# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>SECTION A</th>
<th>PHILOSOPHY, FRAMEWORK, OUTCOMES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Philosophy .......................... 5</td>
</tr>
<tr>
<td>2.</td>
<td>Conceptual Framework ................ 6</td>
</tr>
<tr>
<td>3.</td>
<td>Program Outcomes ...................... 8</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SECTION B</th>
<th>PROGRAM PLANNING AND SCHEDULING</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Course Sequence .................. 9</td>
</tr>
<tr>
<td>2.</td>
<td>Nursing Advising .................. 9</td>
</tr>
<tr>
<td>a.</td>
<td>Nursing Faculty Advisors .......... 9</td>
</tr>
<tr>
<td>3.</td>
<td>Nursing Electives .................. 9</td>
</tr>
</tbody>
</table>

| SECTION C | HEALTH REQUIREMENTS AND STANDARDS ESSENTIAL .......... 10 |

| SECTION D | PROFESSIONAL AND ETHICAL BEHAVIOR ................. 12 |

<table>
<thead>
<tr>
<th>SECTION E</th>
<th>GENERAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Computers .......................... 12</td>
</tr>
<tr>
<td>2.</td>
<td>Faculty/Student Communication .................. 13</td>
</tr>
<tr>
<td>3.</td>
<td>Change of Address, Telephone Number and/or Name .......... 13</td>
</tr>
<tr>
<td>4.</td>
<td>Attendance ................................ 13</td>
</tr>
<tr>
<td>5.</td>
<td>Examinations ................................ 14</td>
</tr>
<tr>
<td>a.</td>
<td>Taking Examinations ........................ 14</td>
</tr>
<tr>
<td>b.</td>
<td>Absence from Examinations ..................... 14</td>
</tr>
<tr>
<td>c.</td>
<td>Standardized Testing and Learning Activities .......... 14</td>
</tr>
<tr>
<td>6.</td>
<td>Progression .................................. 15</td>
</tr>
<tr>
<td>a.</td>
<td>Grading Policy for Nursing ..................... 15</td>
</tr>
<tr>
<td>b.</td>
<td>Satisfactory Progress ........................ 15</td>
</tr>
<tr>
<td>c.</td>
<td>Rapid to Repeat a Course (R2R) ................. 17</td>
</tr>
<tr>
<td>d.</td>
<td>Out of Sequence (OOS) ......................... 18</td>
</tr>
<tr>
<td>e.</td>
<td>Delayed Admission ............................ 19</td>
</tr>
<tr>
<td>f.</td>
<td>Absence for Military Duty ..................... 19</td>
</tr>
<tr>
<td>g.</td>
<td>Petitioning ................................... 19</td>
</tr>
</tbody>
</table>
h. Changing Tracks ................................................................. 20
i. Course Re-Entry ................................................................. 20
j. Nursing Grant and Aid Award .............................................. 21
7. Clinical ................................................................................. 21
   a. Attendance ................................................................. 21
   b. Dress Code Policy ........................................................ 21
   c. Student Conduct While Providing Nursing Care ............... 23
   d. Clinical Performance ................................................... 26
   e. Illness or Injury Occurring in the Clinical Area ................. 26
   f. Liability Insurance ....................................................... 26
   g. Transportation ........................................................... 27
   h. Cellular phones ........................................................... 27
   i. Fingerprinting & Drug Testing ........................................ 27
   j. Smoking ................................................................. 27
   k. Confidential Information ............................................... 27
8. Bloodborne Pathogens Guidelines ......................................... 27
9. Needle Stick Injuries .......................................................... 33
10. Learning Accommodations .................................................. 33
11. CPR Policy ........................................................................ 34
12. Employment ....................................................................... 34
13. Student Recognition: Pinning .............................................. 34
14. Student Participation and Student Organizations .................. 35
15. Registration Closure for Nursing .......................................... 35
16. Nursing Student Concern .................................................. 35
17. Nursing Student Complaint ............................................... 35

SECTION F  NCLEX

1. Ohio Board of Nursing: Criminal Records ........................... 36
2. Ohio Board of Nursing: Psychiatric ....................................... 36
3. Ohio Board of Nursing: Citizenship ....................................... 36

SECTION G  APPROVAL & ACCREDITATION ........................................ 36
APPENDICES

Appendix 1  Physician’s Certification.......................................................................................... 38
Appendix 2  Nursing Program Plan of Study............................................................................... 39

Nursing students are responsible for following the Nursing Program Student Handbook. Please see the CSCC Catalog and CSCC Student Handbook for further information regarding college students.

