INTRODUCTION

WELCOME to the College of Southern Idaho (CSI) Practical Nursing Program! We are excited that you have chosen to pursue your nursing career with us! I want to introduce you to our program and its history.

Practical Nurses were trained at Magic Valley Memorial Hospital through the years 1950-1965. All classroom and clinical activities were conducted at the hospital. In 1965, the Practical Nurse Education Program became a course sponsored by CSI. Classroom instruction continued at the hospital until 1972 when the experience was moved to the CSI Nye building on Shoshone Street. In 1976, the program was moved to the CSI campus. In January, 2010, the program was moved to its current location on North College Road in the new Health Science and Human Services building specially designed for healthcare education.

The Practical Nursing Program has been developed in accordance with criteria established by the Idaho State Board of Idaho Professional/Technical Division. This program has received full approval as a nursing education program by the Idaho State Board of Nursing through 2015.

The CSI PN Program Handbook has been prepared to help you learn about the structure and expectations of the Practical Nursing Program. It also provides the framework for the academic and clinical laboratory policies and requirements in order to maintain an effective and efficient nursing program.

The CSI PN Program Handbook addresses the policies for all students enrolled in the PN program. Students are part of the college as well and as such are obligated to abide by the CSI student handbook located at: http://www.csi.edu/studentHandbook/rightToKnow.asp.

Please take the time to read and familiarize yourself with the PN Program Handbook. It is your responsibility to know the content of the CSI PN Program Handbook and the CSI Student Handbook. PLEASE BE SURE TO SAVE BOTH HANDBOOKS so that you may refer to them in the future.

Again, I want to say welcome to the CSI Practical Nursing Program! We look forward to the coming year in partnership with you!

Sincerely,

Tammy Pehrson, MS, RN

Disclaimer: Every effort has been made to assure the accuracy of the material in this handbook. However, all policies, procedures, clinical information, documentation, and program information are formulated on the most recent regulations, laws, information and dates available. They are subject to revision by state and federal agencies, which are beyond the control of College of Southern Idaho Practical Nursing Program, and such alterations may supersede the information in this handbook.
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All policies are in effect beginning the 2014-2015 academic school years.

Upon printing of this handbook, all previous issues are void.

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SECTION I – PROGRAM INFORMATION
FACULTY

To support you as a student, faculty members are available to assist and advise. All faculty members have posted office hours for availability and will also schedule appointments to meet with students as schedules may allow. Due to the changes in the nursing programs, student enrollment and program needs, this list may change. Updates to the handbook will be completed annually. Communication via email is the most efficient when attempting to contact faculty.

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LEGAL DEFINITIONS OF NURSING

Legal Authorization, Section 54-1413, Idaho Code, “The Board shall have the power to refuse to issue, renew, or reinstate a license...” For more information, consult the Table of Contents.

Grounds for Denial of License

The Idaho State Board of Nursing reserves the right to refuse to issue, renew, or reinstate a license issued. It is the student nurse’s responsibility to read and understand Title 54, Chapter 14, Section 54-1413. For information regarding licensure, view the legislative statute using the following website: http://www.legislature.idaho.gov/idstat/Title54/T54CH14SECT54-1413.htm.

Idaho Board of Nursing
PO Box 83720
289 N 8th Street, Suite 210
Boise, Idaho  83720-0061
(208) 577-2476 Telephone
(208) 334-3262 Fax
Email:  info@ibn.idaho.gov
The *Code of Ethics for Nurses with Interpretive Statements, 2001,* is for all nurses, regardless of practice setting or nursing role. Nurses may be challenged to fulfill moral and ethical obligations of their profession while providing care for their patients in a less-than-optimal health care system. The code sets the ethical standard for the profession of nursing and provides framework for all nurses to use in ethical decision-making.

The Code of Ethics for Nurses provides the following:

- A succinct statement of the ethical obligations and duties of every individual who enters the nursing profession.
- The profession’s non-negotiable ethical standard.
- An expression of nursing’s own understanding of its commitment to society.

Below are the nine (9) provisions of the Code of Ethics:

**Provision 1:** The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.

**Provision 2:** The nurse’s primary commitment is to the patient, whether an individual, family, group, or community.

**Provision 3:** The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.

**Provision 4:** The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse’s obligation to provide optimum patient care.

**Provision 5:** The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.

**Provision 6:** The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.

**Provision 7:** The nurse participates in the advancement of the profession through contribution to practice, education, administration, and knowledge development.

