COLUMBUS STATE

NURSING

Columbus State Community College

Health and Human Services Division

Associate Degree Nursing Program

Student Handbook

Summer 2019 Advanced Standing Nursing Class

Revised 4/9/19

TABLE OF CONTENTS

Message from the Dean of Health and Human Services.....1

Nursing Program Student Handbook Purpose.....2

Statement Acknowledging Changes to the Nursing Program Student Handbook.....2

College Policies.....2
Student Code of Conduct Summary 2
Background Check and Drug Screening Disclosure for Students Pursuing Health and Human Services Programs 3
Individuals with Disabilities 3
Student Rights under the Family Educational Rights and Privacy Act (FERPA) 4
Notice of Non-Discrimination/Anti-Harassment 4
Sexual Misconduct and Title IX..... 4
Campus Safety/Clery Act 5
Veterans and Service Members Support and Assistance 6
Drug and Alcohol Free Campus..... 6
Tobacco Free Campus 6
Grade Grievance Procedure Summary 7
Written Student Complaints.....7
Image Release Acknowledgment 7
Additional Columbus State Websites 8

Nursing Program Overview.....8
Overview..... 8
Philosophy..... 9
Board Approval 9
Accreditation.....10
Program Outcomes 10
Plan of Study 10
Health Risks and Working Conditions 10

Nursing Program Admission and Continuing Compliance Requirements...11
Pre-admission Requirements.....11
Background Check and Drug Screening.....11
Health Records, Health Requirements, and Immunizations.....13
Cardiopulmonary Resuscitation 13

Nursing Program Standards Essential.....14

Professional Conduct Standards 17

Confidentiality.....20
Confidentiality Statement 20

Nursing Program Policies and Procedures 21
Release of Student Personal Information 21
Attendance 21
Grading..... 22
Physical Contact 23
Audio/video Device, Imaging, and Electronic Device Use.....23
Social Media 23
Health Insurance.....24
Liability Insurance.....24
Communication in Nursing 24
Health and Human Services Academic Advising 25
Nursing Program Academic Advising.....25
Letter of Recommendation/Verbal Reference.....25
Tutoring and Assistance Contact Information.....26
Student Code of Conduct Action and Academic Performance 26
Dispute of Continued Participation Dismissal.....27
Nursing Program Examinations.....27
Nursing Program Laboratories.....28
Nursing Program Nursing Grant and Aid Award.....28
Nursing Program Technology.....29
Nursing Program Pinning Ceremony.....29
Nursing Program Student Participation and Student Organizations.....29
Nursing Program Nursing Course Registration Closure..... 30
Nursing Program Nursing Student Concern.....30
Nursing Program Nursing Student Complaint.....30

Nursing Program Progression.....30
Course Sequence.....30
Course Criteria Changes.....31
Satisfactory Progress.....31

Information for Registered Nurse Licensure.....34

College Bloodborne Pathogens Guidelines.....35

Nursing Clinical Policies and Procedures.....40
Clinical/Partner Facility Admission and Policies.....40
Background Check and Drug Screening Nursing.....41
Clinical Dress Code.....41
Removal Due to Health Risk and/or Safety Risk.....43
Clinical Performance.....44
Transportation.....44
Illness or Injury Occurring in the Clinical Area.....44
Cellphone Use in the Clinical Setting.....44

Forms.....45
Handbook Acknowledgment Form.....46
Graduation-Employment Relationship Acknowledgement Form.....47

Confidentiality Acknowledgement Form.....48
Orientation Verification Form.....49

Appendix

Appendix A:Letter of Recommendation/Verbal Reference and FERPA Release 50
Appendix B: PHYSICIAN'S CERTIFICATION FOR RETURN TO SCHOOL FOLLOWING ILLNESS, INJURY, OR HOSPITALIZATION.....52
Appendix C: Health and Human Services Drug Screening Guideline.....53
Appendix C: Nursing Plan of Study Autumn Start.....58
Appendix D: Nursing Plan of Study Spring Start..... 59

COLUMBUS STATE

HEALTH & HUMAN SERVICES DIVISION

MESSAGE FROM THE DEAN OF HEALTH AND HUMAN SERVICES

Welcome to the Division of Health & Human Services. We are delighted you chose Columbus State to pursue your education. One of the favorite parts of my job is being able to welcome new students and speak about our wonderful institution. I can honestly and enthusiastically say you have made an excellent choice.

As Ohio's premier community college, we deliver a variety of academic programs to meet the needs of the greater central Ohio area. The Division of Health and Human Services offers a wide range of learning opportunities to students. Made up of ten departments offering nearly 70 degree and certificate programs, we have something for everyone.

Our faculty, support staff, advisors, and administrators all work together to help you succeed in your education at Columbus State and beyond. They embody the Columbus State spirit of *student success*. We are genuinely committed to helping you reach your goals.

We offer state of the art equipment and technology, accredited academic programs, a highly qualified faculty, and all of the support tools you will need to complete your education with us. We think you will agree that Columbus State is a truly extraordinary place.

Beyond what you will learn, your education has tremendous value. With each passing year, a greater number of employers are turning to Columbus State graduates. Columbus State provides a relevant education for an ever-changing workplace. You will acquire the skills you need for a job today, but also develop deep learning abilities for a career tomorrow.

We welcome you to participate in all that our fine institution offers. You will find that there are many opportunities that extend well beyond the classroom. There are numerous student clubs and organizations as well as recreational and athletic opportunities that you can share in as a student. I hope you will take advantage of these opportunities.

On behalf of the Health and Human Services Division, I wish you the very best on your studies at Columbus State and for your future!

Best wishes,

Curt Laird, Ph.D.
Dean, Health & Human Services

NURSING PROGRAM STUDENT HANDBOOK PURPOSE

This Student Handbook provides information specific to students in the Nursing Program. This handbook applies to all students in the Nursing Program who are pursuing the Nursing AAS.

Each student must sign the Handbook Acknowledgement form. Be advised that even if a student fails to return a signed Handbook Acknowledgment Form, the student is still responsible for abiding by the content in this program specific student handbook, the Columbus State Policies and Procedures, course syllabi, the Columbus State Catalog, and the Columbus State Student Handbook.

STATEMENT ACKNOWLEDGING CHANGES TO THE NURSING PROGRAM STUDENT HANDBOOK

This student handbook is subject to federal, state, and local law as well as national and state governing bodies, Columbus State Policies and Procedures, and the Nursing Program Policies and Procedures. As changes in the law or policy by one or more of these entities occur, corresponding revisions to this handbook will be made periodically. Students are advised that these changes may occur with or without prior notice. Therefore, students should check for updates to program information at:
https://www.cscc.edu/academics/departments/nursing/registered-nurse/current-rn-students.shtml

COLLEGE POLICIES

Student Code of Conduct Summary

As an enrolled student at Columbus State, you have agreed to abide by the Student Code of Conduct as outlined in Columbus State Policy and Procedure 7-10. Columbus State has a high standard of conduct for members of its college community, including students. Consistent with the educational mission of the College, Columbus State students are expected to perform all work honestly, maintain prescribed academic standards, pay all debts to the college, and respect the property and rights of others. To ensure the maintenance of an environment conducive to the attainment of the educational mission of Columbus State, the President is authorized to establish such rules and regulations as are deemed appropriate and necessary for the orderly operation of the college. In addition to these rules, the behaviors enumerated under Academic and Behavioral Misconduct may result in penalties up to and including expulsion from the college. Should the concern involve allegations sexual harassment, sexual misconduct, harassment, and/or violations civil rights by an employee the matter will be referred to the College's Title IX Coordinator.

The complete Columbus State Student Code of Conduct Policy and Procedure 7-10 can be accessed at the following website: https://www.cscc.edu/about/policies-procedures.shtml. It is the student's responsibility to read through the entire Student Code of Conduct. For more information about the Student Code of Conduct and the Office of Student Conduct, please visit the following website: https://www.cscc.edu/services/student-conduct/.

Background Check and Drug Screening Disclosure for Students Pursuing Health and Human Services Programs

Students who are pursuing degrees or certificates leading to application for professional licensure or certification, and/or who will be participating in clinical placements, internships, practicums, or similar experience through their program, should be aware that Columbus State may require a criminal background check, fingerprinting, or drug screening prior to placement or acceptance into such a program. Please see the program specific policy in the Program Admission and Continuing Compliance Requirements Chapter, to learn more about your academic program's requirements.

Individuals with Disabilities

It is Columbus State policy to provide reasonable accommodations to students with disabilities as stated in the Americans with Disabilities Act (ADA), The Americans with Disabilities Act Amendments Act (ADAAA), and Section 504 of the Rehabilitation Act of 1973. It is also the policy of Columbus State to comply with all federal and state laws concerning the application, admission, or other terms and conditions of educational programs for qualified students, student applicants and other participants of College-sponsored programs or services who have disabilities. These acts can be found in Columbus State Policy 3-41, which can be accessed at the following website: https://www.cscc.edu/about/policies-procedures.shtml.

Columbus State offers a wide range of support to encourage the enrollment of people with disabilities. Located in Eibling Hall 101, the Disability Services Office provides services to qualified students with disabilities for all Columbus State locations. It is the student's responsibility to request accommodations for access. If you would like to request such accommodations for access, please contact Disability Services: 101 Eibling Hall, (614)-287-2570. Delaware Campus students may contact the Disability Services Coordinator by stopping by the Student Services Center on the first floor of Moeller Hall, or calling (740) 203-8345 to begin the process of registering with Disability Services. Students can also visit the disability services website at: https://www.cscc.edu/services/disability/register.shtml. Email or give your instructor a copy of your accommodations letter from Disability Services as soon as possible. Accommodations do not start until the letter is received, and accommodations are not retroactive.

For more information about Disability Services at Columbus State please visit the Disability Services website at: https://www.cscc.edu/services/disability/.

Student Rights under the Family Educational Rights and Privacy Act (FERPA)

Columbus State complies with the Family Educational Rights and Privacy Act (FERPA), which is a federal law that protects the privacy of student education records. Student rights under FERPA are published in the Columbus State Catalog. To view the Columbus State Catalog online please visit https://www.cscc.edu/academics/catalog/. Also pursuant to FERPA, Columbus State has designated certain information about students as directory information. To learn more about what information is considered directory information or how to request that your directory information be withheld from the public, please visit the following website: https://www.cscc.edu/services/registrar/withhold-information.shtml.

Notice of Non-Discrimination/Anti-Harassment

While the college does not tolerate any form of discrimination or harassment, the Non-Discrimination/Anti-Harassment Policy and related procedures are intended to cover discrimination and harassment based on protected class. Protected classes for purposes of this policy are sex, race, color, religion, national origin, ancestry, age, disability, genetic information (GINA), military status, sexual orientation, and gender identity and expression. The complete Columbus State Non-Discrimination/Anti-Harassment Policy 3-43 can be accessed at the following website: https://www.cscc.edu/about/policies-procedures.shtml. Any student found to be in violation of Policy 3-43 will be referred to the student conduct office for resolution in accordance with the Student Code of Conduct Policy and Procedure 7-10.

Columbus State uses a secure, online reporting system as the preferred way of reporting alleged incident(s) of discrimination based on a protected class, including harassment, sexual misconduct and retaliation. This form can be found at the following website cscc.edu/discriminationreport or by visiting the following website https://www.cscc.edu/services/title-ix/ and clicking on "To Submit a Complaint." For more information about resources, and to learn about Columbus State's Office of Equity and Compliance please visit the following website: https://www.cscc.edu/services/title-ix/.

Sexual Misconduct and Title IX

The Columbus State Sexual Misconduct Policy 3-44 can be accessed at the following website: https://www.cscc.edu/about/policies-procedures.shtml.

Title IX is a federal law that prohibits sex-based discrimination in education programs and activities receiving federal financial assistance. "Education programs and activities" include all of a school's operations, including employment and school-sponsored athletics and activities (on or off campus).

Title IX prohibits sex discrimination in educational institutions, programs and activities. This includes, but is not limited to:

- Sexual assault
- Domestic, intimate partner and dating violence
- Gender-based stalking
- Sexual harassment (quid pro quo and hostile work environment)
- Failing to provide appropriate accommodations for a pregnant or parenting student
- Treating a person differently based on marital status.

Columbus State uses a secure, online reporting system as the preferred way of reporting alleged incident(s) of discrimination based on a protected class, including harassment, sexual misconduct and retaliation. This form can be found at the following website cscc.edu/discriminationreport or by visiting the following website https://www.cscc.edu/services/title-ix/ and clicking on "To Submit a Complaint." For more information about resources, and to learn about Columbus State's Office of Equity and Compliance please visit the following website: https://www.cscc.edu/services/title-ix/.

Campus Safety/Clery Act

A college campus offers an open, welcoming environment where many people congregate during the course of a day. To be safe, everyone should be aware of his/her surroundings at all times. If an emergency occurs, immediately call 911, then the Police Department Communications Center at 614-287-2525. You can also send a text through the Rave Guardian App or directly from your phone to 67283. In the text, type CSCCTIP and enter a space. Everything after the space will be sent as your tip. Criminal acts, accidents, medical emergencies, suspicious behaviors, or other emergencies must be reported to the Police Department. You can call the Police Department, visit in-person on the Columbus Campus in Delaware Hall, Room 047, activate an emergency phone, or you can call the local police department by dialing 911.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (commonly referred to as the Clery Act), codified at 20 USC 1092 (f), is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. The Police Department is responsible for completing the Clery Crime Statistics, and the Annual Security Report. Columbus State also complies with the Violence Against Women Act (VAWA) and the Campus Sexual Violence Elimination Act (Campus SaVE Act).

