriate

ISU decal. Parking permits are available at the ISU Traffic Office located at the corner of South 5th and Humboldt Street, telephone (208) 282-2625.

Cost:

- General Lot: \$110
- Reserved Lot: \$331

Students may park only in the area their parking decal designates. Students at the College of Technology may not park in the Cosmetology Patron parking spaces. The parking meters at the RFC Complex are reserved for visitors and new applicants inquiring about school. Students are NOT PERMITTED to park in metered spaces. Students should be aware of the ISU towing policy. Any vehicle will be towed at the owner's expense when it accumulates \$50 in citations.

Any traffic tickets resulting in fines owed to the University must be paid or student's transcripts, certificates, and/or degrees will not be released upon completion of their training program. In addition, registration for the next term will not be permitted until the fines and other financial obligations are paid or proper arrangements are made by the student.

VIII. Idaho State University Policies and Procedures

Student Conduct Rules and Regulations

The University encourages Students to approach personal decision making with the following expectations and principles. The following behaviors are considered violations and may be actionable under the Code:

A. Alcohol

Illegal or unauthorized procurement, consumption, use, possession, manufacture, or distribution of alcoholic beverages. Alcoholic beverages may not, in any circumstances, be used by, possessed by, or distributed to persons under twenty-one (21) years of age.

1. Regulations

- a. Consumption and possession of alcohol is prohibited in general use areas and all University residence halls. General use areas include all University owned, leased, or operated facilities, and campus grounds.
- b. Consumption and possession of alcohol, by persons of legal age, is only authorized in the University apartments and other areas designated by the President with the approval of the State Board of Education.
- c. Distribution of alcohol to a minor is prohibited.
- d. Possession and consumption of alcohol by a minor is prohibited.
- e. Possession and consumption of alcohol in areas that are designated as "alcohol free" is prohibited.
- f. Sale of alcohol, unless authorized by the State Board of Education and with the appropriate licenses and permits, is prohibited.
- g. It is prohibited for anyone of legal drinking age (21 or older) to consume alcohol in university residential facilities, in the presence of a minor, unless that minor is a roommate, spouse, or dependent.

2. Enforcement of and sanctions for violations of the alcohol Code will be administered according to the procedures outlined in section VII of this policy.

B. Bullying

Conduct considered severe, pervasive, and objectively offensive. Anything that undermines and detracts from another's educational experience and effectively denies access to university resources and opportunities.

C. Coercion

The use or threat of physical violence or the improper use of actual or perceived

power, position, status, or influence to pressure others to do something against their will.

D. Dangerous Materials

Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on University Premises or use of any such item, even if legally possessed, in a manner that harms, threatens, or causes others to fear for their safety. The rare instances in which possession of firearms are allowed on campus is outlined in ISUPP 9000 *Possession of Firearms*.

E. Destruction, Damage, or Misuse of University or Private Property

Any damage to or misuse of university or private property is a violation of this code.

F. Dishonesty, includes but is not limited to:

1. Furnishing false information to the University. This includes filing false, knowingly incomplete, or intentionally exaggerated reports or documents.
2. Forgery, alteration, or misuse of any University document, record, or instrument of identification.
3. Unauthorized possession, duplication, or use of keys or access codes to any University Premises or unauthorized entry to or use of University Premises.
4. Any acts that violate ISUPP 4000 Academic Integrity and Dishonesty for Undergraduate Students is a violation of this Code. This includes, but is not limited to plagiarism, cheating, and any other forms of Academic dishonesty. Possible violations of the ISU Academic Dishonesty Policy are administered separately by Faculty Members and Academic administrators. Certain behaviors may violate both the Academic Dishonesty Policy and this section, or others, of the Code. In that case, the Conduct Administrator will consult with the relevant department(s) and determine whether one process or both will be utilized.

G. Discrimination

Occurs when an individual or group of individuals is treated adversely (i.e., denied rights, benefits, equitable treatment, or access to facilities available to others) based on the individual's or group's actual or perceived membership in a Protected Class.

H. Disorderly and/or Irresponsible Conduct, including but not limited to:

1. Public Conduct that is objectively offensive, lewd, or indecent.
2. Breach of peace, or encouraging others to breach the peace on university property.
3. Conduct that endangers the health and safety of others and/or the public.

I. Disruptive Behavior During Instruction and Educational Activities

Faculty Members supervise classroom Conduct and may establish reasonable Conduct standards for their students through their syllabi or spoken directives.

Behavior that a reasonable person would deem as disruptive to the ability of a Faculty Member to teach a class or prevent other Students from receiving the benefits of instruction may be considered disruptive. If an instructor informs a student that a particular behavior is disrupting the learning activity or instructional interaction, the student should promptly stop the behavior. If a student continues the behavior, the instructor may refer the student to the Dean of Students or ask the student to leave the classroom. If a student is asked to leave, the student should leave the class quietly. If a student chooses not to comply or elevates the disruption by arguing about the request, Public Safety may be called to assist. Failure to comply with an instructor's request is a violation of this policy.

J. Disruptive or Obstructive Actions or Activities, include but are not limited to:

1. Disruption or obstruction of teaching, research, administration, Conduct Proceedings, and includes speech that is manifestly unreasonable in time, place, or manner.
2. Participating or leading others to participate in an on-or-off campus demonstration, riot, or activity that disrupts the normal operations of the University and/or infringes on the rights of other Members of the University Community.
3. Obstruction of the free flow of pedestrian or vehicular traffic on University Premises or at university sponsored or supervised functions.
4. Persistent speech, expression, or action that is so objectively offensive or concerning that it interferes with others' ability to live, learn, work, or pursue educational opportunities at the University.

K. Drugs

Use, possession, manufacture, or distribution of controlled substances, as defined by the United States Department of Justice, and synthetic substances used as a substitute for controlled substances. Abusing prescription drugs is also prohibited.

L. Failure to Comply with Directions of University Officials, including but not limited to: ISU Public Safety officials, Residence Assistants or University employees acting in performance of their duties, and/or failure to identify oneself to these persons when requested to do so.

M. Harassment

Unwanted or unwelcome behavior or Conduct toward an individual because of the individual's Protected Class that is sufficiently severe, persistent, or pervasive to have the impact of unreasonably interfering with a person's ability to live, learn, work, or recreate at the University.

N. Hazing

An act that endangers the mental or physical health or safety of a student, or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. The express or implied consent of the victim will not be a

defense. Apathy or acquiescence in the presence of hazing is not a neutral act and are violations of this rule.

O. Intimidation

Behavior or Conduct intended to induce fear in others for the purpose of deterring them from acting or forcing them to act against their will. Pressure to obtain compliance may also be considered intimidation.

P. Invasion of Privacy

Making, using, disclosing, or distributing a recording or a photograph of a person in a location or situation in which that person has a reasonable expectation of privacy and is unaware of the recording or does not consent to it.

Q. Misuse of the Student Code of Conduct and Conduct Proceedings, include but are not limited to:

1. Failing to comply with a notice from a Conduct Officer, Conduct Board, or other University official to set an appointment or appear for a meeting or hearing.
2. Falsifying, distorting, or misrepresenting information before a Conduct Officer or Conduct Board.
3. Disrupting or interfering with Conduct Proceedings.
4. Submitting a complaint in bad faith.
5. Attempting to discourage others from participating in or using Conduct Proceedings.
6. Attempting to influence the impartiality of a Conduct Officer or a member of a Conduct Board prior to, and/or during the course of Conduct Proceedings.
7. Harassing or intimidating a Conduct Officer or a member of a Conduct Board prior to, during, and/or after a Conduct Proceeding.
8. Failing to comply with the sanctions imposed through a Conduct Proceeding.
9. Influencing or attempting to influence another person to commit an abuse of the Code.
10. Retaliating against any person for participating in a protected activity. The University considers the following activities protected:
 - a. Making a report that alleges misconduct
 - b. Speaking with University investigators about alleged misconduct
 - c. Supporting a person who is participating in an investigation or Conduct Proceeding
 - d. Sharing information with the University as a witness in an investigation or Conduct Proceeding

R. Misuse of Technology

Abuse of computer facilities and resources, including but not limited to:

1. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.