**Provision 8:** The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.

**Provision 9:** The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping.
Moral and Ethical Responsibilities

Integral to the profession of nursing is a concern for the welfare of the sick, injured, vulnerable, and social justice. Therefore, the students enrolled in the PN Program accept the moral and ethical responsibilities that have been credited to the profession of nursing and are obligated to uphold and adhere to the professions Code of Ethics. The American Nurses Association (2010) Code of Ethics for Nurses outlines the goals, values, and ethical principles that direct the profession of nursing and is the standard by which ethical conduct is guided and evaluated by the profession. The PN Program faculty members at CSI have an obligation to teach, uphold, and enforce professional, moral, and ethical standards described in the PN Program Handbook.

Honesty Policy

Students are expected to be honest in all aspects of their work. All work is evaluated on the assumption that the work presented is the student’s own. Academic dishonesty is grounds for immediate dismissal from the program. Some examples of academic dishonesty consist of (but are not limited to):

1. **Plagiarism**: Submission of a paper in which substantial portions are paraphrased without documentation or are identical to published or unpublished material from another author, (on tests/quizzes, homework, assignments, or others).

2. **Misrepresenting**: Student records/assignments (clinical reports, evaluations/assessments, physical exams, assignments, or others).

3. **Theft**: Removal of equipment, supplies, exams or reference materials form classrooms, office or clinical areas except with the written permission of the instructor. The provision applies regardless of the student’s intent.

4. **Cheating**: The improper use of books, notes, other student’s tests or quizzes, or other aides during an examination.

5. **Facilitating Dishonesty**: Knowingly helping or attempting to help another commit an act of academic dishonesty, including substituting for another in an examination, assisting others by obtaining/discussing test or quiz questions, or allowing others to represent as their own one’s papers, reports, or academic works.
CSI MISSION, VISION, PHILOSOPHY & PURPOSES

Mission
The College of Southern Idaho, a comprehensive community college, provides quality educational, social, cultural, economic, and workforce development opportunities that meet the diverse needs of the communities it serves. CSI prepares students to lead enriched, productive, and responsible lives in a global society.

Vision
College of Southern Idaho shapes the future through its commitment to student success, life-long learning, and community enrichment.

Philosophy
The College of Southern Idaho recognizes all individuals as having value in a democratic society. CSI believes that education is for everyone and at all stages of life: meeting students where they are, helping them with where they want to be, instilling the importance of life-long learning. CSI strives to foster intellectual curiosity, critical thinking, informed engagement, social and civic responsibility, and productive global citizenship.

Purpose
- To provide a program of general education that assists our students in developing the understanding, knowledge, skills, values, and attitudes necessary for effective living in a global society.
- To provide university-parallel curriculum: the first two years of a baccalaureate degree program in preparation for entrance into the junior year of a four-year college or university.
- To provide a program of professional-technical education that prepares students for employment upon successful completion.
- To provide a program of community education for life-long learning.
- To support the social, cultural, and economic development of the region.
- To serve the community by making the college’s human and physical resources available: including facilities and the expertise of the faculty and staff.
- To provide personalized support services to promote the successful achievement of all other institutional purposes.
CSI PRACTICAL NURSING PROGRAM MISSION AND PHILOSOPHY

PN Program Mission Statement
The Practical Nursing Program, being an integral unit of the College of Southern Idaho, educates graduates from diverse populations who: demonstrate knowledge and caring through the nursing process to respond to the holistic needs of individuals in a variety of settings, and interacts professionally with patients, families, and co-workers within the community. The graduate promotes optimum health in a cost-effective manner, as part of a multidisciplinary workforce, and recognizes that learning is a life-long endeavor and necessary component of a globalized society.

PN Program Philosophy Statement
The College of Southern Idaho Practical Nursing Program seeks to educate students using a learner-centered approach. Graduates will be knowledgeable, professional, and caring nurses that will meet the health care needs of a diverse and ever changing community. Through a foundation of evidence-based practice, our program fosters teamwork, ethical practice, leadership, and learning as a life-long process. Using a humanistic approach, faculty seeks to inspire students through positive role modeling and instruction.

Professional/Technical Education Mission Statement
“To provide Idaho’s youth and adults with technical skills, knowledge, and attitudes necessary for successful performance in a highly effective workplace.”

The CSI PN Program faculty supports the mission and philosophy of the college and the program by committing to life-long learning and a belief in educational mobility and accessibility. The CSI PN Program believes in establishing a collaborative and supportive learning environment through developing student-faculty relationships which are based on trust and mutual respect. Nursing faculty believes that learning is an active process that is facilitated by role-modeling and encompassing the students in a variety of clinical, classroom, and simulated settings.

