

To Our Student Colleagues:

We wish to welcome you into our B.S.N. Program. Since the development of the Nursing Department in November 1981, the faculty has strived to provide a quality nursing program for the preparation of the Baccalaureate nurse within the context of the university environment. Since revision and refinement is an ongoing process, this handbook, including conceptual framework, policies and general information pertinent to the Nursing major, is available for your convenience and reference. We hope that this handbook, along with the CCSU Student Handbook and CCSU undergraduate Catalog, will serve as a guide to assist in answering your questions.

This handbook is provided to students and applicants for their general information and guidance only. It does not constitute a contract; either expressed or implied, and is subject to revision at the University's discretion. Students should be aware that additional requirements may be imposed for certification or licensure (even once a plan of study has been prepared) if such requirements are imposed by outside licensing or accrediting agencies. A plan of study may be subject to revision to reflect such additional requirements.

The Nursing Faculty

Last Reviewed and Approved: November 2016

I. The BSN Program

A. **Mission Statement**

The Nursing faculty, in accord with Central Connecticut State University, believes that, in a dynamic society, education for membership in a profession includes the development of expertise in a field and also of social awareness. In contemporary times, this social awareness includes the development of an increasingly global perspective. The professional nurse with a liberal education thinks critically, provides care that is interpersonally and therapeutically competent, and makes socially significant and personally satisfying contributions to society. The ultimate goal of nursing is to assist individuals, families, and groups to achieve optimal levels of health or wellness. A baccalaureate degree in nursing will empower the student to attain the highest standards of academic achievement, public service, and personal development. A foundational basis encompassing a liberal arts education, nursing theory, and nursing practice will provide the baccalaureate graduate with the ability to have critical judgment and professional accountability in nursing practice. Additionally, the faculty believes that self-directed inquiry and individualized student learning further reflect their mission to serve a wide range of citizenry with varying characteristics and needs.

B. **Overview**

The Bachelor of Science in Nursing Program is a program in the School of Education and Professional Studies, organized in 1981 with initial National League for Nursing accreditation awarded for an eight-year period in 1986 and reaccredited by NLN in 1994. In 2006 the program was accredited by Commission on Collegiate Nursing Education

(CCNE) of American Association of Colleges of Nursing (AACN) for the maximum period of 10 years.

The purpose and objectives of the B.S.N. program flow directly from the mission statement of Central Connecticut State University. The purpose of the program, to prepare the student to obtain a B.S.N. degree and to empower the Baccalaureate student to attain the highest standards of academic achievement, public service, and personal development reflects Central Connecticut State University's fundamental responsibility.

As a university, Central Connecticut State University stands firm as an advocate of liberal and humane learning and for enlightened and productive participation in a global society, based on the requirement of blending the liberal arts education with dynamic professional education. In all aspects of learning, students are encouraged to read with discrimination, to think clearly and critically, to write with accuracy and to appreciate the scientific, social and aesthetic principles and values which have shaped our increasingly interdependent society. At the same time, the university strives to provide an environment that is conducive to the personal development of each student through a wide array of student activities which foster leadership, community service, responsibility and creativity.

The Nursing faculty believes that a liberal education in the natural and behavioral sciences and the humanities, with theory and practice in Nursing, form the basis for critical judgment and professional accountability in Baccalaureate graduates. The belief that formal education is a preliminary to continued study and a lifetime of creative activity, is reinforced throughout the student's program of study and is demonstrated by faculty through their scholarly pursuits. The faculty believes that self-directed inquiry and

individualized student learning further reflect their mission to serve a wide range of citizenry with varying characteristics and needs. The purpose of the Department of Nursing is to provide a program of high academic excellence, based upon a strong foundation in the arts, sciences and humanities. The program is designed to prepare a professional nurse generalist who is aware of and alert to existing and anticipated nursing and health care needs of individuals, families, and communities. The professional nurse will be able to respond with relevant knowledge and skills to meet these needs in a variety of health care settings.

It is anticipated that professional nurses, as individuals and as citizens, will demonstrate responsibility and accountability to the consumer as well as to themselves and the profession. They will be collaborative participants in the health care system.

The program is designed to serve as a foundation for graduate study and to provide an environment in which students can develop their potential as individuals and as contributing members of society.

C. Philosophy of the Department of Nursing

Person and Health

Wellness is holistic in nature and encompasses physical, emotional, social, and spiritual well-being. A person is a dynamic, bio-psychosocial system who is in constant interaction with his ever-changing environment. A person's state of wellness, throughout the life cycle, is altered by events both internal and external. These events, affected by environmental factors, are both developmental and situational and may be either biophysical or psychosocial. Some of these events can be hazardous in that they are critical to a person's

future levels of wellness, both immediate and long-term. People respond to these events in terms of inherent biophysical potential and psychosocially and culturally based experiences. The outcome of this response is determined by the perception of the event, repertoire of coping measures, and external support systems. When these coping mechanisms are insufficient to deal effectively with hazardous events, a state of crisis develops and external interventions are required for resolution.

Nursing

At all levels on the wellness continuum, the role of the nurse is to contribute to the provision of an optimal environment in order to promote growth and to maximize movement toward the highest level of wellness that the individual is able to achieve. The practice of nursing is both a science and an art based on professional nursing standards; it achieves its goals by a process known as caring. Caring involves therapeutic interventions based on interpersonal communication skills, technical competence, and the deliberate use of an intellectual process, consisting of assessing, planning, intervening, and evaluating a plan of care with the client. Nursing has both independent and interdependent functions. The independent function of the nurse is the diagnosis and treatment of responses to actual or potential health problems. The interdependent function of the nurse is to work with other health care providers to promote an interdisciplinary approach to comprehensive health care.

