

## **INTRODUCTION**

This booklet has been prepared to inform you of privileges and responsibilities inherent in being a nursing student. It is our hope that this will assist you in obtaining your educational goal of a Bachelor of Science in Nursing degree from Youngstown State University.

Material included in this student booklet is intended to supplement the information in the *Youngstown State University Undergraduate Bulletin* regarding Mission and Goals, Student Requirements and Regulations, Grades and Grading, etc. Students are held responsible for information in this handbook, the *Youngstown State University Undergraduate Bulletin*, and *The Code of Student's Rights, Responsibilities, and Conduct*. All of these are accessible online via YSU's website: [www.yosu.edu](http://www.yosu.edu)

The Department of Nursing, as part of the Dominic A. and Helen M. Bitonte College of Health and Human Services, has always maintained the highest standards and is proud of its record of preparing well-qualified professional nurses. We are confident that you will join us in maintaining this record and taking pride in your chosen profession and school.

## **ACCREDITATION**

Youngstown State University's Undergraduate and Graduate nursing programs are accredited by the National League for Nursing Accrediting Commission, Inc. (61 Broadway - 33<sup>rd</sup> Floor, New York City, N.Y., 10006; 1-800-669-1656 Ext. 153; [www.nlnac.org](http://www.nlnac.org)) and the State of Ohio Board of Nursing (17 South High Street, Suite 400, Columbus, Ohio 43215-7410; 1-614-466-3947).

## **HISTORY OF THE DEPARTMENT OF NURSING**

Youngstown State University's Department of Nursing began in 1967, with a two year Associate Degree in Nursing (ADN) Program. The Department of Nursing was part of the new Technical and Community College (T&CC) within the University, which had recently changed from private to a state-supported institution. The first nursing class graduated in 1969 and received Associate in Applied Science (AAS) degrees. The program was accredited by the National League for Nursing (NLN) in 1973. The last Associate Degree class was accepted in 1987 and graduated in 1989.

In 1971, an RN-Completion Program was initiated and a Bachelor of Science in Applied Science (BSAS) with a major in nursing was awarded. With the initiation of this and other bachelor degree programs, the T&CC became the College of Applied Science and Technology (CAST). The Department of Nursing began reconstructing the completion program in 1978, and authorization was received from the Ohio Board of Regents to grant a Bachelor of Science in Nursing (BSN) degree in 1979. A grant from the Department of Health and Human Services provided supplemental funds to develop a freestanding BSN completion program. This program graduated its first class in 1981 and received an eight-year NLN accreditation in 1982.

Following a thorough study of community nursing needs by the Mahoning Shenango Area Health Education Network (now the Eastern Ohio Area Health Education Center), the Department developed a four-year BSN Program and submitted an in-depth change of program report to the NLN in 1984. The first four-year generic BSN class graduated in 1988. The BSN program received an eight-year re-accreditation in 1990. In 1993, CAST became the College of Health and Human Services. The National League for Nursing Accrediting Commission (NLNAC), which is now the accreditation arm of NLN, reevaluated the program and granted continuing accreditation for another eight years in 1998 and 2006.

Work began on development of a Master of Science in Nursing Program in 1988. In 1990, a proposal was submitted to the Ohio Board of Regents (OBOR). The program received favorable OBOR approval in 1996 and accepted its first class in September, 1997. The first MSN class graduated in the spring of 2000. This Clinical Nurse Specialist (CNS) Program in Chronic Illness program received initial accreditation by the NLNAC in July, 2001. A Nurse Anesthetist Program, in conjunction with St. Elizabeth Health Center School of Nurse Anesthetist, Incorporated, was added in 2001. The charter class of 12 students was admitted in August, 2001, with 11 graduating in August, 2003. MSN graduates are eligible to sit for the certification exam to become a certified CNS (Clinical Nurse Specialist) or Certified Registered Nurse Anesthetist (CRNA), respectfully. Graduates from both the CNS and CRNA tracks are required to obtain a Certificate of Authority to practice as an Advanced Practice Nurse in the State of Ohio.

In spring of 1998, the Ohio Board of Education approved a School Nurse Licensure program offered through the Department of Nursing in conjunction with the College of Education. The curriculum can be taken by nurses as undergraduate or graduate credit. In 2005, a third option, school nursing, was added to the MSN program.

## **MISSION STATEMENT**

The Department of Nursing supports the missions of Youngstown State University and the Bitonte College of Health and Human Services. The Department of Nursing provides high quality baccalaureate and graduate nursing programs that are responsive to the health care needs of society. The Department of Nursing values high standards of professional ethics; cultural, racial, and ethnic diversity; and student-faculty relations that foster excellence in teaching, learning, scholarship, and public service.

The program offers both a four year generic track for new or transfer students who do not have a diploma or degree in nursing or a RN-BSN completion track for Registered Nurses with a diploma or associate degree. The curriculum is designed to include a broad base in general education and a strong nursing foundation. Graduates are prepared to function as generalists with professional and technological competence in a variety of settings.

## **PHILOSOPHY**

The following is the Department's beliefs about humanity, environment, health, professional nursing practice and learning. The human being is an interwoven unity influenced by cultural, biological, psychosocial and spiritual elements. Human functioning is a unique integration of

these elements. Humans possess motivation, creativity, intellect and individual perceptions when functioning and interacting with the world around them. The individual should be considered an integrated whole that is unique and deserves respect.