For more information about campus safety, how to sign up for emergency text alerts, and to view the Columbus State Clery Act Annual Security Report, please visit the Columbus State Police website at: https://www.cscc.edu/services/police/. The Columbus State Campus Safety Policy and Procedure 13-11 can be accessed at the following website: https://www.cscc.edu/about/policies-procedures.shtml.

Veterans and Service Members Support and Assistance
Columbus State seeks to assist service members and veterans as they pursue an advanced degree and/or certificate. In an effort to better serve this population, the College has adopted Columbus State Policy 7-15 as required by Ohio Revised Code Section 3345:421(B). The complete Columbus State Veterans and Service Members Support and Assistance Policy 7-15 can be accessed at the following website: https://www.cscc.edu/about/policies-procedures.shtml.

The Columbus State Military and Veterans Services Department provides individualized enrollment and referral services to assist community members in successfully meeting their educational and career goals. The Columbus State Military and Veterans Services Department is committed to providing uncompromising service by adhering to the highest standards of compassion, commitment, excellence, professionalism, integrity, accountability and stewardship.

If you would like more information regarding Columbus State's Military and Veterans Services, please contact Military and Veterans Services in Delaware Hall room 156 or by calling (614) 287-2644 or by visiting the following website: https://www.cscc.edu/services/military-veterans/. Columbus State's G.I Bill Office is located in Union Hall, Rm 48 and their phone number is: (614) 287-2644.

Drug and Alcohol Free Campus
Under the Federal Drug-Free Schools and Communities Act Columbus State has established a drug and alcohol prevention program for all students and employees. To access information on services and programming please visit the Columbus State Counseling Services website at:
https://www.cscc.edu/services/counseling/ and the Alcohol and Other Drug Prevention Brochure at:
https://www.cscc.edu/services/counseling/pdf/alcohol_drug_prevention.pdf.

Further, Students should be aware that the Columbus State Student Code of Conduct Policy and Procedure 7-10 prohibits the use, possession, or distribution of an alcoholic beverage; the use, possession, or distribution of a narcotic, inhalant or other controlled substances, as well as drug paraphernalia, except as expressly permitted by law; and the abuse or misuse of prescriptions or over-the-counter medication. The Student Code of Conduct Policy and Procedure 7-10 can be accessed at the following website: https://www.cscc.edu/about/policies-procedures.shtml.

Tobacco Free Campus
Columbus State strives to enhance the general health and wellbeing of its students, faculty, staff, and visitors. We desire to support individuals to be tobacco free, achieve their highest state of health, and to launch students into their careers at a high level of health and wellbeing. To support this commitment,

we intend to provide a tobacco free environment. As of July 1, 2015, smoking and the use of tobacco are prohibited in or on all College-owned, operated, or leased property, including vehicles. The policy includes indoor and outdoor use of all tobacco products, smoke or smokeless, including e-cigarettes. For cessation resources, please visit http://legacy.cscc.edu/about/tobaccofree/.

To view the Columbus State Tobacco Free Campus Policy 13-13, please visit the following website: https://www.cscc.edu/about/policies-procedures.shtml.

Grade Grievance Procedure Summary

The purpose of the grade grievance procedure is to provide a method of recourse to students who reasonably believe that a final course grade was assigned in error. This is intended for students who believe the instructor made an error in computing the final grade, evaluated the student using different standards than applied to others in the class, or failed to follow the grading policy as stated in the course section syllabus.

It is the student's responsibility to initiate the grade grievance procedure. The complete Grade Grievance Procedure can be found in Columbus State's Grading and Academic Requirements Procedure 5-09(D) and can be accessed at the following website: https://www.cscc.edu/about/policies-procedures.shtml. It is the student's responsibility to read through the entire Grade Grievance Procedure as it contains a detailed process and includes deadlines.

Written Student Complaints

Columbus State Community College encourages student communication with the administration, faculty, and staff regarding college operations and procedures and encourages students to use existing policies, personnel, and departmental offices to express specific concerns. Should a student deem that the existing policies, personnel, and departmental offices cannot address his/her specific concern or complaint, Columbus State Community College, in accordance with federal regulations, accepts and maintains records of formal written complaints filed with the office of the President, a Vice-President, or the Provost. The complete Columbus State Written Student Complaints Policy and Procedure 7-13 can be found at the following website: https://www.cscc.edu/about/policies-procedures.shtml.

Image Release Acknowledgment

As a general rule under Ohio law, the use of a person's persona (photo, image, name, voice, signature, or likeness) for a commercial purpose is not allowed unless the person consents in writing. However, institutions of higher education have an exception under the law, which allows the college to use a student's, faculty's or staff's persona without consent, for educational purposes to promote the college, its educational or institutional objectives, *see* Ohio Revised Code section 2741.09(A)(5). This educational exception also extends to former students, faculty, and staff. Students are advised that photos may be taken of individuals (or groups) associated with Columbus State, while on Columbus State

property or at Columbus State events, and used as long as the use is to promote the college's educational purposes.

Additional Columbus State Websites

Below are the links to additional Columbus State websites:

- For the current policies and procedures of Columbus State, please visit the following website: https://www.cscc.edu/about/policies-procedures.shtml
- For information about Columbus State services, resources, and policies and procedures (such as information technology, food services, college success resources, student leadership resources, and financial aid resources) please view the Columbus State Student Handbook, which can be accessed at the following website: https://www.cscc.edu/services/student-handbook.shtml
- To search for courses and plans of study, general information and directories, and Columbus State resources and policies and procedures (such as community and civic engagement, academic study abroad, and college testing services), please view the Columbus State Catalog, which can be accessed at the following website: https://www.cscc.edu/academics/catalog/
- Columbus State's Social Media Guidelines can be accessed at the following website: https://www.cscc.edu/about/policies-procedures.shtml
- Institutional Disclosure-Student Right to Know can be accessed at the following website: https://www.cscc.edu/about/institutional-disclosure.shtml

NURSING PROGRAM OVERVIEW

Overview

The Associate Degree in Nursing Program was established at Columbus Technical Institute in September of 1970 with 30 students as a seven quarter program with each quarter being eleven weeks in length. In the autumn of 2012, a semester academic calendar was adopted by the College as a result of a directive by the Ohio Board of Regents that a semester academic calendar be implemented by autumn of 2012 by all colleges and universities with the University Systems of Ohio. At that time, the Nursing Program was converted to four academic semesters and one summer semester. The autumn and spring semesters are 16 weeks in length and the summer semester is 11 weeks in length. The credit hours were subsequently changed from 105 quarter credit hours to 73 semester credit hours. The Ohio Department of Higher Education has since directed that Associate Degree Programs be reduced to approximately 60 semester credit hours, and not to exceed 65 semester credit hours by autumn of 2016. The Nursing Program is now 62 credit hours effective autumn of 2016.

In 2003, a distance learning track was initiated in the Nursing Program. Courses are offered as Blended whereby much of the teaching and learning is offered online with components offered on campus and other facilities. The Traditional

Track and Blended Track are the same program with some differing teaching and assessment methods to adapt to today's learner.

Students are advised that this overview is subject to change and the handbook may not be immediately revised, therefore students should check for the most current information regarding the program overview on the Columbus State Catalog website: https://catalog.cscc.edu/or on the academic program website: https://www.cscc.edu/academics/departments/nursing/registered-nurse/current-rn-students.shtml

Philosophy

Nursing encompasses the independent and collaborative care of individuals of all ages, with a family and community context. Through the use of safe, evidence-based nursing practices, nursing promotes health and prevents illness in the provision of patient centered care.

For professional nurses to provide safe and quality care for individuals, the core competencies are the basis of the nurse's ability to design, provide, manage, and coordinate caring practices. These core competencies are professionalism; patient centered care; evidence-based practice; quality improvement and safety; informatics and technology; and teamwork and collaboration.

The teaching learning process is a collaborative relationship between the teacher and the student with active participation in mutual experiential learning. The student is a self-directed learner who committed to life-long learning. Faculty views education as a process of continuous improvement enhanced by critical thinking and innovative techniques to support student development as a professional nurse.

The Associate Degree Nurse provides a unique, comprehensive assessment of the health status of the patient, applying principles of ethics, patient safety, health promotion, and nursing judgment. The nurse then develops and implements an explicit plan of care. The nurse assists patients to promote health, cope with health problems, adapt to and/or recover from the effects of disease or injury, and support the right to a dignified death. Professional behaviors, within the scope of nursing practice for a registered nurse, are characterized by adherence to standards of care, accountability of one's own actions, and use of legal and ethical principles in nursing practice.

Approval

The Associate Degree Nursing Program received full approval from the:
The Ohio Board of Nursing
77 South High Street, 17th Floor
Columbus, OH 43266-0316
(614) 466-3947
www.nursing.ohio.gov

Accreditation

The Associate Degree Nursing Program is accredited by:
Accreditation Commission for Education in Nursing
3343 Peachtree Road NE, Suite 850
Atlanta, GA 30326
(404) 975-5000
Fax (404) 975-5020
http://acenursing.org

Program Outcomes

Upon completion of the Associate Degree in Nursing, the graduate will be able to:

1. Implement safe, patient centered care in the professional role of the registered nurse.

2. Utilize nursing judgment supported by best current evidence and quality improvement measures in providing nursing care for patients across the life span.

3. Collaborate effectively with patient, family, nursing, and inter-professional team.

4. Apply informatics and technology to communicate and manage patient care.

Students are advised that these program outcomes are subject to change and the handbook may not be immediately revised, therefore students should check for the most current information regarding program outcomes by contacting the Nursing Program Staff.

Plan of Study

See Appendix C and Appendix D for Nursing Plan of Studies. Further, students are advised that this plan of study is subject to change and the handbook may not be immediately revised, therefore students should check for the most current information regarding the plan of study on the Columbus State Catalog website: https://catalog.cscc.edu/

Health Risks and Working Conditions

As a student enrolled in this academic program, you may be required to participate in activities that may present a risk to your health and you may be working with other students and patients in various states of health/illness. As stated in the contracts with our clinical partners, no patient is discriminated against in the provision of health care. Students may be exposed to significant risks including but not limited to various diseases, micro-organisms, pathogens, needle stick injuries, exposure to communicable diseases, infections, exposure to blood and/or bodily fluids, or violence. All students learn “Standard Precautions”

and are required to practice these in labs and clinical facilities in order to minimize risk. However, it is important to understand that there is always a risk. Further, a student who is, or becomes pregnant while enrolled in a health related-program has the potential for exposure to a number of agents or conditions that could adversely affect the well-being of a fetus. This academic program is strongly committed to working with students who voluntarily choose to declare a pregnancy while enrolled in the program.

More examples of potential risks to students in clinical/laboratory placements include but are not limited to:

- Ionizing radiation may cause damage to a student or developing fetus, when the student does not use required shielding.
- Students may be exposed to communicable diseases. Students are required to have immunizations and health exams prior to beginning some laboratory and all clinical courses.
- Risk of falling, especially on wet surfaces.
- Risk of injuries related to lifting heavy objects or moving patients.
- Risk of needlestick or instrument-related injuries.
- Risk of blood borne pathogen exposure.

Students are solely responsible for the cost of medical treatment due to exposure to the risks, illness, or injury. Please see the College Policies and Procedures Chapter, which discusses health insurance.

NURSING PROGRAM ADMISSION AND CONTINUING COMPLIANCE REQUIREMENTS

Students are advised that the below continuing compliance requirements are subject to change and the handbook may not be immediately revised, therefore students should check for the most current information regarding admission and continuing compliance requirements at the following website:
https://www.cscc.edu/academics/departments/nursing/registered-nurse/current-rn-students.shtml

Pre-admission Requirements

Please see the Nursing Program website for the Nursing Program admission requirements, which can be accessed at the following website
https://www.cscc.edu/academics/departments/nursing/registered-nurse/

Background Check and Drug Screening

Students are required to complete a criminal background check and drug screening as a requirement for admission and continuation in the academic program. Each student is responsible for paying for the background check and drug screening. Students should be prepared to submit to background checks and

drug screenings as required by clinical/partner facilities, licensing agencies, and/or program accreditation.

Background checks and drug screenings are commonly required by the contracted clinical/partner facilities where students are required to perform a clinical, practicum, internship, or other type of experiential learning experience to meet graduation requirements. It is acknowledged by the student that such background checks and drug screenings are necessary to successfully matriculate toward degree completion. Further, such background checks and drug screenings may require completion on an annual basis or immediately before the clinical, practicum, internship, or other type of experiential learning experience would start. Depending on the outcome of the background check and drug screening, students may be denied the ability to participate in clinical, practicums, internships, or other type of experiential learning experiences. The academic program will make reasonable efforts to place students but this cannot be guaranteed. If a placement cannot be found this may result in the student being denied admission or continuation in the academic program. A clinical facility has the right to refuse a student for clinical experience placement should either or both background and drug reports indicate incongruence with the facilities' hiring practices. This may potentially mean that the student with such results cannot continue in the Nursing Program.

