



**OKLAHOMA CHRISTIAN  
UNIVERSITY**



**WORK-BASED NURSING STUDENT HANDBOOK**

**Supplement to  
OKLAHOMA CHRISTIAN UNIVERSITY  
STUDENT HANDBOOK (2022-2023)**

## WELCOME

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Welcome to Oklahoma Christian University's Bachelor of Science in Nursing (BSN) program. During the next several semesters you will learn the art and science of professional nursing, gaining career skills designed to carry you well into the 21st century. The Oklahoma Christian University School of Nursing Student Handbook contains the policies and procedures that apply to nursing students at OC. The Handbook also introduces the standards of professional nursing.

For the School to provide the best educational preparation for you, all of us—faculty, staff, and students—are accountable for the information contained in the Handbook.

We value your choice to become a student in our program, recognizing the privilege and responsibility you have granted us.

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The Oklahoma Christian University Student Handbook is the official document that details the policies and regulations of the University community. The latest edition of the handbook is made available to every student through the University website at:

[https://myocfiles.oc.edu/files/services/Student\\_Services/Student\\_Handbook.pdf](https://myocfiles.oc.edu/files/services/Student_Services/Student_Handbook.pdf)

Last updated October 11, 2022.

This *Nursing Student Handbook* complements the *Oklahoma Christian University Student Handbook* with a compilation of additional information to assist the student pursuing a Bachelor of Science Degree with a major in nursing.

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## **I. HISTORY**

Oklahoma Christian University (OC) is the governing institution for the School of Nursing. The School of Nursing was established in March of 2006 and officially accepted students for the fall of 2006. The first class of nursing students graduated in the spring of 2008. The School of Nursing received full approval from the Oklahoma Board of Nursing in November 2008. Full accreditation by the Commission on Collegiate Nursing Education (CCNE) was received in April of 2008. This national accrediting body is affiliated with the American Association of Colleges of Nursing, an organization that sets national standards for nursing education provided by baccalaureate, master's, and doctor of nursing practice programs.

The work-based track of the BSN-program began in August 2020 with a pilot group taking prerequisite courses. After a visit from the governor of Oklahoma in summer 2021, enrollment in the work-based track grew rapidly. The Oklahoma Board of Nursing approved Oklahoma Christian to offer the BSN degree in collaboration with Integris Health in fall 2021. Students were admitted to the junior level courses for the first time in January 2022. Also, in January 2022, Mercy Hospitals and Chickasaw Nation Medical Center were approved as locations for work-based sites by the Board of Nursing.

## **II. MISSION & PHILOSOPHY**

The mission of the school of nursing at Oklahoma Christian University is *“to educate and prepare professional nurses who exemplify the essence of Christian service and scholarship throughout their nursing practice with an emphasis on servant leadership within numerous settings, including mission fields, both international and domestic.”*

The philosophy of the Oklahoma Christian University School of Nursing is in direct agreement with the philosophy of the University as stated in its core values, mission, vision and covenant. The nursing faculty are committed to integrating the designated University's core values into daily conduct and the practice of nursing. The nursing faculty are guided by the following beliefs about INDIVIDUALISM, SOCIETY, ENVIRONMENT, HEALTH, NURSING and EDUCATION.

We believe each INDIVIDUAL is a spiritual, physical, intellectual, emotional and social being, created in the image of God, who can only be understood when viewed holistically. As a spiritual being, each person has the potential for awareness and development of a personal relationship with God. Each person is a dynamic system interacting with both internal and external environmental factors. Through life experiences, each person develops values and behavior patterns that result in individuality and uniqueness. Each person exists in a social order communicating knowledge, feelings and cultural values while forming attachments to family, community, and society.

We believe the ENVIRONMENT is the milieu in which people live and includes all internal and external factors that interact with the person, the family, or the community throughout the life experience. Internal factors are those that arise from within a person's physical, emotional, intellectual and spiritual being. External factors are those outside of the person and consist of

physical surroundings, interactions with other persons, social systems, communities and the universe. These factors are in continuous interaction and result in varied responses. Since the environment and the person are considered open systems, it is impossible to completely separate the person from the environment.

We believe HEALTH is a dynamic process that exists on a continuum from high-level wellness to illness. High-level wellness implies an optimum level of functioning for that individual in all areas of life. Illness is manifested as a disturbance of functioning in one or more areas. Death is viewed as a life process that can occur at any point on the wellness-illness continuum. SOCIETY and culture influence the way each person views wellness, illness and death.

We believe professional NURSING is a compassionate ministry based on Christian love that assists the person, family and/or community to achieve optimum levels of wellness across the lifespan and comfort and dignity at the end of life. NURSING is both an art and a science based on a broad base of scientific knowledge and a Christian worldview. NURSING is an orderly process that is therapeutic, dynamic and interpersonal, utilizing compassion, communication, critical thinking, therapeutic nursing interventions (based on knowledge, skill and judgment), cultural awareness and professionalism.

We believe EDUCATION is the development of affective, cognitive and psychomotor abilities. We believe NURSING EDUCATION is designed to prepare competent practitioners of nursing and should take place in an institution of higher learning with study of the liberal arts and sciences providing a broad foundation for specialized learning. Students and faculty are active participants in the teaching-learning process with learning being the responsibility of the student and facilitation of learning being the responsibility of the faculty. Teaching and learning are best accomplished in an atmosphere of mutual trust, respect and sensitivity to diverse beliefs, values, and customs.

Derived from the mission and philosophy of the School of Nursing are the program goals and curriculum objectives. The program goals facilitate the growth and development of graduates as contributing members of society and of the nursing profession. The curriculum objectives mold the curriculum that stimulates the initiative and self-direction necessary for provision of professional nursing care and serves as a basis for advanced education.

### **III. Curriculum**

#### **A. Program Goals and Objectives**

Overall **program goals** include the preparation of a graduate who:

1. Demonstrates excellence in nursing practice based on current evidence-based practice and research.
2. Has acquired the basic competencies for ongoing education, formal or informal.
3. Is prepared to successfully take the NCLEX-RN exam for licensure as a registered nurse.

**Expected Outcomes** (Curriculum Objectives) include the preparation of a graduate who:

1.0 Exemplifies Christian principles of compassion, honesty, integrity, and respect for the well-being of clients, colleagues and self (Christian Service).

- 1.1 Identifies one's own personal attitudes, values and beliefs.
- 1.2 Identifies impact of spiritual beliefs and values on life, health, illness, and death.
- 1.3 Performs spiritual assessment.
- 1.4 Provides spiritual support to clients and families.
- 1.5 Serves as an advocate for individuals, families and communities.

2.0 Synthesizes critical thinking skills for professional nursing practice (Critical Thinking).

- 2.1 Utilizes conceptual/theoretical frameworks to organize nursing practice.
- 2.2 Utilizes the nursing process as a systematic approach for thinking through practice issues.
- 2.3 Uses research as a tool for seeking answers to clinically significant nursing problems.
- 2.4 Analyzes a client's health status in relation to patterns of interaction between internal and external environments.
- 2.5 Synthesizes knowledge from liberal arts, applied sciences, and current research in the delivery of nursing care.

3.0 Communicates clearly, effectively and appropriately with individuals, families, communities and other health care providers to positively affect client outcomes (Communication).

- 3.1 Utilizes verbal and non-verbal language that conveys the intended meaning.
- 3.2 Adheres to confidentiality principles.
- 3.3 Integrates information technology, manages data and facilitates solutions.
- 3.4 Interprets client's values and beliefs in relation to health.
- 3.5 Implements a teaching-learning process.

4.0 Provides clinically competent (appropriate and safe) nursing care to individuals, families and communities (Therapeutic Nursing Interventions).

- 4.1 Uses liberal arts and professional education to serve individuals, families, and communities through the professional nursing role.
- 4.2 Performs safe and appropriate nursing skills with supportive rationale for nursing actions.
- 4.3 Utilizes problem-solving methods to plan and implement nursing care.
- 4.4 Implements goal-directed nursing actions that promote, maintain, and restore health.
- 4.5 Accepts personal responsibility and accountability in the implementation of therapeutic nursing interventions consistent with professional standards.

5.0 Demonstrates a leadership style consistent with the level of academic preparation and legal scope of practice for professional nursing practice (Professionalism).

- 5.1 Incorporates legal/ethical standards and accountability into professional nursing practice.
- 5.2 Participates in self-evaluation of performance.
- 5.3 Participates in the profession and practice of nursing through leadership and community service.
- 5.4 Recognizes commitment to professional, social and/or political issues related to the nursing profession.
- 5.5 Demonstrates commitment to life-long learning.

6.0 Provision of nursing care based on knowledge and appreciation of cultural differences (Cultural Awareness).

- 6.1 Recognizes cultural diversity and is able to perform cultural assessment.
- 6.2 Respects and supports culturally diverse clients.
- 6.3 Interprets nursing care as addressing spiritual, physical, mental, and social needs of clients in a culturally sensitive manner.
- 6.4 Develops collaborative relationships with culturally diverse health care workers.

**B. BSN Curriculum Plan**

<b>ENGLISH</b>	<b>SCIENCE</b>
ENGL 1113- English Comp I	BIOL 1013- Principles of Biology <sup>1,3</sup>
ENGL 1133- English Comp II	BIOL 2033- Nutrition <sup>1</sup>
COMM 1213- Oral Communication	BIOL 2523- Anatomy & Physiology I <sup>1</sup>
<b>HISTORY/GOVERNMENT</b>	BIOL 2623- Anatomy & Physiology II <sup>1</sup>
HIST 2213 or 2223- History of the United States	BIOL 2624- Principles of Microbiology <sup>1</sup>
POLS 2113- Introduction to American Government	CHEM 1104- Introduction to Chemistry <sup>1</sup>
<b>MATH</b>	<b>BIBLE <sup>4</sup></b>
MATH 1223- Math Functions & Modeling <sup>1</sup>	BIBL-1023 Foundations: Meanings, Values & Worldview
MATH 2913- Statistical Methods <sup>2</sup>	BIBL-1103 Story: Introduction to Christian Worldview
<b>PSYCH</b>	BIBL Elective (3 hours) <sup>4</sup>
PSYCH 1113- General Psychology <sup>1</sup>	BIBL 4813- Bible Capstone
PSYCH 3523- Developmental Psychology <sup>1</sup>	
<b>GREAT WORKS-HUMANITIES</b>	
Course to meet Great Works requirement <sup>3</sup>	



<b>NURSING</b>	
NURS 1011- Intro to Nursing	NURS 3034- Healthcare Missions & Christian Service
NURS 2003- Health Assessment <sup>1</sup>	NURS 4015- Child & Family Nursing
NURS 2033- Pathology/Pharmacology I <sup>1</sup>	NURS 4022 - Trends & Issues
NURS 2013- Fundamentals <sup>1</sup>	NURS 4005 - Community Health Nursing
NURS 3014 - Mental Health	NURS 4011 - Nursing Capstone
NURS 3015 - Adult Nursing I	NURS 4024 - Leadership and Management
NURS 3013 - Pathology/ Pharmacology II	NURS 4025 - Adult Nursing III
NURS 3024 - Maternal Child Nursing	NURS 3033 - Nursing Research
NURS 3025 - Adult Nursing II	

<sup>1</sup>These must be taken prior to admission into the nursing program with a cumulative GPA of 3.0 min. BIOL 1013 requires a B or higher. All others require a C or higher. No JR or SR NURS courses may be taken prior to admission to the nursing program.

<sup>2</sup>MATH 2913 must be completed prior to the second year of the nursing program (senior year).

<sup>3</sup> Great Works: ARTS 2013, ARTS 2423, ENGL 2213, MATH 2123, MUSC 2013, MUSC 2023, MUSC 3213

<sup>4</sup> 3 hr. Bible elective required. Earn certificate with 9 hrs. Bible electives (2 add. electives) in a single certificate field.

## **School of Nursing Course Descriptions**

### **1011 Introduction to Nursing**

An introductory nursing course designed to acquaint the student with a historical nursing perspective from the beginnings of the profession to current professional developments. Students will be introduced to nursing trends and changing national and global health care delivery methods. Lecture - 1 hour.

### **2003 Health Assessment**

Pre-requisites: BIOL 1013; Co-requisite: BIOL 2523

Course focuses on the nursing process and how clinical diagnosis is performed. Students will learn to assess the client's physical, psychological, social, and spiritual dimensions as a foundation to nursing care. The skills of interviewing, documentation, inspection, percussion, palpation, and auscultation are refined to make clinical judgments and promote health/client outcomes. Lecture – 2 hours; Clinical – 1 hour.

### **2013 Fundamentals of Nursing**

Pre-requisites: NURS 2003, BIOL 1013, CHEM 1104, BIOL 2523; Co-requisite: BIOL 2623

An introductory course emphasizing nursing skills and nursing process. Nursing theory and concepts related to the human response to illness will be explored. Emphasis is placed on the development and integration of therapeutic communication skills, nurse/client relationships,

developmental needs, cultural diversity and legal/ethical issues. Lecture – 2 hours, Clinical – 1 hour.

### **2033 Patho/Pharm I**

Pre-requisites: BIOL 1013, BIOL 2523 and CHEM 1104; Co-requisite: BIOL 2623

Course is designed as an introduction to pharmacological principles, drug classifications, and expected therapeutic outcomes associated with drug therapy. Nursing process and drug therapy are discussed in relation to clients' developmental levels and health habits across their lifespan. Lecture – 3 hours.