Learning is further enhanced by the use of a variety of teaching methods to accommodate different learning styles and actively engage the student in the teaching/learning process. The CSI PN Program believes that students and faculty are responsible for the outcomes of learning. Nursing education and the practice of nursing are based upon an understanding of the human person which is learned in general education courses. The student nurse builds upon this knowledge in nursing theory and utilizes problem solving to apply concepts and facts to nursing practice in varied clinical settings. The CSI PN Program believes in providing planned nursing experiences to enable the students to achieve learning outcomes and develop clinical competence.
The CSI PN Program is based on the National League for Nursing Competencies Model (NLN 2010) as well as Quality and Safety Education for Nurses (QSEN) competencies for pre-licensure. This framework creates the foundations in which our curriculum is framed, written, and presented to students.

QSEN competencies for pre-licensure are integrated alongside the framework to drive the curriculum to engage the student learner in quality and safety measures as a part of their learning experience. Faculty reviews the curriculum alignment with the framework on an annual basis to ensure current industry trends are aligning with the curriculum.

The PN Program at CSI upholds the core values: caring, communication, clinical reasoning, professionalism, and diversity. These are outlined in this model through carefully created experiences in which the student is engaged in reflection of their values and those of their patients. These core values were developed using current definitions and values from the American Nurses Association (ANA) and National League of Nursing (NLN).

The integrating concepts: context and environment; knowledge and science; personal and professional development; quality and safety; relationship-centered care; and teamwork are woven throughout each program and focus on the integration of the core values into the level of nursing in which students are currently studying. As the student progresses throughout the program, they are encouraged to seek life-long education as they pursue higher levels of nursing. “These apprenticeships offer a set of specific knowledge, understanding, and skills that nurses should become familiar with as they progress in their learning,” (NLN, 2010, 15).

The program outcomes are centered on four broad goals: human flourishing, nursing judgment, professional identity, and spirit of inquiry. These broad goals encompass each specific area of the program and curriculum. “All essential program-specific core nursing practice competencies and course outcomes are subsumed within these four general goals...” (NLN, 2010, 9).
NLN PROGRAM LEARNER OUTCOMES

The following shows the alignment of NLN program learner outcomes to CSI PN Program:

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<th>PRACTICAL NURSING PROGRAMS GRADUATE COMPETENCIES</th>
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<tr>
<td>Human Flourishing</td>
<td>Promote the human dignity, integrity, self-</td>
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<td>determination, and personal growth of patients,</td>
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<td>oneself, and members of the health care team.</td>
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<td>Nursing Judgment</td>
<td>Provide a rationale for judgments used in the</td>
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<td>provision of safe, quality care and for decisions</td>
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<td>that promote the health of patients within a</td>
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<td>family context.</td>
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<td>Professional Identity</td>
<td>Assess how one’s personal strengths and values</td>
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<td>affect one’s identity as a nurse and one’s</td>
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<td>contributions as a member of the healthcare team.</td>
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<tr>
<td>Spirit of Inquiry</td>
<td>Question the basis for nursing actions,</td>
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<td></td>
<td>considering research, evidence, tradition, and</td>
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<td>patient preferences.</td>
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CSI PN PROGRAM ROLE-SPECIFIC GRADUATE COMPETENCIES

The CSI PN Program Role-Specific Graduate Competencies are clear and concise. The competencies state that, at the completion of the CSI PN Program of study, graduates will be able to:

1. Promote the human dignity, integrity, self-determination, and personal growth of patients, oneself, and members of the health care team. [Human Flourishing]

2. Provide a rationale for judgments used in the provision of safe, quality care and for decisions that promote the health of patients within a family context. [Nursing Judgment]

3. Assess how one’s personal strengths and values affect one’s identity as a nurse and one’s contributions as a member of the health care team. [Professional Identity]

4. Question the basis for nursing actions, considering research, evidence, tradition, and patient preferences. [Spirit of Inquiry]
CSI PN PROGRAM GOALS AND OBJECTIVES

CSI PN Program Outcomes
The CSI PN Program has set goals in which objective data is collected from students and collaborative partners after completion of the PN Program. The outcomes are clearly articulated and are as follows:

1. The CSI PN Program will graduate at least 70% of students admitted into the program, within four semesters.
2. The performance of CSI PN students on the Kaplan Comprehensive Predictor Examination will be equal to or greater than the national average of all PN students.
3. The graduates of CSI’s PN Program will have a passing rate for first-time test takers of the National Council Licensure Examination (NCLEX) equal to or greater than the national average.
4. At least 80% of the graduates will be employed in nursing or will be continuing their education, between six months and one year following graduation.
5. At least 80% of employers will express positive satisfaction with the performance of CSI PN graduates, between six months and one year following graduation.
6. At least 80% of graduates will express positive satisfaction with the CSI PN Program of study (instruction, delivery, and content), between six months and one year following graduation.

