



**Idaho State
University**

**College of
Technology**

**Practical Nursing
&
Associate Degree Registered Nurse**

2026-2027



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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 institute in the state of Idaho. You know 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 Idaho State University, 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 you with your concerns.

Once again, welcome to the College of Technology.

Go Bengals!

A handwritten signature in black ink, appearing to read "Jerry Anhorn", with a long horizontal flourish extending to the right.

Jerry Anhorn

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 (ADRN) program or the Intermediate Technical Certificate Practical Nursing program.

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's problem. If a student wishes to meet with someone other than an instructor or the program coordinator, a meeting may be arranged with a student success navigator from the College of Technology Student Services at (208) 282-2622.

Program Administration

The Practical Nursing program and the Associate Degree Registered Nurse program are operated by the College of Technology, Idaho State University. The programs work in cooperation with the Idaho Career & Technical Education and are approved by the State Board of Education.



APPROVE PROGRAM THROUGH THE
STATE OF IDAHO BOARD OF NURSING

Idaho Board of Nursing

11351 W Chinden Blvd

Boise, ID 83714

[Board of Nursing](http://www.idaho.gov/boards/nursing)

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



Accreditation Commission for Education in Nursing, Inc.

3390 Peachtree Road NE, Suite 1400
Atlanta, Georgia 30326
(404) 975-5000

[ACEN](https://www.acen.edu/)

College of Technology

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Student Success Navigator	Stephanie Foreman

Welcome!

Welcome to the Practical Nursing (PN) or Associate Degree Registered Nurse (ADRN) programs 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 the College of Technology and Idaho State University 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.

Program Information

Degrees/Certificates Offered

Intermediate Technical Certificate	Practical Nursing
Associate of Applied Science	Registered Nursing

Program Descriptions

Graduation from a College of Technology nursing program and successful completion of the applicable NCLEX licensure examination do not guarantee eligibility for nursing licensure in Idaho or any other state or U.S. territory. Licensure is granted by the appropriate state board of nursing and is subject to the laws, rules, and eligibility requirements of the jurisdiction in which the graduate seeks licensure.

Graduates who successfully pass the applicable NCLEX examination and meet all licensure requirements established by the jurisdiction may be licensed to practice nursing as permitted by law.

Graduates are prepared to provide safe, competent, entry-level practical nursing care in a variety of structured healthcare settings, including hospitals, long-term care facilities, clinics, physicians' offices, home health agencies, and other healthcare environments.

Practical Nursing

The Practical Nursing program is designed to prepare graduates with the skills and knowledge to establish a career as a Licensed Practical Nurse and/or articulate to the Associate Degree Registered Nurse course sequence. The Practical Nursing program provides classroom, laboratory, and student nurse practicum instruction that prepares graduates for entry into practical nursing. Upon successful completion of the practical nursing coursework, student will be awarded an Intermediate Technical Certificate in Practical Nursing and may sit for the National Council Licensure Examination for Practical Nurses (NCLEX-PN).

Practical Nursing Program Curriculum

Fall Semester	Spring Semester	Summer Semester
PNUR 1110	PNUR 1121	PNUR 1131
PNUR 1110 Lab	PNUR 1125	PNUR 1138
PNUR 1112	PNUR 1126	PNUR 1139
PNUR 1114	PNUR 1126 Lab	PNUR 1140
PNUR 1115	PNUR 1127	
PNUR 1123		

Associate Degree Registered Nursing

The Associate of Applied Science (AAS) Registered Nursing program prepares graduates with the knowledge, skills, and professional behaviors required for entry-level Registered Nursing practice. The program provides Zoom-based and online didactic instruction, supported by in-person laboratory and supervised clinical practicum experiences. Upon successful completion of all ADRN coursework, students are awarded the Associate of Applied Science in Registered Nursing and become eligible to sit for the NCLEX-RN examination.

Graduation and successful completion of the NCLEX-RN do not guarantee licensure in Idaho or any other state. Licensure is granted by the appropriate state board of nursing and is subject to jurisdiction-specific laws, rules, and eligibility requirements.

Associate Degree Registered Nurse Program Curriculum

Summer Semester	Fall Semester	Spring Semester
ADRN 2210	ADRN 2220	ADRN 2232
ADRN 2211	ADRN 2220 Lab	ADRN 2233
ADRN 2212	ADRN 2230	ADRN 2242
ADRN 2214	ADRN 2231	ADRN 2245
General Education Objective	General Education Objective	General Education Objective

Study Requirements

Practical Nursing

Generally, students enrolled in nursing programs should expect to spend a certain amount of “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, discussion, online connections, and other activities. In addition to time in class, students should expect to spend the standard two to three hours per week per credit in study and preparation. Thus, a three-credit course would include three in-class hours per week plus two to three hours of study time per credit, per week, totaling an average requirement of six to nine hours per week for that course.

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

Associate Degree Registered Nursing

ADRN students should expect three hours of “in-class” time per week for each three-credit didactic course. Because ADRN didactic instruction is delivered through **Zoom or online platforms**, “in-class” time includes synchronous Zoom sessions, asynchronous online modules, discussions, and other virtual learning activities. Students should also expect two to three hours of study time per credit each week.

Simultaneous full-time employment during the ADRN program is strongly discouraged due to the intensity of online coursework, laboratory requirements, and clinical obligations.

Mission Statements

Practical Nursing

The Practical Nursing program provides safe, effective, and qualified practical nursing education services to a culturally diverse population of students. It is committed to maintaining a strong practical nursing program as a vital component for articulation into other healthcare disciplines, by assuring safe practice in nursing through established evidence-based nursing standards, criteria, and curriculum requirements. The program prepares students for the practice of nursing; thereby enhancing the knowledge and skills of those in practice as defined by the Idaho State Board of Nursing Practice Act, in response to the needs of students and industry. It is dedicated to excellence in teaching, life-long learning, and evidence-based practice. It

provides a range of academic and support services to aid in the student's success. It promotes public service as an integral part of its mission and works in collaboration with the Idaho Board of Nursing, State Education Department, Health Occupations, College of Technology, and Idaho State University.

Associate Degree Registered Nursing

The mission of the Associate Degree Registered Nursing program is to provide quality, accessible learning opportunities to meet students' diverse educational needs and to provide critical thinking opportunities to promote professional identity and global citizenship. The curriculum is designed to respond to the evolving needs of students, employers, and communities through flexible online learning, progressive skill development, and strong clinical partnerships. 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 lifelong 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 master's preparation.

Program Objectives

Practical Nursing

1. Graduates will pass the NCLEX-PN on the first attempt.
2. Graduates will complete the program within three semesters.
3. Graduates will be employed as a Practical Nurse following program completion.

Registered Nursing

1. Graduates will pass the NCLEX-RN on the first attempt.
2. Graduates will complete the program within three semesters.
3. Graduates will be employed as a Registered Nurse following program completion.

Student Learning Outcomes

Practical Nursing

Upon successful completion of the Practical Nursing program, the graduate will:

1. Demonstrate clinical judgment through the use of the nursing process. (Clinical Judgment/Nursing Process)

2. Utilize best currently available evidence to assist in delivering safe, quality care to various patient populations. (Evidence-Based Practice & Quality/Safety)
3. Demonstrate patient-centered care that recognizes people as unique individuals with rights and viewpoints reflective of inherent worth, culture, and developmental level. (Caring Interventions & Cultural Competence)
4. Employ interpersonal communication skills to collaborate with interprofessional teams, patients, and families to achieve quality patient care. (Communication/Collaboration)
5. Assist in educating patients and families to promote optimal health while facilitating informed decision-making. (Teaching/Learning)
6. Demonstrate professional behaviors of integrity, honesty, and respect for self and others while adhering to nursing values, ethics, and legal/regulatory frameworks. (Professional Behaviors)

Registered Nursing

Upon successful completion of the Associate Degree Registered Nursing program, the graduate will:

1. Demonstrate clinical judgment through the use of the nursing process. (CJ/Nursing Process)
2. Utilize best currently available evidence to deliver safe, quality care to various patient populations. (EBP & Quality/Safety)
3. Demonstrate patient-centered care that recognizes people as unique individuals with rights and viewpoints reflective of inherent worth, culture, and developmental level. (Caring Interventions & Cultural Competence)
4. Employ interpersonal communication skills to collaborate with interprofessional teams, patients, and families to achieve quality patient care. (Communication/Collaboration)
5. Provide education to patients and families to promote optimal health while facilitating informed decision-making. (Teaching/Learning)
6. Demonstrate professional behaviors of integrity, honesty, and respect for self and others while adhering to nursing values, ethics, and legal/regulatory frameworks. (Professional Behaviors)

Nursing Programs Philosophy

The philosophy for the Idaho State University College of Technology Nursing Programs 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 a 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 a 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 outcomes.

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 believe that teaching and learning require 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 design 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.