Nursing intervention varies with whether or not the client is in need of services. Emphasis is placed on prevention through health teaching, support of functional coping mechanisms, and the mobilization of support systems. When total recovery seems

improbable, the nurse works, through rehabilitation, to return the client to this optimal level of wellness or to support a rational and dignified death.

Nurses work autonomously within a defined scope of practice and collaboratively with members of the healthcare team. Nursing regulations and standards are defined by the State Board of Nurse Examiners, the Scope and Standards of Practice, and the Code of Ethics for nurses guide nursing practice. Nurses are accountable to the public that they serve.

The Baccalaureate degree in Nursing fosters self-awareness, intellectual curiosity, and personal fulfillment -- the hallmarks of Baccalaureate education. Baccalaureate Nursing education strengthens nursing practice with a foundation in the sciences and humanities which contributes to theory-based practice, systematic inquiry, critical thinking, and a broadened social awareness. Baccalaureate preparation in Nursing prepares a professional, competent generalist who exerts leadership and is able to transcend specific health care settings to utilize the nursing process in a multitude of environments. In addition, the professional nurse brings skills in research, planned change, and teaching/learning to the health care setting. The Baccalaureate degree also provides the nurse with a base for graduate education in Nursing.

Society/ Environment

Nursing, as a profession, is engaged in a social contract with the larger social system in that it provides an essential service to that society from a multicultural perspective.

Because a person also exists within the context of family and society, professional nursing acknowledges families and communities, in addition to individuals, as appropriate

recipients of care. In response to unique needs of specific populations and dynamics within the health care system, the professional nurse also designs and assumes new roles that enable nursing to respond positively to the needs of a dynamic society.

Learning

Learning is an active, life-long process in which permanent changes in behavior occur in cognitive, affective, and psychomotor domains. Learning is based upon factors both internal and external to the learner; internal factors include motivation, readiness, and individual learning styles. External factors include sequencing, use of multiple teaching modalities, and maintenance of a supportive environment. Students are active participants in the learning process. Faculty structures formal and informal learning environments that take place in an atmosphere of mutual respect. Faculty also functions as role models for students; through their activities, they provide an example of professionals who are themselves involved in life-long learning and socially responsive activities.

Teaching

Teaching involves a relationship between the student and teacher that fosters independence on the part of the learner. It involves structuring a series of progressive learning experiences that are futuristic as well as contemporary, challenging, and flexible. This process occurs in a milieu that encourages life-long learning, an inquiring frame of reference, and mutual respect.

D. Purpose of the Department of the B.S.N. Program

The purpose of Central Connecticut State University's Department of Nursing is to provide a program of high academic excellence, based on a strong foundation in the liberal

arts. This program is designed to prepare a Professional Nurse Generalist who is aware of and alert to existing and anticipated nursing and health care needs of individuals, families and communities. The Professional Nurse will be able to respond with relevant knowledge and skills to meet these needs in a variety of health care settings.

It is anticipated that this Professional Nurse, as an individual and as a citizen, will demonstrate responsibility and accountability to the consumer as well as to herself or himself and to the profession. She or he will be a collaborative participant in the health care system.

The program is designed to serve as a foundation for graduate study and to provide an environment in which students can develop their potential as individuals and as contributing members of society.

In summary, upon completion of this program the faculty expects graduates to:

- Be a professional competent Generalist in Nursing
- Recognize the need for continued personal and professional development throughout life
- Possess the educational background for post-Baccalaureate study in Nursing
- Practice professional Nursing

E. Program Objectives

Upon completion of the program, the graduate will be able to:

1. Integrate theories and concepts from liberal education into nursing practice.
2. Apply leadership concepts, skills, and decision making in the provision of high quality nursing care, healthcare team coordination, and the oversight and accountability for care delivery in a variety of settings.
3. Critically evaluate evidence-based research in collaboration with other members of the healthcare team to improve patient outcomes.

4. Demonstrate skills in using patient care technologies, information systems, and communication devices that support safe nursing practice.
5. Advocate for a variety of socio-political issues affecting health care through participation in legislative and political forums.
6. Incorporate inter- and intra-professional communication and collaborative skills into the delivery of evidence-based, culturally sensitive patient-centered care.
7. Provide innovative interventions to promote health and prevent illness in vulnerable populations.
8. Practice from a caring, professional nursing perspective by incorporating the values of social justice, diversity, and global awareness.
9. Integrates knowledge, skills, and attitudes through use of the nursing process to provide patient-centered care to patients across the lifespan from a diverse perspective.

II. Academic Policies

A. **Health Policies: Immunizations and Physical Examination**

Clinical health requirements are monitored through www.certifiedbackground.com and include the following requirements. Further instruction on registration with Certified Background will be distributed upon acceptance into the program.