Students are further advised that a criminal record may jeopardize licensure by the state certification body. Students should consult the licensing certification body corresponding with their intended occupation for details. Successful completion of a program of study at Columbus State does not guarantee licensure, certification, or employment in the relevant occupation. Standards may change during a student's program of study. For more information about the Registered Nurse Licensure please see page 34.

Individuals who were previously admitted to Columbus State and wish to re-enroll must disclose to the Office of Student Conduct any felony convictions that occurred since their last term of enrollment. Current students with new felony convictions must report updated conviction history to the Office of Student Conduct within the semester in which the conviction occurs. For more information please visit the following website: https://www.cscc.edu/services/student-conduct/criminal-history.shtml.

All nursing students are required to be fingerprinted and drug tested by Corporate Screening before they enter their first NURS course. The results are protected as an educational record and will be forwarded to the Health Records Supervisor for communication with the nursing department to determine clinical eligibility. Specific information regarding the background check process and drug screening process can be found on the Nursing Program website under the orientation link. The Health and Human Services Drug Screening Guideline can be found in Appendix C.

Health Records, Health Requirements, and Immunizations

All students admitted to and continuing in Nursing must meet the Nursing Program health requirements. Information about specific health requirements are available through the Health Records Office in Union Hall. The health record forms will be provided by your department or can be found by accessing the Health Records Office webpage. Deadline dates for receipt of these health records are also available at the Health Records Office webpage. This Health Records Office webpage can be accessed at: www.cscc.edu/healthrecords. It is the student's responsibility to be aware of their program's health record submission deadlines. Failure to submit a health record by the submission deadline may result in failure to register for the NURC 1104/NURS classes and/or not starting the program.

The *Physician's Certificate for Return to School* (Appendix B) is required for a student to begin and/or to continue attending clinical following surgery, physical impairment, other health issues, or withdrawal from the nursing sequence for reasons of health. Certain limitations may require withdrawal from the clinical course. The completed form must be submitted to the Health Records Office. The Chairperson of the Nursing Department will be notified of the submission by the Health Records Office and will make the determination of the individual's time of return to clinical. The Chairperson or designee will notify the student and the clinical instructor of the time and conditions of return to clinical. Please note it may take 3-4 business days or longer for the reviews and notifications to occur.

Cardiopulmonary Resuscitation (CPR)

All students admitted to and continuing in Nursing must meet the following requirements for CPR:

1. The student must be certified for 2 years by the American Heart Association or American Red Cross as BLS for Healthcare Provider.

2. The student must present current CPR certification card or e-Card code to the Nursing Program Specialist. The certification card can be presented in person only. The e-Card code will be accepted via email or in person. No copies or faxes will be accepted.

3. The student is responsible for maintaining current CPR certification throughout the program.

4. In order for a student to register for a clinical nursing course, CPR certification must be current through the end of the last week of classes preceding final exam week of the semester the student is seeking to register. The block on registration will be removed once the student presents a current CPR certification card to the department office associate. If there are questions, please see the department office associate.

NURSING PROGRAM STANDARDS ESSENTIAL

In order to assure safe and successful advancement through the Nursing Program, students must possess the following standards essential necessary to complete the entire curriculum, either with or without reasonable accommodations. These standards essential should be considered conditions for continuation in the Nursing Program, as they reflect the characteristics necessary for success as a student and to become a Registered Nurse. These standards essential are based on the demands of the profession, the Ohio Board of Nursing, and the standards established by this academic program faculty and staff to the delivery of safe, effective nursing care while enrolled as a student. Students must continually meet these standards essential throughout their course of study. Failure to maintain these standards essential may result in but is not limited to non-admission to the program or removal from the program.

Students also sign and submit the Nursing Program Handbook Acknowledgement form indicating they are able to meet each standard, either with or without reasonable accommodations.

It is the policy of Columbus State to make reasonable accommodations as defined in Columbus State Policy 3-41 which will provide otherwise qualified applicants, employees, and students with disabilities equal access to participate in opportunities, programs, and services offered by Columbus State. If you would like to request such accommodations, please contact Disability Services at 101 Eibling Hall or at (614) 287-2570. Delaware Campus students may contact the Disability Services Coordinator by stopping by the Student Services Center on the first floor of Moeller Hall, or by calling (740) 203-8345. Please visit the Disability Services website to learn more: https://www.cscc.edu/services/disability/. Columbus State's Americans with Disabilities Act (ADA), The Americans with Disabilities Act Amendments Act (ADAAA), and Section 504 of the Rehabilitation Act of 1973 Policy 3-41 can be accessed at the following website: https://www.cscc.edu/about/policies-procedures.shtml.

The Standards Essential for the Nursing Program are categorized into the following categories: (1) Physical Standards Essential; (2) Sensory/Observational Standards Essential; (3) Cognitive Standards Essential; (4) Communication Standards Essential.

(1) Physical Standards Essential

Physical Standards Essential ***including but not limited to:***	**Context and Reasoning behind Physical Standards Essential**
	The Ohio Board of Nursing requires nurses to be able to provide safe patient care.
Lifting/twisting	• Turning patients • Supporting the weight of patients and equipment • Positioning patients

	• Patient transfers
Kneeling/bending	• Provide care necessary that would require assessing patients or equipment at a low level
Physical Endurance	• Walking • Standing for long periods • Perform CPR for long periods • Positioning and manipulation of medical equipment • Engage in patient care for up to 12 hours consecutive
Fine Motor Skills	• Hand eye coordination to complete necessary tasks • Prepare medications

(2) Sensory/Observational Standards Essential

Sensory/Observational Standards Essential *including but not limited to:*	**Context and Reasoning behind Sensory/Observational Standards Essential**
	The Ohio Board of Nursing requires nurses to complete assessments in patients and deliver safe care.
Visual	• Complete accurate patient assessments • Read patient records • Prepare medications • Assess patient monitors • Decipher color coding
Auditory	• Identification and interpretation of assessment data: BP, heart sounds, lung sounds, bowel sounds, etc. • Detect audible alarms including call lights, equipment alarms, and paging.
Touch	• Identification and interpretation of assessment data: skin temperature, pulses, edema, etc.

(3) Cognitive Standards Essential

Cognitive Standards Essential *including but not limited to:*	**Context and Reasoning behind Cognitive Standards Essential**
	The Ohio Board of Nursing requires nurses to be able to plan and implement patient care.

Critical Thinking	• Assess • Analyze • Interpret • Problem solve • Identify cause and effect relationships
Clinical Judgement	Utilize assessment data in: • Prioritizing care • Recognizing urgent or emergent situations
Decision Making	• Respond appropriately to changes in patient care.

(4) Communication Standards Essential

Communication Standards Essential *including but not limited to:*	**Context and Reasoning behind Communication Standards Essential**
	The Ohio Board of Nursing requires nurses to be able to communicate effectively
Speaking	• Communication with patients, families and healthcare professionals: • Teaching • Report of care
Writing	Communication with patients, families and healthcare professionals. • Teaching • Documentation • Computer Literacy
Interpersonal Skills	Must be able to interact with patients, families and healthcare professionals: • Without bias • With great customer service • Remaining calm in emergency situations • Accountable for personal actions • Works well with others

(5) Professional and Ethical Behavior Standards Essential

Professional and Ethical Behavior Standards Essential *including but not limited to:*	**Context and Reasoning behind Professional and Ethical Behavior Standards Essential**
Honesty and Integrity	• Respect others • Maintain confidentiality • Show compassion

Professional Behavior	• Follow Nursing Student Handbook • Adhere to course syllabi • Follow CSCC Code of Conduct
Professional Appearance	• Adheres to Nursing Program dress code

PROFESSIONAL CONDUCT STANDARDS

Professional conduct is required of students in the Nursing Program. Students are responsible for conducting themselves in accordance with the professional standards set forth by their profession and the standards established by their academic program faculty and staff. Professional conduct standards supplement the behavioral expectations for all students. Violating these professional conduct standards may result in discipline up to and including dismissal. The following professional conduct standards to which students are expected to adhere to are based on Administrative Code 4723-5-12 and the standards established by this academic program faculty and staff.

Students in the Nursing Program are required to adhere to the following:
Upon admission to the Nursing Program, students are required to be professional and ethical in behavior during enrollment until graduation. Students must be morally and ethically responsible and accountable for their actions and behaviors. Examples include, but are not limited to: respectful of others; maintains confidentiality; and exhibits honesty, integrity, and compassion. Students must adhere to the dress code. Students are required to adhere to course syllabi; CSCC Associate Degree Nursing Program Student Handbook; CSCC Code of Conduct; and CSCC policies, procedures, and requirements in the CSCC Catalog.

All forms of communication with others is to be well-mannered, respectful, professional, truthful, ethical, and in accordance with being a professional nurse. Forms of communication include, but are not limited to: social media, internet, discussion boards, course activities, email, telephone, and written notes.

Students are responsible for practicing professional and ethical behavior according to the College, Nursing Program, and applicable governing bodies such as clinical facilities, Ohio Board of Nursing, and accrediting bodies.

Students are to be professional during all activities, including social media, associated with the Nursing Program courses. Students manifesting unprofessional or unethical behavior may be subject to disciplinary action by the Nursing Program, the College, the Ohio State Board of Nursing, and/or other applicable authorities. College disciplinary action may result in discipline including dismissal from the Nursing Program.

Students in the Nursing Program are also required to follow the Student Conduct Standards for safe nursing care (Ohio Administrative Code 4723-5-12) as outlined below:

Students are required to adhere to the student conduct standards for safe nursing care set forth in Chapter 4723 of the Revised Code of the Board of Nursing and the rules adopted there under that chapter, including, but not limited to the following:

1) A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the patient, and the patient's response to that care.

2) A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.

3) A student shall not falsify any patient record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports, or time records, or reports, and other documents related to billing for nursing services.

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

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

6) At all times when a student is providing direct nursing care to a patient the student shall:

   i. Provide privacy during examination or treatment and in the care of personal or bodily needs; and
   ii. Treat each patient with courtesy, respect, and with full recognition of dignity and individuality;

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

8) A student shall use universal and standard precautions established by Chapter 4723-20 of the Administrative Code;

9) A student shall not:

   i. Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a patient;
   ii. Engage in behavior toward a patient that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.

10) A student shall not misappropriate a patient's property or:

   i. Engage in behavior to seek or obtain personal gain at the patient's expense;

ii. Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient's expense;
iii. Engage in behavior that constitutes inappropriate involvement in the patient's personal relationships; or
iv. Engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient's personal relationships.

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

11) A student shall not:

i. Engage in sexual conduct with a patient;
ii. Engage in conduct in the course of practice that may reasonably be interpreted as sexual;
iii. Engage in any verbal behavior that is seductive or sexually demeaning to a patient;
iv. Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a patient.

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

12) A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:

i. Sexual contact, as defined in section 2907.01 of the Revised Code;
ii. Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.

13) A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section 4729.01 of the Revised Code, in any way not in accordance with a legal, valid prescription issued for the student, or self-administer or otherwise take into the body any drug that is a schedule I controlled substance.

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

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

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

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

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

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

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

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

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

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

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

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

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

CONFIDENTIALITY

Confidentiality Statement

As an important part of a student's education in this academic program, students will come into possession of confidential information concerning the health care services rendered to patients. All medical information is considered confidential

and may not be released except by the patient's own authorization or by state and/or federal law.
In the case of education, a student may view confidential information that is pertinent to their studies under the supervision of an instructor. The identity of the patient must be protected and the student must never disclose any confidential information linked to the identity of any patient to any person whatsoever for any reason.

Disclosure includes but is not limited to: verbally discussing confidential information of an identified patient; permitting an unauthorized individual to review the medical record; copying any part of the medical record for an unauthorized individual; making copies of medical documentation for education or research activities without obliterating the patient's demographic information and abstracting medical data for education or research activities in which the patient's identity is linked to the data.

It is a student's professional responsibility and duty to protect the confidentiality of all patient medical records with which they are associated with. Failure to uphold patient confidentiality may result in discipline up to and including dismissal. All students are required to sign the Confidentially Acknowledgment form that is located in this handbook.

NURSING PROGRAM POLICIES AND PROCEDURES

Release of Student Personal Information

Under FERPA, the College may share a student's personal information (such as name and social security number) with other school officials with legitimate educational interest, such as a clinical site. Some of the clinical sites that are used for student learning experiences require student names and social security numbers for safety and security of the patients, staff, and students. This information is provided by the Nursing Program Clinical Coordinator to the clinical sites.

Attendance

Students are expected to prepare for and attend all course learning activities. Attendance at course orientation and clinical orientation is required. In the event orientation is missed the course faculty will determine if the student is eligible to remain in the course. Each course has activities designed to enable students to meet the course objectives that are essential for student learning. Course teaching-learning strategies vary by course and may include live lecture, lecture capture, seminar, lab, and clinical. Students are expected to participate and complete all course activities as indicated on the syllabus & calendar. Absences or not completing course activities may result in a lack of success in the course and Nursing Program. All knowledge from each course is comprehensive and foundational to nursing. Absences must be reported to the instructor per the protocol from the course instructor.

Students late or absent from clinical due to an emergency are required to notify the clinical agency and instructor at least one hour prior to scheduled start time.
Absence for Military Duty:
Students needing to be absent for required military duty must present official military documentation to the Nursing Program Office Associate. Every effort is made to accommodate required armed services activities. Please see your Nursing Program Faculty Advisor for guidance on program progression.

