

NURSING

Ccsu



Central Connecticut State University

To Our Student Colleagues:

We wish to welcome you into the CCSU Department of Nursing. Since the development of the Department of Nursing in November 1981, the faculty has strived to provide a quality nursing program within the context of the university environment. Since revision and refinement is an ongoing process, this handbook, including 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/Graduate Catalog, will serve as a guide to assist in answering your questions.

This handbook is provided to admit students 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 might 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

Revised June 2019



I. CCSU Nursing Programs

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 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 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 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.

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In 2006, the Commission on Collegiate Nursing Education accredited the undergraduate program (CCNE) of American Association of Colleges of Nursing (AACN) for the maximum period of ten (10) years. CCNE awarded the program re-accreditation in 2016 for ten (10) years through 2026. In 2019, CCNE accredited the MSN in Hospice and Palliative Care for five (5) years through 2024.

The purpose and objectives of the programs flow directly from the mission statement of Central Connecticut State University. The purpose of the program, to prepare the student to obtain a Nursing degree and to empower the student to attain the highest standards of academic achievement, public service, and personal development reflecting 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.

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The Nursing faculty believes that a liberal education in the natural and behavioral science and the humanities, with theory and practice in Nursing, form the basis for critical judgment and professional accountability in 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 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 baccalaureate programs are 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.

The Master of Science Degree, Nursing (MSN) prepares students for a specialty focus to expand their career options. As part of this specialty focus, students gain an advanced-



knowledge base and skill set that is grounded in the scientific discipline and art of professional nursing. This level of professional education is necessary to meet the needs of a complex and changing health care system and new client demands for optimum outcomes and quality. The degree program is designed to foster interdisciplinary collaborative skills and independent functioning. Advanced education with a specialty focus provides additional skills to achieve optimum health care for specific populations.

C. Department of Nursing Values

Nursing

At all levels on the wellness continuum, the role of the nurse is to contribute to the provision of an optimal environment 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.

A degree in Nursing fosters self-awareness, intellectual curiosity, and personal fulfillment and are consistent with the hallmarks of nursing 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. Graduate preparation in Nursing acquires skills in research, develops and implements change, and applies teaching/learning to the health care setting.

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.



Central Connecticut State University

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 Nursing

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 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 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:

- Practice professional Nursing
- Engage in life-long learning
- Contribute & collaborate in the healthcare system

E. Program Learning Outcomes



Baccalaureate

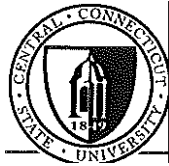
Upon completion of the program, the graduate will be able to:

- Integrate theories and concepts from liberal education into nursing practice.
- 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.
- Critically evaluate evidence-based research in collaboration with other members of the healthcare team to improve patient outcomes.
- Demonstrate skills in using patient care technologies, information systems, and communication devices that support safe nursing practice.
- Advocate for a variety of socio-political issues affecting health care through participation in legislative and political forums.
- Incorporate inter- and intra-professional communication and collaborative skills into the delivery of evidence-based, culturally sensitive patient-centered care.
- Provide innovative interventions to promote health and prevent illness in vulnerable populations.
- Practice from a caring, professional nursing perspective by incorporating the values of social justice, diversity, and global awareness.
- Integrate knowledge, skills, and attitudes through use of the nursing process to provide patient-centered care to patients across the lifespan from a diverse perspective.

Graduate

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

- Utilize appropriate theories from nursing and related fields to respond to emerging health care challenges;



- Apply ethical analysis and clinical reasoning to assess, intervene, and evaluate advanced nursing care delivery;
- Understand how to influence health care policy for the purpose of advocating for clients and community;
- Use quality processes and improvement science to evaluate care and ensure patient safety for individuals and communities;
- Synthesize evidence for practice to determine appropriate application of interventions across all populations affected by end-of-life and chronic care;
- Incorporate global nursing knowledge, attitudes, and skills in planning, implementing, and evaluating hospice and palliative care practice;
- Integrate inter-professional collaboration and informatics to make changes in the hospice and palliative care environment to improve delivery of care;
- Develop leadership skills and integrate scholarship into nursing practice through participation in praxis courses; and
- Meet the American Association of Colleges of Nursing (AACN) Essentials for Masters Education in Nursing

II. Academic Policies

A. Health Policies: Immunizations and Physical Examination

Clinical health requirements are monitored.