Upon acceptance into the program and prior to the first day of the sophomore year, all full-time and part-time nursing students must submit evidence of the following:

1. **PHYSICAL EXAMINATION:** A complete physical examination is required and should be conducted in the summer months. This requirement must be repeated every 2 years.
2. **TUBERCULOSIS TEST:** A yearly tuberculin skin test (Mantoux type) or QuantiFERON Gold blood test is required. The test should be done during the months of June, July or August. If using the Mantoux skin test, it must be read by a health care provider 48-72 hours after administration. If the student has a positive result, or has a history of a positive result, of either test, in the past, a physician's note documenting no evidence of Tuberculosis symptoms must be received on a yearly basis. This should also include documentation of an initial single chest x-ray demonstrating absence of active disease.
3. **IMMUNITY STATUS:** Students must present evidence of having immunity for the following diseases:

- a. Varicella (documentation of 2 doses varicella vaccine, history of varicella based on physician's diagnosis or laboratory evidence of immunity with titers)
 - b. Rubella, Measles (Rubeola) and Mumps (laboratory evidence of immunity with titers or documentation of 2 doses of MMR vaccine)
 - c. Hepatitis B (or provide evidence of receiving 3 doses of Hepatitis B vaccination or documentation of refusal of the vaccine)
4. EVIDENCE OF TETANUS/DIPHTHERIA IMMUNIZATION WITHIN THE PAST 10 YEARS
5. SEASONAL FLU VACCINE is required yearly during fall semester by November 1st.

6. DRUG TESTING POLICY

Purpose: According to the Connecticut Department of Labor, nursing is a high-risk occupation. Due to health and safety concerns, nurses must conduct healthcare and educational activities fully in control of their manual dexterity, mental faculties, and judgment. The presence or use of drugs, which may interfere with the judgment or motor coordination of nursing students in a health care setting, poses an unacceptable risk for patients, colleagues, the University, and affiliating clinical agencies. Preventing and/or detecting the use of drugs is particularly critical for the University's nursing program. Central Connecticut State University recognizes its responsibility to provide a safe, efficient academic environment for students and to cooperate with clinical agencies in providing for the safe and effective care of their patients during nursing students' clinical experiences in their facilities. For the reasons above, the University has instituted drug testing for all nursing students.

Consent/Release Form: Upon entrance into the nursing program, students will be required to sign and submit a written form consenting to abide by the nursing program's drug testing policy and to release all drug testing results to the appropriate nursing program officials.

- The form will also acknowledge that the student is responsible for *all* costs associated with each drug test.
- If the student is under eighteen years of age, the student's parent or legal guardian must sign the consent/release form in addition to the student.
- The signed consent/release form must be returned to the nursing program's director/course facilitator.

Pre-Clinical Drug Testing: Drug testing will occur prior to nursing students' initial participating in their first clinical rotation. Drug testing may occur thereafter, if required by the clinical affiliate. Drug testing will be overseen by the Connecticut League for Nursing ("the League") and the League will use only laboratories certified by the US Department of Health and Human Services under the National Laboratory Certification Program. All records maintained by the University on such tests shall be treated as confidential student education records pursuant to the Family Educational Rights and Privacy Act. Refusal to take the drug test at a laboratory facility designated by the League may result in the student being removed from their clinical rotation.

Reasonable Suspicion Drug Testing: Any nursing student who is reasonably suspected of using drugs, including alcohol, may be required to submit to a drug test. Considering the

totality of circumstances, there must be evidence which forms a reasonable basis for concluding that there is a sufficient probability, but not a certainty, that the student has used drugs. A decision to drug test based on reasonable suspicion may be made by a University faculty member and/or the clinical agency.

- Upon reasonable suspicion, the student will be temporarily removed from their assigned clinical rotation and the clinical agency supervising personnel and/or instructor will be notified,
- Arrangements will be made to transport the student to a laboratory facility designated by the League. If possible, reasonable suspicion drug testing will occur on the same day as the observed behavior. Refusal to take the drug test may result in the student being removed from their clinical rotation,.
- If the results of the test(s) are negative for drugs, the student shall meet with their clinical instructor or faculty member within 24 hours or the following business day of the test results to discuss the circumstances surrounding the impaired behavior.
- Based on the information available and further medical evaluations, if warranted, a decision regarding the student's return to the clinical rotation will be made.

Positive Test Results: A positive drug test shall result in the student's temporary removal from the clinical rotation. The student shall be given notice of the positive test and their potential removal from the rotation. After the student has had an opportunity to respond, a decision shall be made concerning their removal from the rotation. Removal from the clinical rotation will also mean a course failure. Prior to being readmitted to the course/clinical rotation, counseling and follow up treatment may be required. If a student tests positive for a prescribed drug, the student must obtain a written statement from a qualified physician stating that the drug level is within prescribed limits and that the level does not indicate abuse. For a student to be permitted to return to their rotation, the physician must indicate that the drug will not interfere with safe practice in the clinical area.

Upon start of the Junior AND Senior year, all full-time and part-time nursing students must submit to the Nursing Department evidence of the following:

1. **PHYSICAL EXAMINATION:** Verification of physical exam must be presented every 2 years while in the nursing program.
2. **TUBERCULOSIS TEST:** A yearly tuberculin skin test (Mantoux type) or QuantiFERON Gold blood test is required. The test should be done during the months of June or July and must be read by a health care provider 48-72 hours after administration. If the student has a positive result, or has a history of a positive result, of either test, in the past, a physician's note documenting no evidence of Tuberculosis symptoms must be received on a yearly basis. This should also include documentation of an initial single chest x-ray demonstrating absence of active disease.