Conceptual Framework of the Nursing Programs

The organizing framework flows from the philosophy of the nursing program. The National League of Nursing (NLN) Core Values, the American Nurses Association Code of Ethics, and QSEN Competencies are used as professional guiding documents for the curriculum. Patient-centered care is a key feature in all parts of the conceptual framework. The program integrates the following concepts throughout:

- Caring Interventions/Human Dignity
- Clinical Judgment
- Communication and Collaboration
- Cultural Competence and Lifespan
- Evidence-Based Practice
- Professional Behaviors
- 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.

Caring Interventions/Human Dignity: Nurses provide care in a manner that respects and maintains the human dignity of the patient. The nurse practices with compassion and empathy; demonstrating genuineness and respect toward patients, families, and communities. The nurse recognizes the partner (or designee) as a full partner in care, based on respect for the preferences, needs, and values of the patient. Nurses recognize patients as individuals and members of diverse groups and families. People must be understood in the contexts of their

lives, and consequently, nurses strive to assist patients achieve balance and a sense of well-being within their physical, cultural, personal, and social contexts.

Clinical Judgment: Clinical judgment is the deliberate process used by nurses to reach a conclusion regarding the needs of patients and determine actions to take (clinical decision making). It is based on the nursing process and other methods of nursing knowledge. Interventions are evaluated and adapted based on the patients' changing needs.

Communication and Collaboration: The nurse promotes open, therapeutic communication, mutual respect, and shared decision-making to achieve quality patient care. Written, verbal, and non-verbal communication minimizes risks to patients and promotes a healthy team dynamic. The nurse recognizes and respects the unique attributes and contributions of all health team members, and is able to function effectively within nursing and interprofessional teams.

Cultural Competence and Lifespan: The nurse provides patient-centered care for patients and families from diverse backgrounds and experiences. The nurse provides care consistent with the preferred values, beliefs, worldview, and practices of the patient. The nurse incorporates knowledge of growth and development across the lifespan into patient care.

Evidence-Based Practice: The nurse values the concept of EBP as integral to determining best clinical practice, while appreciating the need for continuous improvement in clinical practice based on new knowledge. The nurse integrates best current evidence with clinical expertise and patient/family preferences and values for the optimal delivery of health care.

Professional Behaviors: Professional behaviors include both personal and professional development. The nurse models behaviors that demonstrate integrity, honesty, respect for self and others, and self-accountability. The nurse works to maintain the integrity of the nursing profession through articulation of and adherence to the practice of nursing values and ethics. The nurse practices within ethical, legal, and regulatory frameworks.

Quality and Safety: The nurse understands that continuous quality improvement is an essential, daily part of work to improve the quality and safety of health care. The nurse uses collected data to monitor the outcomes of care processes, design, and use improvement methods to test changes. The nurse values their own role in preventing errors and minimizing risk of harm to patients, families, and providers. The nurse advocates for the safety of the patient by acting on questionable practice.

Teaching and Learning: The nurse provides education to patients, families, and communities to promote optimal health and facilitate informed decision-making. The nurse recognizes that healthcare is always changing and evolving. Nurses commit to personal and professional growth, seeking out ways to grow knowledge, skills, and competence to reflect current nursing practice.

Citations:

National League of Nursing (n.d.) Core Values. [Core Values](#)

QSEN Institute (n.d) QSEN Institute Competencies [QSEN](#)

III. Policies & Procedures

Statement on the College of Technology Nursing Program Policies & Procedures

The nursing student has multiple areas of learning, including classroom (didactic), skills lab, simulation lab, and clinical experience. All require a commitment to certain rules and conduct expectations. Because the student is about to enter a career that requires special conduct and behavior while in the performance of specified duties, the student needs to 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 nurse in that facility.

Admission Policies

General Information

Students meeting the minimum qualifications will be invited to take the TEAS entrance exam within 30 days after the application deadline.

Acceptance is contingent on successful completion of all prerequisite coursework, successful completion of the mandatory background check, and mandatory drug screening.

Further information regarding the application process can be obtained through the Idaho State University College of Technology Student Services Office at (208) 282-2622.

Practical Nursing

Applications for admission are accepted October 15 through February 1. Admission to the LPN program is determined during the Spring semester for the cohort beginning the Fall semester of the same year. Admission is competitive, and criteria are based on: GPA, TEAS score, and years of experience working as a C.N.A.

Registered Nursing

Applications for admission are accepted August 1 through October 31. Admission to the ADRN program is determined during the Fall semester for the cohort beginning in the Summer

semester of the following year. Admission is competitive and criteria is based on: GPA, TEAS score, and years of experience working as a Licensed Practical Nurse.

Program and Clinical On-Boarding

Idaho State University complies with Senate Bill 1210 (2025), the Idaho Medical Freedom Act. In alignment with this law, ISU and its health programs do NOT require students to receive vaccinations, undergo diagnostic testing, or participate in other medical interventions as a condition of:

- Admission or enrollment
- Participation in coursework
- Campus access
- Employment with the university

However, many ISU programs – especially those in health sciences and related technical disciplines - require clinical education or experiential learning at external facilities such as hospitals, pharmacies, and clinics. These third-party clinical sites may independently require:

- Immunizations (e.g. MMR, Varicella, Hepatitis B, Tdap, Influenza, COVID-19)
- TB testing or other disease screenings
- Physical examinations
- Use of personal protective equipment (PPE)
- Completion of infection control training

Participation in clinical education is mandatory for program completion, licensure eligibility, and graduation. Students who decline to meet clinical site requirements may face:

- Delayed clinical placement
- Extended program length
- Ineligibility for graduation or licensure

Students may request medical or religious exemptions from clinical site requirements. However, approval is at the sole discretion of the clinical site, not ISU, and ISU may not be able to guarantee alternative placements for students who decline required interventions.

Professional Expectations: While not required by ISU, students preparing for careers in healthcare are strongly encouraged to stay up to date on recommended immunizations and preventive screenings. Doing so reflects the professional values of safeguarding patient health, protecting vulnerable populations, and modeling best practices in clinical and community settings.

Employment Considerations: Students should also be aware that healthcare employers may impose similar requirements for employment. Choosing not to undergo specific medical interventions may limit future job opportunities.

Note on Drug Screenings and Background Checks: Drug and alcohol screenings, background checks, and other safety-related assessments are not considered medical interventions under SB 1210 and may continue to be required by ISU programs.

Background Checks and Drug Screenings

The nursing programs comply 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 nursing students are required to complete these assessments, and any costs incurred will be the responsibility of the student. The nursing 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.

Licenses and Certifications

CPR Certification

All students in the nursing programs 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.

Practical Nursing

All students in the Practical Nursing program must show current certification as a Certified Nursing Assistant/Nurses Aid and this certification must be unencumbered/in good standing for the duration of the program.

Registered Nursing

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

All students admitted to the current ADRN program must provide evidence of successful completion of an approved IV Therapy course.

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.

Health Maintenance Policy

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

Program Health Requirements

Students are accountable and responsible for maintaining a level of physical and mental health that allows them to function safely and competently in the health care arena. This is a board of nursing, as well as a program requirement.

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 the clinical setting.

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 (in the 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 both the student and the baby. For example, clinical assignments may be altered to prevent unnecessary exposure to pathogens that may be harmful to a developing fetus.

Professional Behaviors Policies

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 for participating as a member of the health care team within the limits and responsibilities of the respective functions and scope of practice of the Practical Nurse or Registered Nurse as defined in Idaho Nurse Practice Act Sections 54-1407, 54-1408, 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.

Communication Policies

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

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

Nursing faculty have authority and responsibility for their classes as well as for all student grading and evaluation. To clarify, any questions or concerns, including queries regarding syllabi, classroom policies, web-class policies, clinical policies, schedules, requirements, etc., should 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 are answered during orientation and as needed. Asynchronous electronic connections with faculty are available via university email and the Canvas messaging systems (refer to guidelines for email communication). Appointments are available via Zoom, telephone, or in person, as requested. Posted office hours will be available as needed to address concerns, answer questions, and/or review course requirements.

Web Conferencing

When meeting via Zoom, consistent professional behavior, courtesy, and etiquette is expected. 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 of photographing of the session is not allowed without permission.

Electronic Devices

The use of personal communication devices including, but not limited to, cell phones, iPad, smart watches, 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.

Communication with Faculty

All communication, including emails and texts, is to be professional. Faculty will respond to your email within 1-2 business days, where the definition of a business day is Monday through Friday, 8:00 am to 4:00 pm, excluding holidays. Students are expected to respond to emails from faculty within the same timeframes.

Email Communications Guidelines

General Guidelines for Email Communications (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? Canvas? Or anywhere else?
5. Use a professional greeting: Dear, Hello,
6. Address the recipient in an honorific manner: Professor (name)
7. Use an SBAR format. Concise statement of why you are writing (S), what you've tried and where you are currently (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 1-2 business days, it is okay to send a gentle reminder via email, such as "just following up on my previous email."

Attendance Standards

Classroom/Lecture

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 a case-by-case basis as determined by faculty. The student may incur additional costs related to these workshops.