Grading
Columbus State's Grading and Academic Requirements Policy is found in Policy and Procedure 5-09 and can be accessed at the following website: https://www.cscc.edu/about/policies-procedures.shtml.

Additionally, the Nursing Program requires the following grading standards beyond what the College requires:

1) Minimum standards for a passing grade in a nursing course are:

   a) Achievement of 76% (minimum "C" grade) in theory tests.

      Grading Scale:
      92 - 100% = A
      84 - 91% = B
      76 - 83% = C
      68 - 75% = D
      Below 68% = E

   b) Achievement of a Satisfactory in clinical, laboratory, and/or seminar performance evaluation. Achievement of an unsatisfactory in clinical or laboratory results in an "E" for the course. Students who are unsatisfactory in laboratory are prohibited from attending clinical.

   c) Satisfactory completion of all required papers/projects.

2) Students are informed of their scores on all examination and papers during the semester via Blackboard.

3) Final course grades are determined by faculty members within each course and are posted on CougarWeb.

Students should also refer to the course syllabus for course specific grading requirements and grade evaluations.

Physical Contact
There may be instances of physical contact through the normal instruction and practices of this program. The instructor may need to assist the student in demonstrating technique, proper form, or correct posture. Students may also "practice" techniques on one another during class sessions as part of the normal course instructional activities. Any such contact must be handled in a professional manner consistent with the requirements of the nursing profession. If you have questions, concerns, or any level of discomfort regarding physical contact, please consult the course lead or the Chairperson of the Nursing Department.

Inappropriate physical contact is prohibited by Columbus State Policy and will be subject to disciplinary action. College Policy and Procedure 3-44 and College Policy and Procedure 7-10 can be accessed at the following website: https://www.cscc.edu/about/policies-procedures.shtml.

Audio/Video Device, Imaging, and Electronic Devices Use
Audio- and video-recording, photographs, transmission, or distribution of class/lab content (e.g., lectures, discussions, demonstrations, etc.) is strictly prohibited unless a student has a Letter of Accommodation from Disability Services and has presented it to the course instructor or if the course instructor has provided written permission via the syllabus or a signed form. Authorization to record extends solely to students in that particular course. Transmitting, sharing, or distributing course content onto public, commercial, or social media sites is strictly prohibited.

Photographs, audio recording, and/or video recording during clinical, practicum, internships, or other type of experiential learning experience is prohibited. In accordance with legal and professional standards, regarding patient rights of privacy and confidentiality, students are strictly prohibited from taking photos, audio recording, and/or video recording any information regarding patients or information regarding the clinical, practicum, internships, or other type of experiential learning experience.

Failure to follow the above standards may result in discipline up to and including dismissal.

Social Media
Postings on social networking sites may be subject to the same professional and ethical standards as any other personal interactions. Harassment, bullying, and discrimination are prohibited by Columbus State Policy 3-43 and Policy and Procedure 7-10. Complaints or alleged violations of these policies and procedures will be referred to the Office of Equity and Compliance and/or the Office of Student Conduct. Students are prohibited from disclosing any of the following through social media including but not limited to:

- A patient's protected health information and confidential information about the patient, as defined by the Health Insurance Portability and Accountability Act (HIPAA) and other state and federal laws.
- Confidential, non-public, or proprietary information about patients and families, clinical facility staff, or clinical institutions; of the College, its employees and students.
- Class content, including but not limited to lectures, discussions, demonstrations, quizzes, exams answers.
- Comments that express or imply sponsorship or endorsement by the College, unless the individual is officially authorized to act in this capacity for this purpose on behalf of the College.
- Taking and displaying photos/videos/audio of patients, or photos depicting the body parts of patients.

Failure to follow the above standards may result in discipline up to and including dismissal.

Health Insurance

Although health insurance is not a requirement for this academic program, as a student in a health related program you may be exposed to health risks in the classroom, clinical, or practicum setting. If incidents, exposures, or injuries occur students are responsible for all costs associated with evaluation and treatment; for this reason it is highly recommended that all students have personal health insurance.

Liability Insurance

CSCC maintains liability and property insurance to cover actionable legal claims from liability.
All nursing students are required to carry liability insurance, and coverage is included in student lab fees.

Communication in Nursing

a. Please see the Nursing Department Office Associate to submit items to course faculty.

b. Each student has a folder for mail located in the Nursing Suite. It is the student's responsibility to check the folder for correspondence. It is expected that the confidentiality/privacy of the folder will be honored. No student may retrieve or look at another student's mail from the folders or request that another person get their mail.

c. Course information and grades are posted on Blackboard. Students should check announcements and email on Blackboard frequently.

d. Students must use the CSCC email as their email address. Faculty use the CSCC Outlook and CSCC Blackboard systems for official course communication.

e. The use of Social Media communication is to be professional. Unprofessional or unethical conduct through the use of Social Media is subject to disciplinary action by the Nursing Program and/or the Ohio State Board of Nursing and may result in dismissal from the program.

f. CSCC large font name badge is to be worn in lab and seminar.

Nursing Program Change of Address, Telephone, and/or Name
Students enrolled in Nursing are responsible for informing both the Office of the Registrar and the Office Associate in Nursing of any change of address, telephone number, or name.

Health and Human Services Academic Advising
Students enrolled in any program in the Division of Health and Human Services may receive advising assistance in Union Hall 477. The Health and Human Services Advising Team can provide assistance with: course registration, academic planning, program admission requirements, academic restrictions, scheduling, placement test referrals, and a number of other advising related issues. Contact the Health and Human Services Advising Office for more information at (614) 287-2779 or hhsadvising@cscc.edu or by visiting them online at: https://www.cscc.edu/services/advising/hhs-advising.shtml.

Nursing Program Academic Advising
A nursing faculty advisor is assigned to each nursing student upon entry to the first semester in Nursing. The advisor is available to assist and advise students regarding academic concerns and nursing career planning. A student should schedule a conference with the advisor in the following instances:

1. Prior to scheduling any nursing courses if there are questions.
2. When interrupting the Nursing sequence (going out-of-sequence), a student is required to initiate an Out-of-Sequence form. An out-of-sequence student is encouraged to consult their nursing advisor periodically for updates.
3. During NURS 2873 to obtain advisor's signature on the *CSCC Petition to Graduate* so the student may submit the petition to CSCC Office of the Registrar.
4. When student or advisor desire to conference as needed.

Letter of Recommendation/Verbal Reference
Students who seek a letter of recommendation and/or a verbal reference from a Columbus State faculty/instructor should speak directly with that faculty/instructor. Once the faculty/instructor has agreed to write a letter of

recommendation and/or provide a verbal reference for the student, the student should then fill-out the "Letter of Recommendation/Verbal Reference and FERPA Release" form, found in Appendix A, and then return it to the faculty/instructor. This "Letter of Recommendation/Verbal Reference and FERPA Release" form will allow the student: (1) to designate whether the faculty/instructor is to provide a letter of recommendation and/or a verbal reference; (2) to provide information about the recipient(s); (3) the opportunity to authorize the faculty/instructor to use information obtained from the student's education records (such as course grades, GPA, documented attendance, or examination results) in the letter of recommendation and/or verbal reference; and (4) if it is a letter of recommendation the form gives the student the opportunity to waive or not waive the right to read the letter of recommendation.

Pursuant to FERPA, students are not required to authorize the release of their education records in a letter of recommendation and/or a verbal reference. If the student does not authorize the faculty/instructor to use their education records in the letter of recommendation and/or verbal reference, then the faculty/instructor may only share directory information (unless the student has requested the College to withhold their directory information) and/or the faculty/instructor's personal observations and knowledge about the student (i.e. remarks about the student's work ethic, dependability, and creativity). Further, pursuant to FERPA a student has the right to read a letter of recommendation, unless that right has been waived by the student. Students are not required to waive this right to review a letter of recommendation.

Tutoring and Assistance Contact Information

Columbus State offers students a variety of tutoring services. To learn more about these tutoring services, please visit the following website: https://www.cscc.edu/services/tutoring.shtml.

Student Code of Conduct Action and Academic Performance

Students are responsible for understanding and complying with College, their academic program, and clinical/partner facility policies and procedures; College and Program academic standards; standards of student conduct in the learning environment; and expectations for professional behavior on and off campus. These policies and expectations can be found on Columbus State's website, the academic program's materials, and orientation. Failure to comply may result in disciplinary action. Students subject to certain adverse actions will be afforded due process rights.

The policies and procedures related to student violations of the Columbus State Student Code of Conduct is outlined in Columbus State's Policy and Procedure 7-10. The due process, within these procedures, assures timely written notice and a hearing before an objective decision-maker. The appeal process for violations of the Student Code of Conduct are also found within 7-10. (Policy and Procedure 7-10 can be accessed at the following website: https://www.cscc.edu/about/policies-procedures.shtml).

A student's academic performance, professionalism, safety, and/or conduct in the classroom and learning environment, which is determined by the academic program as unsatisfactory, unprofessional, inappropriate, and/or interferes with the learning environment, will be addressed with notice to the student of the unacceptable behavior by the academic program. And the student may discuss the matter with the academic program staff. Further, the academic program has the authority to exercise control over the learning environment should a student's behavior be found unsatisfactory, unprofessional, inappropriate, and/or interferes with the learning environment, including initiating a range of disciplinary action, which may include but is not limited to, a warning up to and including dismissal.

Some violations may warrant dual processes through the academic program and the Student Code of Conduct.

Dispute of Continued Participation Dismissal

In the event of a dismissal by the program, the student has the right to appeal through meeting with the Nursing Program Chairperson or the Health and Human Services Dean if the Nursing Program Chairperson was the one who dismissed the student. Such appeals will pertain only to the continued participation requirements listed in this handbook.

Nursing Program Examinations

Taking Examinations

It is expected all examinations be taken as scheduled on the course calendar. Examinations given in Nursing are generally multiple choice and computer scored. The examination booklet, computer answer sheet, and/or other documentation must be returned to the instructor at the completion of the examination time. The answer response on the computer answer sheet or computer test is considered the official answer response for grading. Exam questions may not be copied by students. Exams are the property of Nursing and are not returned to the students. Students are prohibited from discussing examination information with anyone other than the faculty.

Absence from Examinations

In case of absence from or late arrival to an examination for an emergency, the student must notify the course coordinator before the examination time. The student is responsible for contacting the course coordinator to obtain the time and location of the makeup exam. This exam may be in alternate format and may be multiple-choice, essay, or oral as determined by course faculty. Students missing an examination are prohibited from discussing examination information with anyone other than the faculty. Failure to comply with this procedure may result in zero points for the examination, and/or other disciplinary action.

Standardized Testing and Learning Activities

The Nursing Program Curriculum requires the use of the Health Education Systems Institute (HESI) learning materials by Elsevier, which provides a variety of learning and assessment activities. Course requirements for HESI activities are identified in each course syllabus. Students incur a fee for access to HESI materials in the first and second semester and will be dropped for nonpayment.

Nursing Program Laboratories

Students must be enrolled in the Nursing Program to enter the Skills Laboratory or Patient Simulation Laboratory at any time. Designated nursing courses require Skills Laboratory and/or Patient Simulation Laboratory learning. Each course has specific laboratory learning outcomes, and associated requirements for learning, conduct, and safety. Students are required to comply with conduct and safety rules, or risk disciplinary action.

The Skills Laboratory is available for student practice in designated courses and during *Open Lab* times. The schedule for Open Lab is posted outside the lab located in Union 432 and on Blackboard in most NURS courses. Students may contact the Program Coordinator for the Laboratory, Edna McQuesten, at 614-287-2874 or emcquest@cscc.edu, to arrange for individual lab learning time. Additionally, students may contact their Course Leaders to arrange for further lab learning time.

Nursing Program Nursing Grant and Aid Award

Purpose: The purpose of the Nursing Grant and Aid Award is to provide a one-time award of funds to nursing students in the Nursing Program or Practical Nursing Program experiencing a short-term financial need for continuation in the program.

Eligibility Criteria: The student must have completed their first semester in the Nursing Program with a C or better. The student must be in sequence in the Program with a minimum technical grade point average of 2.3. The student must have and document a sudden, emergency crisis resulting in a short-term financial need causing an inability to continue in the program. The student must submit an application to the Ad Hoc Committee of the Nursing Program Professional and Program Development Committee available from the Nursing Program Office Associate.

Selection: The committee reviews the application and forwards their decision to the Columbus State Community College Development Foundation for a final decision on the award.

Endowing the Fund: Individuals wishing to donate to the Nursing Grant and Aid Award Fund may do so through the Columbus State Community College Development Foundation.

Nursing Program Technology

Nursing students are required to be knowledgeable with computers. It is advisable for students to own a computer. If the student does not have a computer, CSCC has a Computer Commons located in the Center of Technology and Learning (TL) building, room 116. Students can walk in to the front desk, sign their name, and a lab assistant will assign them a station. Students are asked to show their college student ID card. The Educational Resource Center also has computers for student use. The Nursing Program also has a student computer lab in Union Hall Room 429.

Students use word processing programs in all courses and need a program installed that is compatible with Microsoft Word. Some courses use Microsoft PowerPoint for presentations, so this software may also be required. The course syllabi will also list course specific computer requirements.