STUDENTS MUST MAKE ARRANGEMENTS TO HAVE ALL HEALTH REQUIREMENTS FULFILLED BEFORE CLASSES START. STUDENTS WILL NOT BE PERMITTED TO BEGIN THEIR CLINICAL EXPERIENCE UNTIL ALL REQUIREMENTS HAVE BEEN MET.

Nursing students who are ill or infectious will not be permitted to the clinical experience/laboratory. This includes presentation of the following:

- Fever (temperature above 100F or 38C) in the past 24 hours
- Open wound
- Vomiting &/or diarrhea
- Undiagnosed rash on exposed skin
- Are on medications that cause significant drowsiness or make them unsafe to drive
- Have been on antibiotics for less than 24 hours for a communicable bacterial infection

In the event that a student reports to the clinical area, the final judgment regarding the student's health status will be with the clinical faculty. Students are required to obtain approval to return to the clinical area from CCSU Health Services or a private physician.

It is the student's responsibility to inform the clinical faculty of any existing health problems. The student has the responsibility to advise the clinical faculty of any health problems which may affect the student's ability to perform or which may compromise her/his health and safety in the clinical area or the health and safety of the patients/clients at the agency utilized for the clinical experience.

B. Attendance

1. Class. If the learner is unable to attend a scheduled class, faculty notification prior to the class session is expected. The learner is responsible for class material needed. Classes will begin on time. If a student is absent for more than five days for medical reasons, she/he must notify the University Health Services in advance of her/his return; for non-medical reasons, she/he must notify the Office of Student Services, which notifies the instructor. Please refer to individual syllabi for specific instructor policies.
2. Electronic communication. Electronic communication devices (i.e. cell phones, pagers) are not allowed to be on inpatient clinical settings or during class or laboratory. Phones must be placed on silent mode or turned off. Cell phones must be put away during exams and are not permitted during test taking FOR ANY REASON. Hand held devices with loaded electronic nursing reference, depending on the clinical placement, may be permitted.
3. Your CCSU email address is the accepted format for contacting you regarding announcements, grades, retention/ progression, change in class time, etc. You are responsible for checking your CCSU email regularly.
4. Clinical and On Campus Laboratory. The clinical/ campus laboratory is a planned experience in an agency to implement theory and principles and it is MANDATORY. Therefore, all students are required to attend clinical laboratory as scheduled. A missed clinical may result in a clinical failure. If a student misses a clinical due to extenuating circumstances, documentation of the reason for the absence is necessary and will be subject to review and approval by the nursing department faculty.
5. Withdrawal. Students who withdraw or take a semester or longer leave of absence, and wish to return to the nursing program, must request readmission within two academic years of withdrawal. Students should submit a letter of request to the Chairperson of the Department of Nursing explaining the reasons for withdrawal (the semester before admission is being requested). Readmission is not guaranteed and is dependent upon the students' potential for success, current availability of learning opportunities and department resources. Students must follow the designated plan for readmission, including demonstration of clinical competency. If more than two academic years have passed since withdrawal from the Nursing

program, students will be required to reapply to the Nursing program, and repeat all nursing courses.

6. Cancellation (Weather). If it appears necessary to cancel classes for any reason, the Administration will notify Radio Station WTIC, Hartford (1080). Evening Division classes will not be automatically canceled when day classes are canceled. Radio announcements canceling Evening Division classes will normally be made at 2:00 p.m. Snow Phone: 832-3333.
7. Academic Advising. Faculty members in the Department of Nursing serve as adviser for nursing students. It is the student's responsibility to meet with their adviser each semester for academic advising and course registration. Students are encouraged to seek out their adviser for professional career advising and support. Since courses fill quickly and there are limited seats available, it is strongly recommended that students register during university registration periods. It is not the department or adviser's responsibility if a course or section closes and the student is late to register.

C. Clinical Laboratory Practice

1. Liability Insurance. All RN/BSN students are required to carry and provide documentation of adequate malpractice and health insurance. Liability coverage should include one million per occurrence and three million maximum annual limits. No student will be allowed to participate in a Clinical Laboratory experience without this documentation. Students must adhere to ANA Code of Ethics and the Connecticut State Nurse Practice Act as well as institutional policies.
2. CPR Certification/Recertification. Current CPR certification is required for students to attend any clinical experience. Evidence of CPR certification must be provided before students can attend clinical. Acceptable CPR courses are BLS for Health Care Providers from the American Heart Association or BSL for the Professional Rescuer from the American Red Cross. CPR for community members is not acceptable. This requirement will need to be renewed every two years.
3. Licensure. Students must be licensed currently as a Registered Nurse in Connecticut if they are in the RN-to-BSN program. A copy must be submitted for the student's file upon admission to the University and annually thereafter.
4. Background Check. A completed criminal background check is now required of each nursing student prior to the start of the clinical component. Some of your placements for courses in this program may require that you pass a background check before you can participate in the placement. If you fail to pass the background check, you may be unable to complete your chosen degree program at Central. The university will not be responsible for your inability to complete your chosen degree

program. It is the student's responsibility to pay for and submit a background check. Situations that may arise will be dealt with on an individual basis. Further screening may be required according to clinical facility guidelines. Students will be made aware as the need arises.

5. Occupational Exposure and Safety Policies

- a. Students are required to read and complete the *CHA (Connecticut Hospital Association) Health and Safety Training Course* and pass the post-test annually (each fall). It is available on line on Blackboard Learn within the "CCSU Nursing Clinical" organization. Instructions will be provided.
- b. Students must follow their clinical agencies' policies regarding occupational exposure. Students should also follow up with the CCSU Health Services.