2. Unauthorized transfer of a file.
 3. Use of another individual's identification and/or password or sharing one's identification and/or password with others.
 4. Interfering with the normal operation of the University computing system or the work of another Student, Faculty Member, or University official.
 5. Sending obscene, harassing, or threatening messages.
 6. Downloading, sharing, and/or distributing copyrighted materials without the permission of the copyright holder and/or any other use of computer/network resources in violation of copyright law.
 7. Any violation of the University Acceptable Use Policy and/or the Student Computing Contract.
- S. Physical Violence
Any incident of physical violence is a violation of this code.
- T. Sexual and Gender-Based Misconduct
Acts of sexual and gender-based misconduct are a violation of the Student Code. Allegations of sexual misconduct are investigated, processed, and appealed under ISUPP 1120 Sexual Harassment and Gender Discrimination.
- U. Smoking/Vaping
The University maintains smoke-free campuses. Smoking/Vaping with any device or product, including e-cigarettes, is prohibited on University Premises unless a person is on a public street or sidewalk maintained by the surrounding municipality.
- V. Theft
Acts of Theft are a violation of this code. Theft includes, but is not limited to:
1. Taking or removing others' property (including the University's), or attempting to take it without their knowledge or permission.
 2. Assuming or appropriating the identity of another person for any reason.
- W. Threats
Making statements or engaging in non-verbal acts that communicate clear intent to commit an act of unlawful violence to a particular person, persons, or property is a violation of this code.

Sanctions to Individuals for Violations of the Student Code of Conduct

May include educational and learning based outcomes as appropriate. The following sanctions may be imposed, singly or in combination, upon any Student found to have violated the Code:

- A. Written Warning: A written notice that the student is violating or has violated University policy. A record of the warning is kept in the student's conduct file.
- B. Probation: A written reprimand for violation of specified policy. Probation is for a

designated period of time. Sanctions may include loss of privileges or benefits. Additional sanctions up to and including suspension or expulsion may occur for additional violations of the Code.

- C. Loss of Privileges: Denial of specified privileges for a designated period of time, including the privilege of representing the University in official capacities. However, decisions about eligibility to participate in NCAA intercollegiate competitions are administered by the Athletic Department.
- D. Restitution: Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement. Financial penalties may be added to the Student's ISU financial account.
- E. Discretionary Sanctions: Work assignments, essays, service to the University or the community, or other related discretionary assignments.
- F. University Housing Suspension: Separation of the Student from University Housing for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- G. University Housing Expulsion: Permanent separation of the Student from University Housing.
- H. University Suspension: Separation of the Student from the University for a definite period of time, after which the student is eligible to apply to return. Conditions for readmission may be specified and all sanctions must be completed prior to applying for re-admission. Suspension shall in no case be longer than two (2) calendar years. Suspension will be recorded on the Student's University transcripts.
- I. University Expulsion: Permanent separation of the Student from the University. Expulsions will be recorded on the Student's University transcripts.
- J. Revocation of Admission and/or Degree: Admission to or a degree awarded from ISU may be revoked for fraud, misrepresentation, or other violation of university standards in obtaining the degree, or for other serious violations committed by a Student prior to graduation.
- K. Withholding Degree: ISU may withhold awarding a degree otherwise earned until the completion of the student conduct process set forth in the Code, including the completion of all sanctions imposed.

To see the full Student Code of Conduct ISUPP 5000 policy go to [Student Code of Conduct](#).

Substance Abuse Policy

The purpose of this policy, and the programs listed, is to work toward the prevention of substance abuse in the University community. Goals are to (1) present factual and accurate information regarding the dangers and hazards of drug and alcohol use, misuse and abuse; (2) offer recommendations for alternative behaviors; and (3) provide leadership in the dissemination of information. Through efforts in this area, the University wishes to encourage the creation of an educational environment for its students

conducive to making conscientious and healthy decisions when they are faced with the difficult choices associated with the use of legal and illegal drugs and alcohol and to provide a better working environment for the faculty and staff. Education efforts will be directed to all members of the University community: students, faculty and staff. It is the intention of the University to make drug and alcohol awareness and education an important part of the social and academic aspects of campus life.

In addition to the academic development of students, the University recognizes the importance of the health and safety of its students. To further enhance and improve opportunities for students in these areas, the University has developed the following policy and programs specifically related to substance abuse.

The University regards students as adults and as such expects them to take responsibility for their own actions. Many students are in an awkward position in that, for the most part, they are legally adults and have all of the rights and responsibilities thereof, except pertaining to the use of alcohol. The University is obligated to comply with State and Federal laws and to enforce rules and regulations adopted by the State Board of Education.

This policy is implemented for the purposes of enforcement and monitoring of the State Board of Education alcohol rule. The University cannot be responsible for the personal lives and decisions of students; however, if the use or abuse of alcohol threatens to cause disorder or danger to the members of the University community, others, or campus property, appropriate action will be taken. Enforcement and discipline shall be consistent and due process appropriate for the offense shall be applied in accordance with established University policies and procedures.

A. Rules and Regulations

Rules and regulations regarding drugs and alcohol are enumerated in the Student Code of Conduct; the section pertaining to drugs and alcohol is as follows:

1. Violations

- a. Possession or consumption of alcohol is prohibited on university property except as permitted in specified living quarters of persons of legal age (e.g., student apartments, but not individual residence hall rooms), and other areas designated by the President with the approval of the State Board of Education.
- b. Distribution of alcohol to a minor is prohibited.
- c. Possession of alcohol by a minor is prohibited.
- d. Possession or consumption of alcohol in areas that are designated as "alcohol free" is prohibited.
- e. If a student violates the Student Code of Conduct while under the influence of alcohol, this policy will also apply.
- f. Sale of alcohol, unless authorized by the State Board of Education and with the appropriate licenses and permits, is prohibited.

2. Enforcement

- a. All incidents of alcohol violations shall be reported to the Public Safety Office.
 - b. All reports of incidents involving alcohol will be forwarded to the Director of Student Life.
 - c. The Director of Student Life or their designee will be responsible for the following:
 - 1. Determining if an incident reported constitutes a violation of the University alcohol policy.
 - 2. Recording and tracking all students involved with alcohol violations.
 - 3. Notification of the criminal justice system, when warranted, of the behavior of an individual involved in an incident.
 - 4. Enforcing sanctions described.
3. Sanctions
- a. Minimum sanctions
The sanctions described are minimum sanctions and do not limit the disciplinary power of the University in any matter involving Code of Conduct violations.
 - b. Infractions and Mandatory Sanctions
 - 1. First infraction of the Academic Year.
Student must attend an alcohol education class and will be placed on university conduct probation.
 - 2. Second infraction in the Academic Year without injury or conduct likely to lead to injury.
Student is placed on disciplinary probation and, at the student's expense, must submit to a substance abuse evaluation administered by a qualified authority. The student will provide the evaluation results or authorize the release of the evaluation results to the Student Affairs Office.
 - 3. Second infraction in the Academic Year with injury or conduct likely to lead to injury. Student is placed on disciplinary probation, and, at the student's expense, must submit to a substance abuse evaluation performed by a recognized authority. The student will provide the evaluation results or authorize the release of the evaluation results to the Student Affairs Office. The Director of Student Life or their designee may share all records of the incident with the Pocatello Police Department or other appropriate law enforcement agencies as deemed necessary.
 - 4. Third infraction in the Academic Year without injury or conduct likely to lead to injury. Student is suspended from the University for one academic semester.

5. Third infraction in the Academic Year with injury or conduct likely to lead to injury. Student is suspended from the University for at least one academic year and all records involving the incident may be shared with the Pocatello Police Department or other appropriate law enforcement agencies as deemed necessary by the Director of Student Life or their designee.
- c. Recording Cycle for Violations is One Academic Year. The academic year begins the first day the residence halls open for the fall semester and will continue through the day prior to the residence halls opening for the next academic year.
- d. Right of Appeal. The student may appeal to the Director of Student Life or to the University Student Conduct Board. The procedure described in the Student Handbook will apply. On-campus residents who live in residence halls and who violate the alcohol policy in on-campus housing will be governed by the policy and appeals process described in the Standards of Residence.