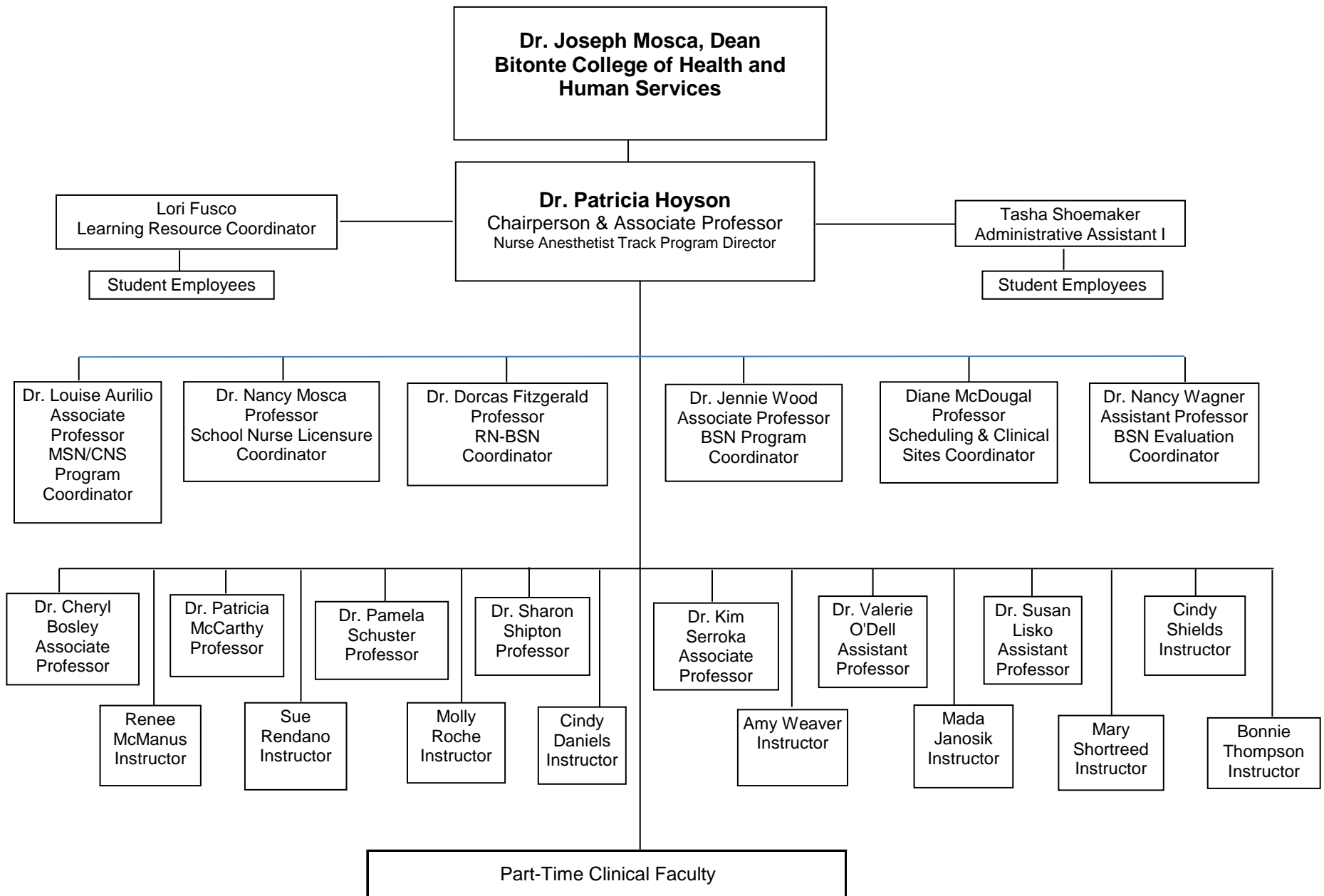
The human being and environment form an integrated system. The environment that influences human function consists of internal and external components that affect individuals, families, groups and communities. The environment includes economic, political, social, spiritual and physical surroundings. Human beings can creatively change components of the environment that may increase their ability to achieve a desired level of human functioning.

The individual and society share the responsibility for one's health. Health is a state of wholeness or integrity of individuals. Health is a result of diverse cultural, biological, psychosocial, spiritual and environmental elements that exist on a continuum across the life span. Health demands are met by assisting individuals to participate in activities necessary to meet optimal health outcomes.

Nursing is a caring profession that exists to meet society's healthcare needs by assisting individuals, families, groups, and communities to identify and achieve their health goals throughout the life cycle. Nursing is an art that creatively uses knowledge from the sciences and humanities to plan and provide therapeutic interventions to meet the unique healthcare needs of society. Nursing is an evolving science that synthesizes concepts and theories through research and critical inquiry to develop an understanding of human responses to health needs. Nursing process is the basis of professional practice. Nursing assumes leadership roles in healthcare, legislation and public service to identify and implement changes in the delivery of healthcare.

Learning in the undergraduate and graduate nursing education programs is a continuous process involving cognitive, affective and psychomotor skills. Personal growth and self-discovery in the learning process are enhanced in an environment that encourages collegial relationships that stimulate a curious examination of the world. The results of the educational experience are the development of communication processes, critical thinking, analytic inquiry, creativity and professional judgment that prepares the student for future challenges in nursing practice.

Faculty serves as motivators and facilitators of learning. Faculty seeks to inspire an appreciation and desire in each student for new knowledge and life-long learning. Graduates of undergraduate and graduate programs will be an integral part of the continued development of the profession. The graduates will participate in endeavors to discover new knowledge and methods to meet the health needs of all individuals.



## STUDENT ACADEMIC POLICIES FOR THE BACHELOR OF SCIENCE IN NURSING PROGRAM

### I. General Academic Policy Statements

- A. The general faculty organization of the Department of Nursing delegates to the Admission, Progression, and Graduation (AP&G) Committee the responsibility of implementing policies and procedures regarding admission, readmission, progression, and graduation. Following a review of grades each term, the AP&G Committee and the department chairperson act on student progression, readmission, and graduation matters according to established policies.
- B. The AP&G Committee reserves the right to make recommendations concerning preference for readmission, progression, and graduation in order to preserve the high standards essential for approval by accrediting bodies.
- C. The Department of Nursing reserves the right to implement changes in curriculum, schedules, and policies in order to preserve high standards essential for approval by accrediting bodies.
- D. The Department of Nursing reserves the right to dismiss a student for legal, ethical, academic, emotional, and/or physical reasons.
- E. A decision to be absent from regularly scheduled theory and clinical classes, for whatever reason, including employment, does not excuse the student from the responsibility of examinations, assignments, or the knowledge acquired by attending class. Make up of the class work, assignments, or examination(s) is the responsibility of the student, and will be determined by the faculty member.
- F. Each student is individually responsible for adhering to the requirements of the nursing curriculum at the time of admission/readmission. **(See Appendix A: Admission Policy & BSN Curriculum)**
- G. Information relative to grades, evaluations, examinations, or posted clinical assignments will not be given by nursing secretarial staff.
- H. Students who have questions or concerns must adhere to the following steps:
  - Students with general **academic concerns** must first consult with their faculty advisor.
  - Students with concerns about a **nursing theory course** must first consult with the theory course faculty member.
  - Students with concerns regarding **nursing clinical courses** must first consult with their clinical faculty member.