6. Dress Code. Students are considered to be accountable both personally and professionally for their dress code. Clothing should be neat, clean, and suitable for a professional setting. Specific dress codes are prescribed by the participating agency. Failure to dress appropriately could be a precipitating factor for the faculty to dismiss a student from the Clinical Laboratory area. A name tag should be worn at all times to identify the individual as a nursing student from CCSU.

For students in the generic BSN program:

- a. Clean, plain white or black shoes or sneakers must be worn. No sandals or open backed clogs. No soft or cloth shoes.
 - b. A scrub jacket with the CCSU logo may also be worn.
 - c. A watch with a second hand is required.
 - d. A black pen, bandage scissors, tape measure, stethoscope and sphygmomanometer are also required for clinical experiences.
 - e. Jewelry is limited to one pair of stud earrings and a wedding band. No other visible body piercings or tattoos are allowed.
 - f. Fingernails must be short. Nail polish and artificial nails are not allowed.
 - g. Beards and mustaches must be neatly trimmed.
 - h. Hair is to be secured away from face and off the shoulders. Hair should be natural hair color.
 - i. No gum chewing is allowed in clinical.
 - j. CCSU ID must be carried with you during your clinical experience.
 - k. Only solid white short or long sleeved t-shirt may be worn under your blue uniform.
7. Clinical Laboratory. Only the time present in the clinical area, excluding lunch breaks and travel time to and from clinical, are counted as actual laboratory experience. Some courses require independent assignments in order to fulfill the required

clinical hours. This independent work must be documented and dated. If a student is absent from an assigned site, the clinical instructor may assign make-up work that she/he feels necessary for the student's learning experience. All required hours must be completed for the student to receive a grade for the course. Students are expected to be on time for all Clinical Laboratory experiences. They are to be prepared both physically and intellectually for the clinical assignment.

**Make up hours may occur on a week-end or reading day.

8. Transportation. Students are personally responsible for all transportation to and from Clinical Laboratory experiences. A variety of clinical experiences are necessary to meet the educational needs of nursing students in practice areas. Clinical placement is based on course objectives and the availability of clinical sites. Students may be required to travel within one hour from campus when attending clinical experiences. Students are responsible for any parking and gasoline costs.

There may be evening or weekend clinical rotations that need to be scheduled. The Department of Nursing retains the right to place and schedule students in appropriate settings.

9. Letters of Recommendation. Students seeking recommendations from members of the nursing faculty should submit their request at least **four weeks** in advance of the date that they need to arrive at their destination. Be sure to allow for extra time if you are requesting a letter of recommendation from a laboratory or clinical faculty member. Request forms for a reference/recommendation must be sent to faculty. These forms are available in the nursing office. Letters of recommendation require that faculty have a full understanding as to the nature of the reference. Therefore, consider providing a resume and a detailed description of your area of interest so that faculty may personalize your reference as appropriate.

D. Academic Standards

Pre-nursing Eligibility Criteria

- 1) There is a fall only admission, with a limited number of pre-nursing students selected each fall. Admission is expected to be highly competitive and meeting the following minimum criteria does not guarantee admission to the Nursing Program.
- 2) Pre-nursing students must be ready to start CHEM 161.

Admission to CCSU as a pre-Nursing major requires:

- Eligibility to enroll in CHEM 161, 162: General Chemistry I
 - For first year students that is a math score of 550 or higher on SAT or 24 on the ACT

- OR, AP credit for CHEM 161, 162
- For transfer students and re-entry students only,
 - A cumulative GPA of 3.00 or better
 - A grade of "C" or better in any required science courses, if completed.
 - A grade of "C+" or higher in CHEM 161 & 162: General Chemistry I or its equivalent, if completed
 - A grade of "B-" or better in any nursing course, if completed

A change of major to pre-Nursing for matriculated CCSU students require:

- A completed change of major request form that will be available on November 1st in the Nursing Department and will be due back by December 1st for fall acceptance consideration. Decisions are based on student's academic record, related criteria, and space available. Decisions will be made in January following posting of the fall semester academic grades. *In order to be considered for a change of major, students must have completed one full semester of course work at CCSU prior to applying.*
- A cumulative GPA of 3.00 or better
- A grade of "C" or better in any required science courses, if completed.
- A grade of "C+" or higher in CHEM 161, 162: General Chemistry I or its equivalent, if completed.
- A grade of "B-" or better in any nursing course, if completed

Admission to CCSU does not guarantee admission to the nursing program. Students must be enrolled and matriculated at CCSU prior to application. Students should note the following information regarding application to the nursing program:

Nursing Program Admission Requirements

- 1) Admission to the Nursing Program is expected to be highly competitive and meeting the following minimum criteria does not guarantee admission. Since we only admit 50 students into the major, meeting the minimum requirements does not mean that you are a strong candidate. Over the past few years, the average GPA of students admitted into the major has been over 3.20.
- 2) Application to the University by December 1st for Fall admission
 - a. A minimum cumulative GPA of 3.00 for coursework taken at CCSU, as well as an overall minimum cumulative GPA of 3.00 for all course work taken at all institutions (Including CCSU)
 - b. Minimum grade of "C+" or higher in CHEM 161, 162: General Chemistry I or its equivalent
 - c. Minimum adjusted individual total score of 65% or higher for the TEAS V
 - d. Completion of or enrollment in EXS 207 or its equivalent
- 3) Students who do not meet the above criteria may reapply the following year if admission criteria are met.