Upon acceptance into the pre-licensure program and prior to the first day of the sophomore year, and prior to the clinical course in the post-licensure and graduate programs, all full-time and part-time nursing students must submit evidence of the following:

- **PHYSICAL EXAMINATION:** A complete physical examination is required and should be conducted in the summer months. This requirement must be repeated every 2 years.
- **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 provider'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.

- **IMMUNITY STATUS:** Students must present evidence of having immunity for the following diseases:
 - Varicella (documentation of 2 doses varicella vaccine, history of varicella based on provider's diagnosis or laboratory evidence of immunity with titers)
 - Rubella, Measles (Rubeola) and Mumps (laboratory evidence of immunity with titers or documentation of 2 doses of MMR vaccine)
 - Hepatitis B (or provide evidence of receiving 3 doses of Hepatitis B vaccination or documentation of refusal of the vaccine)
- **EVIDENCE OF TETANUS/DIPHTHERIA IMMUNIZATION WITHIN THE PAST TEN (10) YEARS**
- **SEASONAL FLU VACCINE** is required yearly during fall semester by November 1.
- **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 department of nursing.

Pre-Clinical Drug Testing: Drug testing will occur prior to pre-licensure nursing students' prior to participating in their first clinical rotation. Drug testing may occur thereafter, if required by the clinical affiliate. The Connecticut League for Nursing ("the League") will oversee drug testing and the League will use only laboratories certified by the US Department of Health and Human Services under the National Laboratory Certification Program. *For Rn to BSN and MSN students, drug testing will be conducted within the student's geographic region.* 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 designated agency 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 appropriate agencies. 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 provider 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 provider must indicate that the drug will not interfere with safe practice in the clinical area.

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

- **PHYSICAL EXAMINATION:** Verification of physical exam must be presented every 2 years while in the nursing program.
- **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 provider'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

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 instructors of any health problems which may affect the student's ability to perform or which may compromise their health and safety in the clinical area or the health and safety of the patients/clients at the agency utilized for the clinical experience. Clinical instructors have the decision-making ability to remove a student from clinical if their health status impairs ability to perform care safely

B. Attendance

- 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, the student must notify the University Health Services in advance of their return; for non-medical reasons, the student must notify the Office of Student Services, which notifies the instructor. Please refer to individual syllabi for nursing course requirements. There may be point(s) deducted from final course grade for absences.
- Electronic communication. Electronic communication devices may not be allowed 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, might be permitted.
- 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.
- 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.
- 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.

- Military Obligation Service members must provide documentation to each course faculty from the Commanding Officer regarding military commitments at the start of each semester.
- Cancellation (Weather). If it appears necessary to cancel classes for any reason, it is the student's responsibility to check the university website at <http://www.ccsu.edu/cancel/> or call 860-832-3333.
- 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.
 - Contact your advisor at least once per semester or session to discuss your progress. Additionally, the student should contact the advisor at any time during the semester or session to discuss with him/her any proposed changes to the curriculum plan that the student wishes to make to assure that the overall plan is still sound and meets progression requirements.
 - Contact your advisor to discuss decisions to withdraw from a course, take a leave of absence, waive a course, or other decisions that affect completion of an academic program. Advisors recognize that goals, objectives, and commitments may change. Your advisor is the first line academic official with whom these changes should be discussed. Procedures, consequences, and suggestions for appropriate strategies are resources that advisors may use to help.

C. Clinical Laboratory Practice

1. Liability Insurance. All RN to BSN and MSN 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 locally regulatory agency 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. All RN to BSN and MSN students must be licensed currently as a Registered Nurse. Graduate students must be licensed as a Registered Nurse or meet regulatory compliance to practice as professional nurse. 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. 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 designated health and safety training which includes a post-test annually. It is available on line on the Learning Management System 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 accountable both personally and professionally for their dress code. Clothing should be neat, clean, and suitable for a professional setting.



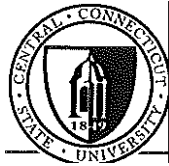
Specific dress codes are prescribed by the participating agency. Failure to dress appropriately could be a precipitating factor for the faculty to dismiss a student from the Clinical Laboratory area. A nametag should be worn at all times to identify the individual as a nursing student from CCSU.