If questions or concerns are not resolved at the student-faculty level, the student or faculty member may request a joint meeting with the Chairperson of the Nursing Department.

- I. The nursing student must practice within the boundaries of: 1) the Nurse Practice Act for the State of Ohio; 2) the Youngstown State University Department of Nursing Policies; 3) the clinical course objectives and guidelines; 4) the Code of Student Rights, Responsibilities, and Conduct of Youngstown State University; and 5) the policies and procedures of the health care agencies and community organizations.

## ADMISSION, READMISSION, AND WITHDRAWAL POLICIES

### II. Admission Policy

A. Upon admission to the Nursing Program, a student must provide documentation of the following by November 2<sup>nd</sup>:

- **Current CPR certification, BLS for Healthcare Provider**
- **Completed history and physical exam**
  - a. A health review is required of all students accepted into the nursing program. The review consists of the following:
    1. A completed physical exam form, dated no earlier than six months prior to admission.
    2. Evidence of adequate vision necessary to safely perform typical clinical nursing skills (Ex: Medication preparation, administration, and documentation).
    3. Evidence of sensory-motor capabilities necessary to deliver safe clinical nursing care.
- **Immunization**
  - a. All students accepted into the nursing program are required to provide documentation for TB testing, Hepatitis B, and MMR. **All health requirements must be met, including at least two of the three-part Hepatitis B Vaccine, by the FIRST day of the spring semester following admission.**
  - b. To meet the MMR requirement, the student must have documented evidence of MMR immunization, titre or a history of the disease. The MMR includes Measles (7-9) day, mumps, and rubella (German or 3 day).

If the student was:

- [1] born before 1968 and had no MMR – must have either documented evidence of disease (titre recommended) or immunization,
  - [2] born between 1968 and 1978 - would have had one injection (killed mumps virus) - booster with live virus is recommended,
  - [3] born after 1978 - would have received live vaccine and second booster prior to 7<sup>th</sup> grade.
- c. Note: Pregnant women should not be immunized with live vaccines. Female students are advised to prevent pregnancy for at least three months after receiving live immunizations. Any student choosing not to be immunized must sign a waiver of liability.
  - d. These vaccines are conveniently available at YSU Student Health Services in Kilcawley Center. However, students may choose to obtain the required vaccines from another clinic, private physician, or other health care provider. Students planning to use YSU's Student Health Service should call the department (941-3489) as soon as possible to make an appointment. Students must pay the appropriate fee at the Information Desk in Kilcawley Center prior to receiving the vaccines. Student Health Services will administer the appropriate immunizations upon proof of payment.

- **Photocopy of valid YSU ID**

- **Fingerprinting**

- a. Fingerprinting must be completed by the Youngstown State University Police Department for Ohio Bureau of Criminal Identification and Investigation (BCI&I) and Federal Bureau of Investigation (FBI) criminal records check. (**See Appendix B: The Criminal Records Check Law in Ohio**)
- B. Malpractice insurance is required for all clinical nursing experiences and is provided by the University.
- C. Student Health Insurance is an individual responsibility. Health Insurance can be purchased through the YSU Student Health Clinic.

### **III. Readmission Policy**

#### A. Readmission Procedure as follows:

1. The student may need to reapply with the University Admission Office (See *University Undergraduate Bulletin*).
  2. The student must submit a written request for readmission to the Admission, Progression and Graduation (AP&G) Committee. This letter must be received by the AP&G Committee no later than **March 1<sup>st</sup>** for Fall Semester readmission or **October 1<sup>st</sup>** for Spring Semester readmission.
  3. Students are notified about their readmission status prior to late and final registration/change of registration dates.
  4. Students who have not completed a clinical nursing course for 2 or more consecutive semesters are required to successfully complete a clinical competency examination for readmission. The clinical competency exam is a performance exam of critical skills required of students at the readmission level. The clinical competency exam is administered by two faculty members. Students must demonstrate competency in critical skills necessary to maximize safety and minimize risks for students, patients, and others in clinical courses. Students have only one opportunity to pass the competency exam.
- B. Unsuccessful completion of the one-time clinical competency examination will result in the student being denied readmission into the nursing program.
- C. Readmission into the nursing program is not guaranteed and will be granted as clinical spaces are available.
- D. Upon successful completion of the clinical competency examination, preference for readmission is as follows:
1. First Preference: Students who withdrew for personal or health reasons.
  2. Second Preference: Students who withdrew in order to fulfill proper sequencing of required courses in the nursing curriculum.
  3. Third Preference: Students who repeated a course because of unsuccessful completion of a required course.
- E. The AP&G Committee notifies the student in writing about their readmission status.

#### **IV. Withdrawal Policy**

- A. Students withdrawing from any required course in the nursing curriculum must notify the course faculty member **and** their individual nursing faculty advisor. Faculty are available for conference during office hours or by appointment.
- B. Students withdrawing from the nursing program **must**:
  - Inform their individual nursing faculty advisor. Faculty advisors are available for a conference during regular office hours or by appointment.
  - Notify the Admission, Progression and Graduation (AP&G) Committee in writing. This letter will be placed in the student's academic file. Failure to notify the committee will result in last preference for readmission.
- C. When a student withdraws, readmission into the nursing program is not guaranteed and will be granted only as availability of clinical space allows.
- D. In addition, withdrawals are to be executed in accordance with University Policy (See Policy for Withdrawal and Refunds section in the current *Youngstown State University Bulletin*.)