### **3013 Patho/Pharm II**

Pre-requisites: Admission to the School of Nursing

A course studying the alterations in physiological well-being across the lifespan as pathological responses to disease, stress, genetics and environmental changes occur within the body. Critical thinking, research findings, and scientific knowledge are applied to analyze individual outcomes throughout the course. Hybrid – 1.5 lecture; 1.5 web.

### **3014 Mental Health Nursing**

Pre-requisites: Admission to the School of Nursing

A course introducing the student to basic mental health nursing content as applied to individuals, families, and community groups. Through the application of the nursing process, students learn to provide complex therapeutic nursing interventions for a variety mental health disorders. Continued development of communication skills, professionalism, teaching/learning principles, ethical/legal, and economic issues are incorporated throughout the course. Lecture – 2 hours; Clinical – 2 hours.

### **3015 Adult Nursing I**

Pre-requisites: Admission to the School of Nursing

A course focusing on medical-surgical nursing care of culturally diverse adult patients across the life span that are experiencing chronic health problems and end-of-life issues. The concept of caring is emphasized with a focus on individuality and cultural diversity. Implementation of the nursing process in a health care setting will focus on using basic teaching-learning principles for practice. Lecture - 3 hours; Clinical – 2 hours.

### **3024 Maternal-Infant Health Nursing**

Pre-requisites: NURS 3013, NURS 3014 and NURS 3015

A course focusing on concepts and implementation of professional nursing care for women in their childbearing years, newborns, and their families with emphasis on pregnancy, childbirth and postpartum period. This course encompasses knowledge of growth and development, cultural diversity, and assessment techniques for pregnant women and newborns. Lecture - 2 hours; Clinical – 2 hours.

### **3025 Adult Nursing II**

A course which builds upon the medical-surgical concepts learned in Adult I, focusing on adult patients experiencing common acute and chronic health problems across the lifespan. The effects of families and community groups are to be examined. Through application of the nursing

process, students learn to provide complex therapeutic nursing interventions while using critical thinking skills. Lecture – 3 hours; Clinical – 2 hours.

### **3034 Health Care Missions and Christian Service**

Pre-requisites: NURS 3013, NURS 3014 and NURS 3015

A course designed to focus on Christian concepts and principles as applied to global health service. Participation in health care delivery system of selected communities or countries is an integral component. Lecture – 2 hours; Clinical – 2 hours.

### **4005 Community Health Nursing**

Pre-requisites: Senior standing in nursing.

A course focusing on organization and delivery of nursing care to individuals, families and groups in a variety of community health care settings. Emphasis is placed on prevention of disease, health promotion, and control of communicable disease within the community.

Lecture – 3 hours; clinical 2 hours.

### **4011 Capstone in Nursing**

Pre-requisites: NURS 4005, NURS 4015, and NURS 4022

A synthesis course within the School of Nursing that prepares the student for licensure. Students develop an outcome report of their learning experiences which combine theory content and computer technology. National achievement exams will be an integral component of this course in preparation and review for NCLEX. Lecture – 1 hour.

### **4015 Child and Family Health Nursing**

Pre-requisites: Senior standing in nursing, MATH 2913

A course focusing on concepts of professional nursing care and implementation of the nursing process with pediatrics populations and their families. Emphasis of developmental variances, cultural diversity, family dynamics, and pathophysiology of childhood diseases are incorporated throughout the course. Lecture – 3 hours, clinical – 2 hours.

### **4022 Issues and Trends in Nursing**

Pre-requisites: Senior standing in nursing.

A theory course which addresses moral, ethical and legal issues within the nursing profession. The student's transition into professional nursing practice will be addressed, including career planning and the student's professional role for future practice. Lecture – 2 hours.

### **4024 Leadership and Management in Nursing**

Pre-requisites: NURS 4005, NURS 4015, and NURS 4022

An introduction to the concepts of leadership and management principles related to nursing practice for preparation for role transition from student to graduate. This course includes a concentrated senior precepted clinical experience (80 hours) in a selected practice area.

Lecture – 2 hours; Clinical – 2 hours.

### **4025 Adult Nursing III**

Pre-requisites: NURS 4005, NURS 4015, and NURS 4022

A course focusing on nursing care of adult patients across the lifespan in the critical care setting who are experiencing complex, multi-system health problems and life-threatening illness or injuries. Emphasis is placed on interdisciplinary collaboration and on psychological, cultural, social, economic, and spiritual concerns of patients and their families. Advanced technology, assessment skills, and collaborative practices are explored. Lecture – 3 hours; Clinical – 2 hours.

### **4033 Nursing Research and Evidence Based Practice**

Pre-requisites: NURS 4005, NURS 4015, NURS 4022, and MATH 2913

An introduction to the research process and its application to nursing practice. Emphasis on the role of the professional nurse in critiquing and use of nursing research and evidence-based practice. Critical thinking skills and the research process are applied to the development of a group research project. Lecture 3 hours.

## **IV. POLICY STATEMENTS**

### **A. Accreditation and Licensure**

The School of Nursing received full approval by the Oklahoma Board of Nursing (OBN) in November 2008 and was renewed in March 2011. The School of Nursing continues in good standing due to maintaining national accreditations. Initial accreditation by the Commission on Collegiate Nursing Education (CCNE) was received in April of 2008. Subsequent accreditation visits have resulted in continuing accreditation through June 30, 2028. BSN graduates are eligible to write the examination for licensure as a registered nurse (R.N.) in Oklahoma or other states in the United States because the school is fully approved by OBN and accredited by these agencies. Successful completion of the National Council Licensure Exam will result in licensure in whatever state the applicant (graduate of OC's BSN program) seeks licensure if other requirements are met. The student may also apply for a multi-state license. Examination in one state qualifies graduates to apply for licensure in any other state within the U.S.

All applicants will be informed upon admission, that completion of the BSN degree does not guarantee eligibility for the registered nurse licensure examination. Most states have other requirements in their Nurse Practice Act. Please refer to the Oklahoma Board of Nursing for current licensure requirements at <https://nursing.ok.gov/>. Professionalism and Christian service are both part of the School of Nursing's terminal objectives. Therefore, the student is responsible to inform the Chair of the School of Nursing about any conditions that could endanger the health and safety of their clients. This is for advising these students that university counseling or other student assistance programs are available before a crisis occurs. These include: (1) felony or misdemeanor conviction, (2) a diagnosis and/or hospitalization in the past five years for schizophrenia or other psychotic disorders, or (3) addiction diagnosis and/or any treatment for use of alcohol or any other drug within the past 5 years. The need to notify the Chair about these conditions is based on the licensure requirements of the OBN.

## **B. Oklahoma Board of Nursing Requirements for RN Licensure**

The Oklahoma Christian School of Nursing is approved by the Oklahoma Board of Nursing. Graduates of this state-approved program are eligible to apply to write the National Council Licensure Examination (NCLEX) or (registered or practical) nurses. Applicants for Oklahoma licensure must meet all state and federal requirements to hold an Oklahoma license to practice nursing. In addition to completing a state-approved nursing education program that meets educational requirements and successfully passing the licensure examination, requirements include submission of an application for licensure, a criminal history records search, and evidence of citizenship (<https://nursing.ok.gov/actwp20.pdf>).

In addition, Oklahoma law only allows a license to be issued to U.S. citizens, U.S. nationals, and legal permanent resident aliens. Other qualified aliens may be issued a temporary license that is valid until the expiration of their visa status, or if there is no expiration date, for one year. Applicants who are qualified aliens must present to the Board office additional documents and should contact the Board of Nursing (<https://nursing.ok.gov/evidstatus.pdf>) (See Appendix A).

The Board has the right to deny a license to an individual with a history of criminal background, disciplinary action on any professional or occupational license or certification, or judicial declaration of mental incompetence [59 O.S. §567.8]. These cases are considered on an individual basis at the time application for licensure is made, with the exception of felony convictions. An individual with a felony conviction cannot apply for licensure for at least 5 years after completion of all sentencing terms, including probation and suspended sentences, unless a presidential or gubernatorial pardon is received [59 O.S. §567.5 & 567.6].”

## **C. Student Abilities**

In keeping with the 1990 Americans with Disabilities Act (ADA) and the ADA Amendments Act of 2008 passed by the United States Congress to prohibit discrimination against qualified individuals with disabilities, the following policy with definitions has been adopted: *Disability* is defined in the Act as a person who has a) A physical or mental impairment that substantially limits one or more of his or her major life activities; b) a record of such impairment; or c) who is regarded as having such impairment.

For the purposes of the School of Nursing, a *qualified individual with a disability* is one who, with or without reasonable accommodation or modification, meets the essential eligibility requirements for participation in the program. *Nursing* is defined as a practice discipline with cognitive, sensory, affective, and psychomotor performance requirements.

The School of Nursing has adopted the “Core Performance Standards” (Appendix B) developed by the Southern Regional Education Board (SREB) to define the requirements of students entering and progressing through the School of Nursing. Each standard has an example of an activity which a student will be required to perform while enrolled in the School of Nursing. These standards are reflected in specific objectives for clinical nursing courses. Before admission to the School of Nursing prospective students are requested to read the Core Performance Standards for Admission and Progression and determine if

accommodation or modification will be necessary to meet them.

If a student believes that he or she cannot meet one or more of the standards without accommodations or modifications, the student will be referred to the Disabilities Coordinator in the Student Success Center for determination of need for reasonable and necessary accommodations and modifications (See current OC Catalog).

Reasonable accommodations are defined by the American Disability Act to include:

- making existing facilities...readily accessible to and usable by individuals with disabilities;
- job restructuring, part-time or modified work schedules, ....
- acquisition or modification of equipment or devices,
- appropriate adjustment or modifications of examinations, training materials or policies,
- the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.

Reasonable accommodations will be made as indicated for specific individual needs. Procedures for meeting these needs will be developed on an individual basis in consultation with the Disabilities Coordinator in the Student Life Office. If you have a disability that may need accommodation, you are encouraged to review the ADA Handbook available in the Student Life Office.

Reference: *The Americans with Disability Act: Implications for Nursing Education*. Southern Regional Education Board (SREB) Council on Collegiate Education for Nursing (2004). Available at [http://www.sreb.org/page/1390/the\\_americans\\_with\\_disabilities\\_act.html](http://www.sreb.org/page/1390/the_americans_with_disabilities_act.html)

#### **D. Change in Health Status**

Students who experience a change in their health status that potentially affects their ability to function safely or meet course objectives in the clinical and/or classroom setting must notify their assigned faculty member. The faculty member may require documentation from the student's health care provider indicating the student's functional abilities and/or limitations.

#### **E. Position Statement: HIV-Positive Faculty and Students**

The School of Nursing cannot deny admission of qualified individuals to the Nursing Program or employment as faculty on the basis of HIV status in compliance with the Americans with Disabilities Act of 1990 (P.L. 101-336) and the ADA Amendments Act of 2008 (P.L. 110-325).

The School of Nursing recognizes that to effectively halt the transmission of HIV infection from nurse to client, as well as client to nurse, adherence to the Centers of Disease Control (CDC) "universal precautions" and OSHA guidelines regarding exposure to blood-borne pathogens must be observed. According to the CDC, the current data suggest that even during invasive exposure-prone procedures, the risk of transmission of blood to a patient from an infected health care worker (or nurse) is small. The risk of health care worker to patient transmission during invasive procedures is minimized when the health care worker

adheres to universal precautions. Recognizing the mode of HIV transmission, nursing faculty and students will strictly adhere to the CDC recommended universal precautions.

The Code of Ethics for Nurses states that nurses as client advocates act "the nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient" (Provision 3, ANA Code Ethics for Nurses). Therefore, the student and the faculty member must consider their ethical obligations to patient and self-regarding disclosure of HIV status.

Faculty and students infected with the Human Immunodeficiency Virus will be allowed equal access, as long as their medical condition permits, to school facilities or to academic activities including participation in clinical experiences. The presence of HIV infection alone does not constitute a basis for the faculty or student nurses to withdraw from their practice. However, those infected with HIV should be advised of the risks imposed by clinical settings and urged to consult their private health care provider to assess the significance of the risks to their own health. As recommended by the CDC, any restriction imposed on a HIV positive faculty member and/or student will be determined on an individual basis following medical evaluation.

Strict adherence to universal precautions and strict infection control procedures would clearly eliminate all but the rarest cases of HIV transmission. It must be emphasized that the most likely transmission is from patient to nurse, not nurse to patient.

## **V. BACHELOR OF SCIENCE OF NURSING**

### **A. Admission Requirements**

When students are admitted to Oklahoma Christian, they are admitted as pre-nursing students or nursing majors. All students (on-campus and work-based students) apply for the nursing program.

Applicants are admitted into the upper division school of nursing based on the following requirement

- A minimum cumulative GPA of 3.0
- Federal background check and drug screening
- TOEFL scores of 500+ (PBT), 61+ (IBT), or IELTS score of 61+ for international students
- A rating of "Proficient" on the Test of Essential Academic Skills (TEAS), taken within the previous 12 months
- Required immunizations
- A minimum grade of "C" in each of the required support courses

If you have been convicted of a crime, other than a minor traffic violation, you could be ineligible for admission to the university or for licensure in the state of Oklahoma. Contact Dr. Jennifer Gray or Mrs. Trevy Rauch, Chair of the School of Nursing, for further information.

### Conditional Admissions

If you don't meet the minimum criteria, such as your GPA is less than 3.0, a faculty committee can review your application. If you are admitted after the committee's review, you are admitted on academic probation.

The faculty committee will review each application on a case-by-case basis.