The Nursing Program reserves the right to make changes in any material contained as deemed necessary. Students will receive notification of revisions as they occur.
SECTION A  PHILOSOPHY/OUTCOMES

1. Philosophy

The faculty of the Columbus State Community College (CSCC) Associate Degree Nursing program supports the mission and goals of the College to provide outcome-based education.

The faculty views each person as holistic in nature, characterized by the integration of physiological, psychological, social, and spiritual life components. These influential life components change as the person progresses through life's numerous developmental stages. The community is the environment system in which the person interacts with others to develop culturally sensitive, interdependent relationships. As a dynamic individual, each person functions within the family and community to maintain life, health, and well-being.

Health is a state of wellness and optimal functioning. The faculty believes in the promotion, maintenance, and restoration of health and the provision of support and care during illness and the dying process. The CSCC Nursing Curriculum places emphasis on health seeking behaviors that enable self-care, encourage access to community resources, and integrate the values and beliefs of one's culture.

Nursing is an interpersonal and caring relationship with the person and family members that promotes, maintains, and restores health by managing and providing care and by assisting persons to develop self-care skills. Nursing is a problem solving process based on knowledge and understanding gained from study and experience. Nursing focuses on logical reasoning and the application of biological, psychological and social sciences in the promotion of well-being throughout the lifespan. Nursing education enables the practitioner to analyze, select, and integrate the appropriate theory and skill components necessary for the implementation of the nursing process. The Associate Degree Nurse is a licensed practitioner who, in collaboration with other health team members, provides health care services in a variety of settings in the community and home.

Learning is a lifelong process of acquiring knowledge and developing critical thinking and technical skills which enable the student to deal effectively with change. Adult students possess rich life experiences, knowledge, and a readiness to learn which can be achieved through traditional and online instruction. They have intellectual curiosity, enthusiasm, and the acceptance of responsibility which enhance learning. The students' life experiences are valued by the faculty and integrated into the learning process. The faculty believes that learning is facilitated through support and guidance and that role modeling of humanistic and accountable behaviors motivates students to incorporate similar behavior into their own nursing practice.

Reviewed and accepted by Nursing faculty on August 1, 2014 for implementation January 12, 2015.
2. Conceptual Framework

The curriculum design is based on a model in which the major concepts of Person, Environment, Health and Nursing form the foundation. The subconcepts clarify the major concepts as they relate to the practice of nursing. The threads serve to guide the curriculum by ensuring that the common themes necessary for nursing practice are addressed throughout the seven quarters. The curriculum includes general and basic related courses that enable the student to analyze, select, and integrate appropriate theory into the practice of nursing. The clinical component of the curriculum provides opportunities for students to gain experience in a variety of acute care and community based settings.

The integration of physiological, psychological, sociological, and spiritual life components are inherent in the concept of Person as a holistic being. The development that occurs in these components over the lifespan from conception through death influences the Person's health care behaviors and guides the management of nursing care.

The concept of Environment provides the structure for understanding those elements external to the person which affect health seeking behaviors. Individual and family relationships, the values and beliefs of one's culture, and the resources available within the home and community encompass the person's environment.

Health is viewed as varying levels of wellness that occur throughout the lifespan. Health promotion, maintenance, and restoration are integral parts of nursing. A person's level of wellness, knowledge, and ability to participate in self-care activities determines health care needs.

Nursing is a nurturing, interpersonal, caring relationship that focuses on the person and the environment in the promotion, maintenance and restoration of health or provision of support through the dying process. The Associate Degree Nurse functions in the roles of provider of care and manager of care and as an integral member of the discipline of nursing.

The Nursing Process is the method used to form an organizational framework for providing and managing care.

In the role of manager of care, the Associate Degree Nurse promotes self-care behaviors. Self-care is the practice of activities that persons perform on their own behalf to maintain life, health, and well-being.

Communication is a dynamic interpersonal process utilizing verbal and nonverbal skills to share information. The nurse uses the communication skills of interviewing, counseling, negotiating, delegating, collaborating, documenting, and teaching in professional practice.

Critical thinking is a framework for problem solving by which a person can identify and analyze the assumptions underlying the actions, decisions, values and judgment of themselves and
As the student progresses through the nursing curriculum, critical thinking skills are developed to enhance logical reasoning in the application of biological, psychological and sociological sciences.

**Health care economics** or fiscal impact of health care is studied throughout the curriculum to enhance student awareness of the importance of economic factors that affect the availability of health care services and the ability to provide care in a cost effective manner.

**Accountability** is the responsibility of the student for practice which is within the legal and ethical boundaries of the profession.