For students in the pre-licensure program:

- Clean, plain white or black shoes or sneakers must be worn. No sandals or open backed clogs. No soft or cloth shoes.
- A scrub jacket with the CCSU logo may also be worn.
- A watch with a second hand is required.
- A black pen, bandage scissors, stethoscope and sphygmomanometer are also required for clinical experiences.
- Jewelry is limited to one pair of stud earrings and a wedding band. No other visible body piercings or tattoos are allowed.
- Fingernails must be short. Nail polish and artificial nails are not allowed.
- Beards and mustaches must be neatly trimmed.
- Hair is to be secured away from face and off the shoulders. Hair should be natural hair color.
- No gum chewing is allowed in clinical.
- CCSU ID must be carried with you during your clinical experience.
- Only solid white short or long sleeved t-shirt may be worn under your nursing uniform.

**RN to BSN and MSN students* - Professional attire: It is expected that all students will arrive at their clinical site appropriately dressed and groomed. If you are working with a preceptor outside of a clinical area, ask about the expected dress code for the clinical site. Some sites may require business casual while others may require uniform. It is important to present yourself and the CCSU Nursing Department in the best possible professional perspective.

- 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 clinical that is 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 weekend or reading day.

- Transportation. Students are personally responsible for all transportation to and from Clinical Laboratory experiences. A variety of clinical experiences is 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 when attending clinical experiences. Students are responsible for any parking and gasoline costs.
- There may be evening or weekend clinical rotations. The Department of Nursing retains the right to place and schedule students in appropriate settings.
- 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 instructor. Request forms for a reference/recommendation must be sent to faculty. These forms are available in the nursing office. 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

Retention Policy:

Pre-licensure (BSN) program:

- ❖ Once admitted to the pre-licensure program a student must maintain the following criteria in order to remain in good standing within the Nursing program:
 - A cumulative GPA of 2.70 each semester,
 - No less than a C+ in each NRSE course, CHEM 210, BMS 318 and BMS 319
 - No less than a C in PSY 136 & BMS 216
- ❖ 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 and the Chairperson of the Department of Nursing
 - 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.

- If a student earns less than a C+ in two or more NRSE courses, the student will be removed from the Nursing Program.
- Once matriculated, no nursing courses that must be repeated can be taken outside of CCSU.
- ❖ **Progress Continuum** The process is used to document classroom, laboratory, or clinical concerns and identifies any behaviors or performance that is indicative of unsatisfactory meeting of clinical objectives. A student clinical lab referral is found in Appendix A. The instructor will collaborate with the course coordinator to develop a plan for improvement and further evaluation. The progressive process is intended to reinforce student success, but if the behavior impacts safety, can result in dismissal. (See Appendix A)

*Once dismissed from the program, students **may not** reapply.*

Post-licensure (RN to BSN) program:

- ❖ Maintain good academic standing with GPA of 2.0.
- ❖ Complete program within 5 years from start date.
- ❖ Maintain RN licensure.

MSN Program:

- ❖ Maintain good academic standing with GPA of 3.0.
- ❖ Complete program within 5 years from start date.
- ❖ Maintain RN Licensure or meet legal regulations for practice.

Students enrolled in the MSN program may not transfer to the BSN program or to the RN to BSN program. Students enrolled in the Graduate Entry program do not earn a BSN as part of the program; a MSN is earned upon completion of the program.

Clinical Progression Policies:

- ❖ The inability of the student to achieve a C+ or better in any pre-licensure 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.
- ❖ 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 instructor 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.
- ❖ If a student withdraws from a course due to 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. Withdrawal dates for the semester or session are determined by the university.

E. Student Clinical Behavior Expectations:

- ❖ 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 Department of Nursing. This may include failure of the course, suspension from the program, or dismissal from the program.
- ❖ Late arrival or leaving early from the clinical experience places the student at risk for not achieving the clinical objectives.
- ❖ Scheduled clinical experiences are of critical importance to progression.
- ❖ Students have a lapse in pre-licensure 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.

Please refer to each course clinical evaluation tool for the comprehensive list of behavior expectations.

F. Technical Standards

In order to be successful in the Nursing program, students should to 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 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 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. 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 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.
- e. Faculty may require students to submit assignments through antiplagiarism software on the Learning Management System.

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 to make 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 obtain accommodation plan with the Student Disabilities Services.
- e. No external resources are allowed during exams.



3. Grading

The grading system of the Department of Nursing will be in accordance with those policies set by the governance of the Central Connecticut State University. 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.”