Factors to be considered include:

- College credits that are five or more years old
- Students returning to college after a gap in years
- Required GPA on the last 60 hours
- Required GPA only on the courses being used to meet BSN degree requirements
- Current healthcare experience

### **B. Admission Process for Students Entering School of Nursing (Upper division)**

1. **Current OC students:** Students must complete and submit an application form by the date listed on the OC Nursing application. Applicants apply during the Fundamentals in Nursing course. Application materials and instructions will be available within the cohort's Nursing Central in Blackboard.
2. **Transfer Students:** A transfer student consists of anyone who has been out of high school for at least one full semester and has attempted college or university work elsewhere for credit. Transfer students must first apply for admission to OC and then to the School of Nursing. Individuals who plan to apply as transfer students are urged to contact the OC Admission Office and the School of Nursing in order to receive current information. The number of transfer students admitted to upper division nursing courses each semester is determined by the availability of faculty, facilities, and the number of qualified continuing OC students. Transfer students will be considered and ranked for conditional acceptance or waitlisted on a space-available, competitive basis.

Transfer students may be permitted, after individual review, to pursue a nursing major at OC if they have been previously enrolled in another school of nursing. All transfer student applicants who have been previously enrolled in a school of nursing program will be asked to submit additional documentation, which may include a letter of good standing and eligibility to return from the previous school of nursing.

3. **Re-enrollment:** The student who has been a nursing major and leaves OC must apply for re-enrollment after an absence of a full fall or spring semester. If the student meets University enrollment criteria, the Registrar's Office will contact the Chair of Nursing to receive approval for the student to re-enroll as a nursing major. The student must meet the requirements for graduation based upon the current published *OC Catalog* at the time of re-entry into the nursing major. Re-enrollment is dependent on clinical space availability in clinical courses.



4. **Additional Bachelor's Degree:** – A student with a previous undergraduate degree from OC or other universities must meet the same enrollment requirements, except they are not required to take the Test of Essential Academic Skills (TEAS). A student with a bachelor's degree from another university is considered a transfer student.
5. **Master's Degree:** The requirement to take the TEAS is waived for the students who have successfully completed a master's degree. The requirement for a 3.0 cumulative undergraduate GPA requirement may be waived for students with a master's degree.

#### **F. Enrollment Requirements (Upper Division)**

Any student who graduates from Oklahoma Christian with a four-year degree has completed the university's core curriculum requirements. Some of the required courses for nursing also meet a core requirement.

Students must meet the following requirements to enroll in the first clinical semester (junior fall semester) of nursing coursework.

The following support courses **MUST** be completed with a grade of "C" or higher before entering the first clinical nursing courses.

General Biology	3 hours
Introduction to Chemistry	4 hours
Anatomy & Physiology I	3 hours
Anatomy & Physiology II	3 hours
Microbiology	4 hours
General Psychology	3 hours
Nutrition	3 hours
Math Functions and Modeling	3 hours
Developmental Psychology	3 hours

Enrollment in all upper division nursing courses requires admission to the nursing program. Students who are admitted conditionally are required to meet the conditions of their admission to remain enrolled in the School of Nursing.

To progress through the nursing program, you must maintain a 3.0 GPA. If you make a D or F on more than one nursing course, you cannot continue in the program.

#### **Other requirements**

- Current cardiopulmonary resuscitation (CPR) card from the American Heart Association (AHA is the **ONLY** provider accepted) for healthcare providers.
- Documentation of required immunizations (Appendix C).
- It is suggested no more than 15 credit hours of OC Core curriculum be outstanding at the start of the school of nursing program.
- Documentation of current health insurance coverage.
- Clear drug screen and criminal background check as required by health care agencies.

### Enrollment Requirements Prior to Senior Year:

The course listed below MUST be completed with a grade of “C” or higher before entering the senior level (4000 level) nursing courses.

Statistical Methods

3 hours

### **G. Additional Requirements for Clinical Component of Nursing Courses**

1. Adheres to clinical dress policy as described within the handbook.
2. Each student is required to have a watch with second hand, bandage scissors, stethoscope, approved uniform and jacket.
3. Students are required to provide their own transportation to and from clinical settings.
4. Flu Vaccine Policy (Appendix D)
5. COVID Vaccine (Appendix E)

### **H. Student’s Responsibility**

The faculty and academic advisors are available to help students understand and meet academic requirements for a degree, but the students themselves are responsible for understanding and fulfilling the requirements. The degree cannot be awarded until all requirements as defined by the *OC Catalog* are met. It is essential that each student become familiar with all requirements and remain informed throughout the program career. Students should complete a degree audit to identify any unmet general education requirements.

### Instructions for Reviewing Academic Record

Go to MyOC.

Click on Web Registration toward the bottom left.

Students will see a page with their picture that also includes links to their degree audit, transcript (unofficial), schedule, and grades. This is also the location from which students can register for classes and set up their preferred list of classes.

If you have outstanding courses, work with your mentor to develop a plan for completing them.

### **I. Progression Requirements**

1. In addition to meeting the general university requirements, nursing students must achieve a minimum grade of "C" in each required support course (& a B in Biology) and an overall GPA of 3.0. Once admitted, the student must maintain a 3.0 average each semester to continue in the School of Nursing. (See Appendix F) A student admitted on academic probation must meet and continue to meet the terms of the probation.
2. If a student earns less than the minimum grade of "C" in any two required support courses, suspension from the nursing “declared” major is automatic. If successful completion is not obtained within one academic year, dismissal from the nursing major is automatic.
3. A grade of "D", or "F" in any NURS course will require an extension in the program of study because the courses are designed to build on the previous courses. The student will

need to repeat this course the next time it is offered. Other courses successfully completed that semester do not have to be repeated.

4. Students are discontinued from the School of Nursing if grades of “D” or “F” are earned in two NURS-designated nursing courses, whether two non-passing grades in the same course or in two different courses.
5. All requirements for an Incomplete in prerequisite and/or nursing courses must be completed before a student can progress to the next semester.
6. Withdrawal for any reason will necessitate re-application and reconsideration for admission.
7. Any nursing major who demonstrates behavior inconsistent with the policies outlined in the Oklahoma Christian University Student Handbook, the OC Work-Based Nursing Handbook, and/or the ANA Code of Ethics for Nurses may be subject to immediate dismissal from the school of nursing. The ANA Code of Ethics for Nurses can be found at <https://www.nursingworld.org/coe-view-only>
8. Students who have been unable to achieve or maintain a 3.0 GPA for one semester will be placed on probation and if unable to meet the conditions of the probation within the subsequent semester will be discontinued from the School of Nursing.
9. Students may be discontinued from the School of Nursing when their academic, clinical, or personal performance is determined to be inconsistent with professional responsibility and accountability. In rare instances, the safety of patients may necessitate removal of a student from a clinical; thereby the student will receive an “F” in that course. Faculty members are responsible for recommending this action to the Chair of Nursing. This removal will follow the procedure of “due process” unless the client’s safety is involved.
10. As a minimum requirement for participating in a clinical, students’ performance must be in compliance with the Nursing Scope and Standards of Practice published by the ANA, the ANA Code of Ethics for Nurses, and the policies of the OC Nursing Student Handbook. A specific standard that must be met is “...not accepting an assignment when one’s physical or emotional condition prevents the safe and effective delivery of care.” When in the opinion of the faculty, a student is 1) unprepared for the clinical experience; 2) in violation of the stated standards of conduct; or 3) in violation of OC’s institutional policies, including but not limited to impairment by reasons of alcohol and/or drug abuse, the student is dismissed from clinical for the day by the faculty. The student will also be given an “unsatisfactory clinical performance.” A faculty member can require a drug test with the results submitted directly to the School of Nursing. The student may not be able to achieve the clinical requirements and therefore be unsuccessful in the NURS course. The faculty may recommend further action to the Chair of Nursing.

## **G. Requirements for Graduation**

The Bachelor of Science in Nursing (B.S.N.) degree requires the student must achieve:

- A 3.0 cumulative GPA for all NURS coursework as well as support courses required for the major.
- Completion of all NURS designated courses required for the major with grades of “C” or higher (& a B in Biology)
- Completion of all university graduation requirements.

## **H. Required Drug Testing**

Drug/substance testing of nursing students is required by the facilities which are the sites for the clinical learning experience of OC nursing students. OC will require substance testing and criminal background checks of each student prior to the time the student would have contact with the facility’s patients or employees. This screening must occur before a nursing student can be placed at a facility for his or her clinical experience; the student must have acceptable results on both a drug test and a criminal background check for admission into the school of nursing [upper division]. Acceptable results are part of the program’s enrollment policies. In addition, all OC nursing students must submit to an “on-demand or random” drug screening test or criminal background request. Student refusal to submit to an “on-demand or random” drug screening or background check will result in **immediate termination** from the School of Nursing with ineligibility to re-apply. If a need for a drug screen should arise during the student’s progression, the program fees will cover the cost of the drug testing.

***Reporting of Drug Test Results to OC:*** The original drug tests have been arranged by the School of Nursing with SureScan. The student will register with SureScan one time and make a single payment of \$85.17 to cover the costs of the drug screen and background check. The company will contact you when your testing window opens (72 hours). You are required to go to the lab and provide the urine specimen during that 72 hours. The results of uploaded into the Nursing Central “course.” After acceptance, students are responsible for uploading the results again into MyClinical Exchange. In the event of an “on demand or random” drug or criminal background screening request, the testing company will communicate the drug test results to the Chair of Nursing. It is the policy of Oklahoma Christian University to maintain the confidentiality of these drug test results to the extent required by law.

***Consequences:*** A positive drug screen occurs when the presence of an illegal drug is detected, including marijuana, or a pharmaceutical medication for which the student does not have a prescription. When a positive drug screen occurs, the following will occur:

1. The student will be immediately suspended from the School of Nursing for a minimum of one academic year; and
2. The positive drug screen will be shared with OC’s Dean of Student Life for further action, including but not limited to referral for a drug abuse education program, referral to counseling, and/or referral to a drug treatment program, under OC’s institutional policies; and other appropriate action, if any
3. Any nursing student with a positive drug screen is encouraged to seek treatment.
4. OC will encourage impaired students to seek assistance voluntarily and assume responsibility for their personal and professional conduct.

5. A student who has on one occasion had a positive drug screen under this policy and who desires to reapply to OC may reapply only for a semester beginning after the period of suspension (one academic year minimum). In addition to meeting all other requirements for similarly situated applicants, the student may be required to provide documentation of successful treatment and the student will be required to consent to and undergo a retest at a time and through a testing company selected by OC, with this retest resulting in a negative drug screen. This retesting is at the student's expense. Readmission is not guaranteed; the decision will be made on a case-by-case basis.

***Estimated Cost of Drug Test:*** \$45

***Suspicion Testing Under the Community Standards:*** Additionally, the agencies to which a student is assigned for a clinical experience can ask for a drug screen if the student is suspected of drug use or drug abuse by the facility. The "demand screen" can be requested by faculty who suspect substance use or abuse at any time. The student will be required to consent to the drug test requested and be on probation until the results are reported, plus accept other consequences dictated by OC's institutional policies. Refusal by the student will be dealt with as a positive drug screen. If such a situation should occur while the student is in a clinical situation, the student is required to sign the consent and complete an immediate drug test as provided or requested by the facility (the cost to be paid by the program fees).

### **I. Federal Criminal Background Check**

***Requirement & Timing of Federal Criminal Background Check:*** OC students enrolled in clinical coursework for the first time or students who have had a break in enrollment in clinical courses are required to complete the federal criminal background check at the time designated by the university prior to the first clinical day in the facility. A break in enrollment is defined as non-enrollment for one full semester or more in clinical coursework.

***Federal Criminal Background Check Procedure/Requirements:*** Criminal background checks must be completed prior to the student being in contact with patients or employees at the facility. Each student is required to cooperate with the company conducting the federal criminal background check so that it can be completed at the time required by OC. Therefore, the student will provide the screening company accurate identifying information, sign all consents/releases, and give permission for the results to be provided by the company to OC. It is intended that the background check include all cities and counties of known residence for the seven-year period prior to the check.

Under this policy, the term "failing" the criminal background check is defined as the screening company reporting to OC that the student has had any of the following during the seven-year period prior to the check:

- A felony conviction
- A misdemeanor conviction or felony deferred adjudication involving a crime against a person (physical or sexual abuse)
- A misdemeanor conviction related to moral turpitude (prostitution, public lewdness/exposure, etc.)

- A felony deferred adjudication for the sale, possession, distribution, or transfer of narcotics or controlled substances
- Registration as a sex offender.

**Reporting of Federal Criminal Background Check to OC:** The company conducting the federal criminal background check will communicate the criminal background check results to the Chair of Nursing. It is the policy of Oklahoma Christian University to maintain the confidentiality of these criminal background check results to the extent required by law.

**Consequences:** When a student fails the federal criminal background check, the following will occur:

1. The student will be immediately suspended from the School of Nursing until: (a) the company conducting the check reports to OC (perhaps thorough clarifying information provided by the student to the company) that the student no longer fails the check. At this point the student is readmitted.
2. The student shall be informed that the ability to apply for and obtain a license after graduation will be in jeopardy in most states.
3. The student will be notified of a description of the adverse action taken and the name of the company which prepared the report. The company will provide a statement that it did not make the decision to take the adverse action. The student will be notified of the right to obtain a free copy from the company of its report and to contest its contents.
4. The results will be shared by the Chair of the School of Nursing with the OC Dean of Students for further action under OC's institutional policies.
5. Other appropriate action, if any.