### Conceptual Framework

<table>
<thead>
<tr>
<th><strong>Major Concepts</strong></th>
<th><strong>Person</strong></th>
<th><strong>Environment</strong></th>
<th><strong>Health</strong></th>
<th><strong>Nursing</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Physiological</td>
<td>Family</td>
<td>Promotion</td>
<td>Relationships</td>
<td></td>
</tr>
<tr>
<td>Psychological</td>
<td>Cultural Diversity</td>
<td>Maintenance</td>
<td>Roles</td>
<td></td>
</tr>
<tr>
<td>Sociological</td>
<td>Community</td>
<td>Restoration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spiritual</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lifespan Development</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Threads</strong></th>
<th><strong>Nursing Process</strong></th>
<th><strong>Self-Care</strong></th>
<th><strong>Communication</strong></th>
<th><strong>Critical Thinking</strong></th>
<th><strong>Health Care Economics</strong></th>
<th><strong>Accountability</strong></th>
</tr>
</thead>
</table>

Reviewed and accepted by Nursing faculty on August 1, 2014 for implementation January 12, 2015.
3. Program Outcomes

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

1. Implement safe, competent, nurturing care in the role of the Associate Degree Nurse.
2. Plan care for persons of all ages using the nursing process.
3. Communicate effectively, including the use of teaching and counseling techniques in the promotion, maintenance, and restoration of health.
4. Manage nursing care for a diverse population of clients in a variety of practice settings.
5. Synthesize knowledge from nursing and related disciplines using critical thinking skills.
6. Analyze legal, ethical, and economic concepts that influence nursing practice.
7. Plan for maintaining competence and personal growth.

Revised and implemented 3/30/09
SECTION B PROGRAM PLANNING AND SCHEDULING

1. Course Sequence

a. 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 3.

b. 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

2. Nursing Advising

Nursing Faculty Advisors

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 Information for Students Out-of-Sequence form. An out-of-sequence student is encouraged to consult nursing advisor to check periodically for communications.
3. During NURS 2861 or NURS 2862 to obtain advisor’s signature on the CSCC Petition to Graduate so the student may submit the petition to CSCC Records & Registration Department.
4. When student or advisor desire to conference as needed.

3. Nursing Electives

Courses to meet the requirement for the Nursing Elective follow. One nursing elective must be taken prior to graduation. However, students may take more than one nursing elective. Not all of these courses are taught every semester. Some of these courses have prerequisites.

Approved Nursing Elective Courses

HOSP 1153 Nutrition for a Healthy Lifestyle
NURS 1100 Spiritual Nursing Care
NURS 1101 Neonatal Nursing
NURS 1102 Principles of Basic Trauma Nursing
NURS 1103 Holistic Interventions
NURS 1104 Gerontological Nursing
NURS 1105 End of Life Care
NURS 1106 Critical Care Nursing
NURS 1107 Current Trends in Pediatric Nursing
NURS 1108 Information Technology of Health Care
NURS 1109 Cultural Immersion in Health Promotion of Family & Community

SECTION C  HEALTH REQUIREMENTS AND STANDARDS ESSENTIAL

Health Requirements  All students admitted to and continuing in Nursing must meet the Nursing Program health requirements. Information about specific health requirements is available through the Health Records Office in Union. Health requirement informational updates will be posted on the bulletin board outside the Nursing Program office suite.

1. Students are not able to register for clinical (NURS) courses unless the health record is complete.

2. The Physician’s Certification for Return to School (Appendix 1) is required for a student to begin and/or to continue attending clinical following surgery, disability or other health issues. Certain limitations may require withdrawal from the clinical course.

3. A student who has withdrawn from the nursing sequence for reasons of health must submit the Physician's Certification for Return to School (Appendix 1) before re-entering the nursing sequence.

4. Students requiring the Physician’s Certification for Return to School must use the form in the Nursing Program Student Handbook in Appendix 1. The completed form must be turned in to the Health Records Office. The Chairperson of Nursing will be notified 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.

Standards Essential  The Nursing Program is committed to equal access for all qualified applicants and has identified standards essential to the delivery of safe, effective nursing care while enrolled as a student in the Nursing Program. The following standards are essential to the student’s ability to acquire knowledge and develop the clinical skills required for success at the different levels of the curriculum. The student must meet the standards as they relate to the program’s scope of practice. All students applying to the Nursing Program need to acknowledge their awareness of the Standards Essential for Nursing Students required of the student in order to be considered for admission. The student signs and submits the Nursing
Program Handbook Acknowledgement form indicating they are able to meet each standard without difficulty or with reasonable accommodation.