Students also have access to CSCC student email and should check their email frequently. The course management system is Blackboard and instructors use this in many ways to communicate and deliver information. Blackboard orientation is highly recommended for those with limited exposure. For technical requirements and Blackboard orientation, go to the following website: http://global.cscc.edu/index.asp.

For technical assistance, go into Blackboard and click on Global Campus. There are links to technical assistance, the Teaching Learning Resource Center and getting started tips. The Help Desk can also be accessed by calling 614-287-5050.

Nursing Program Pinning Ceremony

At the conclusion of the Nursing program, a student recognition ceremony is held during which graduates receive their school pin. The pinning ceremony acknowledges professional status, while the graduation ceremony acknowledges the degree. All nursing students in the graduating class who are eligible to participate in the college graduation ceremonies are eligible to participate in the pinning ceremony. The nursing faculty will plan the pinning ceremony for the nursing graduating class. Graduates are required to wear their student nursing uniform to the ceremony.

Nursing Program Student Participation and Student Organizations

The faculty welcomes student participation and input into the planning and functioning of the Nursing Program. Interested students should speak to a full-time faculty member to learn more about participating. Common areas of interest from students are Pinning Ceremony, Nursing Program Town Hall, and Student Nurses Association. All students are welcome to participate in all available college activities.

The Columbus State Student Nurses' Association (CSSNA) became an official NSNA constituent in 1997. CSSNA is dedicated to fostering the professional development of nursing students. The CSSNA core values are: Leadership and

autonomy; quality education; advocacy; professionalism; care; and diversity. Please contact your Nursing Program advisor or a Nursing Program faculty member for information.

Nursing Program Nursing Course Registration Closure

The Nursing Program closes registration earlier than the college. Students should not drop or add after the Nursing Program Coordinator closes nursing registration. If the student does drop or add after closure, there is no guarantee course placement will be available. Students seeking late registration for a nursing course must meet with the Course Coordinator.

Nursing Program Nursing Student Concern

A student concern is an expression of dissatisfaction about the Nursing Program expressed verbally or via email to Nursing Program faculty or staff, and resolution is a verbal or email response from the Nursing Program faculty or staff. Concerns may also be presented on Graduate Surveys, and are addressed in Nursing Faculty Meeting.

Nursing Program Nursing Student Complaint

A student complaint is an expression of dissatisfaction about the nursing program expressed in writing submitted to the Nursing Department Chairperson, and resolution of student complaint is a written response from the Nursing Department Chairperson to the written complaint, outlining activities to address the complaint, if warranted.

Please see the Written Student Complaint Policy and Procedure 7-13 in the College Student Handbook. The Nursing Program follows this college policy.

NURSING PROGRAM PROGRESSION

Course Sequence

Nursing courses must be taken in the sequence as displayed in the plan of study. All required science courses must be taken prior to or concurrent with the nursing courses as displayed on the plan of study available in Appendix D & E. Students remaining in sequence will complete their admitting plan of study.

If the student deviates from the plan of study, they will become out of sequence and will need to petition to re-enter the next clinical course.

The Degree Audit Reporting System (DARS) provides a list of courses taken and courses needed in a plan of study. Students should check their DARS at least each semester to keep track of their progression. The DARS is available online from CougarWeb on the CSCC webpage www.cscc.edu

Course Criteria Changes
Required courses in this handbook could be different based upon what is stated in the CSCC catalog. Please refer to the catalog for the most current information concerning required courses for your degree program.

Satisfactory Progress

1) If a student fails, withdraws failing, or withdraws passing a nursing course, the student is then considered out-of-sequence.

2) Students have limited opportunities to complete the same nursing (NURS) course. The student may withdraw failing (D or E) or fail from each nursing course one time. If the student repeats a nursing course and fails or withdraws failing a second time, the student has failed out of the program and is dismissed from the program. The former student may then re-apply to the program at the next application period.

3) A student who receives a "D" or "E" in any two nursing courses or twice in the same nursing course has failed out of the program and is dismissed from the program. The former student may then re-apply to the program at the next application period.

4) A student is ineligible for admission to the nursing program after failing out of the program twice and/or exceeding time limitations twice even after successful completion of a nursing certificate program.

5) A student may only be accepted or be offered admission to the Nursing Program twice. Offered admission is defined as being accepted to the Nursing Program and declining entry. Once accepted the student can only begin the Nursing Program twice.

6) A student repeating a nursing course must repeat the entire course. A student starting the program over must take all NURS courses in the curriculum plan.

   If an advanced standing student fails out of the program, and it is their first time in the program, the advanced standing student may apply for reentry but must complete all NURS courses in the plan of study.

7) A student must achieve a grade of "C" or better in the following support courses: MATH 1025 Quantitative Literacy, NURC 1104, BIO 2300 Anatomy, BIO 2232 Physiology, BIO 2215 General Microbiology, PSY 1100 Introduction to Psychology, PSY 2340 Human Growth and Development, and STAT 1350 Elementary Statistics in order to continue in the nursing program. A student who receives a "D" or an "E" in any of these courses must:

a) retake the course prior to the semester in which it is required and earn a "C" or better; or

b) retake the course during the semester in which it is required and earn a "C" or better; or

c) go out of sequence in nursing, retake the course, and earn a "C" or better prior to re-entering the nursing sequence.

8) A student must achieve a non-technical and technical GPA of 2.00 or higher in order to graduate.

9) Each nursing course has prerequisite and corequisite courses which must be taken as displayed in the Plan of Study by semester. Failure to take or pass any one of these courses will result in a student going out of sequence in Nursing.

10) If progress at mid-term is below 76% in theory the student will receive an academic warning notice. A conference to discuss this situation will be scheduled upon the student's request.

11) Students are informed of their clinical progress via individual clinical evaluation conferences scheduled at mid-term and the end of the semester. Additional clinical conferences may be scheduled by the clinical instructor or student.

12) For students going out of sequence, they must re-enter a Nursing clinical within 3 semesters following the completion of the last clinical course.

13) Students must complete the Nursing Program within 4 calendar years.

14) Students taking any part of the Nursing Program incur costs related to current required course and program learning and assessment materials such as books, standardized testing, uniforms, equipment, technology, etc.

<u>Out of Sequence (OOS)</u>
Students who interrupt the continuous nursing sequence based on their admission plan of study, withdraw from or fail a NURS course, are considered Out of Sequence. Students need to complete a *Nursing Out of Sequence Form at the direction of the Course Leader*. If re-entry is approved, the student will be provided an add form with the course number and section for the student to register. Students may be Out of Sequence only 3 semesters after successful completion of a clinical course.

Notification of re-entry into a course will be made by the Course Leader. Students may have additional requirements for re-entry such as skills reviews or other assignments. There may be a late fee incurred for registration when

requesting to re-enter a nursing course. A student re-entering the nursing sequence is required to meet the same catalog requirements as the class the student is entering into.

If course space is limited, the following criteria, listed in priority, are used to determine re-entry to a nursing course:

1) Last opportunity to re-enter within 3 semesters following completion of last clinical course.
2) Denied re-entry to the course previously because of space limitations.
3) Highest technical GPA for 2nd semester students and highest nontechnical GPA for 1st semester students.

Petitioning

Students who are Out of Sequence for more than a semester and want to return to the program must complete the *Petition for Nursing Courses* Form in the semester preceding the semester in which the student wishes to register.

During Autumn Semester, petitions for Spring Semester are available from 9 am on Monday of week 10 through noon Friday of week 12 from the Nursing Program Office Associate. During Summer Semester, petitions for Autumn Semester are available from 9 am on Monday of week 8 though noon Friday of week 9 from the Nursing Program Specialist.

Students are required to verify the adequacy of their health requirements with the Health Records Office.

The Nursing Program Specialist verifies adequacy of CPR, fingerprinting, and drug testing requirements.

Delayed Admission

A student offered admission who does not enter in the designated semester is considered out of sequence if the following are completed:

1) The student completes the *Nursing Out of Sequence Form* (OOS) available from the Nursing Program Specialist. The student meets with the Program Coordinator to review their new sequence and signs the OOS form. The student follows any recommendations listed on the OOS form.

2) The student drops NURS 1871 through CSCC registration.

3) The student must complete these steps by week one of the accepted semester to remain in the Nursing Program.

4) The student must re-enter within 3 semesters to remain in the Nursing Program.

5) Students who do not meet the above requirements are considered out of the Nursing Program and must reapply to be considered for acceptance in a future class.

Changing Tracks

Students may not change tracks until the semester following their generic start date. Students may request to change to the Blended or Traditional track one time. Space restriction may result in a denial of track change requests. Students will be notified of the Admissions Committee's decision regarding their request to change tracks by the end of the semester. Criteria for eligibility for petitioning to change tracks are:

1) The student meets with their Nursing Program Faculty Advisor to discuss the feasibility of the track change and learning opportunities.
2) The student's Nursing Program Faculty Advisor verifies student eligibility to the requested track, documents a summary of the information about the student request, documents agreement or lack of agreement the track change is deemed beneficial to the student, and forwards the documentation to the Nursing Program Faculty Coordinator for Admissions and Informatics.
3) The student meets with the Nursing Program Faculty Coordinator for Admissions and Informatics regarding their request to change tracks. The student will submit the required paperwork including The Petition for Change in Nursing Tracks form, a letter documenting how the track change will promote successful completion of the Nursing Program, and a current DARS.
4) All steps must be completed by the end of the 8th week of the semester prior to the planned track change.

INFORMATION FOR REGISTERED NURSE LICENSURE

Ohio Board of Nursing: Criminal Records

Criminal records checks are required for licensure. The Ohio Board of Nursing may deny a person the privilege of sitting for the licensing examination related to certain past behaviors or legal history. Each applicant for licensure will be required to answer questions on the application related to whether the individual seeking licensure has been convicted of, found guilty of, pled guilty to, pled no contest to, or received treatment in lieu of various criminal convictions.

Candidates for the NCLEX-RN examination will be required to submit fingerprints for an FBI (federal) and BCI (civilian) criminal records check.

Any student who may be affected by the above ruling should have conferred with the Chairperson of Nursing prior to acceptance into the program. If a student has not conferred with the Chairperson prior to acceptance, the student should make an appointment as soon as possible so information about the steps that the Board

may take before considering an application to sit for the licensing examination can be discussed.

Ohio Board of Nursing: Psychiatric
The Ohio Board of Nursing requires all applicants for licensure to declare any existing psychiatric condition. Please check with the Board of Nursing for further clarification or questions: (614) 466-3947, www.nursing.ohio.gov

Accommodation Requests
Students with disabilities who need accommodations will need to schedule an appointment with the Nursing Chairperson at least 15 weeks prior to graduation to request that a letter be written to the Ohio Board of Nursing to initiate the plan for accommodation of testing for licensure exam.

COLLEGE BLOODBORNE PATHOGENS GUIDELINES

All students are responsible for following the Bloodborne Pathogens guidelines:
1) All students receive instruction on Standard Precautions and Bloodborne Pathogen Guidelines in NURC 1101, NURC 1104, and NURS 1871 and are required to abide by these in all clinical and lab settings.
2) Students who are in clinical settings receive specific information about site-specific exposure protocols during orientation to their clinical experience.
3) All students will adhere to the Standard Precautions approach of infection control. "Standard Precautions" refers to the use of barrier precautions and other techniques to prevent direct skin or mucous membrane contact with blood or other body fluids. These precautions will be applied to blood and other body fluids of ALL persons and during any activity where there is the possibility of exposure to blood or other body fluids.

Personal Protective Equipment
1) Personal Protective Equipment (PPE) will be supplied by the program or the clinical site as appropriate. PPE includes, but is not limited to, gloves, gowns, face shields, goggles, face mask, cap or hood, and shoe covers.

2) All personal protective equipment must be removed prior to leaving either the lab or the client room. If personal protective equipment is penetrated by blood or other body fluids, the equipment must be removed as soon as possible and disposed of appropriately.

3) Disposable gloves must be worn when the student may have contact with blood or other body fluids, or excretions or secretions; or when the student has chapped hands or other abrasions/lesions of the hands.

i. Wash hands before putting on gloves.

ii. Gloves must be made of latex or vinyl. Latex-free gloves are available for students allergic to latex.

iii. Gloves used in client care situations must be disposed of between client contacts and immediately if they are torn, punctured, or when their ability to function as a barrier is compromised.

iv. Gloves must be fresh and free of cracks, discolorations, punctures, or other defects.

v. Gloves must be disposable. They may not be washed or disinfected for re-use.

vi. Gloves must fit the hand snugly.

vii. Gloves must be removed prior to handling non-contaminated items such as telephones or computers, and when leaving the client room.

viii. Students must wash hands with soap and water or approved solution immediately after glove removal.

4) Approved gowns, aprons, coveralls, or lab coats must be worn during all tasks or procedures that are likely to generate spills, sprays, or splashes of blood or body fluids.

5) Approved protective eyewear such as face shields or goggles plus mask must be worn to protect the eyes and mucous membranes of the nose and mouth during procedures that are likely to generate sprays or splashes of blood or other body fluids.

   i. Disposable shields and masks are to be discarded after a single use.

   ii. Reusable goggles are to be disinfected using approved techniques after contamination with blood or body fluid.

   iii. Shields and masks must be fresh and clean, and free from stains, contaminants, or defects.