Retention Policy

1. Once admitted to the BSN program a student must maintain the following criteria in order to remain in good standing within the Nursing program:
 - a. A cumulative GPA of 2.7 in all NRSE courses and all related requirements including BMS 206, BMS 216, CHEM 210, EXS 207 and EXS 208 each semester,
 - b. No less than a C+ in each NRSE course, and
 - c. No less than a C in a related requirement,
2. If any of these criteria are not met, the student will be considered in provisional status within the Nursing program. The student must develop and follow an action plan with his or her academic advisor or the Chairperson of the Department of Nursing
 - a. If less than a C+ is earned in a NRSE course, that course must be repeated in the next fall or spring semester that it is offered, and may be repeated only once.
 - b. If a student earns less than a C+ in two or more NRSE courses the student will be removed from the Nursing Program.
3. Once dismissed from the program, students may not reapply.

Clinical Progression Policies

1. The inability of the student to achieve a C+ or better in any nursing course by the end of the semester or the inability to meet the clinical objectives will result in course failure. In fact, students failing a course clinically will not pass the course despite other grades achieved in the theory portion of the course. An inability to meet the clinical objectives of a course requires the student to repeat both the theory and clinical portions of the course. Clinical experiences are graded pass/fail. A student must receive a passing grade in clinical in order to receive a passing grade in the course. If a student fails the clinical component, they fail the entire course, and must repeat both the theory and clinical components.
2. Clinical probation may occur at any time during the course when students are not meeting the clinical objectives or professional behaviors identified in the clinical evaluation tool. Students will be notified in writing and a plan for remediation will be outlined by the clinical faculty. The clinical faculty will notify the course coordinator of the need for clinical probation. The course coordinator will notify the program chair and the student's advisor of the probation status.
3. If a student withdraws from a course due to a failure or a pending failure on a clinical evaluation tool, it will be considered a nursing course failure by the Nursing Department, their transcript will show a W.

- a. The student's professional behavior is part of the clinical/laboratory evaluation. Violation of any of the professional behaviors on the clinical evaluation tool may lead to disciplinary action by the Nursing Department. This may include being suspended from the program, failure of the course, or dismissal from the program.
- b. Late arrival or leaving early from the clinical experience may place the student at risk for achieving the clinical objectives.
- c. Scheduled clinical experiences such as: gerontology/fundamentals, psychiatric/mental health, maternity and pediatric rotations are assigned to meet the minimum course requirements and clinical absences are of critical importance to progression.
- d. Students who have a lapse in clinical courses at any time during the program will be required to make an appointment with the lab coordinator to review and demonstrate competency in performing selected nursing interventions/assessments necessary for continuation in clinical courses. This must be completed prior to the first clinical day at the clinical agency.

E. Student Clinical Behavior Expectations:

Please refer to each course clinical evaluation tool for the comprehensive list of behavior expectations, the list below is meant to provide a foundation for students:

- Adheres to CCSU and agency dress code policy
- Demonstrates responsibility by coming to clinical prepared
- Demonstrates professional communication and respect toward all members of the team
- Maintains privacy and confidentiality of health information
- Delivers care in a non-judgmental and non-discriminatory manner
- Assumes responsibility for maintaining a safe patient care environment
- Demonstrates self-directed learning
- Maintains professional boundaries

F. Technical Standards

In order to be successful in the Nursing program, students should be aware that the ability to meet the following technical standards is continuously assessed. Students in the nursing program need ability and skills in the following domains:

observational/communication ability, motor ability, intellectual/conceptual ability, and behavioral, interpersonal, and emotional ability. Students must be able to independently, with or without accommodation, meet the following technical standards:

Observation/Communication Ability – Nursing students must be able to:

- effectively communicate both verbally and non-verbally with patients, peers, faculty, and other healthcare professionals
- use senses of vision, touch, hearing, and smell in order to interpret data
- demonstrate abilities with speech, hearing, reading, writing, English language, and computer literacy

Motor Ability – Nursing students must be able to:

- display gross and fine motor skills, physical endurance, strength, and mobility to carry out nursing procedures
- possess physical and mental stamina to meet demands associated with excessive periods of standing, moving, physical exertion, and sitting
- perform and/or assist with procedures, treatments, administration of medications, operate medical equipment, and assist with patient care activities such as lifting, wheelchair guidance, and mobility

Intellectual/Conceptual Ability – Nursing students must be able to:

- problem solve, measure, calculate, reason, analyze, and synthesize data in order to make decisions, often in a time urgent environment
- incorporate new information from teachers, peers, and the nursing literature
- interpret data from electronic and other monitoring devices

Behavioral, Interpersonal, and Emotional Ability – Nursing students must be able to:

- tolerate physically taxing workloads and function effectively during stressful situations
- display flexibility and adaptability in the work environment
- function in cases of uncertainty that are inherent in clinical situations involving patients/clients
- possess the skills required for full utilization of the student's intellectual abilities
- exercise stable, sound judgment
- establish rapport and maintain sensitive, interpersonal relationships with others from a variety of social, emotional, cultural, and intellectual backgrounds
- accept and integrate constructive criticism given in the classroom and clinical setting

G. Medication Calculation Test

Students will be expected to prepare for and pass several medication calculation tests in order to demonstrate their readiness to pass medications in the clinical setting. It is expected that students review the identified medication calculation resources prior to the

start of the semester. Students will be updated on the format, schedule and location of the test prior to the start of the semester. Students will need to meet the set benchmark in order to be eligible to attend clinical and remain in the theory section of the course.