### **PROGRESSION POLICIES**

#### **I. Grade Requirements**

- A. Students are responsible for adhering to the prescribed Bachelor of Science in Nursing (B.S.N.) curriculum sequence, including but not limited to, course prerequisites and mandated sequencing of nursing classes. Deficiencies in prerequisite courses must be removed prior to taking sequential courses in nursing. Students must follow the B.S.N. Curriculum in the *Undergraduate Student Handbook* effective for the year of the student's admission/readmission to the nursing program.
  - B. Students who register for conflicting nursing courses will not be permitted to remain enrolled in those conflicting courses. A student will be administratively removed from the conflicting course.
  - C. Courses required in the BSN curriculum may not be taken under the credit/no credit (CR/NC) option. Students may only take elective courses for CR/NC grade. Only one course may be taken CR/NC per term with a maximum of twelve semester hours for the baccalaureate degree. **You may pick up a list of elective courses available in the nursing office.**
  - D. Once admitted into the nursing program, students must maintain an overall cumulative GPA of 2.00 or above.
  - E. The grading scale for the Department of Nursing is:
    - A: 93-100
    - B: 86-92
    - C: 78-85
    - \*D: 70-77
    - \*F: Below 70
- \* requires repetition in the nursing curriculum

- F. A grade of “C” or better is required in all nursing courses and required non-nursing support courses.
- G. Students who receive an incomplete (“I”) grade in a nursing or required non-nursing support course must remove the "I" with a grade of “C” or better prior to the beginning of the course for which it is a prerequisite. All “I” prerequisite course grades of incomplete must be removed for admission to the program.
- H. When a student receives a grade of “D” or “F” in a nursing course or non-nursing support course, the course must be repeated. Once admitted into the nursing program, students may repeat only one required course in the nursing curriculum. Students who receive a grade of “D” or “F” in either a nursing or required non-nursing support course will be transferred out of the nursing program. The student's file will be transferred to the Bitonte College of Health and Human Services academic advisors.
- I. Students who fail a nursing course must successfully complete a clinical competency examination in order to be readmitted. Unsuccessful completion of the one-time clinical competency examination will result in the student being denied readmission in the nursing program. Refer to Readmission Policy.
- J. Once admitted into the nursing program, students who earn a grade of “D” or “F” in more than one required course in the nursing curriculum, excluding required elective hours, must transfer to a major other than nursing and **will not** be readmitted into the nursing program. Students in this situation have the right to due process with the Admission, Progression and Graduation Committee.

## II. Academic Honesty

- A. The integrity of the academic enterprise of any institution of higher education requires honesty in scholarship and research. Academic honesty is therefore required of all students in the BSN Program at Youngstown State University.
- B. Academic dishonesty includes, but is not limited to:
  - *Cheating* - intentional use, and/or attempted use of trickery, artifice, deception, breach of confidence, fraud and/or misrepresentation of one's academic work.
  - *Fabrication* - intentional and unauthorized falsification and/or invention of any information or citation in any academic exercise.
  - *Plagiarism* - knowingly representing the words or ideas of another as one's own work in any academic exercise. This includes but is not limited to submitting without citation, in whole or in part, prewritten term papers of another or the research of another, including commercial vendors who sell or distribute such materials.
  - *Facilitating dishonesty* - knowingly helping or attempting to help another commit an act of academic dishonesty, including substituting for another in an examination, or allowing others to represent as their own one's papers, reports, or academic works.

[http://www.umass.edu/dean\\_students/rights/](http://www.umass.edu/dean_students/rights/)
- C. Students and faculty share joint responsibility to prevent cheating and plagiarizing by reporting any act of academic dishonesty. Any person who has reason to believe that a

student has committed academic dishonesty should bring such information to the attention of the appropriate course instructor as soon as possible.

- D. The student may receive a failing grade for a test, written assignment, or the course for participating in such acts. This action may affect the student's ability to progress in the nursing program. Also, refer to the Academic Honesty Statement in the *Youngstown State University Undergraduate Bulletin*, and Article 1 of the *Code of Rights and Responsibilities from the YSU Student Handbook* (available on [www.ysu.edu](http://www.ysu.edu)).

### III. Clinical Risk

- A. Students are required to perform clinical activities in a variety of settings. Some risk is inherent to nursing students during their clinical education. (**See Appendix C: Informed Consent Waiver**)

### IV. Immunization and Fingerprinting Requirements

- A. For continuation or progression through the nursing program, students are responsible for meeting the immunization, cardiopulmonary resuscitation (CPR), and fingerprinting requirements as set forth by the Department of Nursing. Failure to meet these requirements will prohibit student registration and participation in clinical nursing courses.
- B. Students must provide proof of all requirements as verified on the yellow immunization card on the first clinical day.
- C. The tuberculin (Mantoux) skin test is required annually. If the test is positive, follow up care with a TB clinic or private physician is recommended. Documentation of treatment from a health agency is required. If a student has received BCG immunization, an initial chest x-ray is required in lieu of the tuberculin test.
- D. The hepatitis vaccine is a three-part series with the second injection given one month after the initial injection and the third injection given six months from the first injection. Therefore, all students must have minimally, 2 parts of the 3 part series completed by the end of the first semester following admission into the nursing program. The series must be totally completed by the beginning of the second semester following admission.
  - a. If a student has received the 3 series hepatitis B injection prior to admission, a Hepatitis B titre is required to verify immunization status. Results must be submitted to the Nursing Department the first day of the second semester following admission. In the event the titre is below the recommended levels (based on CDC guidelines), revaccination with a 3-dose series is recommended.
- E. Tetanus booster - recommended every 10 years.
- F. Flu shot - recommended annually.
- G. Measles, Mumps, Rubella - recommended at 15 months of age, 2<sup>nd</sup> booster required if born after 1976.
- H. CPR certification specifically for **Healthcare Providers** must be current throughout the nursing program.