Practical Nursing

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 physician-designated provider excuses will be required for lecture-based courses. If you are absent, you are responsible for arranging 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 should be scheduled to avoid conflicts with a student's class and/or clinical schedule.

Registered Nursing

All intensives are required. All ADRN didactic instruction is delivered through Zoom or online platforms. Students are expected to attend scheduled synchronous Zoom sessions, participate in online learning modules, and meet all posted deadlines in Canvas. 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.

Lab

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

Practical Nursing

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 80% will result in a "D+" in the course regardless of tests, assignments, and other activities, which may result in non-progression in the Practical Nursing program. Anytime a lab day is missed, the student must coordinate with the lab instructor to review what was missed.

Registered Nursing

Students are required to attend 100% of all classes in each lab course. Attendance below 100% will result in a "C-" in the course regardless of tests, assignments, and other activities, which may result in non-progression in the ADRN program.

Clinical

Students are expected to attend all assigned clinical shifts and complete all scheduled clinical hours. Course-specific clinical hours may vary depending on the facility, the objectives being accomplished, and the rotations required for appropriate experiences. Students should be prepared for and arrange their employment and family schedules to accommodate clinical and class experiences.

Students are expected to arrive before the designated start time and be on the clinical unit prior to the start of the shift report. This time may vary depending on the unit and the facility. If assigned to an area which requires a special change of clothing, the extra time this requires needs to be considered with regard to arrival and departure times.

Clinical Absences: For a clinical absence, students are responsible for notifying 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 nursing program.

Practical Nursing

Students are required to check in with their clinical instructor prior to reporting to their assigned unit.

Registered Nursing

Idaho is the only state in which ADRN program clinical experiences occur. 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.

Tardiness Standards

Classroom/Lecture

Tardiness in the classroom setting is to be avoided. Students who arrive late to didactic courses are asked to enter quietly to avoid disrupting the classroom.

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.

Clinical

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.

Safety Standards

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.

Unsafe practice includes performing a skill in the clinical area prior to being satisfactorily checked off in lab. The student is responsible and accountable for keeping track of the skills check offs which have been satisfactorily completed. The student is also responsible for taking any corrective action that is needed.

Students who perform ANY of the invasive skills learned in the learning lab outside of the lab or student clinical setting are practicing outside of the student nurse scope of practice. Besides placing a life at risk, continued placement in the Nursing program and future nursing license is at risk.

- A licensed nurse must be in the lab area if sharps are being used.
- No sharps or medical devices are to leave the lab setting.
- Unsafe practice in the clinical area is defined as any act by the practical nursing student that is harmful or potentially detrimental to the student, patient, patient's family, healthcare workers including faculty, community, or facility.

Students whose pattern or behavior endangers the safety or well-being of patients (example – medical 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 incidents listed.

4. 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.

Academic Standards

A student's attitude and active participation in their own learning may be reflected in their course grade:

Grading Scale:

Letter Grade	Percent
A	93-100
A-	90-92.9
B+	87-89.9
B	83-86.9
B-	80-82.9
C+	77-79.9
C	73-76.9
C-	70-72.9
D+	67-69.9
D	63-66.9
D-	60-62.9
F	Below 60

Program Progression

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

- **Practical Nursing:**
 - Complete program prerequisites with a grade of "C" (73%) or higher.
 - Students must earn a "C" (73%) grade or higher in all nursing courses.
 - Students must earn a minimum test average of 70% in all nursing courses in order to complete the nursing program.
- **Registered Nursing:**
 - Complete program prerequisites with a grade of 80% or higher.
 - Students must earn a 80% grade or higher in all nursing courses.
 - Students must earn a minimum test average of 80% in all nursing courses in order to complete the nursing program.

- Maintain compliance with all program health and safety requirements.
- Maintain professional conduct in the classroom, lab, and clinical sites.
- 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.
- Students are limited to two attempts for any required nursing course.
- Students may be required to repeat clinical and lab activities if they repeat 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 nursing licensure examination (NCLEX-PN/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 encouraged to take the NCLEX as soon as possible after program completion to increase the likelihood of success.

Comprehensive assessment and review programs are used at all levels of the nursing programs.

Participation in the assessment program is required for all students enrolled in nursing courses. 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 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
- Standardized testing and remediation are a required component of the success plan. It is intended to supplement what is learned in the program.
- Standardized testing products provide 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 requirements by the established deadline may result in a failing grade (F) for the course.
- Students are encouraged to use additional products independently as a way to learn content and improve test-taking abilities.

- Faculty reserve the right to determine the type of NCLEX success program.

Third semester NCLEX preparation criteria:

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

Competency Standards

As a condition of progression and completion of the Nursing programs, nursing competency will be assessed during each semester. Students will be required to take nationally normed examinations throughout the curriculum and achieve 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 achieve an acceptable score on it before graduation.

Dosage Calculation Competency

To ensure the safe administration of medication in clinical areas, nursing students 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%.

Nursing Skills Competency

As a condition of progression and completion of the nursing program, nursing competency will be assessed each semester. Students will be required to pass off each clinical skill, technique, and procedure as described by the lab course syllabus. Each student will be provided two attempts to pass each skill successfully. If a student is unsuccessful after two attempts to pass a skill, they are required to remediate with their clinical instructor before making any additional attempt.

Graduation

As a candidate for the Intermediate Technical Certificate (LPN program) or Associate of Applied Science degree (ADRN program) at ISU, nursing students are valued participants in the ISU commencement ceremonies. This ceremony is a special recognition of achievements at ISU. All graduates of the nursing programs are urged to participate. Although students may officially graduate three times per year, ISU commencement ceremonies are held only in May and December.

It is the student's responsibility to be sure that all courses required for their certificate/degree are satisfactorily completed. Counselors are available to address any questions about the student's status in the program.

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

Pinning

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, student and faculty attire is business attire.

Licensure

In the final semester of your program, you will apply for Board of Nursing licensure. This process includes the NCLEX-RN/NCLEX-PN testing process and requires Board of Nursing licensure fees, as well as testing fees and background check fees (you will be asked to provide fingerprints). The Board of Nursing licensure 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 Division of Occupational & Professional Licenses (DOPL).

Division of Occupational & Professional Licenses (DOPL)

11341 W Chinden Blvd.

Building 4

Boise, ID 83714

(208) 334-3233

[DOPL](#)

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 is required on the licensure application.

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 have a documented need for testing accommodations (see “Testing for Students with Accommodations”).
 - b. Students who are ill or have an appropriate extenuating circumstance (see “make-up exam policy”).
 - i. Examples of illness/extenuating circumstances:
 - 1) Fever over 100.4°
 - 2) Migraine
 - 3) Hospitalization
 - 4) Death in the family
 - ii. Examples of NOT meeting illness/extenuating circumstances:
 - 1) Seasonal allergies
 - 2) Cold symptoms
 - 3) Working the night before the test
2. Internet problems are not an emergency. Students are expected to have access to a working internet connection. If a student experiences an internet problem, they are expected to think critically, problem-solve, and find a reliable internet source.
3. Test questions may be pulled from any content presented in class, homework, videos, and required readings.
4. All tests are proctored unless otherwise specified. Proctoring may occur with a live proctor or using HonorLock.
5. Students are expected to arrive on time for testing sessions and are to be seated and ready to test at the designated start time.
6. Classroom doors may be locked within 5 minutes of the scheduled class time or when the test begins on test days.
7. Students arriving more than 5 minutes late for a scheduled quiz or exam may be permitted to take the test in the time remaining, if proctors are available.
8. Students who arrive late to an exam (after the doors are locked) may receive a 5% deduction for their test grade.
9. 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.

10. Before 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 accessories, purses, coats, hats, baseball caps, backpacks, sweatshirts, sweaters, or jackets with pockets, among other items.
11. Cellphones and other electronic devices must be turned off (not on silent or vibrate) and must be stored in backpacks or purses.
12. 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 whether the test has been completed.
13. Students should use the restroom before the testing session. Restroom use is restricted during the testing session and will be allowed only in emergencies.
14. Students will not be permitted to leave the classroom during testing except in the case of an emergency.
15. The desktop must be free of any non-testing-related materials.
16. No food or beverages will be permitted during examinations and quizzes.
17. Simple, non-graphing calculators without memory may be used when permitted by nursing faculty administering the examination or quiz. Cellphone calculators are not permitted.
18. Students may not disclose or discuss with anyone information about the items or answers seen in the examination (this includes posting or discussing questions on the internet and social media websites).
19. Tests and individual test questions may not be printed, copied, or reproduced in any form.
20. 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.
21. 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.
22. Students will be permitted 1.3 minutes per test/quiz item.
23. Students will be permitted 3 minutes per question for dosage calculation questions.
24. 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 in-person exam on the scheduled date/time, they must notify the course instructor at least 1.5 hours prior to the start of the exam. Students who are unable to complete an online, remotely proctored test must contact the course instructor as soon as possible; this will be dealt with on a case-by-case basis.