Students who violate the Student Code of Conduct are subject to disciplinary action through the Residence Hall and/or the University Student Conduct Code. Students may also be subject to arrest and prosecution in cases where state laws have been violated. Sanctions up to and including expulsion may be imposed for drug or alcohol violations. A conviction for violation of state or federal drug laws may jeopardize federal financial aid.

The University will attempt to help students who have a problem and wish to receive assistance in dealing with that problem. The University will not, however, condone illegal activity; continued violation of drug or alcohol policies may result in expulsion.

The University Counseling and Testing Services shall serve as the department for referral for treatment of substance abuse problems. Upon referral or voluntary contact, the Center will evaluate each situation and either provide counseling and treatment or refer students to other appropriate agencies.

To see the full policy in the Student Handbook, go to page 20 of the [Student Handbook](#).

Smoke Free Policy

Idaho State University is committed to promoting a healthy and safe environment for students, faculty, staff and visitors. This policy is intended to reduce the health risks related to smoking and secondhand smoke for the campus community. Smoke and tobacco-free policies are becoming a national standard in order to foster a healthy

environment in all communities.

- A. Smoking is prohibited on all property owned, leased or operated by Idaho State University ("University"). This consists of all buildings, including residence halls, all grounds, including exterior open spaces, parking lots, on-campus sidewalks, University-owned streets, driveways, athletic and practice facilities and recreational spaces; and in all University-owned or leased vehicles.
- B. This smoking ban does not apply to public rights-of-way (sidewalks, streets) on the perimeter of the campus.
- C. All University of University students, faculty, staff, contractors and visitors must comply with this policy. Individuals observed smoking on the campus will be informed and asked to stop.
- D. Violators of this policy may receive a written violation and warning for a first offense. A second violation will receive a \$35 fine and a third violation will receive a \$100 fine. Violators may be offered the option of community service in lieu of a fine, at the discretion of Public Safety. In addition, repeat offenders who are visitors may also receive a trespass citation; faculty and staff may be referred to their supervisor and students may be referred to Student Affairs for appropriate actions under this policy.
- E. Persons engaging in smoking and/or the use of Smoking Products in violation of this policy may be subject to the following:
 - 1. Students will be referred to the student conduct office. Violation of this policy is a violation of the Student Code of Conduct.
 - 2. Employees will be referred to their supervisor and/or appointing authority for appropriate action.
 - 3. Contractors will be referred to their respective employers for appropriate action.
 - 4. Visitors will be required to leave the campus if they fail to conform to the policy when advised.
- F. Posted "No Smoking" signs shall not be obscured, removed, defaced, mutilated, or destroyed.
- G. The sale, distribution, and sampling of all tobacco products and tobacco-related merchandise is prohibited on all university-owned and operated property and at university-sponsored events. Littering campus with remains of smoking products is prohibited.

To see the full Smoke Free Campus Policy ISUPP 2370 go to [Smoke Free](#).

Academic Integrity and Dishonesty Policy

Policy Statement

Academic integrity is expected of all individuals in academe. Behavior beyond reproach must be the norm. Academic dishonesty in any form is unacceptable.

- A. Academic dishonesty includes, but is not limited to, cheating and plagiarism.
- B. This policy applies to all forms of university educational activities, including but not limited to, classroom, lab and online formats.
- C. Instructors are encouraged to include specific information in the course syllabus on academic integrity and dishonesty guidelines specific to the course format and evaluation activities, as well as the link to this policy.
- D. Students should not assume that any materials or collaborative learning activities are authorized unless explicitly stated by the instructor in the course syllabus.

Authority and Responsibilities

The Academic Dishonesty Policy is administered and supervised by Academic Affairs. Instructors are responsible for addressing suspected incidents of academic dishonesty within their respective courses. Deans serve as appellate officers when students challenge the findings and outcomes determined by instructors. Revisions and modifications to this policy are managed by the Office of the Provost and Vice President for Academic Affairs.

Definitions

- A. CHEATING is defined as using or attempting to use materials, information, or study aids that are not permitted by the instructor in examinations or other academic work.
Cheating includes, but is not limited to:
 - 1. Obtaining, providing, or using unauthorized materials or devices for an examination or assignment, whether verbally, visually, electronically, or by notes, books, or other means.
 - 2. Acquiring examinations or other course materials, possessing them, or providing them to others without the explicit permission of the instructor. This includes buying or selling an assignment or exam, or providing any information about an examination in advance of the examination.
 - 3. Taking an examination in place of another person or arranging for someone else to take an examination in one's place.
 - 4. Submitting the same work or substantial portions of the same work in two different classes without the explicit prior approval of the instructor.
 - 5. Fabricating information for any report or other academic exercise.
 - 6. Fabricating or misrepresenting data.

7. Copying down answers when provided during course testing or other standardized testing and giving them to other students who have not taken the test. This includes using smartphones to photograph and transmit restricted test materials.
 8. Removing the test instrument or test information from the testing room or other location without the instructor's explicit permission.
 9. Assisting another student without the instructor's permission.
 10. Deceiving instructors or other university officials about academic work.
 11. Altering grades on one's own or another student's work.
 12. Offering money or other remuneration in exchange for a grade.
- B. PLAGIARISM is defined as presenting or representing another person's words, ideas, data, or work as one's own.
- Plagiarism includes, but is not limited to:
1. The exact duplication of another's work and the incorporation of a substantial or essential portion without appropriate citation.
 2. The acts of appropriating creative works or substantial portions in such fields as art, music, and technology and presenting them as one's own.

The guiding principle is that all work submitted must properly credit sources of information. In written work, direct quotations, statements that are paraphrased, summaries of the work of another, and other information that is not considered common knowledge must be cited or acknowledged. Quotation marks or a proper form of identification shall be used to indicate direct quotations. Students should be aware that most instructors require certain forms of acknowledgement or references and may evaluate a project on the basis of proper form.

- C. ACADEMIC as used in this policy is synonymous with "scholastic" and refers to school-related endeavors, whether the school is vocational or academic.
- D. INSTRUCTOR/FACULTY MEMBER as used in this policy is defined as a person who is responsible for the teaching of a class or laboratory or other instruction. These terms include professors regardless of rank, instructional staff, graduate assistants, visiting lecturers, and adjunct, affiliate or visiting faculty.

To see the full Academic Integrity and Dishonesty Policy for Undergraduate Students Policy 4000 go to [Academic Integrity](#).

Computer Misuse

Inappropriate use of the computer is considered computer misuse. All usage is to pertain to class instructional purposes. The supervisor of each lab will determine what is deemed "inappropriate use" for their particular lab. For specific computer lab policies, see

individual lab instructor. Inappropriate use may result in denial of computer lab access at the College of Technology. Refer to the Student Handbook Student Code of Conduct section, for additional information.

Idaho State University Student Handbook

The following policies fall under the guidance of the Idaho State University Student Handbook.

For more information on each topic, please find the policy and descriptions using the handbook link.

1. Students Rights and Responsibilities (page 4)
2. Withdrawal (page 6)
3. Academic Standing (page 10)
4. Petitions (page 16)
5. Sexual Harassment (page 18)
6. Student Complaints and Grievances (page 18)

isu.edu/StudentHandbook

Additional Idaho State University policies:

1. FERPA
 - isu.edu/ferpa
2. Title IX
 - isu.edu/titleIX
3. Satisfactory Academic Progress
 - isu.edu/satisfactory-academic-progress

IX. Idaho State University Resources and Services

Disability Services

Mission Statement

The mission of Disability Services (DS) is to increase equal opportunities and equal access to all programs and services sponsored or funded by Idaho State University. DS is dedicated to creating an accessible environment for students, employees, and community members with disabilities. In achieving this, DS:

Works collaboratively with University Partners to foster a welcoming, diverse, and inclusive University community.