- I. YSU Campus police will perform on-site fingerprinting for BCI&I and FBI criminal record checks annually for all students enrolled in the nursing program. There is an individual fee for this requirement. The fee must be paid at the Office of Student Accounts & University Receivables in Meshel Hall.

## V. Clinical Requirements

The Department of Nursing reserves the right to dismiss a student whose clinical performance for any nursing course is deemed unsafe as characterized by dangerous, inappropriate, irresponsible, or unethical behavior.

### A. **ATTENDANCE FOR LABORATORY/CLINICAL COURSES IS MANDATORY.**

Clinical faculty will determine make-up requirements for any absenteeism. Refer to specific course syllabi for additional clinical attendance requirements.

- It is expected that students maximize their learning by attending all clinicals as assigned. As part of professional responsibility, the student will notify the faculty and clinical agency in the event of absenteeism prior to clinical start time.

### B. Student Conduct

1. Students must adhere to the following Ohio Board of Nursing rules related to student conduct that incorporate the standards for safe nursing care set forth in Chapter 4723. of the Revised Code:

- A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the client, and the client's response to that care.
- A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.
- A student shall not falsify any client record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports, or time records, or reports, and other documents related to billing for nursing services.
- A student shall implement measures to promote a safe environment for each client.
- A student shall delineate, establish, and maintain professional boundaries with each client.
- At all times when a student is providing direct nursing care to a client the student shall:
  - (a) Provide privacy during examination or treatment and in the care of personal or bodily needs; and
  - (b) Treat each client with courtesy, respect, and with full recognition of dignity and individuality.
- A student shall practice within the appropriate scope of practice as set forth in division (B) of section 4723.01 at <http://codes.ohio.gov/orc/4723.01> and division (B)(20) of section [4723.28](http://codes.ohio.gov/orc/4723.28) at <http://codes.ohio.gov/orc/4723.28> of the Revised Code for a registered nurse:

“Practice of nursing as a registered nurse” means providing to individuals and groups nursing care requiring specialized knowledge, judgment, and skill derived from the principles of biological, physical, behavioral, social, and nursing sciences. Such nursing care includes:

- Identifying patterns of human responses to actual or potential health problems amenable to a nursing regimen;
- Executing a nursing regimen through the selection, performance, management, and evaluation of nursing actions;
- Assessing health status for the purpose of providing nursing care;

- Providing health counseling and health teaching;
  - Administering medications, treatments, and executing regimens authorized by an individual who is authorized to practice in this state and is acting within the course of the individual's professional practice;
  - Teaching, administering, supervising, delegating, and evaluating nursing practice.
- A student shall use universal blood and body fluid precautions established by Chapter 4723-20 of the Administrative Code at <http://codes.ohio.gov/oac/4723-20>;  
 A student who performs or participates in an exposure-prone invasive procedure, shall in the performance of or participation in any such procedure or function, be familiar with, observe, and rigorously adhere to the acceptable and prevailing standards for universal blood and body fluid precautions to minimize the risk of being exposed to or exposing others to blood or body fluid borne disease including, but not limited to, the hepatitis B virus (HBV) and human immunodeficiency virus (HIV). The acceptable and prevailing universal blood and body fluid precautions which the licensee or certificate holder follows shall include at least the following:
    - Appropriate use of hand washing;
    - Effective disinfection and sterilization of equipment;
    - Safe handling and disposal of needles and other sharp instruments;
    - Safe handling and disposal of blood and body fluid; and
    - Appropriate barrier techniques including wearing and disposal of gloves and other protective garments and devices.
  - A student shall not:
    - (a) Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a client;
    - (b) Engage in behavior toward a client that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.
  - A student shall not misappropriate a client's property or:
    - (a) Engage in behavior to seek or obtain personal gain at the client's expense;
    - (b) Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the client's expense;
    - (c) Engage in behavior that constitutes inappropriate involvement in the client's personal relationships; or
    - (d) Engage in behavior that may reasonably be interpreted as inappropriate involvement in the client's personal relationships.

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

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

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

- A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:
  - (a) Sexual contact, as defined in section [2907.01](http://codes.ohio.gov/orc/29) of the Revised Code at <http://codes.ohio.gov/orc/29>;

- (b) Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.
- A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section [4729.01](#) of the Revised Code at <http://codes.ohio.gov/orc/4729.01>, in any way not in accordance with a legal, valid prescription issued for the student.
  - A student shall not habitually indulge in the use of controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.
  - A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of habitual or excessive use of drugs, alcohol, or other chemical substances that impair the ability to practice.
  - A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability;
  - A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance;
  - A student shall not obtain or attempt to obtain money or anything of value by intentional misrepresentation or material deception in the course of practice;
  - A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.
  - A student shall not aid and abet a person in that person's practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without a certificate issued by the board.
  - A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion;
  - A student shall not assist suicide as defined in section [3795.01](#) of the Revised Code at <http://codes.ohio.gov/orc/37>
  - A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the nursing program, its faculty or preceptors, or to the board.
2. The student must demonstrate competency by responsible preparation, implementation and documentation of the nursing care of clients. In addition, the student must demonstrate respectful behavior toward all individuals (client, client's family, health team members, faculty, peers, and self) following the guidelines set forth by the AHA Patient's Bill of Rights, the ANA Standard of Care, and the ANA Code of Ethics for Nurses.  
**(See Appendix D: A Patient's Bill of Rights & Appendix E: Code of Ethics for Nurses)**

### **C. Unacceptable Clinical Behaviors**

1. The Department of Nursing reserves the right to dismiss a student from the **Program** and/or **Clinical** who demonstrates unacceptable clinical behaviors that include, but are not limited to:
- Failing to pick up a clinical assignment or inadequate preparation for clinical experience;
  - Attending clinical experiences under the influence of drugs and/or alcohol;
  - Refusing to care for an assigned client based on client's characteristics; e.g. race, culture, religious beliefs, or diagnosis;
  - Participating in acts of omission or commission in the care of clients, such as physical abuse; placing the client in a hazardous position, condition, or circumstance; mental/emotional abuse;
  - Disrupting client care or unit functioning related to poor interpersonal relationships with agency health team members, peers, or faculty;

- Demonstrating behavior that affects one or more parameters of safe clinical practice and/or jeopardizes the well-being of the client, client's family, health team members, peers, or faculty;
- Documenting dishonestly, breaching client confidentiality, soliciting of client for services leading to personal gain, and other behaviors listed under the Professionalism category of the clinical evaluation in the course syllabus.
- Failing to adhere to OBN's rules as stated in Section IV, Student Conduct.