6) Surgical caps or hoods and/or shoe covers will be worn when appropriate.

Engineering and Work Practice (laboratory and clinical) Controls

1) Handwashing

   i. Students are required to wash hands with soap and water or approved solution before and after any client contact, immediately after any

possible contamination with blood or other body fluids; after handling and collecting lab specimens and collection containers; before eating or drinking; and before and after removal of gloves or other personal protective equipment.

2) Handling of Sharps and Contaminated Non-Sharp Equipment

i. Deposit used syringes, needles, scalpel blades, razors, and other sharp items in a puncture-resistant non-spillable disposal container which bears the biohazard label.

ii. Disposal containers are located at the sites where sharps are commonly used. If one is not immediately available, obtain a disposal container from another area prior to initiating the procedure. Do not fill the container more than two-thirds full.

iii. Do not recap, bend or break needles, or remove needles from syringes after client contact.

iv. Never put fingers into the disposal container.

v. Deposit contaminated non-sharp items in a biohazard waste disposal container. Do not fill container more than two-thirds full.

3) Spills

i. If blood or other body fluids contaminate a surface, the spill must be cleaned in an approved manner. If the spill occurs on campus, the student must report the spill immediately to the instructor, who will manage or coordinate the cleaning and disinfection of the spill. If the spill is too large or involved for the instructor to manage, the instructor will contact the Physical Plant Department to clean the spill. If the Physical Plant Department is closed, the instructor will contact the Public Safety Department to clean the spill. If the spill occurs at a clinical facility, follow the agencies' protocols for decontamination.

ii. Work surfaces and equipment should be cleaned and decontaminated with an appropriate disinfectant such as 10% bleach solution or an OSHA-approved solution after any contact with blood, body fluids or other potentially infectious material.

iii. Broken glass or other sharps which may be contaminated must not be picked up directly with the hands, but by mechanical means (e.g., use forceps, brush, scoop or tongs).

4) Additional Safety Requirements

i. No smoking, eating, drinking, application of cosmetics or lip balm, insertion of corneal contact lenses or storage of these items is allowed in lab or client care areas.

ii. No food or drink is allowed in lab or client care areas. Refrigerators that are used for specimens are not to be used for food or drink.

iii. Sandals, shoes that have open toes or open heels, and canvas shoes may not be worn in clinical areas.

iv. Hair, beards, neckties, and jewelry must be contained to avoid contact with moving instruments and specimens.

v. Disinfect contaminated equipment by soaking in a fresh 10% solution of bleach or other appropriate disinfectant for one half-hour.

vi. Keep work area clean and uncluttered. Organize needed materials.

vii. Wash hands thoroughly with soap and water or approved solution when leaving the work area.

Hepatitis B Vaccination

1) Hepatitis B vaccination for students is required.

2) Once the second of three Hepatitis B vaccinations is received, the student may register for NURS courses. The student is required to continue to receive the remaining injection on the standard schedule to remain in the program.

Post Exposure Evaluation and Follow-up

1) After any actual or potential exposure to blood or other body fluids has occurred, the student must follow the procedures to ensure safety.

2) If an exposure occurs on campus:

   i. The student must notify the instructor immediately and take appropriate preventive measures including purging of a puncture wound, washing the wound with soap and water, and covering the wound.

   ii. The student must report the incident via the Report of Exposure to Blood or Other Body Fluids form. The completed form goes to the instructor.

   iii. If an injury incident is determined to be a significant exposure, evaluation and treatment of the exposed student will be based on standard protocols. If the source of the blood or body fluid can be identified, testing for Hepatitis B and C, and for HIV will be requested from the source. The student is responsible for all costs associated with evaluation and treatment; for this reason, it is highly recommended that all students have personal health insurance.

iv. Medical treatment following an exposure could include Hepatitis B immunoglobulin, Hepatitis B booster injection, or chemotherapy for HIV or other organisms. Follow-up with personal physician to determine treatment. The student is responsible for all costs associated with evaluation and treatment; for this reason, it is highly recommended that all students have personal health insurance.

3) If the exposure occurs at a clinical facility (off campus):
   i. The student is to notify the clinical instructor (and preceptor, if used) and take appropriate preventive measures including purging of a puncture wound, washing the wound with soap and warm water, and covering the wound.

   ii. The student must then follow the facility's protocol for exposure. Generally, the student would report to Emergency Department, Infection Control, or Employee Health.

   iii. The student is required to follow the facility's protocol for reporting, evaluation and treatment of a bloodborne pathogen exposure. Any costs associated with testing or treatment are the student's responsibility; for this reason, it is highly recommended that all students have personal health insurance.

   iv. If an injury incident is determined to be a significant bloodborne pathogen exposure, evaluation and treatment of the exposed student will be based on standard protocols. If the source of the blood or body fluid can be identified, testing will be requested from the source for Hepatitis B and C, and for HIV.

   v. Medical treatment following an exposure could include Hepatitis B immunoglobulin, Hepatitis B booster injection, chemotherapy for HIV or other organisms. Any costs associated with testing or treatment are the student's responsibility; for this reason, it is highly recommended that all students have personal health insurance.

   vi. The student must report the incident to the College by completing the *Assessment of Bloodborne Pathogen Exposure* form and submitting the completed form to the clinical instructor.

Compulsory Compliance

1) All students are required to comply with the above policy. Failure to follow this policy may result in disciplinary action.

Definitions:

1) Blood: human blood, human blood components, and products made from human blood.

2) Bloodborne Pathogens: disease-producing microorganisms that might be present in human blood and can cause disease in humans. These pathogens include but are not limited to Hepatitis B virus (HBV); Hepatitis C Virus (HCV), and human immunodeficiency virus (HIV).

3) Contaminated: the presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.

4) Decontamination: the use of physical or chemical means to remove, inactivate, or destroy bloodborne pathogens on a surface or item to the point where they are no longer capable of transmitting infectious particles and the surface or item is rendered safe for handling, use, or disposal.

5) Engineering Controls: objects, mechanisms, or product designs which isolate or remove bloodborne pathogens hazards from clinical or lab.

6) Exposure Incident: a mucous membrane, non-intact skin, or parenteral contact with blood or other body fluid contaminated with blood that results a student's duties.

7) Source Individual: any individual, living or dead, whose blood or other potentially infectious materials may be a source of exposure.

8) Standard Precautions: an approach to infection control wherein all human blood and body fluids are treated as if known to be infectious for HIV, HBV, HCV, and other bloodborne pathogens.

9) Work Practice Controls: controls that reduce the likelihood of exposure by altering the manner in which a task is performed.

Nursing Program Needle Stick Injuries

Any student receiving a needle stick injury during practice in the skills laboratory will need to report the incident to the instructor to complete a report and to determine further action. If the injury occurs in the clinical area, the student will report the injury to the clinical instructor, seek appropriate wound care, and complete a report at the agency. Further action will be directed by the policy of the agency. Students must also complete a report with the College in the Health Records Office at the time of incident or upon return to Columbus State.

NURSING CLINICAL POLICIES AND PROCEDURES

Clinical/Partner Facility Admission and Policies

Clinical/Partner facility sites for clinical, practicums, internships, or other type of experiential learning experiences, often have their own admission and participation requirements that students must meet before students can be

placed at the clinical/partner facility. The clinical/partner facility will have admission requirements that exceed or are in addition to the admission requirements of Columbus State and the student's specific academic program. Clinical/Partner facilities have the right to deny student participation even when the student is fully admitted into the academic program. Therefore, students should expect to meet the requirements of the clinical/partner facility in addition to their academic program's requirements. If a student cannot be admitted into any of their academic program's clinical/partner facilities, the following may occur but is not limited to the student being dismissed from the academic program. For more information, please consult the Department of Nursing Chairperson.

Further, students are expected to comply with all clinical/partner facility policies and Columbus State policies when completing a clinical, practicum, internship, or other type of experiential learning experience. It is also an expectation that students comply with policy expectations off premises if any conduct pertains to the clinical/partner facility. Examples of such conduct could include, but is not limited to, work responsibilities that occur off premises, uniform and appearance expectations, social media usage, patient/client interaction, and any other activities related to the learning experience. Failure to follow the clinical/partner facility's policies and Columbus State policies may result in discipline up to and including dismissal.

Tobacco Free Facilities

Smoking is prohibited anywhere on the campus of Nationwide Children's Hospital, Ohio Health, the Ohio State Medical Center, and various other clinical learning sites. Students are required to follow smoking policies of all clinical learning environments and their instructor.

Background Check and Drug Screening for Nursing

Please see page 11, regarding the background check and drug screening process.

Clinical Dress Code

The purpose of this dress code is to promote professionalism, infection control, and safety. This dress code has been formulated based on health and safety standards, professional, clinical/partner facility policies, and the standards established by this academic program faculty and staff. To continue in this academic program students must adhere to this dress code policy.

Further, some clinical/partner facilities may require a different dress code policy then the below policy. Students are expected to comply with the clinical/partner facilities dress code. Not following the clinical/partner facilities dress code policy may result in discipline up to and including dismissal.

Varying circumstances may warrant a change in the dress code policy. If you have questions regarding this dress code policy or requests for exceptions including

religious accommodations, please contact the Department of Nursing Chairperson. For questions regarding disability services refer back to page 3.

1) Personal Hygiene
   All students should observe high standards of personal hygiene in order to promote professionalism, health and safety, and client care.
   a. Clean and hygienic with no body odor.
   b. Avoid fragrances or scents (perfumes, colognes, lotions, etc.).
   c. Fingernails must be smooth and shorter than the end of the finger. Fingernails must not have nail polish. Artificial nails are also prohibited.

2) Makeup
   a. Either no cosmetics or cosmetics that appear natural and professional.

3) Hair
   a. Hair must be neat, clean, secured off the collar, away from your face and your hair must not be touching the patients.
   b. Color must be of natural tones without non-natural color such as pink, blue, green, etc.
   c. No ornamental accessories (ornate hairbands, etc.).
   d. Neatly trimmed beard and/or mustache is allowed so long as the beard is less than ½ inch in length and the mustache is above the lip line.

4) Jewelry
   a. One plain, smooth, ring and one small stud earring per ear may be worn.
   b. No other jewelry is to be worn.
   c. No observable exposed piercings, expanders, or hardware of any kind may be worn.

5) Tattoos
   a. No visible tattoos.

6) Uniform
   The following uniform guidelines are based on the Nursing academic program. The uniform is a symbol of the profession and should be worn proudly and with respect. Uniforms must be purchased from the Discovery Exchange Bookstore at Columbus State Community College. A small selection of used student uniforms is sometimes available in the Nursing Program Skills Lab for students who have changed size during their enrollment in the Program. Inquiries may be made to the Nursing Program Skills Laboratory Technician.

The following are requirements for Columbus State Community College nursing students in any patient care area and at other designated times. Variations may exist in specific areas and during specific times related to clinical regulations and safety.

1) CSCC Nursing Student Uniform
   a. White uniform top with the CSCC nursing student patch and navy blue pants.
   b. CSCC photo identification badge, bandage scissors, hemostats, watch with a second hand, and stethoscope.
   c. The navy blue lab jacket with CSCC nursing student patch is optional, and is the only additional part of the uniform that may be worn. No other jackets, sweaters, or coverings may be worn.
   c. Only all white t-shirts may be worn under the uniform.
   d. Pregnant students may wear a white maternity uniform top to which a CSCC nursing student patch has been applied and navy blue maternity uniform pants.
   e. Uniforms are to be laundered after each clinical day.
   f. The CSCC Nursing Student polo shirt is worn in designated clinical areas per faculty instruction.
   g. Socks or hosiery are required to be worn with the uniform.

2) Footwear
   a. Shoes must be clean, durable, and all leather.
   b. Shoes must be either white, black, or navy blue.
   c. Shoes must be completely closed, quiet soled, slip resistant, flat, and in good condition.
   d. No open shoes of any kind, no platform or chunky soled shoes, no high-heels.

Enforcement

Since the dress code is intended to nurture professionalism, encourage health and safety standards for the student, and promote client safety, the dress code will be enforced. Discipline action may be taken when a student deviates from the dress code up to and including dismissal.

Removal Due to Health Risk and/or Safety Risk

Clinical/Partner facilities have an expectation that students completing a clinical, practicum, internship, or other type of experiential learning experience at their site will not be a health risk and/or safety risk to their clients. Students are therefore expected to conform to all standard health and safety practices required by the clinical/partner facility. Being unsafe and/or a health risk includes but is not limited to a student that consistently fails to demonstrate competence in clinical patient/client care, a student who does not adhere to policies, and/or a student who behaves in any manner that compromises or threatens the well-being of the patient/client's health and welfare. Students will be evaluated during their clinical, practicum, internship, or other type of experiential learning

experience and the evaluations may show student deficiencies that would deem them a health risk and/or unsafe. A student that is deemed a health risk and/or unsafe may result in discipline up to and including dismissal. In addition, the clinical/partner facility is under no obligation to allow or approve a student's experience if a health or safety issue is identified.

Clinical Performance

Clinical performance which jeopardizes client safety may result in student dismissal from the clinical area by the instructor at any time during the academic semester, and, a grade of "E" may be assigned for the course. The instructor documents all pertinent facts, discusses the situation with the student, and submits the documentation, along with specific recommendations, to the Chairperson.