Collaborates with and empowers individuals who have documented disabilities by working together proactively to determine reasonable accommodation(s).

Promotes a culture of self-advocacy, responsibility, and agency.

Ensures compliance with the Americans with Disabilities Act Amendments Act (ADAAA) and other current legislation.

Readily responds to grievances and advances inclusion through the removal of identified informational, physical, and/or attitudinal barriers.

Advocates for Universal Design (UD) as a crucial framework to support the diverse needs of students, faculty, staff, and community members.

Develops partnerships with external community members/groups to support the advancement of equity and inclusion at the local, state, and national levels.

Provides institution-wide advisement, consultation, and training on disability-related topics, including but not limited to: legal and regulatory compliance and universal design.

Accommodation of Students with Disabilities

A. Compliance and Services

The Americans with Disabilities Act (ADA) is the civil rights guarantee for persons with disabilities in the United States. It provides protection for individuals from discrimination on the basis of disability. The ADA

extends civil rights protection for people with disabilities in matters that include transportation, public accommodations, accessibility, services provided by state and local government, telecommunication relay services, and employment in the private sector.

- B. Idaho State University, in the spirit and letter of the law, will make every effort to make reasonable accommodations, according to section 504 of the Rehabilitation Act of 1973 and the ADA. ISU will not discriminate in the recruitment, admission, or treatment of students or employees with disabilities.
- C. Grievance Procedures
Students who feel they have been discriminated against based upon a disability and wish to file a grievance shall file such complaints with the Office of Equity and Inclusion. The investigation and grievance procedures established for acts of illegal discrimination shall apply

Contact Information

Disability Services; Division of Student Affairs

Rendezvous Complex, Room 125
921 South 8th Avenue, Stop 8121
Pocatello, ID 83209-8121
Phone: 208-282-3599
Fax: 208-282-4617
VP for ASL: 208-417-0620
Email: disabilityservices@isu.edu

Office of Equity & Inclusion

Mission Statement

The Office of Equity & Inclusion is committed to creating and maintaining a safe and respectful learning and working environment for all staff and students at Idaho State University by providing leadership, expertise and education in our mission to create an environment where all members of the ISU community can thrive.

[Our](#) webpage will detail the specifics of each of our areas of service to the campus community including:

- EEO policy and procedure
- Civil Rights including harassment and discrimination
- Title IX compliance
- Gender Resource Center
- Diversity Resource Center
- Training, workshops and events

Our helpful and friendly staff are available to work with any member of the university community. We look forward to serving you.

Contact Information

Office of Equity and Inclusion

Rendezvous Complex, Room 157
921 South 8th Avenue, Stop 8315
Pocatello, ID 83209-8315
Phone: 208-282-3964
Fax: 208-282-5829

Additional Resources and Services

The following are Idaho State University resources and services to help our students succeed.

For more information on each topic, please use the links given.

1. Career Services
 - isu.edu/career
2. Commencement
 - isu.edu/graduation
3. Counseling and Testing Services
 - isu.edu/ctc
4. Disability Services
 - isu.edu/disabilityservices
5. Health at ISU
 - isu.edu/health

6. Parking Services
 - isu.edu/parking
7. Student Resources
 - isu.edu/student-resources
8. Tutoring
 - isu.edu/tutoring

X. Handbook Signature Form & Photography Consent Release



**Idaho State
University**

**College of
Technology**

HANDBOOK SIGNATURE FORM

I acknowledge that I have received, read and understand the Associate Degree Registered Nurse Handbook. I have also reviewed the Idaho State University Student Handbook and understand the privileges and responsibilities of attending Idaho State University.

PRINTED NAME

DATE

SIGNATURE

BENGAL ID #

INSTRUCTOR SIGNATURE

CONSENT FOR PHOTOGRAPH RELEASE

I understand that my photograph may be used for educational purposes. I also understand that these photographs may be used in classroom discussions, reproduced to facilitate written and digital formats (including online), and/or be used in promotional materials (brochures, pamphlets, flyers, etc).

If there are limitations, please check one of the following boxes:

- Photographs must be altered to ensure facial identity is hidden.
- Do NOT use my photo for promotional or educational use.

PRINTED NAME

DATE

SIGNATURE

XI. Computer Usage Policy



**Idaho State
University**

**College of
Technology**

COMPUTER USAGE POLICY

Person(s) using any of the ISU computing resources for personal gain, violation of security/privacy or who otherwise compromise the integrity of the hardware and/or software shall be prosecuted to the full extent of the law.

Legitimate use of a computer or computer network does not extend to whatever you are capable of doing with it. Although some rules are built into the system itself, these restrictions cannot limit completely what you can do and can see. In any event, you are responsible for your actions whether or not rules are built in, and whether or not you can circumvent them.

Inappropriate use of the computer is considered computer misuse. The supervisor of each lab will determine what is deemed "inappropriate use" for their particular lab. For specific computer lab policies, see individual lab instructors. Inappropriate use may result in denial of computer lab access at the College of Technology.

The misuse of this computing account, or use of an account belonging to another, may result in the loss of your computer privileges. Where computing is required to complete course work this may effectively require transfer to a non-computer related program and/or hinder your pursuit of a degree. Examples of misuse are: sharing your personal account with another individual, using unauthorized passwords, use for financial gain or business purposes, sending offensive electronic mail or internet correspondence, chain letter, or other such correspondence, unauthorized transfer of computer programs or data, attempts to circumvent established procedures, computer security breach or attempts to break security.

I have read the entire student computing contract. I acknowledge and agree to use the ISU computing resources solely for university instructional, administrative, or research activities in accordance with above policy. I further acknowledge that any abuse of the above privilege may result in loss of computing privileges whether or not such privileges are necessary for continued enrollment in my present course of study.

PRINTED NAME

DATE

SIGNATURE

BENGAL ID #

XII. Educational Warning & Documentation Record



**Idaho State
University**

**College of
Technology**

Associate Degree Registered Nurse Program

Student Name _____ Date _____

Course Name and Number _____

Professor/Instructor _____

Subject of Educational Warning: _____

Persons Attending Meeting _____

_____ Educational Warning Signed

_____ Refer to Educational Warning for methods to improve, resources, remediation, etc.

_____ Options Discussed:

_____ Chooses to continue in course

_____ Withdraw from Class [Deadline to withdraw from a class is one week after the official midterm grade reporting deadline as shown in the current ISU Academic Calendar.]

_____ Withdraw from Program/ISU (circle one)

_____ See Academic Advisor and/or Program Director

_____ Read Student Handbook

_____ Referred to College Dean or Department Chair

_____ Referred to Student Services Advisor/Counselor

NOTE: Reentry into nursing courses includes space availability and Program/Instructor approval. Facility approval may also be needed for clinical courses.

Comments:

Student's Signature

Date

Instructor's Signature

Date

Educational Warning & Documentation Record



**Idaho State
University**

**College of
Technology**

Associate Degree Registered Nurse Program

Student Name _____ Date _____

Course Number and Title _____

Semester/Year _____

Reason(s) for concern regarding course requirements, objectives and/or ADRN program policies/requirements/expectations: _____

Plan of action, on behalf of the student, to address concern(s) (i.e., the student will...): _____

Plan of action, on behalf of the faculty member, to address concern(s) (i.e., the faculty member will...): _____

Benchmarks (when actions will be completed and/or evaluated): _____

Consequences of inaction or lack of improvement: _____

Faculty member's signature and date: _____

Date this Educational Warning was presented to the student: _____

Student's signature and date: _____

CC: Student, Student's Advisor, Program Director, Student File

XIII. Signature Forms

The following forms are to be signed and dated by each student on or before the first day of the term the student begins specific nursing courses.

Sharing of Personal Information & Confidentiality Statement



**Idaho State
University**

**College of
Technology**

Associate Degree Registered Nurse Program

As an ADRN nursing student, I will be providing faculty, staff, preceptors, and peers with personal information such as my telephone numbers, mailing and email addresses, photographs, and other contact and informational data. For the purposes of interactive distance learning, connections, and communication, I agree to share this information. I further agree to keep all personal information given to me in strict confidence and to use this information only within a professional, ethical, and legal framework.