**General Abilities** Must have the general physical abilities and mobility required to provide safe patient care including motor skills, strength, manual dexterity, eye and hand coordination, and fine motor skills. Examples include: movements in the process of providing patient care including walking, twisting, stooping, squatting, bending, climbing stairs, lifting, and supporting weight of patients and objects, and standing for prolonged periods of time during therapeutic procedures.

**Communication** Must be able to communicate effectively with both spoken and written English language in learning and patient care environments. Examples include: communication with patients, families, and healthcare professionals; patient and family teaching; documentation; and computer literacy.

**Patient Care** Must be able to perform nursing skills independently and engage in patient care over typical healthcare shifts (6-12 hour clinical shifts). Examples include: supporting patients during transfer; positioning; ambulation; positioning and manipulation of medical equipment; and perform CPR for extended period of time.

**Interpersonal Skills** Must have the ability to have positive interactions with patients, patient’s families, coworkers, and other healthcare professionals from multicultural backgrounds. Examples include: care without bias, great customer service, remaining calm in emergency situations, accountable for personal actions, and works well with others.

**Sensory** Must possess the ability to assess patients in the delivery of safe care. Examples include identification and interpretation of heart, lung, abdominal, and BP sounds; detection of audible alarms including call lights, equipment alarms, and overhead paging; detection of unusual odors such as smoke; detection of changes in skin temperature; palpation of pulses, edema, and fluid and air trapped under skin; visual detection of changes in skin color and integrity; and ability to visualize patient’s medical records, computer records, medication vials, syringe calibrations, cardiac monitors, and colors on testing equipment.

**Professional and Ethical Behavior** Must be morally and ethically responsible and accountable for their actions and behaviors. Examples include: respectful of others; maintains confidentiality; and exhibits honesty, integrity, and compassion. Dresses appropriately. Adheres to course syllabi; CSCC Nursing Program Student Handbook; CSCC Code of Conduct; and CSCC policies, procedures, and requirements in the CSCC Catalog.

**Clinical Judgment** Must have the ability to critically think; assess; analyze; interpret; problem solve; identify cause and effect relationships; and make clinical judgments and decisions for delivery of safe patient care. Examples include: collecting data; measuring; calculating; prioritizing; reasoning; recognizing urgent and emergent situations; correlate data; and respond appropriately to changes in patients’ conditions.

**Questions** Students with questions about the accommodations process at CSCC may contact the Office of Disability Services, Eibling Hall 101, 550 East Spring Street, Columbus, Ohio, 43215, 614-287-2570.
SECTION D  PROFESSIONAL AND ETHICAL BEHAVIOR

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: respectful of others; maintains confidentiality; and exhibits honesty, integrity, and compassion. Students must dress appropriately. 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 college, Nursing Program, and applicable governing bodies such as clinical facilities, Ohio Board of Nursing, and general societal local and national rules. Students must abide by all policies in the CSCC Associate Degree Nursing Program Student Handbook, and should particularly note the Professional and Ethical in Health Requirements and Standards Essential, the Faculty/Student Communication, Examinations, and Student Conduct While Providing Nursing Care in this handbook.

Students manifesting unprofessional or unethical behavior are subject to serious disciplinary action by the Nursing Program, the college, the Ohio State Board of Nursing, and/or other applicable authorities resulting in changes in progression in the program and/or dismissal from the program.

SECTION E  GENERAL

1. Computers

Nursing students are required to be computer literate. 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.

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.csc.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 287-5050.

2. Faculty/Student Communication

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 privacy of the folder will be honored. A student is not to get 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 serious disciplinary action by the Nursing Program and/or the Ohio State Board of Nursing resulting in dismissal from the program.

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

3. Change of Address, Telephone Number, and/or Name

Students enrolled in Nursing are responsible for informing both College Records & Registration and the Office Associate in Nursing of any change of address, telephone number, or name. Failure to provide this information may result in delay of your progress.

4. Attendance

Students are expected to prepare for and attend all course learning activities. Attendance at course orientation and clinical orientation is required. Students who miss either orientation will be dropped from 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 & 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.

5. Examinations

a. 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.

b. 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 make up 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 serious disciplinary action.

c. Standardized Testing and Learning Activities

The Nursing Program Curriculum requires the Assessment Technologies Institute (ATI) Content Master Series, which provides a variety of learning and assessment activities. Course requirements for ATI activities are identified in each course syllabus. Students incur a fee for access to ATI materials in the first semester and will be dropped for nonpayment.
6. Progression

a. Grading Policy for Nursing

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 clinical, laboratory, and/or seminar performance evaluation. Unsatisfactory in clinical or laboratory results in an “E” for the course. Students 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 student folders in the Nursing suite or Blackboard.