#### **D. Due Process**

1. A student who exhibits unacceptable clinical behavior and/or violates student conduct requirements set forth by the Ohio Board of Nursing will be given a verbal and written performance report by the clinical faculty member. The performance report becomes part of the student's academic file.
2. The faculty member will notify the AP&G Committee of the student's conduct, violation and/or unacceptable behavior for further consideration. The AP&G Committee will consider documented evidence from the student, faculty, or health team members when making recommendations regarding continuation of the student's participation in the program &/or clinical. The AP&G recommendation will be presented to the General Faculty and/or Chairperson of the Department of Nursing for the final decision.
3. The student will be notified of the decision, in writing, by the AP&G Committee.

#### **E. Uniform/ Dress Code**

1. Students must purchase the uniform style designated as the Youngstown State University nursing uniform. The uniform must be worn in the clinical setting. This uniform should:
  - not be worn to class on campus when time permits a clothing change
  - not be worn outside the clinical setting
  - always be clean and pressed
2. The YSU name pin and agency ID badge is to be worn in the clinical area. The name pin must be pinned on the upper left side of the uniform. In situations where a student is permitted to wear street clothes, a lab coat or warm-up jacket with the YSU name pin must be worn on the upper left side. Lab coats or warm-up jackets should not be worn while giving direct patient care.

Street clothes worn under the lab coat or warm-up jacket must reflect a professional appearance. Hip huggers, shorts, jeans, cut-offs, T-shirts, halter tops, bare midriffs and open toed shoes are unacceptable for professional experiences. **(See Appendix F: Uniforms, Inc.)**

#### **3. Uniforms**

**Female:** Three-piece student uniforms are required: the shirt, the pants, and the vest or warm-up jacket. The Youngstown State University patch should be sewn to the right sleeve of the uniform warm-up jacket. Only white or beige undergarments are appropriate. All of the above also apply to maternity nursing uniforms.

**Male:** The student uniform includes a shirt, pants, a warm-up, or zippered jacket. The Youngstown State University patch should be sewn to the right sleeve of the shoulder seam. Only plain white tee-shirts/undergarments are appropriate.

**Shoes:** Clean, white leather shoes are to be worn. Open toes, open heels, high heels, canvas, tennis, or jogging shoes are unacceptable.

**Jewelry:** A plain wedding band and one small stud earring in each ear are the only jewelry that may be worn with the uniform. **No other body piercing jewelry permitted.**

**Grooming:** Fingernails must be kept short, rounded, and clean. **Only clear, non-chipped nail polish is permitted.** Artificial fingernails/nail tips are **not permitted.**

Hair must be worn in a style that is neat, well groomed, and off the collar.

Plain barrettes/hair clips are the only acceptable hair ornaments while in uniform.

Make-up should be conservative and reflect a professional appearance. Perfume or cologne is **not** permitted.

All visible tattoos must be covered.

Male students must be clean-shaven or maintain a beard style that reflects a neat, well-groomed appearance.

Gum chewing is not permitted while in the clinical laboratory.

Use of all tobacco products are prohibited during clinical hours.

4. **YSU nursing students must also follow the clinical site policies, even if those policies are stricter or more specifically delineated than the policies stated above.**
5. **The clinical instructor has the right to dismiss the student nurse from the clinical area if this dress code/uniform policy is violated.**

## **F. Identification Badges for Clinical Sites**

Individual ID badges may be required by the clinical agency. The ID badge must be worn in addition to the YSU student nurse name pin for all clinical experiences. Students will be charged a fee for loss or failure to return the badge at the end of the semester.

## **G. Incident Report Procedure**

If a student becomes ill or injured in the lab or clinical setting, faculty will follow the agency's policy or procedure. It may be necessary for faculty to call 911. Any medical expenses incurred are the responsibility of the involved student. The YSU "Non-Employee Report of Accident or Illness" form will be completed. This form is in addition to any forms that may be required by the particular clinical agency.

Some risk is inherent to nursing students during their clinical education. The Department of Nursing, its faculty and clinical agencies endeavor to exercise care to minimize such a risk.

## H. Transportation for Clinical Learning Experiences

The Department of Nursing utilizes numerous agencies for clinical learning experiences. These experiences include regularly scheduled clinical times in area hospitals and health care agencies. They also include community experiences that require student attendance at times other than the predetermined course schedule. It is the responsibility of the nursing student to provide or arrange dependable transportation for all components of clinical experiences. Additional components include picking up clinical assignments or necessary materials in order to successfully complete the clinical assignment.

## I. Inclement Weather Policy

If it is announced that all University classes at Youngstown State University are canceled for the day, all off-campus clinicals are also canceled.

Keep in mind that winter weather may require students to leave early and travel at a slower speed to meet their destination. Prepare for such circumstances in order to arrive on time for clinical experiences.

Students are encouraged to check the YSU Website ([www.ysu.edu](http://www.ysu.edu)), listen to local radio (official station WYSU-FM 88.5) or television stations for University cancellation announcements. Do not call the Department of Nursing or the Clinical Site.

## VI. Academic Advisement Information

### A. Course Sequencing

Students are responsible for following the nursing program curriculum exactly as outlined on the curriculum sheet. The required sequencing of courses as outlined is necessary so that all prerequisite courses are met prior to subsequent courses in the curriculum. Do not deviate from the required sequencing of courses, make any course substitutions, or take transient courses at another college or university without first consulting with your faculty advisor and the Chairperson of the Admissions, Progression, and Graduation Committee.