Student's Signature

Date

Student's Name (Print)

ADRN Nursing Competency Policy



**Idaho State
University**

**College of
Technology**

Associate Degree Registered Nurse Program

As a condition of progression and completion of the ADRN program, nursing competency will be assessed each term. Students will be required to take nationally normed examinations throughout the curriculum and make a satisfactory score on such examinations. In the last term of the curriculum, students will be required to take a nationally normed comprehensive exam and make a satisfactory score on such exam prior to graduation.

I have read the ADRN Nursing Competency policy and agree to adhere to these requirements.

Student's Signature

Date

Student's Name (Print)

Sharing Coursework with Program Reviewers



**Idaho State
University**

**College of
Technology**

Associate Degree Registered Nurse Program

We are asking for your kind permission in allowing us the privilege of showing your coursework, and other program activities such as evaluations, assignments, and test evaluations and other coursework to accreditation site visitors and Board of Nursing reviewers.

Please sign and date the statement below:

I hereby provide permission to my instructors and ISU representatives to show my work in this program, only on a need to know basis and only for the purpose of course and program evaluation. In signing this form, I recognize that my rights to confidentiality will be preserved.

Student's Signature

Date

Student's Name (Print)

Confidentiality Statement



**Idaho State
University**

**College of
Technology**

Associate Degree Registered Nurse Program

As an ADRN nursing student, I will be working with patient information that must remain strictly confidential. Charts and records of patients are to be seen only on a “need to know” basis. Federal and state statutes and regulations regarding the private and confidential nature of patient medical records protect patient information. Due to the ethical and legal standards of a patient’s right to privacy, I understand that information I may be exposed to during the course of my clinical affiliations may not be discussed or shared in any way outside the health care facility and should only be discussed within the facility if necessary to assure the health and safety of patients.

Violation of the confidentiality rights of a patient may result in liability (civil and criminal charges), including monetary damages.

I understand that any violation of confidentiality will result in immediate dismissal from the ADRN program.

Student’s Signature

Date

Student’s Name (Print)

Video/Audio/Photo Recording Release



**Idaho State
University**

**College of
Technology**

Associate Degree Registered Nurse Program

As a student in the ADRN program at ISU, I understand that video/audio/photograph recordings of classroom (includes virtual), laboratory, and clinical site areas are required. I give my consent for the program faculty/classmates/preceptors to record electronically and visually clinical performance and other activities that I participate in, and to show those recordings to other students or view/listen to those photos/recordings to augment the teaching/learning process and program review/evaluation process.

Student's Signature

Date

Student's Name (Print)

Health Occupations Department Consent for Release of Information



**Idaho State
University**

**College of
Technology**

Associate Degree Registered Nurse Program

I hereby consent and give my permission to the faculty and staff of Idaho State University College of Technology Health Occupations Department to provide information, both oral and written, to prospective and future employers, both public and private; such information shall include but shall not be limited to records, grades, performance evaluations, observations, and any other information which might be pertinent to a prospective employer seeking to verify and evaluate my qualifications for a position. Once employed, my employer is allowed to complete evaluation information provided by the college and ADRN program that may reflect my current or past performance. I understand that I have the right to revoke this Consent for Release of Information at any time, but that I must do it in writing and that any such revocation will become effective only upon actual delivery to the Health Occupations Chair.

Student's Signature

Date

Student's Name (Print)

Bengal Card Number

Liability Insurance Form



**Idaho State
University**

**College of
Technology**

Associate Degree Registered Nurse Program

I hereby show by my signature that passengers, automobile, and myself as driver are covered by liability insurance in an amount at least equal to that required by the laws of the State of Idaho. My signature also indicates that I have a valid driver's license from the state in which I am a legal resident.

Driver's Signature

Date

Driver's Name (Print)

Limitations on Invasive Procedures



**Idaho State
University**

**College of
Technology**

Associate Degree Registered Nurse Program

I understand that any invasive procedures are limited to being attempted or accomplished only while under the direct supervision of a qualified registered professional nurse. I also understand that I must be prepared and competent to perform such procedures.

Student's Signature

Date

Student's Name (Print)

Bloodborne Pathogen Exposure Protocol



**Idaho State
University**

**College of
Technology**

Associate Degree Registered Nurse Program

As an ADRN nursing student, I have been informed of the bloodborne pathogen exposure protocol to be followed should I have an exposure incident and I agree to follow this protocol to the best of my ability. I have also been trained in universal precautions.

Student's Signature

Date

Student's Name (Print)

Student Policy and Procedure Contract



**Idaho State
University**

**College of
Technology**

Associate Degree Registered Nurse Program

I recognize that I am personally accountable for my own practice in the clinical area within the boundaries of the Idaho State Nurse Practice Act as defined for the Registered Nurse and must also follow the policies and procedures of the health care agency(s) to which I am assigned during my time as a student of the ADRN program at ISU.

I understand that I may be held legally and ethically liable for any injury or damage done to patients/families/communities for whom I care in the clinical setting if I deviate or if I fail to follow the guidelines provided by the health care facility, clinical manuals, regional/national standards of practice, and/or the policies and guidelines contained in the ADRN Program Student and Preceptor Handbooks.

I understand that the ADRN program (and its faculty/staff/administrators) reserves the right to revise policy guidelines and requirements of the ADRN program at any time for improvement of the ADRN program (including the learning experiences of student in the ADRN program). I will be notified of the changes along with the date of implementation and will be expected to adhere to the new policies and requirements.

I further acknowledge that I have received and read the current ADRN Program Student Handbook and the current ISU Student Handbook. I understand and agree that these are the policies I will comply with during my ADRN program education at ISU.

Student's Signature

Date

Student's Name (Print)

Informed Consent and Release to Allow ISU to Use Student's Criminal Background Investigation, Drug Screen, and Any Other Applicable Reports



**Idaho State
University**

**College of
Technology**

Associate Degree Registered Nurse Program

Instructions: This form is to be used when a student is: 1) applying for admission to a program, 2) applying for field-based experience, or 3) requesting to complete a health care program's clinical requirement. Questions may be directed to the Office of General Counsel at (208) 282-2683.

I am submitting this form in conjunction with my: *(check one applicable item)*

1. Application for admission to the ISU College of Technology ADRN program.
2. Application for field-based experience with the ISU College of Technology ADRN program.
3. Request to participate in health care clinical education for the ISU College of Technology ADRN program.

I hereby authorize the University, any qualified agent, and/or clinical affiliate/agency to receive and use in connection with the program checked above any of the following information including, but not limited to: criminal background information, including copies of my past and present nationwide law enforcement records; drug screen reports; insurance; Social Security number trace for previous residencies, employment checks, Office of Inspector General (OIG) Sanctions List, General Services Administration's Excluded Parties Listing System (GSA/EPLS), violent sex offender and predator registry search, applicable state exclusion list, US Treasury Office of Foreign Assets Control (OFAC), and the list of specifically designated nationals. I will purchase an ISU approved criminal background investigation from the designated third party vendor for the purpose of assisting the Program and/or the clinical affiliate/agency in evaluating my suitability for admission to a program, field-based experience, or participation in a clinical internship experience. The release of information pertaining to a background investigation is expressly authorized.

I understand that information contained in the criminal background report or any additional reports may result in: 1) my being denied full admission to the Program and, consequently, dismissal from the Program; or 2) my being denied or dismissed from the field-based experience and, consequently, denied admission to or dismissal from the Program; or 3) my being denied a clinical assignment and, consequently, dismissal from the program. I also understand that I will be afforded the opportunity to be heard before any such withdrawal from the Program.

I understand that I have online access to the vendor's results to review the same information that the Program receives in a criminal background investigation. I understand that reasonable efforts will be made by ISU to protect the confidentiality of the information it receives. I further understand that the results of the criminal background check and other reports may be reviewed by the following individuals and entities when evaluating my suitability, including but not limited to: the applicable dean, chair, program, department, the Office of General Counsel, and clinical affiliates or agencies.