Bloodborne Pathogens Guidelines

Please refer to page 35 for College Bloodborne Pathogens Guidelines.

Transportation

Students are responsible for their own transportation to all course activities. Inform the course coordinator prior to the beginning of the semester if an assignment on the bus line is needed.

Illness or Injury Occurring in the Clinical Area

Students are required to report any illness or injury occurring within the clinical area to their instructor immediately. Necessary immediate medical care will be provided by the cooperating agency at the student's expense. The student is also to complete an incident report at the College Health Records Office.

Cell Phone Use in the Clinical Setting

No cellular phones are to be on for personal use in clinical.

FORMS

The following forms included in this section are:

(1) Handbook Acknowledgment Form;
(2) Graduation-Employment Relationship Acknowledgement Form;
(3) Confidentiality Acknowledgment Form;
(4) Orientation Verification Form

Please read each of these forms carefully. The forms will be available **on the Nursing Program Website at https://www.cscc.edu/academics/departments/nursing/registered-nurse/ under the orientation button for your class**. **All forms must be signed and returned by the due date listed.** If you have any questions regarding these forms please contact the Nursing Department.

Division of Health and Human Services

Handbook Acknowledgement Form

I, _____, hereby acknowledge that I have received and read a copy of the student handbook for the Nursing Program.

By signing below, I agree to abide by the requirements, standards, and policies and procedures contained herein, including by reference or hyperlink, and any changes that may occur from time to time. I also understand that I am responsible for understanding the information within this handbook. I acknowledge that any deviation from or violation of the requirements, standards, and policies and procedures contained herein will be subject to disciplinary action, including but not limited to my removal from the academic program. In addition, I acknowledge that revisions to this handbook will be made periodically, with or without prior notice and that I am responsible for checking for updates to program information.

Furthermore, along with abiding by this academic program handbook, I agree to abide by the Columbus State Policies and Procedures, course syllabi, the Columbus State Student Handbook, and the Columbus State Catalog.

Also, by signing this form, I acknowledge that I am able to meet each Nursing Program Standards Essential, either with or without reasonable accommodations.

I acknowledge that my signature on this form does not guarantee my progression in the academic program.

_____	_____
(Student's Printed Name)	(Student's CID)
_____	_____
(Student's Signature)	(Date Signed)
_____	_____
(Signature of Program Coordinator)	(Date Signed)

Division of Health and Human Services

Graduation-Employment Relationship Acknowledgement Form

I, _____, hereby acknowledge that I am informed, I understand, and I agree that my graduation from the Nursing Program and Columbus State does not guarantee my employment in my chosen field of study or otherwise. Furthermore, I also understand that neither the faculty nor staff of Columbus State is responsible for my employment or placement into a job. Therefore, neither Columbus State nor any individual employed by Columbus State is accountable for my employment in my field of study or otherwise. In signing this acknowledgement form I recognize and agree that employment is my own responsibility.

_____	_____
(Student's Printed Name)	(Student's CID)
_____	_____
(Student's Signature)	(Date Signed)
_____	_____
(Signature of Program Coordinator)	(Date Signed)

Division of Health and Human Services

Confidentiality Acknowledgement Form

I, _____, hereby acknowledge that I am bound by federal and state laws regarding patient confidentiality, including where applicable the federal Health Insurance Portability and Accountability Act (HIPAA) and its policies.

I acknowledge that I may work with patients in a class, clinical, practicum, internship, or other type of experiential learning experience where I have access to patient's protected health information. I understand that all medical information is considered confidential and may be protected by HIPAA. In addition, I acknowledge that I have read the confidentiality statements in this handbook and that it is my responsibility to abide by them. I understand that it is therefore unlawful to disclose a patient's confidential health information and medical records without consent. I further acknowledge, that it is my professional responsibility and duty to protect the confidentiality of all patient medical records and protected health information with which I have access to.

My signature confirms that I understand and will abide by patient confidentiality and that I understand the consequences of any inappropriate actions regarding patient confidentiality.

_____	_____
(Student's Printed Name)	(Student's CID)
_____	_____
(Student's Signature)	(Date Signed)
_____	_____
(Signature of Program Coordinator)	(Date Signed)

COLUMBUS STATE

NURSING

ORIENTATION VERIFICATION FORM

I, _____, have viewed the mandatory online Nursing Program Orientation. I hereby agree that, as a student of the Nursing Program at Columbus State Community College, I am responsible for understanding and abiding by the policies and procedures set forth in the orientation.

Signature_____ Date__/__/___
Name (printed) _____

APPENDIX A:

Letter of Recommendation/Verbal Reference and FERPA Release

Introduction

Pursuant to FERPA, a faculty/instructor may share the following about a student for a letter of recommendation and/or a verbal reference ***without a signed release*** from the student:

- Directory information[1]
- The faculty/instructor's candid assessment of strengths and weaknesses of the student based on the faculty/instructor's personal observations or knowledge (examples include remarks such as the student's work ethic, dependability, and creativity)
- Information about the College/academic program's policies and practices

A faculty/instructor **cannot share** a student's education records (such as course grades, GPA, documented attendance, or examination results) in a letter of recommendation and/or verbal reference **without obtaining a signed release from the student** which 1) specifies the records that may be disclosed, 2) states the purpose of the disclosure, and 3) identifies the party or class of parties to whom the disclosure can be made. Additionally, pursuant to FERPA a student has the right to read a letter of recommendation, unless that right has been waived by the student.

Students who seek a letter of recommendation and/or a verbal reference from a Columbus State faculty/instructor should speak directly with that faculty/instructor. Students must also check with their program regarding whether the faculty/instructor will agree to be a reference. Once the faculty/instructor has agreed, the student should fill-out the following form, "Letter of Recommendation/Verbal Reference and FERPA Release," and then return it to the faculty/instructor.

Part I of the below form allows the student to designate whether the faculty/instructor is writing a letter of recommendation and/or providing a verbal reference. It also allows the student to provide information about the recipient(s) of the letter of recommendation and/or verbal reference.

Part II of the below form, is *optional* and only required if the student wants to authorize the faculty/instructor to use information obtained from the student's education records for the purpose of the letter of recommendation and/or verbal reference. If authorization is given the faculty/instructor may then choose to include some or all of the authorized information, in addition to providing their personal observations about the student. **Students are not required to authorize the release of their education records for a letter of recommendation and/or verbal reference. If a student chooses not to fill-out part II or chooses not to authorize the release of their education records on the below form, then no information from the student's education records may be included in the letter of recommendation and/or verbal reference.**

Finally, Part III of the below form, is to be filled out if student has asked the faculty/instructor to write a letter of recommendation. Part III provides the student with the opportunity to waive or not waive the right to review a copy of the letter of recommendation. **Students are not required to waive this right to review a letter of recommendation.**

To Columbus State Faculty/Instructor: You may not insist on a student's release of education records or waiver of the right to review a copy of the letter of recommendation as a condition for writing a letter of recommendation and/or providing a verbal reference. If a student does not authorize you to use their education records then you may not include that information. Please maintain a copy of this Letter of Recommendation/Verbal Reference FERPA Release form in your files and if there is a letter of recommendation maintain this form with each copy of the letter of recommendation.

Revised May 2018
Page 1 of 2

[1]If a student has requested the College to withhold their directory information, then a faculty/instructor is not allowed to release directory information about that student. To view the information Columbus State designates as directory information please visit the following website: https://www.cscc.edu/services/registrar/withhold-information.shtml.

Letter of Recommendation/Verbal Reference and FERPA Release

Student: *This form should be filled out and then returned to the Columbus State faculty/instructor who has agreed to write you a letter of recommendation and/or serve as a verbal reference. If you would like to authorize the faculty/instructor to use your education records in constructing their letter of recommendation and/or verbal reference please fill-out Part II, students are not required to authorize the release of their education records for this letter of recommendation/verbal reference. For letters of recommendation, please choose one of the options in Part III, students are not required to waive their right to review a letter of recommendation.*

Part I: (*Required*) **Letter of Recommendation/Verbal Reference Information**

Student/Graduate Name:_____

I authorize the following Columbus State faculty/instructor (check one or both boxes):

- ☐ To write a letter of recommendation on my behalf
  and/or
- ☐ To serve as a verbal reference on my behalf

_____
(Submit one form for each Columbus State faculty/instructor)

I grant the Columbus State faculty/instructor named above to provide the letter of recommendation and/or verbal reference to the following recipient(s):

- ☐ All prospective employers, all educational institutions to which I seek admission, and/or all organizations considering me for an award or scholarship

OR

- ☐ To the following specific recipient(s)*:
  Recipient's name:_____
  Recipient's address/email:_____
  _____
  _____
  *please list more specific references on the reverse side.

Part II: (*Optional*) **FERPA Release of Education Records**

I understand that, pursuant to FERPA, (1) I have the right not to consent to the release of my education records; (2) This consent shall remain in effect until revoked by me, in writing, and delivered to the above named person to whom this release is granted, but that such revocation shall not affect disclosures previously made by the above named person prior to receipt of any such written revocation.

With this understanding and by checking below, I make the following decision:

- ☐ I do NOT authorize the above named faculty/instructor to release my education records to the above named recipients.
- ☐ I do authorize the above named faculty/instructor to release information and provide an evaluation about any and all information from my education records at Columbus State Community College, including information pertaining to my education at other institutions I have previously attended that is part of my education records at Columbus State Community College, as deemed necessary by the above named faculty/instructor to provide the letter of recommendation and/or verbal reference to the above named recipients.

Part III: (*Only applicable for Letter of Recommendation*) **Right to Review a Copy**

I understand that, under FERPA, I have a right to review a copy of this letter of recommendation upon request, unless I choose to waive that right. With this understanding and by checking below, I make the following decision:

- ☐ I do NOT waive my right to review a copy of this letter of recommendation at any time in the future.
- ☐ I waive my right to review a copy of this letter of recommendation at any time in the future.

Authorization:

Student Signature_____ Date:_____

APPENDIX B:

COLUMBUS STATE COMMUNITY COLLEGE
HEALTH RECORD OFFICE

PHYSICIAN'S CERTIFICATION FOR RETURN TO SCHOOL FOLLOWING ILLNESS, INJURY, OR HOSPITALIZATION

In order to assure that a student is able to return to school without complications, the student's personal physician is requested to complete this form indicating the student's abilities or limitations.

STUDENT NAME: _____

PROGRAM: _____

Please state the general nature of this student's current medical condition or limitations.

_____

_____

____ This student may return to/remain in his or her classes or clinical assignments without restriction.

____ This student may return to/remain in his or her classes and clinical assignments with the restrictions listed below. (If the student has personal lifting restrictions, please state if the student would be able to perform these tasks with the assistance of another person: moving a client up in bed with assistance; turning a client in bed with assistance; transferring a client from bed to chair or cart and back to bed with assistance, and similar activities.)

Specify restrictions: _____

_____

These restrictions are in effect until this date: _____

____ This student may not return to class or clinical assignments until: _____

Comments: _____

_____

Physician's Signature _____ Date: _____

APPPENDIX C

COLUMBUS STATE COMMUNITY COLLEGE
Division of Health and Human Services Drug Screening Guideline

Columbus State Community College (CSCC) has a campus-wide, zero-tolerance policy towards the unlawful use, possession, or distribution of illegal drugs, drug paraphernalia, or controlled substances; including the abuse or misuse of prescriptions or over the counter medication and alcohol, while on campus or at any property owned, leased, or controlled by the College or during any activity sponsored or authorized by the College. Any student or employee found to violate College policy, local, state, and/or federal law, are subject to disciplinary action.

Students that are enrolled in a program that requires a clinical practicum in the Division of Health and Human Services are required to submit to a urine drug test. The clinical practicum is a necessary component of many programs in the Health and Human Services Division. This requires collaboration between the College and clinical agencies to provide opportunities for students to complete their educational requirements, by allowing students to participate in a clinical rotation at an approved clinical facility.

CSCC and clinical agencies are obligated to protect the agency's patients and/or clients from harm due to students who are under the influence of illegal drugs or alcohol while rotating in a clinical practicum. It is necessary that the College provide a safe environment for employees, students, visitors of the College, as well as the clinical agency and their patients and/or clients. This guideline, will determine eligibility for participation in a clinically based program in the Division of Health and Human Services, which will be established by a negative/normal drug screen as noted in the key definitions section.

1. Scope

All students applying to a clinically based program in the Division of Health and Human Services will be required to submit to a drug test. Note that specific Program requirements may also apply, please refer to the specific HHS Academic Program Handbook.

2. Key Definitions

Adulteration – The process of adding chemical substances to urine in order to change the result of the drug screens.
Confirmation Test – A test that is performed after a positive result on a screening sample.
Diluted Sample – A sample with a specific gravity below the acceptable level as defined by the laboratory that performs the testing.
Drug Screen – A drug screen is the laboratory testing performed on urine, blood, hair, or saliva/oral fluid samples, to determine the presence or absence of specified drugs or their metabolized traces. Drug screenings must be performed at a CSCC approved site.