A student who is convicted of, or receives deferred adjudication for any of the criminal offenses referred to above while enrolled in the program, must report the conviction to the Chair of Nursing within three days of the conviction. The student will then be referred to the OC's Dean of Students. Their joint decision will be upheld related to whether the student may continue his or her enrollment in the School of Nursing. Clinical practice will be deferred until after a decision is made by the University Disciplinary Committee. The Chair of Nursing will inform the student regarding the possibility that this offense may make the student ineligible for initial licensure or licensure renewal so that they can make an informed decision about continuing in the program.

***Estimated Cost of Background Check:*** \$40

### **J. Pre-Clinical Dosage Calculation Testing Policy**

**Purpose:** The OC Pre-Clinical Nursing Dosage Calculations Testing Policy exists to facilitate dosage calculations competence necessary for safe nursing practice. The nursing literature reports that the majority of nursing errors occur in medication administration. Many hospitals require nurses to demonstrate dosage calculation proficiency as a requirement for employment. Therefore, it is imperative that nursing students assume personal responsibility for maintaining their math skills throughout the nursing curriculum. The dosage calculation test serves as a means for continued assessment by students and faculty of these important required skills. The School of Nursing faculty are committed to assisting students who need additional instruction in

dosage calculations in order to maintain safe medication administration in clinical courses.

**Policy:** All clinical students are required to pass a 25-item dosage calculation test at the beginning of junior courses and of senior courses. The student is provided a maximum of three attempts to pass the test. The passing score is 92% or greater.

Should a student be unsuccessful after three testing attempts, the student will not be allowed to participate in the clinical setting and therefore will fail the course. Successful completion of the NURS course requires passing a 25-item dosage test with 92% proficiency.

Note: Administration of medications by the student in clinical (patient care settings) may occur ONLY with the supervision of a licensed RN.

### **K. Pre-Clinical Dosage Calculation Testing Procedures**

**Test Description:** There will be 25 items on each test. Test items will be composed of dosage problems focusing on various routes of medication, i.e. oral and/or topical, non-IV injectables, and intravenous. Some test items will require the use of mathematical conversions and the rounding of decimals (according to the OC's Mathematical Rounding Policy for Drug Calculations) for accurate completion. The junior dosage calculation exam will be given in P & P 1 and the senior dosage calculation exam will be given prior to the start of senior level nursing courses.

**Grading:** Results of the test will be available to the student upon completion of the exam. Only the students who DO NOT make the minimum 92% will be allowed to review the items missed before retesting.

### **Mathematical Rounding Policy for Drug Calculations**

- No rounding will be done until the last answer is calculated. Then the rounding will take place.
- If the answer is less than 1, carry the decimal answer to the thousandth place and round to the hundredth place.
- Always place a zero in front of any less than 1 decimal answer to accentuate that the decimal is there. Example:  $0.123 = 0.12$
- If the answer is greater than 1, carry to the hundredth place and round to the tenth place. Example:  $1.88 = 1.9$
- All answers must be correctly labeled. This ensures that the student understood what he or she was solving for.
- If the answer is 5 in the hundredth or thousandth place, round up:
  - Example:  $6.15 = 6.2$        $8.465 = 8.47$
- For any number less than 1, a zero **must** be placed before the decimal. Whole numbers must **never** be followed by a decimal point and zero. These rules will be strictly reinforced to reduce the risk of medication errors.

### **L. Medication Administration**

One of the most challenging learning opportunities in the student nursing experience is the administration of medications. To accomplish this objective, the student is prepared through

pharmacology course content, drug calculation practice, the study of anatomy and physiology, pathophysiology, microbiology, and the specific learning of the six rights of patient medication administration. All of this is done to prepare the student for the next step, that of administering to the patient/client the correct medication. In the state of Oklahoma, a student nurse is prohibited from administering medication without supervision while functioning as a student nurse. The faculty (or assigned staff nurse) will to oversee every medication given or to ensure appropriate supervision for the student.

Student nurses are expected to know or look up medications they're administering to any patient. The faculty will communicate the rules for administration of medications in a course's clinical to the hospital staff.

It is the responsibility of the student to know and follow these rules. If there is any doubt about a specific situation, do not administer the medication and notify the faculty (or assigned staff nurse) immediately.

### **M. Student Evaluations**

As part of an ongoing improvement process, the students will be given a myriad of opportunities to evaluate courses and clinical instructors, processes, and sites. The overall arching goal of students providing input is to improve the teaching/learning process. The nursing students will complete the following evaluations during the last week of the course.

- University Course Evaluation
- Oklahoma Nursing Educator and Service Administrators (NESA)
- NESA School of Nursing Clinical Instructor Evaluation, if applicable
- NESA School of Nursing Hospital Site Evaluation, if applicable

The above evaluations will be completed on-line, maintain confidentiality, and provide a mechanism for easy tabulation and trending capabilities. Course evaluations are not released to faculty until grades are submitted.

### **N. Attendance**

Students are highly encouraged to participate in discussion, study sessions, and synchronous teaching sessions as scheduled in their online classes. **Clinical and skills lab attendance is mandatory.** Because students are required to attend all clinicals and labs, the clinical facility and clinical faculty must be notified before the start of shift if the student is unable to attend a clinical or lab activity.

Students are expected to participate in online discussions when scheduled in a course. Each student will be accountable for all assigned objectives for each module and week. Some content by be provided as student presentations. In which case, students are held accountable for the information.

### **O. Methods of Assessment**

Examinations. Examinations are listed on the course calendar or schedule. Students will take each examination at the time scheduled. No early or late examinations will be allowed. A deduction of 5% points of the exam will be applied **each day, including weekends** to the



students score if an exam is taken early or late. (Example: 5 points will be deducted on a 100-question exam; 2.5 points will be deducted on a 50-question exam). The **only** exception is a medical emergency or death in the family with written proof of the event. Arrangements to make up the examination will be made with the course theory instructor. Make-up exams may be in an alternative format (short answer or essay). A student who fails to comply with the above requirement will receive a zero on the exam.

Quizzes/Study Questions/Assignments. No extension or make-ups will be allowed for missed quizzes. Students are responsible for submitting assignments on the date specified on the class schedule. If an extension needs to be made for an assignment due to extenuating circumstances, the faculty of the course must be notified in advance of the due date to make an appropriate decision on the request. Any assignment turned in late will lose 5% points per day, including weekends.

**P. Grading Scale:**

- A = 100 – 90%
- B = 89 – 83%
- C = 82 – 77%
- D = 76 – 65%
- F = 64 & Below

No rounding will occur for grades less than 77%. (Example: 89.5 = 90%, 89.4 = 89 %, 82.5 = 83%, 82.3 = 82% 76.5 = 76%). For NURS courses with a lab/clinical component, the students must achieve a cumulative average grade of 77% (without rounding) for theory and a cumulative average grade of 77% (without rounding) for lab/clinical to pass the course. Only after both components are passed will the scores be combined to determine final course grades. The student will receive a failing grade in the course if the average falls below a 77% in EITHER the lab or theory portion of the course.

**Q. OC School of Nursing Testing Procedures- Online Proctored Exam**

1. You must take the exam in the same room that you scanned during the proctoring setup for the current exam.  
*Note:* You must complete a webcam scan of the room where you will take the exam every time you take a proctored exam. However, you do not have to take all your proctored exams in the same room.
2. No other person is allowed to enter the room while you are taking the proctored exam.
3. The lighting in the room must be bright enough to be considered “daylight” quality. Overhead lighting is preferred. If overhead lighting is not available, the source of light must not be behind you.
4. You must sit at a clean desk or table. No drinks, food, or additional resources should be on the desk.
5. The desk or walls around you must not have any writing.
6. The room must be as quiet as possible. Sounds such as music or television are not permitted.

7. The following items must not be on your desk or used during your proctored exam:

- Books
- Paper
- Pens
- Calculators
- Textbooks
- Notebooks
- Phones

**R. Academic Grievance Procedure:**

All Oklahoma Christian University Academic Appeals follow the exact same grievance procedure. The following academic appeals procedure is found on Page 62 of the 2021 Academic Policy Manual, accessible at this hyperlink.

[https://myocfiles.oc.edu/files/services/Faculty\\_Services/Academic\\_Policy\\_Manual.pdf](https://myocfiles.oc.edu/files/services/Faculty_Services/Academic_Policy_Manual.pdf)

Information in brackets has been added to be specific to the work-based nursing program/

***Section 11.13 Grade and Academic Integrity Appeals***

*Any student may appeal a final grade received in a course. To assure fairness and protect the rights of both the student and the professor, the appeals procedure below must be followed. Except by this process, no student-appealed grade may be changed, and no student-contested academic action by a Faculty member may be reversed.*

***A. Step 1 – Contact the Professor***

*A student who disagrees with a course grade or other grade-related issue must contact the Faculty member in writing to explain the concern or complaint. A student must bring a grade appeal to the Faculty member's attention within four (4) weeks of the final grade report. The Faculty member shall respond in writing within two (2) weeks of receiving the student's written appeal.*

***B. Step 2 – Appeal to the Academic Unit Leader***

*The student may appeal the Faculty member's response and determination to the relevant academic unit leader [Chair of the School of Nursing], within two (2) weeks of the date on which the Faculty member sent her or his written response. To preserve the appeal, the student shall submit this second appeal within two (2) weeks of the date the Faculty member sent the initial response, and shall do so through the online Student Complaints system (available through MyOC). The matter is closed if the student fails to send this second appeal within the time frame above. If the Faculty member involved is also the academic unit leader then this second appeal must be determined at the next higher supervisory level.*

*All appeals and responses to appeals must be in writing and shall contain the facts according to the perspective of the appellant or respondent. The academic unit leader [Chair of the School of Nursing] shall discuss the appeal and the response with the both appellant and respondent. The academic unit leader will make a determination as soon as is practicable or within four (4) weeks of receiving the appeal. The academic unit leader will communicate her or his decision in writing to the Faculty member and student, concurrently.*

*An academic unit leader who determines the matter is sufficiently serious to warrant further review may communicate her or his decision to elevate the appeal to the next supervisory level.*

***C. Step 3 – Appeal to the Dean [Chair of the Division of Natural and Health Sciences]***

*The appellant or respondent may appeal to the academic unit leader's decision to the appropriate dean by submitting information through the online Student Complaints system within one (1) week of the decision. The dean reviews the appeal denovo, and will provide a written determination within four (4) weeks of receiving the appeal. The dean may, in her or his absolute discretion, if she or he considers the matter sufficiently serious or complex, submit the matter to the Academic Appeals Committee.*

***D. Step 4 – Appeal to the Academic Appeals Committee***

*After receiving the Dean's [Division Chair] decision, the appellant and respondent have one (1) week in which to appeal the decision to the Academic Appeals Committee, using the Student Complaints system.*

*The Academic Appeals Committee reviews prior decisions denovo. If the committee accepts verbal testimony from one party it must allow the other party to also present verbal testimony. The Academic Appeals Committee will make a written determination as soon as practicable, but in no event longer than four (4) weeks after the date the appeal is submitted.*

*The committee's decision is final and will be reported in writing to both parties and the CAO [Chief Academic Officer], concurrently. The time periods noted above may, in each instance, be extended due to extenuating circumstances or when the time period runs during school holiday periods, such as Christmas or summer break. All program or unit specific appeals processes shall be clear that program-level appeals precede the institutional Academic Appeals Committee. An Academic Appeals Committee decision supersedes program decisions.*

**S. Course and Clinical Expectations**

1. Nursing students enrolled in clinical nursing courses MUST attend the mandatory clinical orientation and testing sessions as scheduled by the facility and clinical instructor. Absence may cause cancellations of enrollment in these courses. Hospital orientation dates and times will be distributed in a timely manner.
2. The student will be held accountable for all content taught in previous courses.
3. The only acceptable email address is the OC address (@eagle.oc.edu) through which the university and faculty will communicate vital information. Students are required check their OC email address at least 3 times per week, but preferably daily during the semester. The student is responsible for any missed emails from the OC nursing faculty and staff.
4. The student who demonstrates clinically unsafe behavior can be administratively removed from and will fail the clinical course.
5. The citation format of the American Psychological Association will be used to cite references for all written material in all classes.
6. Students are expected to adhere to the academic honesty policy of the university as stated

in the *OC Catalog*.

7. Students are expected to conform to the standards of nursing practice as stated in the Oklahoma Board of Nursing Practice Act, Rules and Regulations, and Disciplinary Sanction Policies. The Oklahoma Board of Nursing Practice Act can be found at <https://nursing.ok.gov/actwp20.pdf> .
8. At the beginning of each year, each student must complete all required NESAs training and testing. The student will turn in a signed statement to the effect that the student is responsible for implementing this information into clinical practice. Successful completion of the NESAs exam is required prior to entry into clinical facilities.
9. As professional nursing students, students are expected to keep confidential all information entrusted to them by patients, clients, peers, faculty, and colleagues in the clinical setting.
10. **The student may NOT have ANY personal visitors during the scheduled clinical experience. They may also NOT receive any personal calls directly to the clinical sites while participating in their clinical experience. This type of activity is deemed unprofessional behavior and may result in unsuccessful completion of the clinical component of the nursing course.**
11. **Please note, cell phones may not be utilized in patient care areas during clinical in any fashion. This includes hallways, nursing stations, and ancillary departments within the hospital.**
12. Students must attend all pre- and post-conferences on time as well as actively participate in group discussions. **Cell phones may not be utilized in post-conference.**
13. No personal medications can be brought to the clinical site unless proper documentation is provided and approved **PRIOR** to the beginning of the clinical rotation by **BOTH** the Work-Based Coordinator and the clinical faculty member. See Appendix G, Procedure for Students Taking Prescription or Non-Prescription Drugs.
14. No alcohol, drugs, fireworks, matches, firearms, or weapons of any sort may be brought to the clinical setting.
15. Use of tobacco is not allowed at any clinical site, regardless of the facility policy. This includes smoking, electronic cigarettes and chewing tobacco.
16. Faculty will not discuss student information with spouses, parents and/or friends. It is not appropriate to have these individuals email faculty members with questions regarding your performance within the School of Nursing.
17. Appropriate use of I-Pads/tablets in the clinical setting: Students are not allowed to access any form of social media such as Facebook, Instagram, Pinterest, email, and Twitter. The I-Pads/tablets are to be utilized to access Evolve eBooks and other healthcare related sites. If unauthorized sites are accessed during clinicals (skills lab or hospital), the student will be placed on immediate probation for unprofessional behavior for the remainder of their enrollment in the School of Nursing. In addition, a behavioral contract will be jointly developed by the Chair and student which clearly delineates acceptable behavior during the term of probation.