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

b. Satisfactory Progress

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

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 is dropped from the program. The student must reapply and start the nursing program from the beginning.

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 not eligible to continue in Nursing. A former student may 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 and/or expiration of program time limit two times.

5) A student may apply to the nursing program and be offered admission only twice. Admission opportunities are (1) starting the program and having 2 withdraw failing or failures or (2) being offered admission and not starting the program.

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

7) A student must achieve a grade of "C" or better in the following support courses: BIO 2300 Anatomy, BIO 2232 Physiology, BIO 2263 Human Pathophysiology, BIO 2215 General Microbiology, 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, ATI, uniforms, etc.

c. **Rapid to Repeat a Course (R2R)**

Students who withdraw or fail NURS Autumn 1861, Autumn or Spring 1862, 1130, 2861, 2862, or 2863, altering the planned sequence of study, must complete a Rapid to Repeat a Course Form (R2R) if they want to enter the next time the course is offered. Students who fail Spring NURS 1862 may continue on to NURS 1863, but must complete the R2R form for re-enter to NURS 1862.

1) The student obtains the R2R from the Course Coordinator of the course seeking to enter.
2) The student completes R2R form and obtains a stamp of approval from the CSCC Health Records Office.
3) The student returns completed R2R form with stamp from the Health Records Office and a current complete DARS to the Course Coordinator.
4) The due date for the completed, stamped R2R with DARS varies and is determined by the Course Coordinator. Please see the Course Coordinator for the due date.
5) An ADD form will be returned to the student’s mailbox by 3 pm Thursday of Finals Week for the student to register. The student must submit the ADD form to CSCC Records and Registration within 5 days to enter the requested course.
6) Students who alter the planned sequence of study in good standing are placed in courses based on space availability.
7) If the student is denied admission to the course, or if the student fails to register within the specified timeframe, the student completes an Information Sheet for Students Out of Sequence Form with their Nursing Faculty Advisor and petitions to reenter.
d. **Out of Sequence (OOS)**

Students who interrupt the continuous nursing sequence based on their admission plan of study, or withdraw or fail NURS Spring 1861 or 1863, are considered Out of Sequence. Students need to complete an Information Sheet for Students Out of Sequence Form with their Nursing Faculty Advisor as soon as possible and petition to reenter. Students may be Out of Sequence 3 semesters only.

<table>
<thead>
<tr>
<th>Course Withdraw or Fail</th>
<th>Form to Complete</th>
<th>Continuing Sequence</th>
<th>Petition</th>
</tr>
</thead>
<tbody>
<tr>
<td>AU 1861</td>
<td>R2R</td>
<td>SP 1861</td>
<td></td>
</tr>
<tr>
<td>SP 1861</td>
<td>OOS</td>
<td>AU 1861</td>
<td>Petition to re-enter AU 1861</td>
</tr>
<tr>
<td>AU 1862</td>
<td>R2R</td>
<td>SP 1862</td>
<td></td>
</tr>
<tr>
<td>SP 1862</td>
<td>R2R (if continue to 1863)</td>
<td>AU 1862</td>
<td></td>
</tr>
<tr>
<td>AU 1130</td>
<td>R2R</td>
<td>SP 1130</td>
<td></td>
</tr>
<tr>
<td>SP 1130</td>
<td>R2R</td>
<td>SU 1130 Co-requisite with 1863</td>
<td></td>
</tr>
<tr>
<td>SU 1130</td>
<td>R2R</td>
<td>AU 1130</td>
<td></td>
</tr>
<tr>
<td>SU 1863 (need 1862)</td>
<td>OOS</td>
<td>Continue to AU 1862, SP 2861, SP 2862</td>
<td>Petition to re-enter SU 1863</td>
</tr>
<tr>
<td>SU 1863 (completed 1862)</td>
<td>OOS</td>
<td>Continue to AU 2861, AU 2862</td>
<td>Petition to re-enter SU 1863</td>
</tr>
<tr>
<td>AU or SP 2861 or 2862</td>
<td>R2R</td>
<td>Continue to other term course per plan of study</td>
<td>Repeat Term Course</td>
</tr>
<tr>
<td></td>
<td>R2R</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>OOS</td>
<td>Do not continue to next term course as scheduled</td>
<td>Petition to re-enter 2861 or 2862 if do not continue to term course</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Petition to enter 2863</td>
</tr>
<tr>
<td>AU or SP 2863</td>
<td>R2R</td>
<td>Enroll next available 2863</td>
<td></td>
</tr>
</tbody>
</table>
e. **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 Demographic Information Sheet available from the Nursing Program Office Associate.