### B. Nursing Courses with a Clinical Lab Component

When registering for a course with a clinical lab component, you must register for **both** the lecture and the corresponding lab section of the course. Clinical sections are paired. When a student registers for their choice of a clinical lab in one course, they must register for the paired clinical lab in the other course.

Once clinical sections are selected and registration is complete, avoid dropping and adding clinical sections. **No student is permitted to hold any nursing course. Any student violating this rule will be removed by the Registrar and will not be permitted to register until all other nursing students have registered.**

### C. Change of Name, Address, or Phone Number

Nursing faculty and staff often contact students. It is each student's responsibility to keep the Department of Nursing, the University (Records Department), and your faculty advisor aware of any changes in name, address, or phone number.

## **D. YSU Email Address and WebCt**

Students must utilize their assigned YSU email addresses (name@student.ysu.edu) and WebCt as sources of information. It is helpful if the student includes a “signature” that includes the student’s full name, status (e.g. sophomore BSN student), and contact information.

## **VII. Student Resources**

### **A. Learning Resource Laboratory**

1. **The Learning Resource Laboratory** located in Cushwa consists of two rooms, the Betty C. Nohra Student Resource Center in room 2080 and the Nursing Skills Lab in room 2100. A Learning Resource Coordinator oversees the laboratory and is assisted by students who manage the various learning media in room 2080.
2. **Nursing Skills Lab (Room 2100):** Equipment necessary for implementing technical nursing skills is housed in the Nursing Skills Lab where students learn and practice a variety of nursing skills. Some of the equipment includes hospital beds, examination units, simulated manikins, and anatomical models. Students must return all equipment and maintain an orderly environment in the Nursing Skills Lab. No food or drinks will be permitted. Practice times are available by appointment. Although the hours may vary from one academic term to another, the Nursing Skills Lab usually is available Monday through Friday from 8:00 a.m. to 4:30 p.m.
3. **The Betty C. Nohra Student Resource Center (Room 2080):** Audio-visual equipment and computers are available in the Independent Study Lab for students to individually view slides, videos, and use interactive computer software at their own pace. This lab also has closed reserve books for up to two weeks and Denver II kits for up to three days upon presentation of student ID. There is a designated quiet area for reading and studying. The center is open from 8 a.m.- 5 p.m. unless otherwise posted on the door.
  - a. **Guidelines for Using the Betty C. Nohra Student Resource Center:**
    1. When completing required learning modules, sign the appropriate sheet in the course folder upon completion of the assignment.
    2. All materials are on closed reserve. Students must sign out all books, audio-visual resources, and folders. Certain books and folders, as specified by the instructor, may be taken out for copying. In order to take any copy material out of the lab, a student’s ID must be left with the student assistant and the borrowed material must be returned within one hour or 15 minutes before the lab is scheduled to close. If necessary, grades will be withheld until the borrowed material is returned.
    3. Students are expected to take proper care of the computers, videos, slides, and projectors. This includes turning off all equipment when finished, rewinding the films or tape, and cleaning up the work area.
    4. The reading area in Room 2080 is for quiet study. Students should be courteous of others by maintaining an atmosphere conducive to studying.

5. A student assistant is available for questions or any assistance needed when utilizing the center.

Completion of learning modules in 2080 is required for certain courses. These modules are independent learning tools for augmentation of course concepts. They require students' identification and signature. This allows nursing faculty to know who has completed the modules.

## **B. Support Services**

1. **Students are encouraged to program the YSU Police Department emergency contact number (330-941-3527) into their cell phone for immediate access.**
2. Students have access to a wide variety of academic and non-academic support services on campus. These services include, but are not limited to, Center for Student Progress, Disability Services, Writing Center, Counseling Center, International Studies and Programs and the Student Health Clinic.

For more detailed information about services available to students, refer to any of the following:

1. *YSU Bulletin*
2. YSU website at [www.ySU.edu](http://www.ySU.edu) and follow links to Academics and Research/Undergraduate Student Bulletin/Student Services (or <http://www.ySU.edu/catalog/catalog.html>.)
3. YSU website at [www.ySU.edu](http://www.ySU.edu) and follow links to Student Handbook-Penguin Connection (or <http://penguinconnection.ySU.edu>)
4. Contact your nursing faculty advisor or an academic advisor in the BCHHS Dean's Office.

## **C. Study Support Groups**

Group study with peers is recommended to reinforce material learned in class and to provide a support network, as well as to connect with the college.

## **D. Information Sharing**

The Department of Nursing utilizes several bulletin boards to share information with nursing students. Bulletin boards are located outside the Department of Nursing office on the second floor and outside faculty offices on the third floor of Cushwa Hall. Students can find information about advising, registration, course scheduling, career opportunities, nursing organization activities and other general information of interest to nursing students on these bulletin boards.

## **E. Nursing Faculty Access**

Nursing Faculty maintain scheduled office hours three days per week. If a faculty member is unable to keep scheduled office hours, they will generally post rescheduled office hours for the week outside their office door. Messages for faculty can be left on individual voicemail, by email or by leaving a message in the faculty's mailbox in the department office. Refer to the

Department of Nursing Faculty directory (Appendix H) section of this student handbook for individual faculty phone numbers, office numbers and email addresses.

## **VIII. Program Evaluation**

### **A. Survey Questionnaires**

The nursing department's Evaluation Committee surveys all senior students upon graduation (senior evaluation) and again at one and five years after program completion (alumni evaluations).

Responses on these questionnaires are very important for the success of our program. The results are used for program evaluation, assessing student academic outcomes, making necessary revisions in our program, and meeting the criteria for program accreditation by the National League for Nursing Accrediting Commission.