#### **T. Clinical Attendance Policy:**

Clinical/skills lab attendance and participation is mandatory for the successful completion of all clinically-based courses in the school of nursing. As part of the overall clinical experience, students will be assigned to several clinical settings and care for numerous

patients during their years in the School of Nursing.

When clinical assignments are made in advance, students are expected to arrive at the clinical site promptly, prepared to practice for the day. Clinical preparation may require reading, practicing in the skills lab, or writing care plans prior to arrival at the clinical. The clinical experience assigned for make-up must be the same type of experience as the original missed clinical (i.e. one medical/surgical experience cannot be utilized to make up a missed pediatric clinical). Late arrival to a clinical or lab is considered unprofessional behavior. (2 tardies = 1 clinical absence). If a student misses more than one clinical day for any reason, the student will receive an unsatisfactory on the clinical evaluation which will result in unsuccessful completion of clinical components and failure of the course.

If a student is ill or otherwise cannot attend a clinical or skills lab, that student is responsible for notifying the faculty member and the agency **PRIOR to the beginning of the designated clinical starting time.**

Procedure for notification of missing clinical:

- a. If a student is ill or otherwise cannot attend a clinical, that student is responsible for notifying the clinical faculty before the start of shift.
- b. Failure to make appropriate notification will result in a written warning, probation, or suspension from the course.
- c. The student must bring signed documentation to the course facilitator or the nursing administrative assistant regarding rationale of the missed clinical (i.e. signed note from a physician).
- d. Failure to submit the required paperwork will result in written warning, probation, or suspension from the course.

All missed clinical and skills lab hours **MUST** be completed, as determined by the clinical instructor. The clinical experience assigned for make-up must be the same type of experience as the original missed clinical (i.e. one medical/surgical experience can **NOT** be utilized to make up a missed pediatric clinical).

**U. Timeliness**

Students are expected to be on time to clinical and skills lab. A tardy is defined as not being at the assigned area in the clinical site, at the assigned time, and being prepared to participate. A tardy is also recorded if the student leaves the clinical site or skills lab before the scheduled departure time. Two tardies in the clinical site or skills lab will result in one absence. This absence will count as unexcused and will result in written warning, probation, or suspension from the program. The student must make up this clinical or skills lab per the missed clinical policy.

**V. Communication**

Students will communicate with the instructor primarily via email. Emails will be responded to within two (2) business days of receiving the email. For example, if the student sends an e-mail on a Friday at 3 p.m., the student will receive a response by no later than 3 p.m. on a Tuesday. Please communicate with the instructor by cell phone only if the need is urgent. Because most of

the communication will occur by email, the student is required to check their email for course information at least 3 times per week. The nursing faculty will recognize all university holidays and breaks and will check email periodically. However, the faculty reserves the right to only respond to emails for urgent concerns during holidays, breaks, and weekends.

### **W. Community Experiences – Personal Safety**

1. Automobile safety—be sure your gas tank is full, windows are raised, and doors are locked. Park in front of the home or agency rather than in front of a deserted building. Do not park your vehicle or get out if there are groups of people congregating in front of the home or agency you are to visit. Do not drive down blocks where groups of people are congregating in or near the street. Do not drive down alleys. Do not get out of your automobile if someone is approaching or has just passed—wait until all persons are 50 yards or more away from the vehicle.
2. Personal safety — conduct yourself in a confident manner. Leave your purse at home or lock it in your trunk before leaving home. Keep your cell phone, your license, and only a small amount of money on your person. Know where you are going. Dress conservatively. Have keys ready when walking to your car. In summary—use common sense!
3. Do not transport clients, families, or others.
4. Do not give money to clients, families, or others.
5. Use elevators versus stairs. Stand by the controls. Do not get on an elevator if passengers look suspicious; get off as soon as possible if you feel uncomfortable.
6. **DO NOT** give clients or family members your phone number.

### **X. Student Travel with Agency Preceptors or Mentors**

Background: Some OC courses place students in agency or community settings utilizing preceptors or mentors. There are situations when the nature of the student activities may require student travel to alternate locations.

Based on institution policy, students may not travel with their agency preceptor or mentor. OC is not able to monitor the safety of these situations and therefore cannot be responsible for the safety of students riding with agency preceptors or mentors. OC also prohibits students from providing rides for preceptors, mentors, or clients.

### **Z. Liability Release and Waive Information**

I am a student enrolled in the school of nursing sponsored by Oklahoma Christian University, Inc. (the “University”). I agree to allow a nursing student classmate or nursing instructor to perform any of the following invasive procedures on my person only under the direct supervision of the clinical instructor who is a licensed RN:

- Intravenous catheterization (peripheral)
- Phlebotomy

I understand that I may refuse to receive any of these procedures at any time by informing the clinical instructor. I understand that there will be no consequences for my refusal and alternate experiences will be provided.

I hereby indemnify, waive, release, hold harmless and forever discharge the University and its agents, employees, volunteers, officer and directors, including but not limited to the faculty and

clinical instructor, of and from any and all claims, demands, causes of action, lawsuits, damages and liabilities of every kind and nature, in law or equity, that I ever had, now have or may have arising from or in any way related to my participation in the University's school of nursing, including but not limited to my participation in the invasive procedures or skills development portions of such program.

This Release and Waiver shall bind myself and my spouse, heirs, legal representatives, executors, successors and assigns and is intended to constitute a complete and total waiver of the right to suit or to pursue any action. The provisions of this Release and Waiver shall continue in full force and effect even after I am no longer participating in the University's School of Nursing for any reason whatsoever.

### **AA. Professional Attire**

Students are to be professionally attired at all times when representing themselves as OC students. The general requirements for the uniform for students of the OC School of Nursing will be as follows:

In a clinical facility requiring a uniform:

- Gray scrubs with the embroidered OC emblem patch and nursing or tennis shoes. The scrubs are provided through the program fees. Scrubs should be clean, neat and wrinkle free. A plain white, gray or black T-shirt (either long sleeve or short sleeve) may be worn underneath if desired. The pants must be loose fitting enough to allow for comfortable bending and squatting.
- The shoes must be primarily white, black or gray, closed toe, closed heel, and clean and may include either standardized nursing leather shoes or tennis shoes--no clogs, sandals, or shoes that separate the toes may be worn. The shoes purchased for your uniform must remain as designated nursing shoes ONLY and must remain clean & professional throughout the semester. Socks must be worn.
- Hair must be clean, well groomed, and a natural color. Long hair must be pulled up off the shoulders. Simple, plain headbands or hair clips may be worn.
- Facial hair must be clean and well groomed.
- No rings or piercings will be worn in the face or head or any other visible spot of the body except the ears.
- A simple band ring and one pair of stud earrings may be worn. A clear stud must be worn in place of a nose ring or any other facial piercing. No other jewelry is allowed.
- Fingernails should be clean and trimmed no longer than the fingertip. No nail jewelry, artificial nails, nail polish or shellac is permitted.
- Students must wear a watch that allows them to count seconds so that heart and respiratory rates may be counted.
- Tattoos may be visible so long as the images or words do not convey violence, discrimination, profanity, sexually explicit content, gang or other group affiliation, extremist philosophy (e.g., racial, gender, religious, and/or ethnic hatred or intolerance, etc.), or depict illegal activities. Tattoos may not be obscene or offensive. Tattoos containing such images or messages must be completely covered during working hours. Tattoos on the head, face, neck and scalp must be covered. Your clinical instructor reserves the right to judge the appearance of visible tattoos.
- No undergarments may be visible in any form or fashion. The top of buttocks and breast cleavage must remain covered at all times.

- No perfumes, including essential oils, should be worn during clinical.

If facility dress code is more specific than school dress code, then the facility dress code will prevail. Any questions about grooming or professional attire should be addressed to the faculty prior to the clinical experience.

Student shall not wear the student uniform with embroidered school patch, or school nametag when employed in any setting, including a hospital or health facility. Individual faculty or courses may have different requirements or expectations. Faculty will disseminate clinical expectations at the beginning of the clinical.

**BB. Nursing Student Fees and Licensing Expenses**

Item	Cost	Total
ATI Review Materials (books) for Each Subject; Subject Exams, and Predictor Exam	\$1650	\$1650
Test of Essential Academic Skills (TEAS) review book (not required)	\$25	\$25
TEAS-\$82 in person; \$115 online proctored	\$82 or \$115	\$82 or \$115
My Clinical Exchange Hospitals require all students to have an account. All immunization documentation is uploaded here along with the background check report and the urine test for drugs report.	\$39.50/yr.	\$80
Scrubs-1 set (top, bottom) with OC logo Must be worn during clinical experiences- \$50	\$50	\$50
CPR American Heart Association (AHA)- must be AHA	\$100	\$100
Background Check Required at admission; Required by hospitals	\$45	\$45
Urine drug screen-\$80 total Presence of unprescribed drugs, including marijuana.	\$45/year	\$90
Clinical and lab supervision	\$1000	\$1000

<b>APPLICATION FOR LICENSURE</b>	<b>Cost</b>
Background check as part of licensing process	\$53
Application to Board of Nursing for Licensure	\$85
NCLEX registration- Paid to Board of Nursing	\$200

The student is also responsible for purchasing personal clinical aids (i.e. watch, stethoscope,



shoes, etc.), and books. In the future, the School of Nursing clinical fee may be assessed **per clinical course**. The fee covers items such as drug screening, liability insurance, standardized exams, and myClinicalExchange fees.

### **CC. Student ID Card**

All nursing students will receive one photo ID badge, which is always to be worn in the clinical setting. The photo ID is to be worn at chest level or higher on the scrubs or street clothing when representing yourself as an OC student nurse. The ID is not to be worn at any other time, such as while working in a hospital or health facility. The responsibility and expense will be borne by the student if a replacement badge is needed. Email an appropriate photo to [supportcentral@oc.edu](mailto:supportcentral@oc.edu) or drop by Support Central to have them do it in person. Their hours are 8AM to 5 PM.

ID photo guidelines:

- a head and shoulders only picture directly facing the camera with
- a solid white or very light-colored background

### **DD. Reference Requests from Nursing Faculty**

Students needing faculty members to write references will need to submit the *Reference Request Form* (Appendix I) at least 5 business days prior to the date the reference is needed. This is designed to prevent faculty members from being inundated with multiple reference requests which students need immediately.

### **EE. Plagiarism**

Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students found guilty of academic misconduct, either directly or indirectly through participation or assistance, are immediately responsible to the faculty of the course. In addition to other possible disciplinary sanctions which may be imposed through the regular institutional procedures because of academic misconduct, the faculty has the authority to assign an F or a zero for the exercise or examination or to assign an F in the course.

### **FF. Confidential Information**

Information obtained by students through their activities and experiences in nursing classrooms or laboratory and clinical situations related to clients, personnel, and facilities shall be considered confidential. This policy reinforces the ethical and legal responsibility of registered nurses in working with clients and families. Each student is required to practice confidentiality.

Patient confidentiality at the facilities used by the Oklahoma Christian University School of Nursing is of primary importance. In addition to each facility policy, a federal law called the Health Insurance Portability and Accountability Act (HIPAA) requires patient health information to be kept confidential. Additionally, patients and their families have a right to deal with their issues in a private and secure manner, trusting that their privacy will be maintained. To protect this right to confidentiality and to comply with federal and state laws, students must agree to hold all information (including, but not limited to, patient names, their health information, and relevant agency information) gained through their clinical assignments or professional/research

projects at any facility used by the Oklahoma Christian University School of Nursing in strictest confidence. Confidentiality includes, but is not limited to, not discussing patients or their health conditions with persons who do not have a need to know and not removing any documents with individually identifiable patient data from the facility. Breaking confidentiality is a serious offense as it violates both academic and ethical conduct and doing so will put the student at risk for termination from the School of Nursing.

**VI. RESOURCES**

**A. Testing Program (Content Mastery Series)**

*All nursing students enrolled in sophomore and higher nursing courses will participate in nationally standardized testing for nursing through Assessment Technologies Institute (ATI). Students are required throughout the program to take practice and proctored assessments as listed within course syllabi in which the exams have been assigned. This requirement can differ among courses; please refer to specific course syllabi.*

**Purpose of Testing:**

- Assists in documenting student outcomes
- Identifies strengths and weaknesses of students and aggregate groups of students
- Provides remediation and support in knowledge gaps
- Provides curriculum evaluation data
- Strengthens chances of students passing the NCLEX on the first attempt

**Procedure** – *Completion of all assessments is a program and course requirement. Those students who do not complete tests by the indicated deadline may be administratively removed from nursing courses.*

**Tests:**

ATI TEAS exam (for admission): All declared nursing students will complete this test prior to the official admission to upper division coursework. The Test of Essential Academic Skills (TEAS) is offered online with the option to take it in person on a select day and time. Students will be sent a sign-up sheet in advance for those interested in taking it in person. These admission exams assess academic and developmental abilities including Math, Reading, Science, and English. A score of ‘proficient’ must be obtained before program acceptance. The student will be allowed a maximum of two attempts to obtain the required score.