H. Assignments, Examinations, and Grading

1. Assignments

- a. Students will be provided a detailed course syllabus at the beginning of each course.
- b. All assignments within courses must be submitted in order to meet course requirements.
- c. Students are encouraged to make copies of all papers prior to submission to the faculty. The faculty reserves the right to retain papers and assignments. **The copier in the Department of Nursing is not available for student use.**
- d. Student papers and other written assignments are due on the date specified by the faculty unless specific arrangements have been made by the student **prior** to the due date of the assignment. Consequences will result in a lowering of the grade as stated in the course syllabi.

2. Examinations

- a. University policies concerning examination procedures will be strictly enforced.
- b. All examinations must be taken on the day scheduled. If there is an excused absence for an examination, students must assume responsibility for making arrangements with the appropriate faculty member within one week for a make-up exam; otherwise, the grade automatically becomes a zero. Make-up exams may be in a different format than the original exam.
- c. When a student is late for an examination, the student may be permitted to take the exam but will not be given additional time. Faculty, though, may deny students access to an exam if they are unreasonably late for an exam.
- d. Before students receive course accommodations for a disability related need in a nursing class, the students will need to make an appointment with the Disabilities Resource Office located in Willard.

- e. No dictionaries or cell phones are allowed during exams. If needed, only department approved calculators will be allowed.

3. Grading

The grading system of the Department of Nursing will be in accordance with those policies set by the governance of the Connecticut State University as indicated in *the Student Undergraduate Catalog*. The numerical ranges that are used are as follows:

GPA	GRADE	SCORE RANGE
4.0 -----	A -----	93-100
3.7 -----	A- -----	90-92
3.3 -----	B+ -----	87-89
3.0 -----	B -----	84-86
2.7 -----	B- -----	80-83
2.3 -----	C+ -----	77-79
2.0 -----	C -----	74-76
1.7 -----	C- -----	70-73
1.3 -----	D+ -----	67-69
1.0 -----	D -----	64-66
0.7 -----	D- -----	60-63
0.0 -----	F -----	59 and down

Incomplete - An "I" (Incomplete) which is not removed within the first eight weeks of the following semester becomes an "F."

I. Academic Integrity

Academic misconduct is defined by the CSU code of conduct as "including but 'not limited to providing or receiving assistance in a manner not authorized by the instructor in the creation of work to be submitted for academic evaluation including papers, projects and examinations (cheating); and presenting, as one's own, the ideas or words of another person or persons for academic evaluation without proper acknowledgement (plagiarism).'" For further information and understanding, students should familiarize themselves with the Undergraduate Policy on Academic Integrity found at the following address: <http://www.ccsu.edu/AcademicIntegrity/>

J. Social Media Policy

Central Connecticut State University relies upon the use of electronic messaging systems to provide official University communications to its students, prospective students, faculty, and staff. Electronic communication allows the University to provide more timely communication and is cost effective. The University presence or participation is guided by University policy.

This policy applies to the Department of Nursing Students who engage in internet conversations for school related activities including both clinical and didactic course work. Each student is responsible to ensure confidential and sensitive information is protected by utilizing HIPPA and FERPA guidelines whether it is by traditional communication or through social media.

Social media is defined as a method of communicating electronically through use of chat rooms, blogs, share sites, social networking sites, video or web broadcasting sites, and other online forums of any kind. Electronic communications are not considered a secure method for transmitting confidential or private information. Examples of social media include, but are not limited to, Facebook, Twitter, LinkedIn, blogs, Flickr, YouTube, Wikipedia, Podcasts, Instagram, Allnurses.com, and RSS feeds.

Improper use of social media by nursing students may violate state and federal laws established to protect confidentiality and can result in both civil and criminal penalties, including fines and possible jail time. Additionally, online comments by nursing students regarding faculty, peers, coworkers, and clinical sites, even if posted after clinical or didactic hours may constitute as lateral violence. Lateral violence includes disruptive behaviors of intimidation and bullying which is detrimental to the Department of Nursing faculty and students, and may result in legal action against the nursing student. As nursing students, you will want to represent the school in a fair and positive manner and need to keep in mind that social media sites are public and information accessed can be traced back to the sender even after they have been deleted. Nothing posted or transmitted by social media is private.

Protect Confidential, Sensitive, and Proprietary Information:

- Do not post information about the University, School, staff, students, faculty, clinical facilities, patient or clients, with whom you have contact with while representing Central Connecticut State University during clinical rotations.
- Do not use Central Connecticut State University or Department of Nursing logos without permission.
- The use of computers, (PDA's, notebooks, etc.), and cell phones need to be approved for use by faculty in didactic and clinical areas.
- No texting, talking or cell phone use in clinical areas or classrooms without permission of faculty. Cell phones need to be off. Cell phones/smartphones are only allowed for information gathering related to clinical situation during clinical, laboratory, or classroom time.
- No videotaping of patients/clients without written permission of patient, faculty, and institution.
- No videotaping professors or fellow students for personal or social media use without written permission of those you are videotaping.

Common Myths of Social Media

- **MYTH-** "I can always delete later"

FACT- Nothing is ever truly deleted once put online. Archival systems are in place, making it possible to retrieve almost anything.