Health and Human Services (HHS) Programs– Courses, certificates, and degree programs where the student must participate in a clinically based program in the Health and Human Division, as a member of the health/human services care team in an outside agency as part of the educational requirement.
Negative/Normal – Results of a drug screen that do not include adulteration of the sample, the presence of illegal substances, alcohol, or the abuse of prescription drugs.
Positive/Abnormal – Results of a drug screen that reveal use of an illegal substance, alcohol or a diluted or adulterated sample.
Prescription – A valid prescription issued to the student by a licensed health care provider authorized to issue such prescription and used for its intended purpose as prescribed before any expiration date.
Substance- Any drugs, other substances whether, including but not limited to ingested, inhaled, injected (subcutaneously, or otherwise) that have known mind altering or function-altering effects, applicable to Schedule I through V of 21 C.F.R. Part 1308.

3. Drug Screening and Enforcement

HHS Program students will be tested to verify a negative/normal drug screen according to the timeline established in each Program. Testing may occur prior to the student's admission into a HHS Program and/or prior to clinical/practicum placements. Drug screens will be conducted at the student's expense. Drug screenings completed previously by other agencies or by the student's employer will not be accepted. The student must have a drug screening performed at one of the CSCC approved laboratories and the results must be received directly by the College from Corporate Screening. Student's drug screening results will be processed as follows[2]:
Negative/Normal – Students whose drug screening result is negative are eligible to be accepted into the HHS Program and/or continue in the HHS Program and/or clinical. Students may also be subject to re-testing if at any time there is reasonable suspicion of substance abuse. See section 4(c) of this guide. Positive/Abnormal – If a student has a positive drug screen the student will be denied acceptance into the HHS Program or will be removed from the HHS Program and/or clinical and may be subject to disciplinary action. Further, the student may be prohibited from participating in any clinically based Program in the Division of HHS for a period of 24 months. After 24 months, should a student reapply to a clinically based HHS program and re-test positive, that individual may be permanently barred from clinically based programs in the Division of HHS at CSCC.
Adulterated Sample – If the drug screening result is reported as adulterated by the laboratory, the student will be denied acceptance into the HHS Program or will be removed from the HHS Program and/or clinical and may be subject to disciplinary action. Further, the student may be prohibited from participating in any clinically based Program in the Division of HHS for a period of 24 months.

[1] Note: specific Program requirements may also apply, please refer to the specific HHS Academic Program Handbook.

After 24 months, should a student reapply to a clinically based HHS program and re-test positive, that individual may be permanently barred from clinically based programs in the Division of HHS at CSCC.

Dilutes – If the drug screening result is reported as diluted, the student will be notified that he/she may be re-tested within 24 hours of notification of the diluted result. The re-testing is subject to the guide outlined in section 4(b). The student is responsible for the cost of the re-test.

Positive Prescription - Students testing positive for a prescription medication must have a valid prescription issued to the student by a licensed health care provider. A medical review officer, at the approved CSCC laboratory, will validate the prescription and determine if the prescription is acceptable for the drug for which the student tested positive for.

4. Drug Screen Re-Testing

a. Depending on the requirements of the clinical site, students may be subject to re-testing prior to the beginning of the student's clinical experience or if a period of greater than 24 months has elapsed. Students who re-test positive will be denied acceptance into the HHS Program or will be removed from the HHS Program and/or clinical and may be subject to disciplinary action. Further, the student may be prohibited from participating in any clinically based Program in the Division of HHS for a period of 24 months. After 24 months, should a student reapply to a clinically based HHS program and retest positive, that individual may be permanently barred from clinically based programs in the Division of HHS at CSCC.

b. Diluted Drug Test Failure – If a student fails his/her initial drug screen because of a diluted sample, he/she will have the option of re-testing within 24 hours of notification of the student. Students will be allowed to re-test one time. A student has the right to refuse consent for re-testing. However, refusal to consent to re-testing may result in being denied acceptance into the HHS Program or being removed from the HHS Program and/or clinical.

c. Reasonable Suspicion- is defined as, but not limited to, the following behaviors:
    - Direct observation of drug use, alcohol use, and/or the physical symptoms or manifestations of being under the influence of a drug or alcohol such as, but not limited to appearance (red eyes, drowsy, tremors, clothing disarrayed, pupillary changes); behavior (erratic, irritable, inappropriate, mood swings, lethargy); Speech (slurred, erratic); Odor (unusual or odor of drugs or alcohol); deterioration in performance; abnormal conduct; and/or change in alertness.
    - Information that a student's behavior has caused or contributed to an accident that resulted in injury requiring treatment by a licensed health care professional or substantial property damage.
    - Evidence of involvement in the use, possession, sale, solicitation or transfer of drugs while enrolled in a HHS Program and/or a student is convicted by a court of an offense related to the use of a drug, alcohol or controlled substance.

If a faculty member, professional preceptor, or administrator observes any student exhibiting any of the above behaviors, they will document the behavior and bring it to the attention of the student's HHS Program's chairperson and a consultation will take place with the Dean of HHS who will determine if reasonable suspicion exists. If the Dean of HHS is not available, the Supervisor of the Office of Student Health Records may make that decision. The decision on whether to dismiss the student from the clinical, lab, and/or classroom for the day will be in accordance with student's Academic Program handbook. If reasonable suspicion and temporary dismissal is determined, the student will be notified that it is the student's responsibility to be drug screened immediately with a result of negative/normal drug screen in order to continue in the HHS Program. The results of the drug screen will be processed in accordance with these guidelines. The drug screen will be at the student's expense. Further, the student may face disciplinary action for any incidents that violate College Policies and Procedures, the CSCC Student Code of Conduct, the clinical facility policies and procedures, and/or the student's Academic Program handbook and/or academic standards.

5. Confidentiality

a. A student's drug screen test results are protected as educational records under the Family Educational Rights and Privacy Act (FERPA). If a clinical site requests to see the drug screening results students will need to sign a release form authorizing the College to release the information to the clinical site or unless an exception to FERPA applies.
b. Drug screening results will be sent directly to Corporate Screening from the approved laboratory and Corporate Screening and the results are made available to the Supervisor of the Office of Student Health Records and other authorized individuals at the College.

6. Tested Substances

Drug screening may include, but is not limited to testing for the following substances. Testing for additional substances may occur based on clinical affiliation agreement requirements.

Amphetamines
Barbiturate
Benzodiazepines
Cannabinoid
Cocaine Metabolites
Methadone Screen
Methaqualone
Opiates
Phencyclidine
Propoxyphene
Creatinine
PH

7. Drug Screening Procedure

1. **Student Procedure** The student shall:

- Pay the drug screening fee on the Corporate Screening website at www.VerifyStudents.com, using the code provided by the HHS program. Each instructional sheet is unique to the student's Academic Program. If the student does not have a copy of their Academic Program's drug test only instruction sheet, the student must contact their Academic Program Coordinator.
- Take the requisition to one of CSCC's approved laboratories, with a valid photo ID. If the student loses the requisition, the student will be required to pay another fee for a replacement requisition. The cost of the replacement requisition is the same as the drug screening fee. ***Drug screening results will **not** be released over the telephone*. The student may confirm the **receipt** of the drug screening results by accessing their Corporate Screening account.

2. **Administrative Procedure**

a. The CSCC approved laboratory will forward the drug screening results to CSCC's vendor, Corporate Screening, and the results are made available to the Supervisor of the Office of Student Health Records and other authorized individuals at the College.

b. A list of negative drug screening results will be forwarded to the Supervisor of the Office of Student Health Records.

c. The Supervisor of the Office of Student Health Records will be notified of positive drug screening results, adulterated samples, and negative dilutes.

d. If the student is eligible to re-test with 24 hours of notification, the re-test results will be forwarded to the Supervisor of the Office of Student Health Records.

e. If a student has a positive drug screen the student will be denied acceptance into the HHS Program or will be removed from the HHS Program and/or clinical and may be subject to disciplinary action. Further, the student may be prohibited from participating in any clinically based Program in the Division of HHS for a period of 24 months. After 24 months, should a student reapply to a clinically based HHS program and re-test positive, that individual may be permanently barred from clinically based programs in the Division of HHS at CSCC.

Revised March 2019

APPENDIX D:

COLUMBUS STATE
COMMUNITY COLLEGE

Columbus State Community College

Plan of Study

NURSING

NURSING

HEALTH AND HUMAN SERVICES DIVISION
Effective Autumn Semester 2017

Name _____
Cougar ID _____
Date Entered _____
Advisor _____

FIRST SEMESTER		G/T/B	CR	
NURS 1140	Pharmacology Concepts in Nursing I	T	1	
NURS 1871	Fundamental Concepts of Nursing Care	T	6	
COLS 1100	First Year Experience Seminar	B	1	
MATH 1025	Quantitative Literacy	B	3	
NURC 1104	Basic Care Skills	B	2	
	TOTAL		13	

SECOND SEMESTER		G/T/B	CR	
NURS 1141	Pharmacology Concepts in Nursing II	T	1	
NURS 1872	Concepts of Nursing Care Related to Reproductive Health and Common Health Problems	T	7	
BIO 2300	Human Anatomy	G	4	
	TOTAL		12	

SUMMER SEMESTER		G/T/B	CR	
BIO 2301	Human Physiology	B	4	
ENGL 1100	Composition I	G	3	
PSY 1100	Introduction to Psychology	G	3	
STAT 1350	Elementary Statistics	G	3	
	TOTAL		13	

THIRD SEMESTER		G/T/B	CR	
NURS 2042	Concepts of Pharmacology III	T	1	
NURS 2871	Concepts of Nursing Care for Patients with Complex Physical Health Problems	T	5	
NURS 2872	Concepts of Nursing Care for Patients with Complex Behavioral Health Problems	T	3	
PSY 2340	Human Growth & Development	G	3	
	TOTAL		12	

FOURTH SEMESTER		G/T/B	CR	
NURS 2873	Concepts Related to Leadership, Role Transition and Nursing Care of Patients with Multiple Health Problems	T	8	
BIO 2215	Introduction to Microbiology	B	4	
	TOTAL		12	

ADMISSION REQUIREMENTS

- High school diploma *or* GED *or* college degree transcript
- GPA of 2.6 or higher *or* ACT composite score of 18 or above
- HESI A2 exam 75 or higher composite score
- NURC 1001 with grade of "C" or higher within the last 5 years, *or* "N" credit for Current STNA issued within the last 5 years
- Nursing Information Session:
  Applicants must complete a Nursing Program Information Session. It is available to view online.

GRADUATION REQUIREMENTS

G = General Education
B = Basic Education
T = Technical Education

Total General Ed.	16
Total Basic	14
Total Non-Technical	30
Total Technical Ed.	32
TOTAL CREDIT HOURS	62

CM/4/7/17/NURS/Nursing AAS

NURS.AAS

APPENDIX E:

COLUMBUS STATE COMMUNITY COLLEGE

Columbus State Community College

Plan of Study

NURSING

NURSING AAS

HEALTH AND HUMAN SERVICES DIVISION
Effective Spring Semester 2017

Name _____
Cougar ID_____
Date Entered_____
Advisor_____

FIRST SEMESTER (Spring)		G/T/B	CR	
NURS 1140	Pharmacology Concepts in Nursing I	T	1	
NURS 1871	Fundamental Concepts of Nursing Care	T	6	
COLS 1100	First Year Experience Seminar	B	1	
NURC 1104	Basic Care Skills	B	2	
MATH 1025	Quantitative Literacy	B	3	
	TOTAL		13	

SUMMER SEMESTER		G/T/B	CR	
BIO 2300	Human Anatomy	G	4	
ENGL 1100	Composition I	G	3	
PSY 1100	Introduction to Psychology	G	3	
STAT 1350	Elementary Statistics*	G	3	
	TOTAL		13	

SECOND SEMESTER (Autumn)		G/T/B	CR	
NURS 1141	Pharmacology Concepts in Nursing II	T	1	
NURS 1872	Concepts of Nursing Care Related to Reproductive Health and Common Health Problems	T	7	
BIO 2301	Human Physiology	B	4	
	TOTAL		12	

THIRD SEMESTER (Spring)		G/T/B	CR	
NURS 2042	Concepts of Pharmacology III	T	1	
NURS 2871	Concepts of Nursing Care for Patients with Complex Physical Health Problems	T	5	
NURS 2872	Concepts of Nursing Care for Patients with Complex Behavioral Health Problems	T	3	
PSY 2340	Human Growth & Development*	G	3	
	TOTAL		12	

SUMMER SEMESTER				

FOURTH SEMESTER (Autumn)		G/T/B	CR	
NURS 2873	Concepts Related to Leadership, Role Transition and Nursing Care of Patients with Multiple Health Problems	T	8	
BIO 2215	Introduction to Microbiology	B	4	
	TOTAL		12	

ADMISSION REQUIREMENTS:

- High school diploma *or* GED *or* college degree transcript
- GPA of 2.6 or higher *or* ACT composite score of 18 or above
- HESI A2 exam 75 or higher composite score
- NURC 1001 with grade of "C" or higher within the last 5 years, *or* "N" credit for Current STNA issued within the last 5 years
- Nursing Information Session:
  Applicants must complete a Nursing Program Information Session. It is available to view online.

GRADUATION REQUIREMENTS

G = General Education
B = Basic Education
T = Technical Education

Total General Education	16
Total Basic	14
Total Non-Technical	30
Total Technical Education	32
TOTAL CREDIT HOURS	62

CM/4/7/17/NURS/Nursing (SP) AAS

NURS.AAS