The following ATI Exams may be given throughout the program in various courses:

<ul style="list-style-type: none"> <li>● Adult Medical Surgical</li> <li>● Community Health</li> <li>● Critical Thinking</li> <li>● Dosage Calculation</li> <li>● Fundamentals</li> <li>● Nursing Care of Children</li> </ul>	<ul style="list-style-type: none"> <li>● Nutrition</li> <li>● Pharmacology</li> <li>● Leadership</li> <li>● Maternal Newborn</li> <li>● Mental Health</li> </ul>
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The goal for each proctored assessment is to achieve a Level 2 proficiency or higher.

## Content Mastery Series (CMS) | Grading Rubric

In the courses in which you will take the practice and proctored assessments, you are required to complete the activities described below. The assessments plus the Focused Review are combined for 10% of your course grade.

<b>Practice Assessment</b>	
4 points	
<p><b>Complete Practice Assessment A</b> <i>Remediation:</i></p> <ul style="list-style-type: none"> <li>• Minimum one-hour Focused Review on initial attempt</li> <li>• For each topic missed, complete a hand-written active learning template with three critical points in each bubble</li> </ul>	<p><b>Complete Practice Assessment B</b> <i>Remediation:</i></p> <ul style="list-style-type: none"> <li>• Minimum one-hour Focused Review on initial attempt</li> <li>• For each topic missed, complete a hand-written active learning template with three critical points in each bubble</li> </ul>

<b>Standardized Proctored Assessment</b>			
Level 3 = 4 points	Level 2 = 3 points	Level 1 = 1 point	Below Level 1 = 0 points
<p><b>Remediation = 2 points:</b></p> <ul style="list-style-type: none"> <li>• Minimum one-hour Focused Review</li> <li>• For each topic missed, complete a hand-written active learning template with three critical points in each bubble</li> </ul>	<p><b>Remediation = 2 points:</b></p> <ul style="list-style-type: none"> <li>• Minimum two-hour Focused Review</li> <li>• For each topic missed, complete a hand-written active learning template with three critical points in each bubble</li> </ul>	<p><b>Remediation = 2 points:</b></p> <ul style="list-style-type: none"> <li>• Minimum three-hour Focused Review</li> <li>• For each topic missed, complete a hand-written active learning template with three critical points in each bubble</li> </ul>	<p><b>Remediation = 2 points:</b></p> <ul style="list-style-type: none"> <li>• Minimum four-hour Focused Review</li> <li>• For each topic missed, complete a hand-written active learning template with three critical points in each bubble</li> </ul>
<b>10/10 points</b>	<b>9/10 points</b>	<b>7/10 points</b>	<b>6/10 points</b>
<b>Proctored Assessment Retake*</b>			
<b>No Retake Required</b>	<b>No Retake Required</b>	<b>Retake Required/ Recommended</b>	<b>Retake Required/ Recommended</b>

In the last semester of nursing school, students are also required to take a Comprehensive Predictor Assessment through ATI, which predicts the likelihood of the student passing the NCLEX on the first attempt. If you do not make a 69% (90% chance of passing NCLEX) or higher on your Comprehensive Exam you will be required to take the exam a 2<sup>nd</sup> time. The purpose of this is to help you be successful on the NCLEX.

## VII. PROFESSIONAL BEHAVIOR

The OC student who is a nursing major is expected to always display professional behaviors that are conducive to the practice of professional nursing. Professionalism is a concept that embraces conduct, attitudes, values, and standards relating to the practice of a professional.

Professionalism in nursing can be witnessed in individual and collaborative practice and organizational participation. The nursing students are expected to incorporate into their behavior the OC Student Code of Conduct and the policies and regulations as established by the following regulatory bodies and professional organizations:

- 1) Oklahoma Board of Nursing
- 2) American Nurses' Association (ANA) *Code of Ethics for Nurses with Interpretive Statements* (2015)
- 3) American Nurses' Association (ANA) *Nursing: Scope and Standards of Practice* (2015)
- 4) American Hospital Association. *The Patient Care Partnership*  
<http://www.aha.org/advocacy-issues/communicatingpts/pt-care-partnership.shtml>

### A. Professional Conduct Statement

The faculty at OC expects their nursing students to conform to the *ANA Scope and Standards of Care* and *ANA Code of Ethics for Nurses*. OC faculty have further defined unprofessional conduct as any act, practice, or omission that fails to conform to the accepted standards of the nursing profession. OC's students will be taught within the theory courses the policies and procedures related to skills and nursing actions prior to the student performing these in a clinical facility under the guidance of a faculty member. Each clinical will have an evaluation tool for teaching and evaluation of unprofessional conduct, thereby, assisting the student to develop positive traits with the goal of achieving positive professional conduct. The following is a partial list of unprofessional behaviors that are discouraged and may result in failure of the course when the student does not improve after advisement:

- 1) Failing to assess and evaluate a patient's/client's status or failing to institute appropriate nursing intervention which might be required to stabilize a patient's/client's condition or prevent complications.
- 2) Knowingly or consistently failing to accurately or intelligibly report and document a patient's/client's symptoms, responses, progress, medications, and/or treatments.
- 3) Knowingly or consistently failing to make entries, destroying entries, and/or making false entries in records pertaining to the giving of narcotics, medications, or nursing care.
- 4) Appropriating medications, supplies, equipment, or personal items of the patient/client or employer.
- 5) Failing to administer medications and/or treatments in a responsible manner.
- 6) Performing or attempting to perform nursing techniques and/or procedures in which the nursing student is unprepared, unsafe, and/or without appropriate supervision.
- 7) Violating the confidentiality of information or knowledge concerning the patient/client except where required by law. See Appendix J, Health Insurance Portability and Accountability Act (HIPAA).
- 8) Causing suffering and permitting or allowing physical or emotional injury to the patient/client or failing to report same in accordance with the incident reporting procedure in effect where the student is participating in his or her clinical rotation.

- 9) Leaving a nursing assignment without notifying appropriate personnel.
- 10) Failing to report to the instructor or the appropriate authority, who has oversight of the clients' care, in the organization in which the student is in clinical, within a reasonable time of the occurrence, or any violation or attempted violation of agency's Policy and Procedures.
- 11) Expressly delegating nursing care functions or responsibilities [this probably will occur only in Leadership, under the direction of a preceptor] to a person who lacks the ability or knowledge to perform the function or responsibility in question.
- 12) Utilization of cell phone in clinical setting.

**Failure to meet these standards may result in a failing grade for the course.**

### **B. Unsafe Nursing Practice**

Definition: Unsafe nursing practice is defined to include, but is not limited to, the following behaviors of a nursing student:

- Allowing own value system to interfere with client care/well-being.
- Demonstrating lack of acceptable or safe nursing judgment in performing nursing interventions.
- Engaging in activities for which the nursing student is not academically prepared or which exceed the nursing student's own limitations.
- Engaging in activities that do not fall within the realm of standardized nursing practice and endanger patients.
- Recording and/or reporting client care data and/or nursing interventions inaccurately or fraudulently, or failing to record and/or report data.
- Appropriating medications, supplies, equipment, or personal items of the patient/client or employer.
- Endangering the welfare of the client.

Examples of behaviors are listed below:

- Reporting to clinical under the influence of alcohol.
- Reporting to clinical under the influence of drugs or other substances that hamper proper functioning in their responsibilities.
- Reporting to clinical when physically or mentally unsafe to assume care whether due to sleep deprivation, infectious disease, extreme stress, or any other condition.
- Failing to administer medications and/or treatments in a responsible manner, which includes having adequate knowledge of the drug.
- Violating the confidentiality of information or knowledge concerning the patient/client except where required by law.
- Leaving a nursing assignment without notifying appropriate personnel.
- Failing to provide a safe environment.

**Failing to comply with institutional policies and procedures while implementing nursing care will result in a failing grade for the course.**

### **C. Code of Ethics for Nurses with Interpretive Statements**

- Provision 1: The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
- Provision 2: The nurses' primary commitment is to the patient, whether an individual, family, group, community, or population.
- Provision 3: The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
- Provision 4: The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.
- Provision 5: The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
- Provision 6: The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
- Provision 7: The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards, development and generation of both nursing and health policy.
- Provision 8: The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
- Provision 9: The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

American Nurses Association. (2015). *Code of ethics for nursing with interpretive statements*. (3<sup>rd</sup> ed.; p. 8). Silver Springs, MD: Author. Retrieved from <http://www.nursingworld.org/codeofethics>

### **D. ANA Standards of Care**

- Standard I. Assessment: The registered nurse collects comprehensive data pertinent to the healthcare consumer health and/or the situation.
- Standard II. Diagnosis: The registered nurse analyzes the assessment data to determine the diagnoses or the issues.
- Standard III. Outcomes Identification: The registered nurse identifies expected outcomes for a plan individualized to the healthcare consumer or the situation.
- Standard IV. Planning: The registered nurse develops a plan that prescribes strategies and alternatives to attain expected outcomes.
- Standard V. Implementation: The registered nurse implements the identified plan.
- Standard V-A. Coordination of Care: The registered nurse coordinates care delivery.
- Standard V-B. Health Teaching and Health Promotion: The registered nurse employs strategies to promote health and a safe environment.
- Standard V-C. Consultation: The graduate-level prepared specialty nurse or advanced practice registered nurse provides consultation to influence the identified plan, enhance the abilities

of others, and effect change.

Standard V-D. Prescriptive Authority and Treatment: The advanced practice registered nurse uses prescriptive authority, procedures, referrals, treatments and therapies in accordance with state and federal laws and regulations.

Standard VI. Evaluation: The registered nurse evaluates progress toward attainment of outcomes.

American Nurses Association. (2015). *Nursing: Scope and standards of nursing practice* (3<sup>rd</sup> ed.). Silver Springs, MD: Author.

### **E. Problematic Student Behavior(s) or Performance**

When a faculty member identifies that a student is demonstrating persistent problematic behavior(s) that is (are) not consistent with the behavior or skills necessary to meet course objectives, documentation is made on the Student Performance Concern Form.

This form is then forwarded to the Dean, or appropriate representative, responsible for the School of Nursing. If the problematic behavior(s) persists (persist), then the faculty member will determine if the student's behavior(s) is (are) an immediate threat to safety. If the behavior(s) **(a) is (are) not** a threat to safety, a probationary period could be established. The Dean of Students will be contacted before the probationary period is established to assess if institutionary probation is also necessary. The student will be requested to submit, in writing, a plan to the faculty member at the beginning of the following scheduled class/clinical/lab day that includes goals and strategies to improve the behavior(s) and a timetable for implementing strategies and meeting the goals.

**Probation.** Probation (a) is a formal notification to a student via the Student Performance Concern Form regarding deficiencies that may result in his/her failure to meet the objectives of a course and (b) provides an opportunity to establish essential student behaviors needed to remediate the identified deficiencies. A student's performance, including being placed on probation, may be discussed among nursing faculty in executive session.

If the corrective objectives have been met at the end of the probationary period by a student and the student has met all the objectives of the course, the student will successfully complete the course. Being placed on any more than one probationary period during the entire time the student is enrolled in the nursing program, may result in immediate failure (grade of "F") in a course and may result in termination from the nursing program.

If the probation is not successfully completed by a student, or if the terms of the probation are not met, the student will fail the course (grade of "F"). This may also result in termination from the nursing program with no option of readmission.

**(b) is (are)** a threat to safety, the student is removed from the setting and the behavior becomes a **critical incident**.

**Critical Incident.** A critical incident is the occurrence of any action or inaction by the student which compromises the safety and/or integrity of any person. Nursing faculty has the expertise and knowledge to determine what constitutes a critical incident. The occurrence of a critical incident requires the removal of the student from the setting. The occurrence of a critical incident

may result in the student failing the course and no longer being allowed in any setting associated with the failed course.

### **F. Exposure to Blood or Body Fluids**

#### **Student Exposure to Blood or Body Fluids in the Clinical Setting**

Students may come into contact with blood and other body fluids during the clinical learning experiences. In the event an occupational exposure occurs, a facility incident report will be completed and the facilities protocol for contamination will be followed. A separate Oklahoma Christian University School of Nursing Incident Form must also be completed and placed in the student's file. The Chair of Nursing should be notified of the student's injury as soon as possible.

### **G. Blood-borne Pathogens Exposure**

#### **Prevention**

1. Any exposure to blood-borne pathogens during clinical should be reported immediately to the faculty and the person in charge on the unit, and the individual(s) must follow that institution's policy regarding blood-borne pathogen exposure.
2. If post-exposure procedures are not available to the involved individual, the student/faculty should go immediately to the facility's Employee Health Department. Employee Health procedures will be available through the facility's Emergency Department if it is after hours.
3. Student **must immediately notify** the faculty of any exposure no matter how small it might be.
4. Incident reports are to be completed by the faculty member and student(s) involved at the facility and at OC. See Appendix I, Student, Accident, Illness, Injury Report Form.