2. IF the student meets criteria for illness or extenuating circumstances.
 - a. The exam must be taken within three business days to avoid a penalty. After 24 hours, for each day of 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. Failure to take the exam in this time frame will result in a grade of zero for the exam.
3. 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 professional 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.

- Students with accommodations may be asked to test at the Disabilities Services Offices as the program cannot guarantee reduced distractions testing at the RFC building.

Education Warnings

Educational Warning and Documentation Record

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.

Early Alert

In order to facilitate student success, the nursing faculty may institute the College of Technology's Early Alert (Navigate) process for students if they identify particular areas of concern. Students are then contacted by a Student Success Navigator or a peer counselor from Student Services. The College has identified the following "Alert Types."

- Poor attendance
- Often tardy
- Reading/Writing skills
- Math skills
- Test/Quiz performance
- Missing assignments

Probation, Withdrawal, Dismissal, & Readmission Policies

There are circumstances (example: medical) that may necessitate a student's withdrawal from the nursing program. If a student has completed courses and wishes to reenter the program at a later date, they must petition for readmission.

Readmission is based on space availability for the courses and semesters where nursing-specific courses are required, with priority given to in-sequence students. If a student withdraws and has no course grades on record, they may reapply and retake the pre-entrance examinations for ranking purposes. Admission is contingent on ranking within the applicant pool of the upcoming class.

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 does not occur. When a student's action is identified as being unsafe and/or in violation of program policies, the following steps may be initiated:

1. The 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 an 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.

A student may be immediately dismissed from the program for any of the following reasons:

1. A grade below “C” (80%) in any of the required ADRN courses or a grade below “C” (73%) in any of the required PN courses.
2. Unsafe practice in the clinical area; any act that is harmful or potentially detrimental to the patient, patient’s family, facility, faculty, or community. This includes but is 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 the 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 essential characteristics of a nurse).

Because it is the philosophy of the Nursing programs 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

Readmission into the Nursing Program

To facilitate timely progression and success in the nursing program and licensing exams, students are typically required to enroll and progress through the published curriculum. Academic and/or personal circumstances may occur that can interfere with program progression. Students who have exited the nursing program due to these reasons may request readmission to the program. Readmission will be allowed only one time at the PN level and one time at the ADRN level and is not guaranteed. Petitions for readmission are considered on a case-by-case basis. Determinants for readmission may include, but are not limited to: circumstances surrounding the exit from the program, space availability, and behaviors/professionalism.

Students may be denied readmission under the following circumstances: Academic dishonesty as defined by the ISU Academic Integrity policy, documented incidents of unsafe practice as defined in the Nursing Student Handbook, and other administrative issues as defined Idaho State University policies.

It is the sole responsibility of the student seeking readmission to initiate the readmission process. Applications for re-entry received after the deadline will not be considered.

Applications are reviewed by the nursing faculty. All decisions are final. Appeals may be made to the Dean of the College of Technology.

Students who are seeking readmission to the nursing program must meet the admission policies as published and current at the time the student seeks to return. A student must return to the program within two years of the initial program start date. If a student is not able to return in two years, they must reapply as a “new” applicant.

Deadlines for Submitting Readmission Applications

PN Program

Students who are not successful or withdraw from the program during the Fall or Spring semester of the PN program may petition to return the following August, based on space availability. Students who are unsuccessful or withdraw during the Summer semester may petition to return for the following academic year. Applications must be received by May 15, regardless of the last semester the student was enrolled in the program.

ADRN Program

Students who are not successful or withdraw from the program during the Summer or Fall semester of the ADRN program may petition to return the following May, based on space availability. Students who are unsuccessful or withdraw during the Spring semester may petition to return for the following academic year. Applications must be received by January 15, regardless of the last semester the student was enrolled in the program.

Petitions may be required to repeat nursing courses and take independent study courses based on previous coursework. They may also be required to pass competency exams in theory and/or clinical skills successfully. The program director or coordinator will determine these possible requirements on an individual basis.

Procedure

- Meet with the Student Success Navigator prior to applying for readmission to discuss all options available to you.
- Complete the application
 - Application to include:
 - Description of reason(s) for exiting program
 - Changes in circumstances that have occurred since exit from program.

Grievance Procedures & Chain of Command

Grievance Procedures

Students who express problems and concerns are expected to participate in developing solutions. The following procedure should be followed:

Problem with a Classmate/Peer

1. If a student has a problem with their classmate/peer, the student will first approach the peer involved and attempt to resolve the concern.
2. If step 1 does not result in resolution, the student may meet with the course faculty.

Problem with Preceptor/Faculty Member

1. If the student has a concern with a preceptor/faculty member, the student is expected first to approach the preceptor/faculty member involved and attempt to resolve the concern.
2. If step 1 does not result in resolution, the student and preceptor/faculty member 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 a satisfactory resolution does not occur after Step 2, the student may bring their complaint to the Health Occupations Department Co-Chair, who will seek an appropriate resolution among all parties. The Department Co-Chair's decision and/or complaint resolution may be appealed to the College of Technology's Dean.

Student Governance

Nursing students enrolled in the Health Occupations Nursing programs will have student governance opportunities. Each admission class elects class officers/leaders. As class representatives, student leaders are invited to participate in program staff/faculty meetings. The purpose of this participation includes an opportunity to professionally dialogue regarding the program.

Student Evaluation of Program/Course/Instructors/Clinical Sites

According to university policy, each student is asked to evaluate all Nursing program courses and faculty carefully. 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 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 Student Nurse Alliance each fall. This organization is involved in projects that help the University and programs achieve their missions by participating in university events, community health projects, and fundraisers.

Professional Appearance

A professional appearance encourages others to trust and respect you as a student. It also allows students to show they value their educational experiences. In general, professional appearance includes but is not limited to:

1. Daily bathing/showering and effective deodorant. These observances contribute to professional demeanor. Absence of body odor is expected. Odors that may be offensive are not allowed. This includes, but is not limited to: body odor, cologne, fragrant hairspray/body sprays, and cigarette smoke/vape/e-cigarette odors.
2. Clothing must be clean and in good condition (no excessive holes, rips, or stains).
 - a. Casual attire is acceptable, but should be appropriate for a public, academic setting.
 - b. Clothing should not be overly revealing.
3. Footwear must be worn at all times inside classrooms.
4. No gum chewing is allowed during clinical rotations, nursing skills lab or simulation.

Not permitted:

- Pajamas, slippers, or overly sleepwear-like clothing
- Clothing with offensive, vulgar, or discriminatory language or images
- Undergarments worn as outerwear

- Hats are not allowed in the skills lab or simulation lab setting.

Any student not following the Uniform Policy will be excused from clinical, simulation, or nursing skills lab, and may receive a failed clinical/lab day.

Uniforms will be clean, odor-free, well-fitting, non-stained, wrinkle-free, and in good repair.

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 nursing student. Further information is found in the Clinical Policies section of the Student Handbook.

Lab Policies

1. Students are expected to arrive prepared for the laboratory setting, including completion of any pre-assignments, and having brought all needed equipment.
2. Food and drink are not allowed in the Simulation Center and Skills Laboratory.
3. Students will wear their ISU nursing uniform and meet all dress code requirements.
4. Return 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 helpful for students to take the role of the patient. This enhances the learning experience in several ways.
 - a. For the practicing students as a live “patient” gives them a more realistic experience.
 - b. For the student “patient,” since it gives them an idea of what the procedure is like from the patient’s perspective and should help them be a more sensitive caregiver.
 - 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.
2. The student is responsible for arranging for and arriving at practice and check-offs at the pre-identified times and must be able to demonstrate the check-off with a satisfactory grade.

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.

General Disclaimer

NOTE: Licensure, certification, and/or employment applications related to some degree programs require students to disclose any history of criminal prosecution, which may include the student's driving record. Students who have a criminal history are strongly encouraged to contact the licensing agency or meet with the coordinator of the program they are interested in, prior to beginning classes, to discuss potential impediments to licensure, certification, or employment.

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 the individual lab instructor. Inappropriate use may result in the denial of computer lab access at the College of Technology.

Paying Tuition

- All students who are enrolled in semester-based programs must pay their tuition and fees in full or enroll in a payment plan by the Friday before classes begin to avoid a \$50

late fee. For tuition payment information, log in to MyISU and go to the *Online Fee Payment* tile.

- 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.

[Student Responsibilities](#)

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:

[FAFSA](#)

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

[FINANCIAL AID](#)

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 Associate 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.

[SCHOLARSHIPS](#)

Accommodations for Students with Disabilities

The University is committed to providing Reasonable Accommodations, modifications or academic adjustments for Qualified Students with Disabilities in accordance with federal, state, and local disability laws. Pursuant to these laws, no Qualified Student having a disability, or

regarded as having a disability, shall unlawfully be denied access to or participation in any services, programs, or activities sponsored by or funded by ISU.

For more information on this policy, please visit:

[Accommodations for Students with Disabilities](#)

[Disability Services](#)

Appeals and Dismissals

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.