2) The student completes the Information Sheet for Students Out of Sequence (OOS) available from the Nursing Program Office Associate. The student meets with their Nursing Program Faculty Advisor to review their new plan of study and the Advisor signs the OOS form. The student follows any recommendations listed on the OOS form.

3) The student drops NURS 1861 through CSCC registration.

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

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

6) Students considered out of the Nursing Program must reapply to be considered for acceptance in a future class.

f. **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.

g. **Petitioning**

Students who are Out of Sequence complete the Re-entry Petition for Nursing Courses Form in the semester preceding the semester in which the student wishes to enroll.

During Autumn and Spring semesters, petitions 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 are available from 9 am on Monday of week 8 through noon Friday of week 9 from the Nursing Program Office Associate.

Students verify adequacy of their health requirements with the Health Records Office.
The Nursing Program Office Associate verifies adequacy of CPR, fingerprinting, and drug testing requirements.

h. 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) Student meets the admission criteria for that track.
2) The student meets with their Nursing Program Faculty Advisor to discuss the feasibility of the track change and learning opportunities.
3) 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 Coordinator.
4) The student meets with the Blended Track Nursing Program Coordinator and the Nursing Program Coordinator regarding their request to change tracks.
5) Student submits a letter documenting how a change in Track will promote successful completion of the Nursing Program
6) Student completes and submits to the Nursing Program Admissions Committee the Petition for a Change in Nursing Tracks form and attaches the requested information (completed form, student letter, current DARS, Nursing Program Faculty Advisor document, and signatures from the Blended Track Nursing Program Coordinator and the Nursing Program Coordinator) by the 8th week of the semester prior to the planned track change.

i. Course Re-entry

Notification of re-entry into a course will be made by the Nursing Program Admissions Committee or Course Coordinator. 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 or petitioning 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.

j. **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 be in sequence in the Program with a minimum technical grade point average of 2.3. The student must have and document 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.

7. **Clinical**

a. **Attendance**

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.

b. **Dress Code Policy**

Purchase uniforms from Discovery Exchange Bookstore at Columbus State in person or call 614-287-3695.

The following are requirements for Columbus State Community College nursing students in any patient care area and 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) CSCC photo identification badge, bandage scissors, hemostat, watch with second hand and stethoscope
b) Navy blue lab jacket with CSCC nursing student patch is optional, and is the only additional part of the uniform to be worn. No other jackets, sweaters, or coverings may be worn.
c) 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.

2) Shoes

a) Clean, durable, all leather
b) White, black, or navy blue
c) Completely closed, quiet soled, slip resistant, flat, good condition
d) No open shoes of any kind, no platform or chunky soled shoes, no high-heels

3) Grooming

a) Hygiene
   i. Clean and hygienic
   ii. No body odor, fragrance, or scent.
   iii. Fingernails smooth, shorter than end of fingers and thumbs, without polish, without artificial nails

b) Skin
   i. No visible tattoos
   ii. No cosmetics, or cosmetics appear natural and professional

c) Hair Head
   i. Neat, clean, secured off collar, back away from face and patients
   ii. Color must be of natural tones without non-natural color such as pink, blue, green, etc.
   iii. No ornamental hair decoration

d) Hair Face
   i. Absent or neatly trimmed beard and/or mustache
   ii. Beard less than ½ inch in length
   iii. Mustache above lip line

e) Jewelry
   i. One plain, smooth, ring
   ii. One small stud earring per ear
iii. No other jewelry is to be worn
iv. No observable exposed piercings, expanders, or hardware of any kind may be worn

4) Varying circumstances may warrant change in the dress code policy. Any request for exception or accommodation to the dress code policy should be submitted to the Nursing Department Chairperson.

5) 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.

c. Student Conduct While Providing Nursing Care (Ohio Administrative Code #4723-5-12)
   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.

d. 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.

e. 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.

f. Liability Insurance

All nursing students are required to carry liability insurance, and coverage is included in student lab fees.
g. **Transportation**

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

h. **Cellular phones**

No cellular phones are to be on for personal use in clinical, lab, seminar, or class.

i. **Fingerprinting & Drug Testing**

All nursing students are required to be fingerprinted and drug tested by Certified Background before they enter their first NURS course. The form and instructions will be distributed. The results are confidential and will be forwarded to the Chairperson of Nursing for communication with the clinical sites.