- **MYTH-** “No one but my friends will ever see this”

FACT- It is now common practice for future employers to search the web for prospective employees before hiring them. Also, once posted, you have no way of knowing who has forwarded, copied, or shared your work. If information is shared about a patient and the receiver is not a health care provider with the need to have this knowledge, it is a breach of confidentiality.

- **MYTH-** “If I didn’t post it, it’s not my problem.”

FACT- If it goes on your “wall” or your name is associated with the post, you could be held accountable.

- **MYTH-** “If I don’t use a patient’s name, it’s ok to talk about it.”

FACT- Other identifying factors, like diagnosis or place of occurrence can give identifying information, thereby breaching the confidentiality agreement.

Recommendations

- Maintain a professional boundary when using social media. Realize that pictures of you acting unprofessionally or profane speech are public as soon as they go online.
- Think before you post anything. If you wouldn’t print it and distribute it to everyone you see, then don’t share it.
- Don’t post when emotionally upset. Take a breath and wait until the moment has passed before making the decision to share your thoughts.
- If you are unsure, do not post or share something before asking for guidance.

Consequences

- Violation of the policies may result in expulsion from the nursing program and the University or other disciplinary action.

CCSU reserves the right to update this policy as needed due to the fast changing environment of social media.

K. Formal Complaints

Students who have concerns related to academic policy or grading in any NRSE course should observe the following communication channels:

- a) First contact the faculty member for discussion.
- b) If the issue is not resolved after discussion with the faculty responsible for the course, then the student should next contact the Chairperson of the Department of Nursing to clarify program policy and resolve the identified issue.
- c) If the issue is still not resolved, the student may contact the Dean of Education and Professional Studies requesting resolution of the issue.

The CCSU student handbook outlines additional procedural information related to student grievances. Link to the Grade Change Policy on the CCSU website:
<http://www.ccsu.edu/page.cfm?p=557>

L. Program Evaluation

Students will be asked to take NCLEX readiness tests as part of a specific sophomore, junior and senior level course. These tests will be used to help prepare the student for formal testing of NCLEX licensure. These tests will count as the final exam in the identified courses.

Students are required to participate in the designated methods of assessment/ evaluation of program outcomes.

III. Awards/ Scholarships

Often there are organizations that give out scholarships or awards to nursing students based on either scholastic ability or need. Please check the bulletin board located outside the Nursing Learning Center or in the nursing office for posted applications.

IV. Organizations

Student Nurses Association (NSNA). CCSU is a member of the National Student Nurses' Association. Membership in this organization automatically makes one a member of the Connecticut Student Nurses' Association. Students are encouraged to join and participate in local, state, and national activities. Membership is open to all students attending CCSU. Membership requires dues that are the student's responsibility.

Sigma Theta Tau International (STT). STT is the International Nursing Honor Society. CCSU is part of Iota Upsilon Chapter at Large with Saint Joseph College and The University of Hartford. Students in their Junior or Senior Year are inducted annually based on academic standing and organization criteria. Information will be announced yearly in the spring. It is open to both programs.

The Nursing department faculty value professional development. Because of this, we believe that senior nursing students should attend the CLN or CNA annual convention as part of clinical attendance. This attendance is required and mandatory. There is a small cost associated with this. Please contact the department chairperson if you have financial constraints.

V. Nursing Learning Center

The Nursing Learning Center serves as a learning resource available to all nursing students, faculty, and staff. The lab provides a hands-on environment where students can learn, practice, and demonstrate nursing skills in a safe, supportive environment. The lab is designed to imitate the hospital environment.

The lab is used by faculty to teach nursing skills and procedures. Students are encouraged to use the lab on an individual basis as well, to assist them in gaining proficiency and confidence with a variety of nursing skills and procedures. Upon leaving The Nursing Learning Center, all supplies must be put away in the appropriate cupboard, tables must be cleaned, computers turned off, air conditioner turned off, heat turned down, and lights turned off.

A. **Attire**

Students are required to wear closed toed shoes in the lab at all times, no crocs or clogs allowed. Students are required to wear their uniforms following the guidelines listed previously in the lab for on-campus clinical, unless otherwise specified in the syllabus for the class or by the instructor.

B. **Books/DVD's**

Books and DVD's are available to students in The Nursing Learning Center. Students sign out DVD's and books for up to 1 week. If the item(s) are not returned within 1 week, the course instructor will be notified.

C. **Food/Beverage**

Food and beverage is allowed in The Nursing Learning Center. The area must be left clean and all trash removed.

D. **Patient Simulators**

The Nursing Learning Center offers advanced, interactive patient simulators which allow us to provide high fidelity patient simulation. Nursing students have the opportunity to learn and practice a wide range of clinical scenarios that they may not get to experience in the clinical setting.

E. **Hours**

The Nursing Learning Center offers open times and appointments. Hours and contact information will be posted outside The Nursing Learning Center.

VI. Policies Specific to the RN- BSN Program

Admission Requirements for the RN-BSN Program

In addition to meeting all requirements established for admission to Central Connecticut State University, the applicant must:

- a) Be licensed as a registered Nursing in Connecticut;
- b) Prior to participating in the clinical experience associated with NRSE 413, students must submit evidence of immunity to common childhood infectious diseases, have had a physical exam and TB test within the last year, pass a background check, have a current CPR certification, and show evidence of professional liability insurance.