H. Academic Integrity

Academic misconduct is defined by the CCSU 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/>

I. 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.

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

J. Formal Complaints

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

1. First, contact the faculty member for discussion.
2. 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.
3. 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

https://docs.ccsu.edu/Student_Handbook.pdf

K. Awards/Scholarships

Often there are organizations that give out scholarships or awards to nursing students based on either scholastic ability or need. Students will be notified electronically of these opportunities. Graduate students may access awards through this link

<http://www.ccsu.edu/grad/resources/scholarships.html> .

L. Organizations

Student Nurses Association (NSNA). CCSU is a member of the National Student Nurses'



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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). Sigma Theta Tau Sigma Theta Tau International (STTI) is the international honor society for Nursing. Membership is by invitation to those candidates who have exhibited high scholarship and leadership abilities or strong evidence for the potential of these abilities. Its purposes are to 1) recognize superior achievement, 2) recognize the development of leadership qualities, 3) foster high professional standards, 4) encourage creative work, and 5) strengthen commitment to the ideal and purposes of the profession. Iota Upsilon at Large is the STTI chapter at CCSU. A student may visit the webpage at <http://iotaupsilon.nursingsociety.org/home>

M. Nursing Laboratory

The Nursing Laboratory 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 simulate clinical experiences. The Nursing laboratory offers open times and appointments. Hours and contact information will be posted. The debriefing room is available to students for studying when not in use for scheduled labs or meetings.

N. Policies Specific to the Pre-licensure Program

Information related to national licensing requirements is available at https://www.ncsbn.org/12_ULR_table_adopted.pdf.

Information specific to Connecticut is available at <https://portal.ct.gov/DPH/Practitioner-Licensing--Investigations/Registered-Nurse/Registered-Nurse-Licensure>

O. Policies Specific to the RN-BSN Program

Articulation agreements are in place with public and private Associate Degree Nursing Programs within Connecticut. Up to 35 credits may be awarded for previous nursing content.

There is a residency requirement of 30 credits earned at CCSU to be eligible to receive a degree.



A process is in place for students in the RN to BSN program who were articulated from the LPN to RN bridge program. The student needs to contact the RN to BSN Coordinator.

P. Policies Specific to the MSN Program

Meet additional agency requirements related to the practicum experience that may exceed those required by the Department of Nursing.

Practicum Requirements

Preceptor requirements:

- Hold a graduate degree
- Educated in a clinical area, which the preceptor is teaching or providing supervision or be extensively clinically experienced in those areas.
- Provide a copy of current State licensure and/or verification statement and curriculum vitae.

Graduate nursing clinical faculty are available to preceptors, provide oversight of clinical preceptors during each practicum course, and communicate with preceptors via telecommunication, a minimum of twice per semester.

Capstone Project

Students completing the MSN program will engage in a scholarly capstone experience. The student, under the guidance of an assigned faculty member, will plan, implement, and evaluate a capstone project directed toward the student's chosen area of focus/interest.

The capstone experience allows the student to demonstrate synthesis of knowledge gained throughout the MSN program. The capstone experience is rooted in collegial collaboration between the student, the faculty member and an experienced professional in the area of the student's concentration.

The capstone project:

- Is action-oriented and addresses an issue or problem focused in the student's area of focus/interest.
- Aligns with the strategic priorities of the organization within which the project occurs.

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Clinical Lab Referral

STUDENT: _____ DATE: _____

REFERRED TO: _____

REFERRED BY: _____

REFERRAL DATE: _____ DUE DATE: _____

Area(s) of Concern:

Action Plan:

Student Signature: _____ Date: _____

Outcomes:

Signature of Educator Completing Referral: _____ Date: _____

Resolution:

Student Signature: _____ Date: _____



PROGRESS CONTINUUM

STUDENT NAME _____

The process is used to document classroom, laboratory, or clinical concerns and identifies any behaviors or performance that is indicative of unsatisfactory meeting of clinical objectives. The instructor will collaborate with the course coordinator to develop a plan for improvement and further evaluation. The progressive process is intended to reinforce student success but if the behavior impacts safety may result in dismissal.

REASON		DATE GIVEN
1st Written Warning	_____	_____
2nd Written Warning	_____	_____
3rd Written Warning	_____	_____
Dismissal Recommended	_____	_____

DESCRIPTION of INCIDENT:

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EXPECTED OUTCOMES

FAILURE to IMPROVE WILL RESULT IN:

Signature of the Department Chair

Signature of Instructor

Signature of Student*

*The student's signature does not indicate agreement with this notice but only that (s)he has read it. A copy will be placed in the student's file.