### **B. Kaplan Testing Program**

1. The Department of Nursing requires all students enrolled in the nursing major to participate in the systematic assessment of program outcomes.
2. Progression in the nursing program is contingent upon passing required assessment examinations.
3. Students are required to pass examinations at or above the national average score.
4. Failure to meet this requirement will require content review and **remediation**.
5. Students will receive an "I" (Incomplete) grade until required remediation is completed.
6. Mandatory Integrated Tests will be given at the completion of required nursing throughout the curriculum. These tests provide indicators of individual strengths and weaknesses in course content.
7. An on-line Diagnostic Test will be given to each senior level undergraduate BSN student at the end of the Fall Semester. This test is a reliable predictor of individual success on the National Council Licensure Examination - RN (NCLEX-RN).
8. In order to meet graduation requirements, all senior students must successfully pass an exit assessment examination.

## **GRADUATION POLICIES**

### **I. Graduation Policies**

- A. Students are expected to adhere to the policies governing graduation as set forth in the *YSU Undergraduate Bulletin*.
- B. The Bachelor of Science in Nursing (B.S.N.) degree will be granted to the student who has successfully completed all required course work in the baccalaureate nursing curriculum with a minimum grade point average of a 2.00 and required Kaplan Testing.

- C. Students must file an "Intent to Graduate" form one year prior to graduation. An "Application for Graduation" must be filed in the first week of the semester prior to graduation. An academic advisor in the Dean's office will announce this information in one of your nursing classes. By following the prescribed nursing curriculum, you will have met all University, College, and Department requirements for graduation. Any changes in the curriculum because of committee approved course substitutions, waivers, or transfer credit must be carefully reviewed by the student and their advisor to be certain all graduation requirements are met.
- D. NCLEX-RN Examination.
1. Licensure is mandatory to practice as a professional registered nurse in any state in the United States. Original licensure is obtained by successfully completing a program of study in a state-approved school of nursing and passing the licensing examination. The NCLEX-RN examination may be taken in either the state where the graduate attended school or the state in which employment is sought.
  2. Applications to sit for the Ohio Board of Nursing NCLEX-RN exam are distributed spring term to eligible nursing seniors. Detailed explanations about how to fill out the application and related testing procedures are given in class.
  3. When applying for state license, candidates will be required to indicate whether or not they have been convicted of a felony or other crime. A positive response to this question may disqualify the candidate for licensure. The Ohio Board of Nursing (OBN) makes all eligibility decisions. (Please refer to the OBN Website for more detailed information).
  4. All candidates who sit for the NCLEX-RN examination are required to submit fingerprinting to the Bureau of Criminal Identification & Investigation (BCI&I) and the Federal Bureau of Investigation (FBI) within 6 months of sitting for the exam. Candidates are responsible for the cost of this procedure, as well as application and testing fees stipulated by the OBN. (**See Appendix G: Approximate YSU Nursing Program Costs**)
  5. A variety of comprehensive review courses are offered to prepare the graduate for the NCLEX-RN exam. Students are strongly encouraged to complete a review course and prepare for the exam through self study.

## **STUDENT ORGANIZATIONS**

### **I. National Student Nurses Association (NSNA)**

The National Student Nurses Association is the only national organization for nursing students.

A. The Purposes of NSNA are to:

1. Assume responsibility for contributing to nursing education in order to provide for the highest quality of health care.
2. Provide programs representative of fundamental and current professional interest and concerns.

3. Aid in the development of the whole person, his/her professional role and his/her sense of responsibility for the health care of all people in the walks of life.\*

\* Taken from "What's It All About," NSNA publication #20, 100.

- B. This organization functions at the national, state, and local level. Youngstown State University has an active local chapter in which nursing students may apply for membership. The Ohio Student Nurses Association (OSNA) participates with other states in the NSNA.
- C. The focus of the local chapter of Student Nurse Association (SNA) is the promotion of professional nursing goals. The SNA officers consist of a President, Vice President, Secretary, Treasurer, Historian, and Junior and Senior Class Representatives. Various activities such as fund-raisers, social activities, mentorship programs and extra-curricular programs are conducted by the SNA organizations.
- D. The SNA chapter has two faculty advisors. Membership meetings are scheduled throughout the academic year for the SNA membership.
- E. Information regarding NSNA, including class officers, is posted on the bulletin board outside the Nursing office.

## **II. Sigma Theta Tau International Honor Society (STTI)**

- A. Sigma Theta Tau International is the only International Honor Society for nursing. This organization is a member of the Association of College Honor Societies.

A Nursing Honor Society was initiated in 1990 at YSU in order to meet requirements to establish a local chapter of STTI. Under the direction of Diane McDougal, interested faculty and students diligently followed STTI guidelines to structure this organization, develop by-laws, and select members to achieve its purpose.

STTI approved the establishment of Youngstown State University's XiXi Chapter and the first chapter induction occurred in June 1994. Sigma Theta Tau, the first letters of the Greek words Storga, Tharos, Tima mean Love, Courage, and Honor. The purpose of STTI is to:

1. recognize the achievement of superior quality scholarship
  2. recognize the development of leadership qualities
  3. foster high professional standards
  4. encourage and support research in nursing
  5. strengthen individual commitment to the ideals and purposes of the profession
- B. Students, both baccalaureate and graduate, may be inducted into the organization after meeting specific criteria as defined by Sigma Theta Tau and after having demonstrated superior academic performance and leadership potential.
  - C. Distinguished nursing community leaders who have contributed to the nursing profession are also eligible for membership.

- D. Invitations are issued by STTI each academic year.
- E. The STTI national website is: [www.nursingsociety.org](http://www.nursingsociety.org).

### **III. Student Representatives on Department of Nursing Committees**

- A. One student representative and one alternate representative from the sophomore, junior, senior, and RN track serve on each of the following committees:
  - BSN Admission, Progression, and Graduation Committee (AP&G)
  - BSN Curriculum Committee
  - Evaluation Committee
  - BSN Orientation, Honors, and Awards Committee
- B. The Nominating Committee is responsible for selection and notification of committee appointments.
- C. Student representatives/alternates are notified of scheduled committee meetings by the appropriate Committee Chairperson or Co-Chairs.
- D. Student representatives are not permitted to attend meetings or participate in discussion of information regarding student grades or confidential data.
- E. A list of Student Representatives is maintained in the Nursing Department. Students are encouraged to forward questions or concerns related to the above committees through the appropriate student representative.