### **H. Nursing Student Illness Policy**

#### **Illness That Occurs During the Clinical Setting**

The student will be instructed to leave the clinical setting when an incapacitating illness occurs. The faculty member will recommend a visit to the student's personal physician. The clinical hours missed must be made up according to the OC's clinical participation policy. The supervising clinical faculty member will notify the Chair of School of Nursing or representative as soon as possible.

### **I. Nursing Student Injury Policy**

#### **Injury to a Nursing Student in the Clinical Setting**

In the event of an injury, the clinical faculty member should be notified immediately. The clinical facility policy will be followed regarding completion of an Incident Report. The injury may require treatment with consent of the student (as fees may be assessed). An Oklahoma Christian University School of Nursing Incident Form (See Appendix K) must also be completed and placed in the student's file. The Chair of Nursing or appropriate representative should be notified of the student's injury as soon as possible. **Clinical facilities should not file student claims under Workman's Compensation as students are not considered employees.**

PLEASE NOTE: **If the student receives treatment at the clinical facility, the student's private insurance company should be billed.** Students' personal health insurance cards are on file in the School of Nursing office and can be retrieved if needed for a student to be treated.



## VIII. MENTORING

The student's advising file is considered part of his or her academic records protected by the Family Educational Rights and Privacy Act (20 U.S.C. § 1232g; 34 CFR Part 99).

OC's policy regarding this act is in the *OC Catalog*. This act does exclude a student's right of access to personal notes that the advisor may have made during the advising sessions.

### A. What a Student Can Expect From a Mentor

- Concern for the student's welfare as an individual person will result in referral to Counseling Services.
- Information concerning academic programs, requirements, policies, and procedures.
- Assistance in exploring and clarifying life goals and career alternatives.
- Assistance in exploring educational options and planning a coherent academic program, including choosing a major.
- Assistance in selecting and scheduling of courses.
- Assistance with various academic forms, including schedule changes, petitions, etc.
- Assistance in reviewing the student's academic program each regular semester, matching the academic record with the applicable degree requirements.
- Special assistance, including strategies for improving study skills, if the student experiences scholastic difficulties and is placed on academic probation.
- Referrals (when appropriate) to other professional support services on campus.
- Confidentiality concerning all personal and private matters, in accordance with the provisions of the Family Educational Rights and Privacy Act (20 U.S.C. § 1232g; 34 CFR Part 99).

### B. What a Mentor Can Expect From the Student

- Thoughtfully considering personal, educational, and career goals.
- Becoming knowledgeable about his or her academic program, including all applicable requirements and policies, and monitoring his or her own progress.
- Accepting responsibility for choices and decisions and asking questions when information is needed.
- Keeping advising appointments or calling to reschedule well in advance.
- Seeking assistance as needed and providing timely notice and information concerning any academic problems.
- Considering a tentative schedule of classes each semester, prior to the advising conference, and arriving prepared by bringing all forms, class schedule, book, pen, paper, and other supplies to the appointment.
- Updating immunizations, CPR and other clinical requirements by date specified through administrative assistant without additional requests.

### C. Enrollment

- Nursing course offerings are published online on MyOC.
- Students who have their advance registration cancelled by the OC Registrar's Office or the School of Nursing will be placed in available sections during general registration times.

- This same method of placement will be used for students who do not register in advance. Students should notify the Chair of Nursing of their intent to continue enrollment to assure spaces will be available.
- Advance registration in clinical courses and the corresponding concept courses will be cancelled for all students whose OC cumulative GPA falls below the required cumulative GPA or who have not successfully completed prerequisite courses. When this occurs, the student should contact an advisor as soon as possible for re-advising.
- Changes in faculty, clinical facility availability, or enrollment may require closing or rescheduling clinical or class sections. Changes will be made in the fairest and most equitable manner possible. Although required courses are guaranteed to be taught in the semester scheduled (except for summer), specific sections, days, or times cannot be guaranteed.

## APPENDICES

### APPENDIX A

#### OKLAHOMA BOARD OF NURSING

2915 N. CLASSEN Blvd., Suite 524

Oklahoma City, OK 73106

(405) 962-1800

[www.ok.gov/nursing](http://www.ok.gov/nursing)

#### EVIDENCE OF STATUS FORM

##### GENERAL INFORMATION

State law requires the Board of nursing to issue a license or certificate only to U.S. citizens, nationals and legal permanent resident clients; and to applicants who present, *in person*, a valid documentary evidence of:

1. A valid, unexpired immigrant or nonimmigrant visa status for admission into the U.S.;
2. A pending or approved application for asylum in the U.S.;
3. Admission into the U.S. in refugee status;
4. A pending or approved application for temporary protected status in the U.S.;
5. Approved deferred action status; or
6. A pending application for adjustment of status to legal permanent residence status or conditional resident status.

Applicants in the above six categories will only be eligible to receive a license/certification card that is valid for the time period of their authorized stay in the U.S., or if there is no date of end to the time period of their authorized stay, for one year. The license/certification card is required to indicate that it is temporary. The information will be verified through the Systematic Alien Verification for Entitlements (SAVE) Program, operated by the U.S. Department of Homeland Security.

In order to verify citizenship or qualified alien status, applicants for nursing licensure by endorsement or examination, for certification as an advanced unlicensed assistant, or for reinstatement/return to active status of their license or certificate, must submit an *Evidence of Status Form* and the required supporting documentation with their application.

##### INSTRUCTIONS FOR COMPLETION OF THE FORM

If you are a U.S. citizen, U.S. national or legal permanent resident alien, you must submit the *Evidence of Status Form: PART A*, with a photocopy of one of the documents listed under "Acceptable Documents to Establish Evidence of Citizenship" on the *Evidence of Status (Part A) form*. This information must be submitted with your application and fee. A license will not be issued until the appropriate documentation is submitted.

**If you are a qualified alien, you must bring your completed application, Criminal History Records Search from the Oklahoma State Bureau of Investigation, and *Evidence of Status Form: Part B* to the Oklahoma Board of Nursing office, along with the original documents that support your qualified alien status, as shown on the Evidence of Status (Part B) form.**

At the Board office, a staff member will review your qualified alien status documentation and will make a notarized copy.

Form available from <https://nursing.ok.gov/evidstatus.pdf>

**APPENDIX B**  
**Core Performance Standards for Admission and Progression**

<b>Requirements</b>	<b>Standard</b>	<b>Examples of Activities</b>
Critical thinking	Critical thinking ability for effective clinical reasoning and clinical judgement consistent with level of educational preparation	Identification of cause/effect relationships in clinical situations. Use of the scientific method in the development of patient care plans. Evaluation of the effectiveness of nursing interventions.
Professional Relationships	Interpersonal skills sufficient for professional interactions with a diverse population of individuals, families and groups	Establishment of rapport with patients/clients and colleagues. Capacity to engage in successful conflict resolution. Peer accountability.
Communication	Communication adeptness sufficient for verbal and written professional interactions	Explanation of treatment procedures, initiation of health teaching. Documentation and interpretation of nursing actions and patient/client responses.
Mobility	Physical abilities sufficient for movement from room to room and in small spaces	Movement about the patient's room, work spaces and treatment areas. Administration of rescue procedures-cardiopulmonary resuscitation.
Motor Skills	Gross and fine motor abilities sufficient for providing safe, effective nursing care	Calibration and use of equipment Therapeutic positioning of patients
Hearing	Auditory ability sufficient for monitoring and assessing health needs	Ability to hear monitoring device alarm and other emergency signals Ability to discern auscultatory sounds and cries for help
Visual	Visual ability sufficient for observation and assessment necessary in patient care	Ability to observe patient's condition and responses to treatments
Tactile Sense	Tactile ability sufficient for physical assessment	Ability to palpitate in physical examinations and various therapeutic interventions

Reference: The Americans with Disability Act: Implications for Nursing Education. Southern Regional Education Board (SREB). Council on Collegiate Education for Nursing (2009). Available at: <https://www.sreb.org/publication/americans-disabilities-act>

**APPENDIX C**  
**IMMUNIZATIONS AND DOCUMENTATION REQUIRED FOR ALL BSN**  
**STUDENTS PRIOR TO ENROLLMENT IN NURSING MAJOR COURSES**

<b>Immunizations &amp; Tests</b>	<b>Schedule for Immunizations</b>
Measles	Must have two doses after reaching 12 months of age. The two (doses must be at least 30 days apart).
Mumps	Must have at least one dose after reaching 12 months of age.
Rubella	At least one dose after reaching 12 months of age is required.
Hepatitis B	The completed 3-dose series must be received before having contact with clients.
Tuberculosis Mantoux test	<b>2 Step TB</b> for 1 <sup>st</sup> time students in the School of Nursing. <b>Annual</b> test or chest x-ray for returning students.
TDAP	<b>Must be current within 10 years.</b>
Varicella (chickenpox)	All clinical students must document evidence of immunity to varicella (chickenpox). This requirement may be met by either of the following: <ol style="list-style-type: none"> <li>1. Documentation of varicella immunization. Immunization for adolescents and adults is a series of two doses 4 to 8 weeks apart.</li> <li>2. Positive varicella titer.</li> </ol>
COVID-19 Vaccine	Must receive one of the following: <ul style="list-style-type: none"> <li>• Johnson &amp; Johnson -1 dose</li> <li>• Moderna -2 doses</li> <li>• Pfizer -2 dose</li> </ul> Please see Appendix E for the COVID Vaccine Requirement document.
Flu shot	See Appendix D for more details Students will have the option to get the flu shot on campus through Walgreens in late September/early October. You must have gotten your flu shot before Nov 1.

- Each student must provide documentations of all the above plus American Heart Association CPR Certification (health care provider) before beginning clinical nursing courses (online CPR courses are not acceptable).
- A copy of all documentation must be uploaded per instructions by due date set by School of Nursing Chair.
- All students enrolled in clinical courses must carry health insurance.
- Proof of health insurance must be uploaded as instructed prior to the beginning of each

semester. All students enrolled in summer clinical courses must submit proof of health insurance prior to the beginning of the summer term.

- After initial documentation of the 2-step TB has been uploaded, students planning to enroll in clinical courses must annually provide documentation of Tuberculosis Mantoux test (or chest x-ray or physician's recommendation) prior to clinical.
- CPR and Mantoux test must not expire during the semester.
- It is highly recommended that students complete the Hepatitis A vaccine series.
- Students who are not in compliance with the above policy on the first day of class each semester will be administratively removed from all nursing clinical courses. Students will not be able to re-enroll into the nursing courses until the above requirements have been met. Once the above requirements are met, students may re-enroll in any opened clinical sections. This may result in a change of clinical sections. Missed clinical time cannot be made up and will be counted as unexcused absences and handled according to policies stated in the Nursing Student Handbook

## **APPENDIX D**

### **Flu Vaccination Policy**

Most, if not all, clinical facilities require that all healthcare providers (this includes nursing students) receive their flu vaccination. The flu vaccination is generally available in mid-September. If a nurse/nursing student fails to receive the flu vaccination, the local hospitals require the nurse/nursing student to sign an exemption by waiver for medical or religious/spiritual reason. The clinical facility makes the determination whether they will accept the student's waiver/exemption request. If the nurse/nursing student signs this declination waiver (below) and the student is approved to complete clinicals at that facility, the nurse/nursing student is required to always wear a mask while in the hospital. Each Clinical facility will determine if further requirements need to be met by unvaccinated students.

In summary, a healthcare provider (nurse or student nurse) has the following choices:

1. Obtain the influenza vaccine.
2. Sign the declination waiver, always wear a mask in the clinical facility, and comply with any additional requirements of the clinical facility.

The nursing faculty strongly encourage nursing students to protect themselves and their patients and elect to receive the flu vaccination.

If you opt to sign the waiver, you will be required to always wear a mask while in the hospital. This requirement includes while walking through the hall and while in the cafeteria, except when eating. Basically, from the moment you step foot into the hospital until the moment you leave, you are required to wear a mask.

If for any reason, the nursing faculty see that while you are in the hospital, at any location, without a mask, you will be asked to leave the clinical area for the day and this will count as an unexcused absence which must be made up.

You will also be placed on probation for "unprofessional behavior" as the necessity for wearing a mask has been clearly communicated to you and you have signed the acknowledgement statement on the next page.

This unexcused absence must be made up at the next available clinical opportunity; however, it is important that the student know that Oklahoma Christian University is only provided a limited number of clinical experiences each semester and an available make-up day may not be available during the same semester. If required clinical hours are **not** met, the student will receive an "incomplete" (I) for the course and the clinical hours will be made up the next time the course is offered.

## Declination Form for Seasonal and H1N1 Influenza Vaccine

Print Name \_\_\_\_\_

Date \_\_\_\_\_

I have declined the influenza vaccination.

*Please read the following information and sign and date in the space provided at the bottom of this page.*

I acknowledge that I am aware of the following facts:

- Influenza is a serious respiratory disease that kills an average of 36,000 persons and hospitalizes more than 200,000 persons in the United States each year.
- Influenza vaccination is recommended for me and all other healthcare workers to prevent influenza disease and complications, including death.
- If I contract influenza, it is possible that I will shed the virus for 24-48 hours before symptoms appear. My shedding of the virus can spread influenza infection to others.
- If I become infected with influenza, even when my symptoms are mild, I can spread severe illness to others.
- I understand that the strains of virus that cause influenza infection change almost every year, which is why a different vaccine is recommended each year.
- I cannot get influenza from the vaccine.
- The consequences of my refusing to be vaccinated could endanger my health and the health of those with whom I have contact, including:
  - Patients in the healthcare setting
  - My co-workers
  - My family
  - My community

Despite this information, I decline the influenza vaccination at this time. I understand that declining this vaccine puts me at a higher risk for acquiring influenza, if exposed, and puts my family and patients at risk should I acquire seasonal or the H1N1 influenza.