Clinical Sites Background Checks and Drug Screenings



**Idaho State
University**

**College of
Technology**

Associate Degree Registered Nurse Program

The nursing program in which you are enrolled complies with the requirements of the clinical sites in which students receive clinical experience. Many/most of these clinical sites require background checks and drug screening (screening can be pre-planned, random, or situation dictated such as an incorrect narcotics count). Therefore, all nursing students are required to complete these assessments and any costs incurred will be the responsibility of the student. Thus, costs for background checks and drug screening are the student's responsibility. Idaho Board of Nursing may deny, suspend, or revoke a license if a licensure applicant/holder has any questionable or actual criminal history or behavior. Under these or any other questionable circumstances, all nursing students/applicants are urged to immediately consult with the Idaho State Board of Nursing for more information.

Successful completion of the nursing program does not guarantee nursing license.

Importantly, though a facility has allowed a nursing student to perform clinically at their site, this permission may be revoked at any time and does not, in any way, imply Idaho Board of Nursing approval.

I have carefully read and understand the above paragraph. I understand that nursing licensure is a privilege, not a right and solely under the regulatory powers of the Board of Nursing. I further understand that clinical practice as a nursing student is based on facility and program permission, which may be revoked at any time.

I agree to allow random drug screens to be performed, without warning or notice, and that these drug screens will be performed at my expense. I agree that the Health Occupations Chair will have the right to review the results of any drug screen results. If results of these random screens are positive, I understand that I will be unable to complete any and all remaining clinical course objectives and will therefore be dismissed from the program.

Name (Print)

Bengal Number

Name (Signature)

Date

Witness for the above

Consent, Acknowledgement of Risk and Waiver of Liability



**Idaho State
University**

**College of
Technology**

Associate Degree Registered Nurse Program

Read this Acknowledgement of Risk and Waiver of Liability carefully and in its entirety.

I, _____, am aware that as a student in the Associate Degree Registered Nurse program at Idaho State University, there are procedures I may be asked to perform as part of my education. These procedures utilize universally recognized precautions and follow the Clinical Laboratory Improvement Amendments of 1988 (CLIA). I will be supervised and observed during the procedures by a member of the teaching staff of ISU.

However, I am fully aware that there may be risks involved. These risks include, but are not limited to, hematoma (bruising), vasovagal syncope (fainting), muscle soreness, needle sticks, and other unknown and unanticipated hazards. Furthermore, if I am involved in an accidental needle stick, I acknowledge and understand that I will be asked to take a blood test immediately for my safety and the safety of others.

To the extent permitted by law, and in consideration for being allowed to participate, I hereby assume all risks of such injury and hereby release the State of Idaho, the State Board of Education, Idaho State University and the College of Technology, and their respective agents, employees, officers, and volunteers (collectively the Released Parties) from any and all liability, claims, causes of actions, damages or demands, including costs and expenses, of any kind and nature whatsoever that may arise now or in the future from or in connection with my participation in the program whether caused by the negligence or carelessness of the Released Parties or otherwise.

I understand I am responsible for my own medical insurance and certify that I am of lawful age (18 years or older) and otherwise legally competent to sign this Agreement. (If under the age of 18, Parent/Guardian must sign this release in front of a notary).

Student Signature

Date

Student Name Print

Bengal Number

Parent/Guardian Signature (if under 18)

Parent/Guardian Name

Emergency Contact & Phone Number

MUST BE NOTARIZED IF PARTICIPANT IS A MINOR

NOTARY STATEMENT FOR MINOR PARTICIPATION:

STATE OF _____ Idaho _____

COUNTY OF _____ Bannock _____

On this _____ day of _____, in the year _____, before me personally appeared _____, known or identified to me and whose name is subscribed to the within instrument, and acknowledge to me that he/she executed the same.

SEAL

Notary Public of _____ Idaho _____

Residing in: _____

My Commission expires: _____

XIV. Background Check with CastleBranch

Order Instructions for:



Idaho State University College of Technology Health Occupations

1. Go to mycb.castlebranch.com
2. In the upper right hand corner, enter the Package Code that is below.
 - Package Code ID41

ABOUT

About CastleBranch:

Idaho State University College of Technology Health Occupations and CastleBranch – one of the top ten background screening and compliance management companies in the nation – have partnered to make your onboarding process as easy as possible. Here, you will begin the process of establishing an account and starting your order. Along the way, you will find more tailored instructions on how to complete the specific information requested by your organization. Once the requirements have been fulfilled, the results will be submitted on your behalf.

Order Summary

Payment Information:

Your payment options include Visa, Mastercard, Discover, debit, electronic check, and money orders. Note: Use of electronic check or money order will delay order processing until payment is received.

Accessing Your Account:

To access your account, log in using the email address you provided and the password you created during order placement. Your administrator will have their own secure portal to view your compliance status and results.

Contact Us:

For additional assistance, please contact the Service Desk at 888-666-7788 or visit mycb.castlebranch.com/help for further information.

XV. Medical History and Physical Examination



**Idaho State
University**

**College of
Technology**

Associate Degree Registered Nurse Program

College: _____ Department: _____
 921 South 8th Avenue, MS _____
 Pocatello, Idaho 83209- _____
 Program of Study _____
 Fax Number: _____ ATT: _____

STUDENTS PLEASE COMPLETE

BEFORE GOING TO YOUR PHYSICIAN FOR EXAMINATION

REPORT OF MEDICAL HISTORY

			M/F
Last Name	First	Middle	Sex

Home Address: Number & Street _____ City _____ State _____ Zip _____ Date of Birth _____

PERSONAL HISTORY

Please check those which **you have had or now have**

Have You Had	Yes	Date	Comments	Have You Had	Yes	Date	Comments
Head Injury with Unconsciousness				Tuberculosis			
High or Low – Blood Pressure				Heart Condition			
Back Problems				Jaundice			
Stomach, Intestinal, Gallbladder Trouble				Disease or Injury of Joints			
List All Operations: List All Current Medications:				Kidney Disorder			
				Allergy: Asthma			
				Hay Fever			

I hereby declare that I have no illnesses or emotional problems not discussed with my physician that will interfere with my enrollment in the program. I hereby grant permission for the information requested on this form to be released to the

_____ OF _____

Applicant's Signature

Date

PHYSICIAN PLEASE COMPLETE

REPORT OF HEALTH EVALUATION

BP Height Vision – Right 20/ Left 20/
 Pulse Weight Corrected – Right 20/ Left 20/

ARE THERE ANY ABNORMALITIES?	YES	NO	DESCRIBE
1. Head, Ears, Nose, or Throat			
2. Respiratory			
3. Cardiovascular			
4. Gastrointestinal			
5. Hernia			
6. Eyes			
7. Genitourinary			
8. Musculoskeletal			
9. Metabolic/Endocrine			
10. Neuropsychiatric			
11. Skin			

HEPATITIS B	INFLUENZA	MMR	Tdap	VARICELLA	TB
+ Positive Titer -Negative Titer Attach lab result	Yearly Vaccine August – March	2 documented doses OR proven serologic immunity to all three	Booster as an adult within the last 10 years	2 documented doses OR proven serologic immunity	Skin Test (PPD) Mm induration (>10mm is +) OR IGRA + or –
Negative titer requires further evaluation		Attach copy of vaccine administration record OR attach lab result	Attach copy of vaccine administration record	Attach copy of vaccine administration record OR attach lab result	Attach copy of document PPD mm reading or IGRA lab result If positive* CXR attach report from radiology
Please refer to ISU screening recommendations for details about serologic immunity, vaccines, and *TB screening					

Is the patient now under treatment for any medical or emotional condition? Yes _____ No _____

Does this person have any limitations regarding lifting and moving of people and or equipment?

Yes _____ No _____

In your opinion, does this applicant have the mental and physical health to meet the requirements of being an active and successful student in the _____ Department as well as for being employed professionally following graduation? Yes _____ No _____

Comments:

 Physician's Signature Date Address

 Print Name Phone

XVI. Drug Screening Letter of Introduction

Please see the attached Idaho WorkCare Drug Screening Letter of Introduction.