For more information on the Scholastic and Dismissal Appeals process, please visit:

[Appeals and Dismissals](#)

Student Conduct Rules and Regulations

The Student Code of Conduct articulates behavioral standards and procedural guidelines designed to empower ISU community members to live, work, study, recreate, and pursue their goals in a safe, secure, and inclusive environment. Adherence to and enforcement of the code promotes Student accountability, community integrity, and mission fulfillment.

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.

For more information on the Student Code of Conduct, please visit:

[Student Code of Conduct](#)

Academic Integrity and Dishonesty Policy

Policy Statement

Academic integrity is expected of all individuals in academe. Academic Dishonesty in any form is unacceptable.

- A. Academic Dishonesty, as defined above, includes, but is not limited to, Cheating and Plagiarism.
- B. This policy applies to all forms of University educational activities.
- C. Instructors are expected to include specific academic integrity and dishonesty guidelines in the course syllabus, specific to the course format and evaluation activities, as well as a link to this policy.
- D. Violations of academic integrity are subject to course-level penalties imposed by the Instructor and may also be subject to University-level penalties imposed by an Academic Dishonesty Panel.

For more information on the Academic Integrity and Dishonesty policy, please visit:

[Academic Integrity and Dishonesty](#)

Communicable Disease

Policy Statement

It is the policy of ISU to safeguard the welfare of Students, Faculty, Staff, and Campus Residents while maintaining the operations of the University in an effective and efficient manner in the event a member of the University community has a Communicable Disease.

ISU will address issues involving Communicable Diseases in a sensitive and responsible manner, with concern for the rights and welfare of Students, Faculty, and Staff. The confidentiality of information regarding any individuals with a Communicable Disease will be respected. All medical records and the patient information contained therein will be handled in accordance with applicable law, including the Health Insurance Portability and Accountability Act (HIPAA) and the Family Educational Rights and Privacy Act (FERPA). However, Idaho law requires medical care providers to notify public health officials of any disease on the Idaho Reportable Disease List as set forth in IDAPA 16.02.10. ISU will disclose sensitive medical information no further than is necessary to ensure the health and safety of all members of the ISU community, and in a manner consistent with applicable law.

ISU will not unlawfully discriminate in policy or practice, including admissions and employment policies, against individuals who have, or are considered to be at risk for, Communicable

Diseases. Discrimination against and/or harassment of Students, Faculty, or Staff may result in disciplinary action.

As long as evidence supports, with reasonable medical certainty, that a particular disease is not communicable by contact normally found in the workplace, classroom, or ISU-owned facility, the workplace, classroom, or ISU-owned facility will not be considered hazardous as a result of the presence of an affected Faculty member, Staff member, or Student.

For more information on the Communicable Disease policy, please visit:

[Communicable Disease](#)

Possession of Firearms

No person shall have in his or her possession any Firearms or Dangerous Weapons while on University property.

For more information on the Possession of Firearms policy, please visit:

[Possession of Firearms](#)

Sexual Harassment

Policy Statement

Idaho State University prohibits Sexual Harassment under Title IX in all programs and activities of the University. The University will act to remedy all forms of Title IX Sexual Harassment when reported, whether or not the Sexual Harassment rises to the level of creating a hostile environment. The University reserves the right to impose any level of sanction, ranging from a reprimand up to and including suspension or expulsion/termination of employment, for any offense under this policy. The Department of Education's Office for Civil Rights (OCR), the Equal Employment Opportunity Commission (EEOC), and the State of Idaho prohibit Title IX Sexual Harassment, which is a specific form of discriminatory harassment, as an unlawful discriminatory practice. The procedures in this policy may be applied to incidents, patterns, and/or the campus climate, all of which may be addressed and investigated in accordance with this policy.

For more information on the Sexual Harassment policy, please visit:

[Sexual Harassment](#)

Equal Opportunity, Anti-Harassment, and Non-Discrimination

Policy Statement

Idaho State University provides equal opportunity in education and employment and prohibits Discrimination, Harassment and Retaliation on the basis of any protected class, including race, color, religion, sex, pregnancy, sexual orientation, gender, gender identity, gender expression, age, national origin, ethnicity, physical or mental disability, protected veteran status, genetic information, or any other status protected under applicable federal, state, local law, or University policy. This includes protections for those participating in any grievance process on campus, with the Equal Employment Opportunity Commission, or other government agencies that investigate human and/or civil rights issues. The University adheres to all federal and state civil rights laws and regulations prohibiting Discrimination in public institutions of higher education.

The University is committed to maintaining a campus environment where all educational, employment, and access decisions are guided by bona fide occupational or educational criteria such as merit, performance, and qualifications. Every individual at the University is evaluated and supported based on legitimate factors that contribute to academic and institutional excellence. Consistent with this commitment, and in accordance with federal, state, and local laws and regulations, ISU affirms that sexual orientation and gender identity shall not influence decisions related to education, employment, or access to programs, facilities, or services, except where required by lawful or contractual obligations.

This policy applies to all members of the University community, including applicants, Students, Employees, volunteers, contractors, and visitors and is intended to comply with and be construed in accordance with all relevant federal and state civil rights laws, including, but not limited to, Title VI and VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967 (ADEA), the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, the Genetic Information Nondiscrimination Act of 2008 (GINA), the Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA), the Uniformed Services Employment and Re-employment Rights Act of 1994, and corresponding state non-Discrimination statutes, including but not limited to the Idaho Human Rights Act (IHRA). When any alleged discriminatory behavior covered by this policy is brought to the attention of the University, it will be promptly and fairly addressed and remedied by the University according to the appropriate process.

For more information on the Equal Opportunity, Anti-Harassment, and Non-Discrimination policy, please visit:

[Equal Opportunity, Anti-Harassment, and Non-Discrimination](#)

Additional Policies

- [Satisfactory Academic Progress](#)
- [Student Complaints and Grievances](#)
- [Medical Withdrawals](#)
- [Academic Standing](#)
- [FERPA](#)

IV. Clinical Course Policies & Expectations

Patient's Right to Privacy and Confidentiality

All individuals associated with the nursing program must carefully protect the right to privacy of 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 situation as well as to the policies of the nursing department regarding patient confidentiality. Students are not permitted to photocopy or print copies of any patient documentation from any facility.

Dress Code

Students must wear complete uniforms during scheduled lab and clinical hours, and any time the student is at a clinical site in the capacity of an ISU nursing 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 nursing program uniform.
 - i. PN program is black pants with a black top.
 - ii. ADRN program is black pants with a white top.
 - b. Only plain white or black t-shirts or plain white or black long sleeve shirts are allowed to be worn under uniforms.
4. Lab Coats:
 - a. PN program: Lab coats are solid black. No other jackets or sweaters are considered suitable attire.
 - b. ADRN program: Lab coats are solid white. No other jackets or sweaters are considered suitable attire.
5. Uniforms must be free of ornamentation and must fit appropriately. Hems do not drag on the ground.
6. Dirty and/or wrinkled uniforms will not be allowed.
7. 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.
8. The school patch must be worn on the left sleeve of all uniforms and lab coats. The patch will be securely attached to all edges and will be visible on the outer clothing. That is, during clinical experiences, the patch will be visible at all times.

9. 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 nursing program uniform and will change into hospital scrubs as needed.
10. Personal Appearance:
 - a. Minimal cosmetics may be worn.
 - b. Hair is clean, neat, and preferably off natural color. Long hair is contained. Hair must be off the face, pulled back, and secured.
 - c. 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.
 - d. Nails are short (less than ¼" in length) and maintained. Any form of artificial nail, including gel nails are not allowed. Nails are unpainted.
11. Piercings cannot be unprofessional or distracting. If a student has gauges, discreet flesh-colored spacers must be worn. No necklaces or bracelets may be worn (apart from medical alert jewelry). Rings should be limited to a single wedding band. A watch with a second hand is encouraged. Instructors are the arbiters of professional appearance in any given situation.
 - a. A clear or flesh colored filler is allowed for stud nose piercings.
 - b. Tattoos containing profanity may be required to be covered.
12. Body odor is unacceptable (includes perfumes, scented lotions, aftershaves, tobacco, etc.).
13. Equipment:
 - a. Required accessories include a watch with a sweep second hand, bandage scissors, and a pen with black ink. Additional equipment, such as stethoscopes and forceps, may be required based on the specific clinical area's needs. Some clinical sites, such as mental health areas, have special requirements.

Hours of Clinical

The program faculty will hand out a clinical schedule at the beginning of each semester. This will state both the dates and hours of each rotation and for post-clinical conferences.

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 nursing program. An example of "practice" includes documentation or contacting the patient outside of clinical hours. Contacting the patient means via telephone contact and/or social visits, not authorized by the clinical instructor to whom the student is assigned.

On occasion, objectives may be best met by attending in-service classes at healthcare facilities and/or workshops outside the regularly scheduled hours of instruction. Attendance at these classes mandatory. An absence from the class may be considered a clinical absence.