A clinical facility has the right to refuse a student for clinical experience placement should either or both reports indicate incongruence with the facilities' hiring practices. This may potentially mean that the student with such results cannot continue in the Nursing Program.

j. **Smoking**

Smoking is prohibited anywhere on the campus of Children's Hospital, Ohio Health, and Ohio State Medical Center. Students are required to follow smoking policies of clinical instructor and clinical facilities.

k. **Confidential Information**

Some of the clinical sites that are used for student experiences request names and social security numbers. These are provided by the course coordinator.

8. **Bloodborne Pathogens Guidelines**

a. **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 1102, and NURS 1861 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.

b. 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.

c. **Engineering and Work Practice (laboratory and clinical) Controls**

1) Handwashing. 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, he/she 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.

d. **Hepatitis B Vaccination**

1) Hepatitis B vaccination for students is required.

2) Once the Hepatitis B vaccination series is begun, the student is required to continue to receive the injections on the standard schedule to remain in the program.

e. **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. 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.

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.

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.

f. **Compulsory Compliance**

   1) All students are required to comply with this policy. Failure to follow this policy will result in disciplinary action consistent with college policy.

g. **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.

9. 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.

10. Learning Accommodations

It is the College policy to provide reasonable accommodations to students. If you would like to request such accommodations because of a physical, mental or learning disability, please contact the Course Coordinator on the 1st day of class or as soon as disability services are arranged with Disability Services, Eibling Hall, Room 101.

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.

There are educational experiences in many of the courses that necessitate physical contact. These experiences are necessary to learn how to provide safe and effective care. Should you
feel uncomfortable with this aspect of any course, speak to the course coordinator or the Chairperson of the Nursing Department.

11. CPR Policy

a. All students admitted to and continuing in Nursing must meet the following requirements for cardiopulmonary resuscitation (CPR):

1) The student must be certified for 2 years by the American Heart Association as Healthcare Provider.

2) The student must present current CPR certification card to the Nursing Program Office Associate. No copies, faxes, or e-mails 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. Students who need to be re-certified will be on a list posted on the bulletin board in the Nursing suite.

12. Employment

Work is a necessity for many students. Students are encouraged to consider all other commitments when making a decision about the number of hours which they work. Work hours must be scheduled around day and evening clinicals and all other course activities. Meet with your advisor and plan ahead.

13. Student Recognition: Pinning

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.
14. 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 exists to develop the whole person, their professional role, and responsibility for health care of people in all walks of life. The CSSNA promotes and encourages participation in community affairs. Please contact your Nursing Program advisor or a Nursing Program faculty member for information.

15. Registration Closure for Nursing

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.

16. Nursing Student Concern

A student concern is an expression of dissatisfaction about the Nursing Program expressed verbally or 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.

17. 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 in the College Student Handbook. The Nursing Program follows this college policy.
SECTION F  NCLEX

1. 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.

2. 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

3. Ohio Board of Nursing: Citizenship

Students are required to submit proof of citizenship or approved documentation indicating lawful status in the United States.

SECTION G  APPROVAL/ACCREDITATION

The Associate Degree Nursing program received full approval from the:
Ohio Board of Nursing
77 South High Street, 17th Floor
Columbus, OH 43266-0316
(614) 466-3947
www.nursing.ohio.gov
The Associate Degree Nursing program is accredited by:
Accreditation Commission for Education in Nursing, Inc.
3343 Peachtree Road NE, Suite 850
Atlanta, Georgia 30326
(404) 975-5000
Fax: (404) 975-5020
http://acenursing.org
Appendix 1

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: ______________
# Columbus State Community College
## Plan of Study
### NURSING