Idaho State University

College of Technology Health Occupations
921 S. 8th Ave., Stop 8380, Pocatello, ID 83209-8380

ATT: Sheri Kunkel

Phone: (208) 282-4370 Fax: (208) 282-3975

Letter of Introduction

Students will SELF-PAY at Collection Site

Failure to report to a collection site listed below, and provide results as instructed, before _____ may be considered a refusal to test. Students are responsible to make appointments for testing as necessary. Please retain a copy of your results.

Program: **Associate Degree Registered Nurse** Date Scheduled: _____ Time: _____

Student Name: _____ ID#: _____

Reason for test:

- Pre-Practicum
- Random
- Post-Accident
- Other: _____

Type:

- Instant 10-Panel
- Breath Alcohol

Collection Facilities Idaho Workcare

Idaho Falls	Blackfoot	Twin Falls	Rexburg
Legacy Health Partners 203 N Holmes Idaho Falls, ID 83401 (208) 522-2591	Ellis Chiropractic 512 W Judicial Blackfoot, ID 83221 (208) 782-9793	Canyon Springs Chiropractic 2167 Village Park Ave, #100 Twin Falls, ID 83301 (208) 737-1430	Orchard Chiropractic 160 E Valley River Dr. #3 Rexburg, ID 83440 (208) 656-8883

Other Collection Facilities

Meridian	Pocatello	Pocatello
Unity Health Center 745 S Progress Ave Meridian, ID 83401 (208) 895-6729 COST \$35	ISU Student Health Center 990 Cesar Chaves Ave Pocatello, ID 83209 (208) 282-2330 COST \$20	Portneuf Medical Center Work-Med 500 S 11 th Ave, #500 Pocatello, ID 83201 (208) 239-1940 COST \$38

Student: By signing below you are requesting that the testing facility and/or Idaho Workcare release your results to Idaho State University College of Technology Health Occupations Department. This information will be used to determine your practicum eligibility. These results will be protected, and will only be shared with parties with an educational need to know as allowed by FERPA. By signing below, you agree to allow testing facility and/or Idaho Workcare to release this personal health information.

Student Signature: _____ Date: _____

All Testing SITES: If further testing is required, please contact ISU. A clear readable copy of this release and the screening results must be sent to: ATT: Sheri Kunkel at fax: (208) 282-3975, or email: kunksher@isu.edu

Idaho Workcare Testing SITE: The Associate Degree Registered Nurse student is responsible to pay to have one Pre-Practicum, instant, 10-panel drug screen test completed at the contracted \$25 rate. A clear, readable, copy of this release and the screening results must be sent to: ATT: Sheri Kunkel at fax: (208) 282-3975, or email: kunksher@isu.edu

Collector Printed Name _____ Signature: _____

Date result sent to ISU: _____ Time sent to ISU: _____ Method: Fax/Email/Student

XVII. Clinical Education Assumption of Risk



**Idaho State
University**

**College of
Technology**

Associate Degree Registered Nurse Program

Participation in clinical education, including clinical simulations in didactic (classroom) settings, is required by professional accreditation standards for health sciences programs. Participation in such activities, including any placement in a healthcare facility or clinical site (including hospitals, clinics, pharmacies, or other such entities) for the purpose of clinical education entails certain risks, including the risk of exposure to infectious diseases and other personal injuries. Similarly, there exists some level of risk in didactic settings. While every effort will be made to minimize risks to students, staff, and faculty, the elimination of all such risks is beyond the control of the program or university. Vaccination for many infectious diseases, including COVID-19, may be required by a healthcare facility for placement in clinical education. If unvaccinated, restrictions upon student activities by the program or site may be imposed. Placement at certain healthcare facilities or sites may be contingent on vaccination status and requirements may change without advanced notice. Educational opportunities missed due to lack of vaccination may delay graduation and/or result in additional educational expenses.

I freely and voluntarily accept the health risks and potential facility requirements described above to complete my clinical educational requirements. I also understand that COVID-19 vaccination is recommended, but not required by Idaho State University. I understand that COVID-19 vaccination may be required by some health facilities or clinical sites to participate in certain aspects of clinical education. If I choose NOT to be vaccinated for COVID-19, I may be required to adhere to additional guidance based on CDC recommendations. Before engaging in clinical education, please read, initial, and sign the following:

Initials

____1. I will not participate in clinical education if I exhibit any signs/symptoms of infection, including but not limited to: runny nose, fever, cough, shortness of breath, head or body aches, sore throat, loss of smell, or nausea/vomiting/diarrhea. If I exhibit any of these signs/symptoms, I will notify the appropriate person(s) at my clinical site and my designated program contact person for instructions.

____2. If I am exposed to COVID-19, and NOT [up to date](#) on COVID-19 vaccinations, I will immediately notify the appropriate person(s) at my clinical site and my designated program contact person and may be required to quarantine. I understand that required quarantine time will need to be made up to complete program requirements.

____3. I will comply with masking and physical distancing requirements, including on lunch, breaks, or when occupying shared workspaces. I will wear facial coverings in accordance with CDC, program, and health facility policy.

____4. I will comply with clinical site policies related to facial covering/glove wearing and handwashing and disinfecting procedures before and after all patient encounters and at other times as specified. I will complete any required infection control or personal protective equipment (PPE) training by my program or the clinical facility.

____5. I will follow all infection control guidelines, policies, and procedures of the clinical facility, program, and/or university. Such guidelines are subject to change as more information becomes available.

____6. I recognize the dangers to myself and others of acquiring infectious diseases during clinical education, including the possibility of health-related consequences of such diseases. I recognize that vaccination for COVID-19 and other infectious diseases is recommended to decrease the risk of these consequences.

____7. I have the right to feel safe during clinical education. I have the ability to talk to my clinical instructor regarding any concerns I may have related to breaches in infection control measures or public health recommendations at any clinical education site.

____8. I recognize I have the right not to participate in clinical education because of potential risks to myself and/or members of my household. I recognize that any missed clinical education time due to lack of participation will need to be made up to complete program requirements and may delay my graduation.

____9. If I test positive for COVID-19, I will notify my program's clinical coordinator and follow their instructions.

____10. I will follow all ISU or health facility-related screening requirements.

11. Vaccination status. Please initial one of the following and provide dates if applicable:

____ I have been fully vaccinated* with an FDA-approved COVID-19 vaccine. **Date(s):** _____

____ I have been fully vaccinated* with an FDA-approved COVID-19 vaccines, including being up to date with the recommended boosters. **Date(s):** _____, _____, _____

____ I have not received an FDA-approved COVID-19 vaccine, but will be fully vaccinated* within 6 weeks.

____ I will not be receiving an FDA-approved COVID-19 vaccine.

**Fully vaccinated means that you have met the vaccine recommendations included on the CDC webpage which is kept [up to date](#).*

Documenting Exemptions:

Students may request an exemption to a clinical facility or site's vaccination requirement for valid medical or religious reasons. If a student chooses not to be vaccinated for a medical or religious reason and seeks an exemption from the vaccination requirement imposed by a clinical site, further documentation may be required by the site. Some sites may facilitate the religious exemption request themselves and the student will need to complete the site's appropriate form. Other sites may ask the university to help facilitate this process. Decisions to accept an exemption request are generally up to the clinical site.

Medical exemption requests: Students should work with the ISU Office of Disability Services for disability accommodations. Students can fill out a [Student Request for Services Form](#) or call (208) 282-3599 (Pocatello), (208) 373-1723 (Meridian), or email disabilityservices@isu.edu. Upon the conclusion of the accommodation process, the Office of Disability Services will email a letter to the student with the decision of the medical exemption request for submission to any requesting clinical site.

Religious exemption requests: Students should work with the Office of Equity and Inclusion for a religious exemption request by completing the [Religious Exemption Request Form](#). The Office of Equity and Inclusion will email a letter to the student with the decision of the religious exemption request for submission to any requesting clinical site. Students can reach the Office of Equity and Inclusion at (208) 282-3964 or email taysshir@isu.edu to request the form.