Clinical Practicum

Unsafe practice in the clinical area is defined as any act by the nursing student that is harmful or potentially detrimental to the student, patient, patient's family, and healthcare workers, including faculty, 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 Nursing program/ISU, 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:
 - a. Failure to notify the agency/facility and clinical instructor/preceptor of clinical absence.
 - b. Presenting for clinical practicum while impaired (chemicals, fatigue, illness, etc.).
 - c. Habitual tardiness to clinical assignments.
 - d. Failure to adhere to the dress code of the facility/agency and/or program.
 - e. 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:
 - a. Refuses clinical assignment based on patient's race, gender, age, culture, sexual orientation, or religious preference.
 - b. Inappropriate/unprofessional practice or communication in any assigned activity related to nursing practice.
 - c. Ignoring illegal or unethical behaviors of health care persons in the clinical setting(s), which affect patient welfare.
 - d. Dishonest practices, including but not limited to, fabrication of information used in documentation (verbal/written/electronic), assessments, interventions, and care plans.
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:
 - a. Failure to display stable mental, physical, or emotional behaviors and attitudes, which may affect others' well-being.
 - b. Inability to follow oral and/or written instructions.
 - c. Failure to follow through on suggested referrals or interventions to correct deficit areas, which may result in harm to others.

- d. 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.
 - e. Interpersonal relationships with agency staff, coworkers, peers, preceptors, and faculty resulting in miscommunication, disruption of patient care, and/or unit functioning.
 - f. Lack of physical coordination necessary for carrying out practical nursing procedures.
 - g. Lack of application in classroom theory to clinical practice.
 - h. 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:
- a. Failure to provide concise, inclusive, written and verbal communication.
 - b. Failure to accurately record and report comprehensive patient behaviors or problems.
 - c. Failure to report questionable nursing practices.
 - d. Attempting activities or procedures without adequate orientation or theoretical preparation or appropriate assistance and supervision.
 - e. Inability to determine capabilities and limitations.
 - f. Dishonesty.
 - g. Failure to adequately prepare for clinical experiences.
 - h. 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:
- a. Failure to maintain confidentiality of interactions and records.
 - b. Dishonesty in professional relationships.
 - c. Failure to individualize patient assessments and plans of care.
 - d. Failure to recognize and promote patients' rights.

Consequences of Unsafe Practice

1. 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:
 - a. A verbal and written educational warning (documented and signed by the student acknowledging the occurrence, recognizing personal responsibility, and agreeing to identified remediation).

- b. 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.
 - c. Course or program dismissal. The student may be dismissed from assigned experiences, the course, or the program for the incidents identified.
- 2. 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.

General Clinical Requirements

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. The staff nurse retains the ultimate responsibility for the patient's care. Therefore, close communication among the student, staff nurse, faculty, and other healthcare personnel is essential.

1. Specific expectations regarding patient selection and preparation for clinical experiences can be found in each clinical course syllabus.
2. The student will be responsible for current assignments, which include patient plans of care, patient case studies, medication reviews, workbook/journal entries, and reports which may require additional outside reading and research time.
 - a. 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.
3. Clinical tardiness is not acceptable. This includes being late returning from breaks.
 - a. If assigned to an area which requires a special change of clothing, the extra time this requires needs to be considered with regard to arrival and departure times.
4. Upon arrival at the unit, the student should ask the charge nurse or unit clerk where he/she would like the student's books, bags, and coat kept. The facility will not be responsible for lost or stolen items.
5. 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. The student will not neglect their assigned patient(s) to take a break. Lunch breaks cannot be added as clinical time.
6. The student should keep staff updated on patient status and should notify the primary caregiver of changes in patient condition as soon as they occur.
7. 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.
8. During clinical experience, students will end their clinical assignment only with the knowledge and permission of their instructor and the staff/charge nurse.

9. Before 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 instructor.
10. Closed Unit:
 - a. If a unit closes while the student is assigned to it, he/she should call the instructor as soon as possible for reassignment.
 - b. Failure to contact the instructor for direction on a new assignment will be considered unsafe clinical practice.
11. Consent:
 - a. The student must obtain PATIENT consent for caring for clients or observing in the following settings:
 - i. Hospital units (do not have to obtain consent if scheduled in)
 - ii. Operating room (unless assigned to the unit for the shift)
 - iii. Labor and Delivery
 - b. In addition to patient consent, the student must obtain the PHYSICIAN'S consent to observe the following:
 - i. Surgery
 - ii. Delivery of an infant

Evaluation Process for Clinical Areas

Clinical Performance Criteria

A student's clinical practice increases in complexity and requirements throughout the program. The nursing student will observe the clinical objectives and accomplishment of curricular concepts as outlined by the Nursing Programs at Idaho State University College of Technology. These clinical objectives and concepts, along with the nursing student's ability to meet them, form the basis for the student's final clinical evaluation/grade, which will be conducted at the end of each clinical course. When appropriate, clinical nurse preceptors will provide supervisory information relevant to this faculty-generated evaluation. A student's attitude and active participation in learning may be reflected on their final course grade.

Travel for Clinical Experiences

Driving to Clinical

During clinical rotations, a student will be required to provide their own transportation to clinical sites. At some time in the program, each student may 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 them to arrive safely, yet on time at their 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 their clinical site, as well as being safe to care for the patient. In situations where there are hazardous driving conditions, a student should contact their 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 to rotate to the same facility. A student may have the opportunity to experience clinical situations in small- to large-sized hospitals, medical clinics, doctor's offices, long-term centers, and many other facilities as they become available clinical sites for the nursing programs.

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.

Transportation of Patients

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

Parking

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

Malpractice Insurance

The nursing 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 students are in the clinical setting during scheduled clinical hours, they are covered under the malpractice insurance provided by the university.

ISU's Nursing programs require each nursing student to carry malpractice insurance. Student malpractice insurance is obtained at the time of payment of registration fees. Coverage is only available for the period during which a student is attending scheduled clinical hours.

Injuries During Clinical

While performing as an ISU nursing student, nursing students are not covered under Workmen's Compensation at clinical facilities. If a student has an "injury" connected with their hours of patient care, they 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 the 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 the ISU Student Health Center as soon as possible.

Conduct in the Clinical Setting

Smoking

Smoking and/or vaping is NOT allowed at any clinical site. A student found to be smoking/vaping during clinical hours will be dismissed for the remainder of the clinical day. Continued abuse of this policy may result in a failing grade in the clinical course and non-progression in the Nursing program.

ISU Practical Nursing Clinical Skills Checklist

Students will be responsible for having their Clinical Skills Checklist available while in the clinical setting. The student must be able to present the Clinical Skills Checklist to their instructor, floor nurse, or nurse preceptor to verify skills that the student can complete in the clinical setting. The Clinical Skills Checklist should be presented at mid-term and during the clinical final evaluation for review and discussion to ensure both the student and clinical instructor can validate the performance of skills in the clinical setting.

It is the student's responsibility to notify the primary caregiver of skills they can and cannot perform. The student should contact their instructor if unsure. The student should keep a list of their skill check-offs and the score received with them during clinical rotations. Always

remember that it is the student's responsibility to know their limitations as well as their competence levels.

1. Each clinical day, the student is expected to remain awake and alert – this includes breaks.
 - a. Sleeping students will be dismissed from the clinical area and receive appropriate penalties up to and including potential dismissal from the course and program. Extreme fatigue is considered a physical impairment and violates the Idaho BON requirements for safe nursing practice.
2. Breaks
 - a. For each full day:
 - i. One brief (15 minutes max) break may be taken, arranged with the input of the licensed nurse the student is working with and/or a faculty member. Patient safety and needs take precedence over breaks.
 - ii. A lunch break of 30 minutes may also be taken, with the same person aware of the student's location. It is understood that some facilities (i.e., doctor's offices) take longer than the allotted 30 minutes. Breaks and lunch are never included within the clinical hour allocations.
 - 1) Students must stay in the facility to which they are assigned during breaks and including lunch in hospitals and long-term care settings. Cafeteria and/or vending machines are available for purchase of meals or snacks in hospitals. At clinical sites where food/drink is not provided, the student will need to bring his or her lunch or arrange a lunch location with their instructor.
 - 2) Students may never neglect patient responsibilities for the purpose of personal breaks or lunch.
3. Contacting your instructor:
 - a. Contact the instructor by calling their cell phone. If there is no answer, the instructor is likely talking to another student or in an area of the hospital where cell phones must be shut off. Leave a message and then stay near the phone for up to five minutes so they can contact you. When working with a clinical nurse preceptor, the instructor can be contacted by cell phone. Unless implementing a call list or given explicit permission to do so, students are not to call an instructor's personal cell phone when not in the clinical setting.
 - b. If, for whatever reason, the student has not made verbal or face-to-face contact with the instructor within two hours of the start of a hospital rotation, the student should be very assertive in seeking the answer as to why this is.