I decline for the following reason: (circle one)

1. Allergy to a vaccine component or have another medical contraindication
2. Fear of needles
3. Think the vaccine will give me influenza
4. Had a previous influenza shot with bad reaction
5. Do not think it will protect me from influenza
6. Other reason \_\_\_\_\_

**Signing this declination meets the Seasonal and H1N1 Influenza program requirement.**

**Your signature also verifies your acknowledgement to wear a mask at all times during the clinical hours at the hospital facility.**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_



**APPENDIX E**  
**COVID-19 POLICY**

Effective January 1, 2022, all Oklahoma Christian (OC) Nursing students are required to be fully vaccinated for COVID-19 to meet clinical requirements within the nursing program.

This requirement is a result of policy changes made at the hospitals with which Oklahoma Christian University School of Nursing partners. In order to comply with President Biden’s vaccine mandate for Federal contractors, these hospitals have mandated the COVID-19 vaccination series be completed by all employees, and students who partner in providing care for the patients in their facilities.

Due to President Biden’s vaccine mandate for Federal contractors and these resulting hospital policy changes, OC nursing students who are not vaccinated by January 1, 2022, will be unable to fulfill clinical requirements for nursing courses. In-person clinical experiences are required by the Oklahoma Board of Nursing as well as the National Council of State Boards of Nursing to satisfy requirements for a bachelor’s degree in nursing. If an OC nursing student chooses not to receive the COVID-19 vaccine they will be unable to complete the BSN program at Oklahoma Christian University.

The COVID-19 vaccination policies within hospitals are designed to practice and enforce primary prevention measures to protect vulnerable patients and families as well as the healthcare workforce. Oklahoma Christian University School of Nursing will continue to work with area hospitals in these prevention measures while maintaining strong relationships with our hospital partners to provide effective and meaningful clinical experiences for nursing students.

Oklahoma Christian University will evaluate documented medical exemptions provided by the student’s primary care provider on a case-by-case basis. Oklahoma Christian University will not offer personal exemptions for the COVID-19 vaccine, and will generally not provide religious exemptions.

Specific information will be required to receive a medical exemption, please contact Stephen Eck, Chief Legal Counsel for Oklahoma Christian University at [stephen.eck@oc.edu](mailto:stephen.eck@oc.edu). Mr. Eck will work with university officials to ensure your request is heard.

Each of the COVID-19 vaccine options available in the United States will meet the requirement for clinical experiences including: Pfizer-BioNTech (FDA approved), Moderna, and Johnson & Johnson/Jansen.

For information about each of the vaccine options available, please visit:  
<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/different-vaccines.html>

I acknowledge that I have received this document and that I had the opportunity to have any questions answered about this document.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**APPENDIX F**  
**Failure to Maintain Required Nursing GPA Student Probation Policy**

Maintenance of a cumulative nursing GPA (including support courses) of 3.0 is required for continued progression within the School of Nursing at Oklahoma Christian University. This policy outlines the policies and procedures to be followed. All NURS courses will be utilized in determining the cumulative nursing GPA.

1. Students will be notified of being placed on probation in writing at the beginning of the semester immediately following a drop in the GPA below 3.0.
2. Students will have one academic semester in which nursing courses are offered to bring their nursing GPA up to the minimum requirement of 3.0.
3. Failure of the student to meet the probation requirements will result in the student not progressing into the next semester. This will delay the completion of the program by one year.
4. Students must repeat nursing courses in which they earned a C to bring the nursing GPA up to the minimum standard of 3.0. Repeating a course requires that the student participate in all aspects of the course (lab, clinical, and theory). According to the progression policy, only one NURS course may be repeated one time.
5. A contract will be developed with any student placed on probation.

**APPENDIX G**  
**Procedure for Students Taking Prescription or Non-Prescription Drugs**

1. This includes pain medication, psychotropic medication, allergy medication or any medication that changes mental status.
2. Student will notify the Chair of School of Nursing of above.
3. A statement from a physician will be on file in the School of Nursing office that this treatment plan will not affect safety factors related to self and others during clinical and/or lab performance.
4. The physician statement must be updated every 30 days and/or with any changes in the medications stated.
5. Students should be knowledgeable of the Alcohol and other drug policies in The Oklahoma Christian University Student Handbook, 2022-2023. Detailed information on these policies are printed in the University Student Handbook available on MyOC.

## **APPENDIX H**

### **Assumption of Risk – Clinical Experiences**

Clinical experiences including clinical rotations and supervised practice are a required component of many of the courses in Oklahoma Christian University’s School of Nursing. Clinical experiences occur in hospitals, clinics, schools, community organizations, and other appropriate settings where students can interact with clients and their families. Participation in clinical activities are a necessary part of program completion.

OC’s clinical facilities as well as the School of Nursing are required to take reasonable and appropriate measures to protect students’ health and safety in the clinical setting. Faculty will develop appropriate policies and procedures relating to student safety and prevention of exposure to disease. Students will have access to appropriate PPE during their clinical experiences. Students will receive training related to potential hazards and prevention techniques. Students have the responsibility to report any potential exposures to the supervisor at their site as well as their OC clinical faculty. However, even with such measures, there are risks inherent to clinical experiences.

Potential risks of completing clinical experiences include, but are not limited to:

1. Exposure to infectious diseases through blood or other body fluids via skin, mucus membranes, or parenteral contact;
2. Exposure to infectious diseases through droplet or air-borne transmission;
3. Hazardous chemical exposure;
4. Radiation exposure;
5. Environmental hazards, including slippery floors and electrical hazards;
6. Physical injuries, including back injuries;
7. Psychosocial hazards; and
8. Offensive, inappropriate, or dangerous conduct by patients or clients, including violence, harassment, and sexual harassment.

These risks can lead to serious complications, trauma, bodily injury, or death. The current situation regarding COVID-19 is especially concerning as the disease is highly contagious with clinical manifestations that may range from minimal to no symptoms or may potentially lead to severe illness.

Participating in clinical experiences, even when practicing safely, may result in an adverse or harmful incidence including the risk of contracting COVID-19 as these risks cannot be fully eliminated

#### **ACKNOWLEDGEMENT OF RISK**

I certify that I have carefully read and understand this document. I acknowledge and understand that, as explained in this document, my degree program requires the participation in clinical experiences, and participation carries risks that cannot be eliminated. I fully understand these risks. I understand it is my responsibility to follow all instructor and facility instructions and take all available precautions so risk of exposure or harm is minimized. I will follow all program specific information relating to prevention of diseases. Knowing these risks, I certify that I desire to pursue my chosen degree program, including the participation in clinical experiences. I expressly agree and promise to accept and assume all risks associated with doing so. I am voluntarily agreeing to be bound by this document’s terms.

Student name (printed clearly or typed): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**APPENDIX I**

**Reference Request Form**

Copy and paste this form into a Word document. Then complete and email to the faculty member.

Student Name: \_\_\_\_\_  
To (Faculty Member): \_\_\_\_\_

I request that you provide a written reference for me to:

Person's name and credentials	
Title	
Complete Address (street)	
City	
State and Zip Code	

The purpose of the reference is:  
\_\_\_\_\_  
\_\_\_\_\_

Date Reference is Needed: \_\_\_\_\_

I understand that by signing this form, I am giving permission for the faculty member to share my personal information, which may include my grades/performance. I also understand that the reference may include both strengths and areas of growth.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*Attach any special forms or criteria necessary and include a copy of your resume. Please allow 3 business days minimum for requests.

\_\_\_\_\_

**Faculty Verification**

Action:  
\_\_\_\_\_ Requested reference mailed to \_\_\_\_\_ on \_\_\_\_\_.  
\_\_\_\_\_ Requested reference attached.  
\_\_\_\_\_ The following information/materials are needed in order to complete your request:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Signature

## APPENDIX J

### HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

#### Policy: Access, Use, and Protection of Health Information Obtained During the Course of Clinical Education

1. All students must sign *OC's School of Nursing Confidentiality Statement* prior to accessing patient files in any agency used for clinical education.
2. All student documents related to patient assignments (journals, care plans, papers, assignment sheets, etc.) must be protected to assure privacy of the patient's (or patients') information by de-identifying the health information. Your course faculty will tell you the de-identification method to be used.
3. Students should maintain the de-identification of health information when communicating with faculty, one another, or any other entity through any means, including electronic means (email, text, phone, or other electronic communication).
4. Any documents submitted to faculty should contain no protected health information (PHI), or the information should be de-identified. For example: course papers, care plans, interview information, etc.
5. If protected health information is re-identified for any reason, it is deemed to be protected health information and is subject to the applicable privacy protections. The student is responsible for maintaining the security of the re-identified information.
6. Per the OC-Clinical Agency Identity Verification Policy, only students wearing the approved OC identification badge will be granted access to patient information by the clinical agency.
7. Student IDs are to be worn in a visible location on the uniform (above the waist), street clothing, or scrubs when representing self as an OC student nurse. The ID is not to be worn at any other time, such as during a work shift in a hospital setting.
8. There should be no disclosure of PHI of patients by OC students. A student should consult the course faculty if a student has a question about PHI related to disclosures required by law; disclosures for public health activities; disclosures about victims of abuse, neglect, or domestic violence; disclosures for law enforcement purposes; disclosures about decedents; disclosures for cadaver organ, eye, or tissue donation; disclosures to avert a serious threat to health or safety; disclosures for specialized government functions; or disclosures for workers' compensation.
9. If documents containing PHI are in use by students (for example, in the hospital unit, OC computer lab, etc.) the documents must be shielded so others may not see the information. If the person using the documents leaves the room, the documents must not

be left on top of the desk for others to see. Locking the documents in a secure file is recommended.

10. If faxing, copying or printing documents containing PHI, it is the user's responsibility to assure protection of the PHI.
11. Documents containing PHI should be shredded only by the person authorized to have the PHI.

### **Social Media**

1. Use of social media (Facebook, Instagram, Snapchat, Twitter, or other social media) while in the clinical setting is prohibited. This includes posting at what hospital you are currently located, on which floor you are working, patient identifiable information, and other information about the hospital or its employees.
2. Taking pictures or videos while in the clinical setting is prohibited. This includes actual images of patients or of identifiable health information that could be in the background of a photo or video.

### **HIPAA Privacy Official**

1. The Chair of Nursing of OC's School of Nursing is the Privacy Official but may delegate his or her duties to others if so desired. The appointment is continuous and will transfer when and if a new Chair of Nursing is named.
2. The duties of the Privacy Official include: a) maintaining program compliance with HIPAA regulations, b) developing OC's policies and procedures related to HIPAA regulations, c) maintaining documentation of complaints and sanctions, and d) overseeing HIPAA training program.
3. The chain of command under the Chair of Nursing as the Privacy Official is student to faculty, faculty to lead teacher of course (if applicable), and faculty/lead teacher to Chair of Nursing. At times it may be appropriate for the student and faculty/lead teacher to meet simultaneously with the Chair of Nursing.

### **Required Training Regarding HIPAA Regulations & Policies**

1. All OC students enrolled in clinical courses for the first time will complete a training program regarding HIPAA regulations and policies during the first week of the academic semester. Each will be asked to sign a form indicating understanding of the OC policies and procedures related to HIPAA and the *OC's School of Nursing Confidentiality Statement*.
2. If a breach in confidentiality occurs, the student will complete a retraining program as soon as possible following the incident.

3. All students will complete retraining within one month following a significant change in privacy practices.

### **Sanctions for Violating OC's Policies and Procedures related to HIPAA**

1. A complaint regarding a breach in patient privacy may be brought to the Privacy Official with the assurance that no retaliatory measures will be taken against the person bringing the complaint.
2. The Privacy Official will document the complaints received and their disposition and maintain the document in a locked, secured file.
3. Students who violate the protection of health information are subject to sanctions, which may include but are not limited to: unit or course grade reduction; failure of course; suspension from program.



## APPENDIX K

### STUDENT ACCIDENT, ILLNESS, INJURY REPORT FORM

Oklahoma Christian University, 2501 E. Memorial Road, Edmond, OK 73013; (405) 425-1920

#### Person Involved in Incident

Full Name	Male ( ) Female ( )	Age
Name of Parent, If a Minor		
Address & City		
Nature & Extent of Injuries / Symptoms		
Treated by medical services provider? Yes _____ No _____ If yes, name _____ Action Taken:		

#### Accident or Occurrence

Date and Time	Exact Location
Description of accident or occurrence/Body parts affected & activity when incident occurred	
Other individuals involved:	
Probable cause of accident/occurrence (e.g. premises, supervision, etc.) Contributing factors (environment, equipment, etc.)	

#### Property Damage: ( ) NO ( ) YES

Owner:	Address:	Phone:
Description & Location of Property or Auto		

#### Remarks

Did Law Enforcement Officer investigate at the scene of accident? ( ) NO ( ) YES		
Name of Investigating Officer _____ Department _____		
Witness/Review		
Name:	Address:	Phone:
Person Completing Report:	Position:	Phone:
Date:	Signature:	
<b>Review</b>	Date	
Direction of Nursing Review		
Action Taken		
Signature:		

**You are now required to complete the Nursing Student Handbook Verification Survey to demonstrate/validate reading of the OC Nursing Student Handbook.**

**Please access the verification survey through the link below:**

**<https://www.surveymonkey.com/s/6MQR6VL>**