Opt-out Guidelines:

In general, satisfactory progression through professional curricula requires that students complete clinical and didactic course requirements in the semester in which they are enrolled. Programmatic requirements are based on professional accreditation standards and licensing board requirements, and include clinical education activities. Should a student be unable to complete requirements due to illness or CDC-recommended isolation/quarantine, make-up work may be allowed if congruent with programmatic or university policies for other medically-related absences. Should a student choose not to complete any course or program requirement related to clinical education, the student is responsible for contacting the course instructor and providing a rationale for "opting out." Opt-out policies may vary between programs; students should contact their individual programs for specifics on process. Delays in progression and/or graduation may occur due to quarantine time and/or if a student chooses to opt-out of any aspect of required coursework or clinical education.

Student Signature

Date

Student Printed Name

This assumption of risk is in effective for the course of the program of study or until a new document is signed, whichever is greater.

Updated 5/17/23 CTO

Reviewed by ISU General Counsel

XVIII. Nursing Programs Email Etiquette Policy



**Idaho State
University**

**College of
Technology**

Associate Degree Registered Nurse Program

Please be advised faculty will NOT look at emails that are not professionally done and lack professional email etiquette. We are socializing you into a profession where emails are used daily. Not using correct email etiquette can delay a response. Below are some useful tips to use in your emails for years to come!!

- All emails **must** be from your Idaho State University email account; no other email addresses will be allowed. Please ensure you are using your @isu.edu account i.e. jenniebrumfield@isu.edu.
- Make sure your subject line is clear. In the event you have no subject line, emails will not be answered. Appropriate subject lines give the theme of the email and gives faculty an idea of the importance of your email. Make subject line as specific as possible. Invest an extra minute in a specific subject line, and it may make the difference between being ignored and answered quickly.
- **Most professionals receive numerous e-mail messages each day, yet they may have little time to respond. Many people prioritize answering e-mails based on the subject line. A blank subject line is not useful to the reader.**
- Here are a few examples of ineffective and effective subject lines:

Ineffective Subject Lines	Effective Subject Lines
Question	Question about Application Activity #1 – Inflammation
Request	Recommendation Letter Request
Class	Missing Class Due to Illness
Meeting	Meeting with you for extra help after class 1/28/20
Thank you	Thank you for your help in hesi remediation
Late	Coming to class at 11:00 am – 1:00 pm
Early	Leaving class at break 10:00 am

Salutation

- A salutation is a professional greeting such as Dear Professor XXX, Greetings Professor XXX. When choosing a salutation, consider the audience.
- Do not use first name only with an individual in a position of authority unless invited to do so. For example, you would address faculty as *Professor Name*.

The message

- Keep it brief and to the point. Use three-part structure of introduction, body, and conclusion.
 - Introduction: state purpose of the message
 - Body: supply the necessary details
 - Conclusion: Close with a courteous statement

E-mail Content, Organization, and Formatting Tips

- Provide all details the reader may need.
- Avoid stream-of-consciousness messages. In other words, don't just write words as they come to you; read it from the recipient's perspective and edit accordingly before you click "send."

Watch your tone and be respectful, especially if you're frustrated when you send the e-mail. Here are some useful tips!!

- Poor Tone: *"I tried to access the link to the Opposing Viewpoints database you recommended, but it won't go through! How am I supposed to complete this assignment?!"*
- Diplomatic Tone: *"I tried to access the link to the Opposing Viewpoints database, but I got a message that the server was unavailable. Is there a different database with similar information that I could use?"*
- Unprofessional Tone: *"Sorry for submitting the components of internship application separately. The requirements were really hard to find on your website, and I just now realized that I hadn't submitted one of them."*
- Professional Tone: *"Attached is the personal statement required for the internship application. I sent the personal information form and recommendations on May 4, so this submission should complete my file."*
- Do not use phrases such as: "everyone is", "its not just me". Emails should specifically address the question that YOU have. Please do not speak for everyone.
- Do not use threatening language such as: *"if this is not addressed I will go to the dean"* Emails that are received containing threatening language will be forwarded to the Director of Nursing Programs and the Dean of Students for review of code of conduct concerns.
- Use proper paragraphing. Many writers make the mistake of lumping all the content of an e-mail message into one long paragraph. Short paragraphs lend themselves well to skimming, a practice that most e-mail readers use.
- Add a space between paragraphs to provide a visual clue as to where a new paragraph starts.
- Use Standard English. Text language is unacceptable.

- Run a spell-check. In fact, consider writing important or lengthy messages in a word processing program. When you're satisfied with the draft, you can copy and paste it to the email program.
- Make sure that any attachments you intend to send are truly attached. Also, refer to the attachment in the message itself to alert the reader to its presence.
- E-mail is an excellent academic and professional tool you as students can use to your benefit. Extra time spent crafting effective e-mail messages is an investment in a practical and valuable communication skill.

**I acknowledge that I have read and understand the Email Etiquette Policy. If you have questions, please do not hesitate to seek clarification. **

Student Signature

Date

Faculty Signature

Date

XIX. Nursing Programs Student Acknowledgment of Professional Conduct Expectations



**Idaho State
University**

**College of
Technology**

Associate Degree Registered Nurse Program

Professional Behavior: Professionalism is defined as behaviors that demonstrate the ability to make independent and sound judgments. Professionalism in nursing reflects the American Nurses Association Code and is expected from all students enrolled in the College of Technology Nursing Programs. Professionalism also encompasses traits that project an image. This includes attitude, ethics, honesty, integrity, mannerisms, appropriate communication skills (verbal, non-verbal, written, electronic), personal hygiene, and the ability to remain effective under stress.

Professional behavior applies to both the clinical and classroom settings. Faculty strive to provide and encourage a supportive environment that optimizes learning. Respectful behavior and communication (oral, electronic or written) towards fellow students and faculty is expected as the standard. This includes active participation and attentiveness during lecture and classroom activities. Disruption of the learning environment with distraction such as side conversation or texting on phones, surfing the internet, working on other assignments etc. is unacceptable. The use of personal communication devices including, but not limited to, cell phones, ipads, ipods, iwatch etc. is distracting and not allowed during class lecture, clinical or lab periods. Students may make or send any necessary calls, texts or email during breaks and/or give prospective callers the phone number of the PN program instructional assistant (208) 282-2864, or the number of the clinical facility or clinical instructor.

Punctuality is also part of the professionalism to be maintained in a learning environment by all students. Being on time to all clinical settings, classroom lectures, lab experiences and any other learning activity is expected. It is assumed that adult learners will make appropriate decisions regarding unavoidable absences. Absences should be communicated to faculty as soon as possible.

Netiquette: When meeting via Zoom, consistent professional behavior, courtesy and etiquette is expected equally. Be on time and plan to give your attention and presence for the entire meeting. Be mindful of distractions and background noise that can occur, using mute or excusing yourself as needed. Recording or photographing of the session is not allowed without permission.

Accountability: Practical nurse students are *accountable and responsible* for their own nursing actions and decisions. Students interact within legal aspects of the practical nurse role in terms of confidentiality, honesty and integrity, medication administration and treatments as prescribed by healthcare providers, documentation, and maintaining safe and effective practical nursing care. Practical nurse students are also accountable and responsible for maintaining a level of physical and mental health that allows them to function safely and competently. This is a board of nursing, as well as a program requirement. Please reach out to faculty about any difficulty that may impact your performance in the program. If you are experiencing stress in other areas of your life, instructors will get you in contact with other resources on campus that stand ready to assist you.

Academic Honesty: Honesty and integrity are essential qualities in the profession of nursing. Dishonest conduct is unacceptable. In cases of academic dishonesty, such as cheating or plagiarism, students will be dismissed from class, given failing grades and risk dismissal from the program. Any student found to be cheating on an exam, quiz or other assessment will receive a zero for the course. If you are unsure if a practice might be considered cheating, please check with the instructor and/or do not engage in that practice.

Student Signature

Date