Documentation in the Electronic Medical Record

Students are expected to chart on all patient records as applicable. The instructor or assigned nurse can assist as needed. The student may document a narrative entry on a separate piece of paper if they want it to be reviewed by the instructor or nurse before being written into the

permanent record. Assessments and interventions of any kind must be documented within half an hour of completion. In long-term care settings, the student may not be required to chart assessments or discuss with staff.

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.

**NOTE: Exposed person is tested and evaluated at their own expense.

Student Obligations

1. Cleanse the exposed area very well, using generous amounts of soap and water to wash and/or flush.
2. Notify your preceptor, house supervisor/charge nurse, and instructor immediately when a suspected exposure occurs.
3. 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 office 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.
 - a. 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.
4. The student is responsible for reading and understanding the "Antibody Testing Information Sheet."
5. Help your instructor and preceptor in completion of all exposure incident procedures.
6. 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.
7. 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 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:

- a. ISU Student Health Service
 - b. Southeast Idaho District Health Department
 - c. Personal Physician
 - d. Urgent Care Medical Facilities
8. 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.
- a. Copy of the CDC Standard
 - b. 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.)
 - c. Copy of the student's completed "Informed Consent for Post Exposure Medical Evaluation" form.
 - d. Copy of the completed "Source Informed Consent" form.
 - e. Copy of the letter to the Health Care Professional treating the student.
 - f. Copy of "Healthcare Professional's Written Opinion for Post Exposure Evaluation and Follow-Up."
9. Discuss reported illnesses and exposure incident with the Healthcare Professional at the facility. Complete pretest counseling and blood testing.
10. 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, 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.
11. 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.
12. 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

1. 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.

2. 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).
3. 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, they 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 this form.
 - a. 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 the “Record of Exposure Incident” form, and the source must sign the form.
4. 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.
 - a. ISU Student Health Service will test the blood even if the person is not an ISU student.
 - b. Southeast Idaho District Health Department
 - c. Personal Physician
 - d. Urgent Care Medical Facilities
5. 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.
 - a. Copy of the OSHA Standard
 - b. Copy of the completed “Record of Exposure Incident” form that includes information on the source person’s HIV, HBV, HCV status, if known.
 - c. Copy of the completed source person’s “Source Informed Consent” form.
 - d. Copy of the letter to the Healthcare Professional testing the source.
6. 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.

- a. 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.
7. 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 their Healthcare Professional.
 - a. Copy of the CDC Standard
 - b. Copy of the completed “Record of Exposure Incident” form that includes information on the source’s HIV, HBV, and 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.
 - c. Copy of the student’s completed “Informed Consent for Post Exposure Medical Evaluation” form.
 - d. Copy of the completed “Source Informed Consent” form.
 - e. Copy of “Healthcare Professional’s Written Opinion for Treatment Recommendations.”
 - f. Copy of “Healthcare Professional’s Written Opinion for Post-Exposure Evaluation and Follow-Up.”
 - g. Copy of the letter to the Healthcare Professional treating the student.
 - i. 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.
8. The following forms are placed in the hands of the Nursing Director or the Health Occupations Co-Chair.
 - a. Record of Exposure Incident – Original
 - b. Source Informed Consent – Original
 - c. Informed Consent for Post Exposure Medical Evaluation – Original
 - d. Letter to Healthcare Professional (Source) – Copy
 - e. Letter to Healthcare Professional (Student) – Copy

Healthcare Professional Obligations

1. 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 days of the granting of permission.
2. 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.

3. 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 about 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/Co-Chair Obligation

1. Provide information from the student's file regarding vaccinations and seroconversion for the "Record of Exposure Incident" form.
2. 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.
3. Receive the Healthcare Professional's written opinion for post-exposure evaluation and follow-up within 15 working days of the original evaluation and discuss the results with the student.

V. 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. Student Success Navigators 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.

[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.

[TAP Center](#)

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 for 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.

Message from the Center for New Directions

Success in this course depends heavily on your personal health and well-being. 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 student success navigator, you are encouraged to contact the many other support services on campus that are available.

Statement on Services

Students enrolled in Idaho State University College of Technology programs are eligible to receive free, confidential personal and career counseling from licensed professional counselors at the **Center for New Directions (CND)**. We offer individual counseling and Biofeedback. **Call (208) 282-2454**, Monday through Friday, from 8 am to 5 pm, to schedule an appointment or to speak immediately to a counselor if you are in a crisis.

[Center for New Directions](#)

ISU Counseling and Mental Health Center (CMHC) The university Counseling and Mental Health Center serves Idaho State University and its community with a dual mission. Our counseling services' mission is to support the academic, emotional, social, vocational, spiritual, cultural, and professional development of students and other members of the ISU community by offering counseling, outreach, consultation, training, and educational and health promotion services. Our testing services' mission is to initiate and provide a secure, professional, and proctored testing environment to meet individual, University, and community needs for admission, certification, licensure, correspondence, course placement, job placement, and academic course exams that adhere to the NCTA Professional Standards and Guidelines. Crisis intervention services are available Monday through Friday, from 8 am to 4 pm.

To establish services:

Please call (208) 282-2130, Monday through Friday, from 8 am to 4 pm.

[Counseling and Mental Health Center](#)

Traffic and Parking

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

[Parking & Transportation](#)

Every motor vehicle on the ISU campus must be registered through the Parking Portal. ISU has implemented License Plate Recognition (LPR) parking technology that uses special cameras mounted on patrol vehicles to scan license plates. To avoid citations, every permit holder must have at least one vehicle linked to their permit in the Parking Portal.

Cost:

- General Lot: \$192.00
- Reserved Lot: \$365.00

Students may park only in the area their parking permit 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 the school. Students are NOT PERMITTED to park in metered spaces. Students should be aware of the ISU towing policy. Any vehicle that has incurred outstanding fines of \$50 or more and has received a tow warning may be towed from campus at the owner's expense, even if legally parked.

Any traffic tickets resulting in fines owed to the University must be paid, or students' 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.

For more information on parking regulations, visit:

[Parking Regulations](#)

VI. Idaho State University Resources and Services

Disability Services

Mission Statement

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

- 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 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.

Contact Information

Disability Services

Rendezvous Complex, Room 125

921 S 8th Ave, STOP 8121

Pocatello, ID 83209-8121

Phone: (208) 282-3599

Email: ada@isu.edu

[Disability Services](#)

Office of Equal Opportunity and Title IX

Mission

The Office of Equal Opportunity and Title IX upholds the university's commitment to integrity and accountability by ensuring compliance with federal and state nondiscrimination laws. We promote a learning and working environment free from unlawful discrimination, harassment, and retaliation. Through policy enforcement, education, and fair resolution processes, the office supports access to educational and employment opportunities that enhance the intellectual vigor, cultural vitality, and health of our university community.

Vision

We aim to cultivate awareness and understanding of equal opportunity principles so that every member of the university community contributes to an environment where learning and discovery can thrive.

Contact Information

Office of Equal Opportunity and Title IX

Administration Building
921 S 8th Ave, STOP 8310
Pocatello, ID 83209-8310
Phone: (208) 282-3964

[Office of Equal Opportunity and Title IX](#)

Additional Resources and Services

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

- [Career Center](#)
- [Commencement](#)
- [Health at ISU](#)
- [Student Resources](#)
- [Tutoring](#)

VII. Handbook Signature Form



**Idaho State
University**

**College of
Technology**

HANDBOOK SIGNATURE FORM

I acknowledge that I have received, read, and understand the Nursing Programs Handbook and understand the privileges and responsibilities of attending Idaho State University.

PRINTED NAME

DATE

SIGNATURE

BENGAL ID #

INSTRUCTOR SIGNATURE

VIII. Media Release



**Idaho State
University**

**College of
Technology**

MEDIA RELEASE

Instructions: Please review and indicate your agreement to this Release by signing below.

I hereby grant permission to Idaho State University to use my name, image, voice, and likeness in all forms of physical and digital media for Idaho State University's educational, marketing, and promotional purposes in perpetuity. Idaho State University shall have the right to photograph, record, publish, republish, adapt, exhibit, perform, reproduce, edit, modify, make derivative works, distribute, display, or otherwise use or reuse my name, image, voice, and likeness in all markets, media, and technology now known or hereafter developed. Idaho State University may exercise any of these rights itself or through any assignees, licensees, or other parties, including other Universities.

I acknowledge that I will not be compensated for these uses and that Idaho State University exclusively owns all rights to the images, videos, recordings, and any derivative works created by Idaho State University or its employees. I waive the right to inspect or approve of these uses. I hereby release Idaho State University, its assignees, and its licensees from any claims that may arise from these uses, including, without limitation, claims of defamation, invasion of privacy, or copyright.

This Release is binding on me, my heirs, assigns, and estate. I understand Idaho State University is not obligated to use any of the rights granted under this Release.