<table>
<thead>
<tr>
<th>FIRST SEMESTER</th>
<th>G/T/B</th>
<th>CR</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLS 1100</td>
<td>B</td>
<td>1</td>
</tr>
<tr>
<td>NURS 1861</td>
<td>T</td>
<td>7</td>
</tr>
<tr>
<td>BIO 2300</td>
<td>B</td>
<td>4</td>
</tr>
<tr>
<td>PSY 2340</td>
<td>G</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>THIRD SEMESTER</th>
<th>G/T/B</th>
<th>CR</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 2861</td>
<td>T</td>
<td>5</td>
</tr>
<tr>
<td>COMM 2252</td>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>BIO 2215</td>
<td>B</td>
<td>4</td>
</tr>
<tr>
<td>NURS 2862</td>
<td>T</td>
<td>4</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td>16</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FOURTH SEMESTER</th>
<th>G/T/B</th>
<th>CR</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 2863</td>
<td>T</td>
<td>2</td>
</tr>
<tr>
<td>NURS XXXX</td>
<td>T</td>
<td>2</td>
</tr>
<tr>
<td>HUM XXXX</td>
<td>G</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td>13</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TECHNICAL ELECTIVES</th>
<th>CR</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOSP 1103</td>
<td>3</td>
</tr>
<tr>
<td>NURS 1100</td>
<td>2</td>
</tr>
<tr>
<td>NURS 1101</td>
<td>2</td>
</tr>
<tr>
<td>NURS 1102</td>
<td>2</td>
</tr>
<tr>
<td>NURS 1103</td>
<td>2</td>
</tr>
<tr>
<td>NURS 1104</td>
<td>2</td>
</tr>
<tr>
<td>NURS 1105</td>
<td>2</td>
</tr>
<tr>
<td>NURS 1106</td>
<td>2</td>
</tr>
<tr>
<td>NURS 1107</td>
<td>2</td>
</tr>
<tr>
<td>NURS 1108</td>
<td>2</td>
</tr>
<tr>
<td>NURS 1109</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GRADUATION REQUIREMENTS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>G = General Education</td>
<td></td>
</tr>
<tr>
<td>B = Basic Education</td>
<td></td>
</tr>
<tr>
<td>T = Technical Education</td>
<td></td>
</tr>
<tr>
<td><strong>Total General Education</strong></td>
<td>15</td>
</tr>
<tr>
<td><strong>Total Basic</strong></td>
<td>16</td>
</tr>
<tr>
<td><strong>Total Non-Technical</strong></td>
<td>31</td>
</tr>
<tr>
<td><strong>Total Technical Education</strong></td>
<td>42</td>
</tr>
<tr>
<td><strong>TOTAL CREDIT HOURS</strong></td>
<td>73</td>
</tr>
</tbody>
</table>

### SUMMER SEMESTER

<table>
<thead>
<tr>
<th>G/T/B</th>
<th>CR</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 1863</td>
<td>T</td>
</tr>
<tr>
<td>BIO 2252</td>
<td>G</td>
</tr>
<tr>
<td>ENGL 1100</td>
<td>G</td>
</tr>
<tr>
<td>STAT 1350</td>
<td>G</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>15</td>
</tr>
</tbody>
</table>

### Admission Requirements:
- GPA 2.6
- A2 test 75 or greater on composite score

### SPECIAL TOPICS
- NURS 1094 SPT: Nursing
- Only a grade of 'C' or higher will be accepted

### Technical Electives
- Required for LPN route and transfer students

See your advisor: SELECT FROM: NURS 110

[OM/4/3/13/NURS/Nursing AAS]
## NURSING AAS CURRICULUM GUIDE

**GE-ART/HUMANITIES REQUIREMENT**  
*(SELECT ONE)*

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>CR</th>
</tr>
</thead>
<tbody>
<tr>
<td>HART 1201</td>
<td>History of Art I</td>
<td>3</td>
</tr>
<tr>
<td>HART 1202</td>
<td>History of Art II</td>
<td>3</td>
</tr>
<tr>
<td>HIST 1111</td>
<td>European History to 1648</td>
<td>3</td>
</tr>
<tr>
<td>HIST 1112</td>
<td>European History since 1648</td>
<td>3</td>
</tr>
<tr>
<td>HIST 1151</td>
<td>American History to 1877</td>
<td>3</td>
</tr>
<tr>
<td>HIST 1152</td>
<td>American History since 1877</td>
<td>3</td>
</tr>
<tr>
<td>HIST 1181</td>
<td>World Civilization I: Non-Western/Non-American to 1500</td>
<td>3</td>
</tr>
<tr>
<td>HIST 1182</td>
<td>World Civilization II: Non-Western/Non-American Since 1500</td>
<td>3</td>
</tr>
<tr>
<td>HIST 2223</td>
<td>African American History I: 1451-1876</td>
<td>3</td>
</tr>
<tr>
<td>HIST 2224</td>
<td>African American History II: 1877-Present</td>
<td>3</td>
</tr>
<tr>
<td>HUM 1100</td>
<td>Introduction to Humanities</td>
<td>3</td>
</tr>
<tr>
<td>HUM 1270</td>
<td>Comparative Religions</td>
<td>3</td>
</tr>
<tr>
<td>MUS 1251</td>
<td>Survey of Music History</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 1101</td>
<td>Introduction to Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 1130</td>
<td>Ethics</td>
<td>3</td>
</tr>
</tbody>
</table>