FULL NAME (PRINTED)

SIGNATURE

ADDRESS (STREET)

CITY

STATE

ZIP

EMAIL ADDRESS

TELEPHONE NUMBER

DATE

IX. 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 completely limit what you can do and 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 the denial of computer lab access at the College of Technology.

The misuse of this computing account, or the use of an account belonging to another, may result in the loss of your computer privileges. Where computing is required to complete coursework, 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, using it 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 the above policy. I further acknowledge that any abuse of the above privilege may result in the 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 #

X. Educational Warning & Documentation Record



**Idaho State
University**

**College of
Technology**

College of Technology Nursing Programs

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**

College of Technology Nursing Programs

Student Name _____ Date _____

Course Number and Title _____

Semester/Year _____

Reason(s) for concern regarding course requirements, objectives and/or ADNR 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

XI. 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.

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**

Practical Nursing 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 PNUR program.
- ☐ 2. Application for field-based experience with the ISU College of Technology PNUR program.
- ☐ 3. Request to participate in health care clinical education for the ISU College of Technology PNUR 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.

If adverse information is contained in my report(s), I understand that I can view my own results and may be asked to provide more information in writing to the Program. I understand that admission decisions made by the Program are not subject to appeal.

I hereby give the Program permission to release my criminal background report and any other reports to affiliates and/or agencies to which I am assigned for clinical or educational experience prior to beginning the assignment and regardless of whether such affiliates and/or agencies have required the background check or other reports. I understand the affiliates or agencies may refuse me access to their clients/patients based on information contained in the criminal background check or other reports and that the affiliates' /agencies' criteria may differ from that of the Program.

I hereby release and hold harmless the State of Idaho, the University, its agents, officers, governing board, employees and/or the affiliates and agencies from any liability or damage in providing and disclosing such background information or any other reports. I agree that a photocopy of this authorization may be accepted with the same authority as the original.

I understand the University is not responsible for the accuracy and content of the background information provided by the third party vendor or any other reports and I hereby further release and hold harmless the State of Idaho, the University, its agents, officers, governing board, and employees from any and all claims, including but not limited to, claims of defamation, invasion of privacy, wrongful dismissal, negligence, or any other damages of or resulting from or pertaining to the collection of background information.

Additionally, I understand that the background check, drug screen, additional reports, program admission, field experience, and placement are subject to the requirements of the ISUPP Student Affairs.

I understand that I am responsible for all costs associated with this process.

My signature below show that I have carefully read this document and understand and agree to its contents:

Student's Signature (Student or Parent/Legal Guardian if under 18)

Date

Student's Name (Print)

Student Date of Birth

Please print or type all names you have used in the past (use other side of page if necessary):

ISU Witness

Date

Printed Name

Department

Sharing of Personal Information & Confidentiality Statement



**Idaho State
University**

**College of
Technology**

College of Technology Nursing Programs

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)

Health Occupations Department Consent for Release of Information



**Idaho State
University**

**College of
Technology**

College of Technology Nursing Programs

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)

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
acknowledged to me that he/she executed the same.

SEAL

Notary Public of Idaho

Residing in: _____

My Commission expires: _____

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.

Medical History and Physical Examination



**Idaho State
University**

**College of
Technology**

College of Technology Nursing Programs

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

Drug Screening Letter of Introduction



Idaho State University

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

ATT: Tashina Hunsaker

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

Clinical Education Assumption of Risk



**Idaho State
University**

**College of
Technology**

College of Technology Nursing Programs

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 Equal Opportunity & Title IX for a religious exemption request by completing the [Religious Exemption Request Form](#). The Office of Equal Opportunity & Title IX 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 Equal Opportunity & Title IX 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

Nursing Programs Student Acknowledgement of Professional Conduct Expectations



**Idaho State
University**

**College of
Technology**

College of Technology Nursing Programs

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

Student Informed Consent



**Idaho State
University**

**College of
Technology**

Practical Nursing Program

STUDENT INFORMED CONSENT FOR SHARING OF PERSONAL INFORMATION AND COURSE WORK, AND ACKNOWLEDGMENT OF PROGRAM POLICIES AND PROCEDURES

SHARING OF PERSONAL INFORMATION - As a Practical 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. ____ (initials)

PRACTICAL NURSING COMPETENCY Policy - As a condition of progression and completion of the PRACTICAL 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. ____ (initials)

SHARING COURSEWORK WITH PROGRAM REVIEWERS - 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. ____ (initials)

CONFIDENTIALITY STATEMENT As a practical nursing student, I will be working with patient information that is 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, including monetary damages.

I understand that any violation of confidentiality will result in immediate dismissal from the Practical Nursing Program. ____ (initials)

CONSENT FOR INVASIVE Procedures - As a student in the practical nursing program at Idaho State University, I give my consent to receive and to administer the following invasive procedures:

1. Physical Assessment _____ (initials)
2. Fingertick blood glucose testing _____ (initials)

The clinical sites, state, or university may require other similar invasive procedures _____(initials)

LIMITATIONS ON INVASIVE PROCEDURES I understand that any invasive procedures I perform are limited to being attempted or accomplished only while under the direct supervision of a qualified professional nurse.____ (initials)

BLOODBORNE PATHOGEN EXPOSURE- As a practical nursing student, I have been informed of the blood-born 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. _____
(initials)

VIDEO/AUDIO/PHOTO RECORDING - As a student in the practical nursing program at Idaho State University, I understand that photos/video/audio recording of laboratory or other performance checks may be required. I give my consent for the program faculty/classmates/preceptors to record clinical performance and other activities that I participate in, and to show those recordings to other students or view/listen to those recordings to augment learning experiences. _____ (initials)

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 practical 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 Practical Nursing Program at Idaho State University. _____ (initials)

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 this Practical Nursing Program Student Handbook. _____
(initials)

I understand that the practical nursing program (and its faculty, staff, and administrators) reserves the right to revise policy guidelines and requirements of the Program at any time for improvement of the Program (including the learning experiences of students in the

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.____ (initials)

I further acknowledge that I have received and read the current Practical Nursing Program Student Handbook and the current Idaho State University Student Handbook. I understand and agree that these are the policies I will comply with during my Practical Nursing Program education at Idaho State University._____ (initials)

Student's Signature

Date

Student's Name (Print)

XII. ATI Testing & Remediation Rubric

Points Earned	ATI Grading Rubric			
	Complete Practice Assessment = 1 point			
	Practice Remediation (3 pints total possible): (uploaded to Canvas) - For each Content Area missed, utilizing ATI Focused Review/Critical Points Template, identify at least three critical points to remember, <u>written in your own words with rationale</u>. 1 point - Take the Post-Quiz. 1 point - Download and submit both your individual Performance Profile and your content areas report (This must be the pdf report provided by ATI) 1 point			
	Proctored Assessment			
	Level 3 = 4 points	Level 2 = 3 points	Level 1 = 2 Points	Below Level 1 = 1 points
	Proctored Remediation (2 points total possible): (uploaded to Canvas) - For each Content Area missed, utilizing ATI Focused Review/Critical Points Template, identify at least three critical points to remember, written in your own words <u>with rationale</u>. 1.5 points - Download and submit both your Individual Performance Profile and your content areas report (This must be the pdf report provided by ATI) 0.5 points			
	Retake optional	Retake optional	Retake required	Retake required
	Retake Score Improvement			
	Increased a Level _+1 point	Increased in Percentage +0.5 points	Score remained the same or lower 0 points	
	Total Points Earned for ATI Course Grade			
	10/10 points (100%)	9.5/10 points (95%)	9/10 points (90%)	8.5/10 points (85%)
	8/10 points (80%)	7.5/10 points (75%)		

V. ATI Policy Regarding Post-Graduation Study



**Idaho State
University**

**College of
Technology**

Practical Nursing Program

The nursing faculty strives to promote the successful passage of the PN-Licensure Examination (NCLEX-PN) 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.

To ensure NCLEX-PN success, the Practical Nursing faculty has put the following policy in place:

Students must complete to the 50% mark of Virtual ATI NCLEX-PN Review (VATI) before the affidavit of program completion is sent to the Board of Nursing if the following criteria are met:

- 1) They have received any below level one on any exam excluding the Nutrition exam,
- 2) They have received 3 or more level ones, excluding the Nutrition exam,
- 3) They score less than 85 or lower predicted probability on the comprehensive predictor.

Once the 50% mark is completed (med-surg module is completed), the program will submit the affidavit of graduation to the Board of Nursing.

Please initial:

I am aware of this policy _____

I understand that my official graduation date is August _____, and that I am encouraged to complete VATI (if required) prior to this date. _____

I understand that regardless of the number of level ones, or my comprehensive predictor score, I am highly encouraged to utilize VATI in order to increase my chances for success on the NCLEX-PN _____

I recognize that the VATI guidelines are available to me in Canvas PNUR 0140, and that I have reviewed them _____

Initial **ONE**

I am required to complete the VATI based on my exam and/or comprehensive predictor scores _____

I am NOT required to complete the VATI based on my exam and/or comprehensive predictor scores _____

Student Name: _____ Date: _____