STANDARDS OF PRACTICE AND EDUCATIONAL COMPETENCIES
The following are the standards of practice and educational competencies upheld from the NLN for graduates of Practical Nursing Programs.

National League for Nursing Practical/Vocational competencies

Human Flourishing
Promote the human dignity, integrity, self-determination, and personal growth of patients, oneself, and members of the health care team.

Nursing Judgment
Provide a rationale for judgments used in the provision of safe, quality care and for decisions that promote the health of patients within a family context.

Professional Identity
Assess how one’s personal strengths and values affect one’s identity as a nurse and one’s contributions as a member of the health care team.

Spirit of Inquiry
Question the basis for nursing actions, considering research, evidence, tradition, and patient preferences.
IDAHO BOARD OF NURSING PROGRAM APPROVAL AND LICENSURE EXPECTATIONS

The Idaho State Board of Nursing reviews nursing education programs periodically to assess for compliance with state rules and to grant program approval. The CSI PN Program is designed to prepare students to meet the nursing education requirements for licensure as a Licensed Practical Nurse (LPN). Our obligation to the Idaho State Board of Nursing is to provide evidence that nursing students are evaluated for competence on specific nursing abilities. Nursing ability in this instance is defined as the skill and judgment necessary to perform nursing actions safely.

To comply with the Idaho State Board of Nursing requirement for evaluation of nursing abilities, the CSI PN Program incorporates the nursing abilities in classroom and/or clinical settings. These abilities are required for successful completion of the course. Each student must satisfactorily pass each nursing requirement associated with the assigned course to demonstrate successful course completion and program progression.

To view the Idaho Statute concerning Nursing Education Program approval, please visit the following web address: http://www.legislature.idaho.gov/idstat/Title54/T54CH14SECT54-1406.htm.

To view the Idaho Statute concerning the licensing requirements for Licensed Practical Nurses in the State of Idaho, please visit the following web address: http://www.legislature.idaho.gov/idstat/Title54/T54CH14SECT54-1407.htm.

The CSI PN Program prepares students to take the National Council Licensure Examination Practical Nurses (NCLEX-PN) upon successful completion of classroom and clinical coursework. Curriculum is based on an 11-month (3 semesters) program. Students are admitted to the PN program in the Fall or Spring semesters.

After successful completion of required pre-requisites, students are eligible to apply for acceptance into the PN Program. Acceptance into the PN Program is dependent upon meeting the admission criteria and available space. Admission criteria are covered in section III.

Clinical experiences are scheduled in long-term care, acute care, ambulatory care, assisted living, and simulation settings. These sites offer students experiences with patients across the life-span.

Program information is available on the college website at: http://hshs.csi.edu/practical_nursing.
SECTION II – GENERAL POLICIES AND INFORMATION
DATA PRACTICES AND INFORMED CONSENT

Health information collected is private data. Facilities may impose certain requirements regarding the health of persons working in their facilities and may require that health information about students in clinical courses be made available to them. The CSI PN Program may ask students to provide this health information to determine whether the student meets a clinical site’s health requirements for care providers.

Students are not legally required to provide this information to the college. However, refusal to provide the information requested could mean that a clinical site may refuse to accept the student at its facility. The PN Program does not guarantee an alternative facility placement. If no alternative clinical placement is available, the student cannot fulfill the clinical requirements of the program and will be unable to progress in the CSI PN Program.

Clinical Sites

An integral part of a nursing program is student participation in clinical experience. In these experiences, students care for patients and residents at a variety of health care facilities within an approximately 100 mile radius from the campus site. The CSI PN Program contracts with local and regional health care facilities to provide these experiences. These experiences are scheduled at many different locations and may occur at varied times due to clinical site availability. Students are responsible for arranging their own transportation to and from the clinical site.

Clinical seats are limited and there is no guarantee that a student may change to an alternative clinical site. In order to revise a clinical site, the student must submit a written request to the PN Program Manager outlining the specific reasons for the revision. Written requests must be reviewed at least two weeks prior to the start of the clinical course.

Students may be reassigned to other clinical course sections at any time, at the discretion of the PN Program Manager. Students whose clinical sections are reassigned will be notified as soon as possible.
CLINICAL REQUIREMENTS

In order to participate in clinical experiences, students are required to submit the following items:

1. Background Study
2. Immunization Records
3. Name and Date of Birth
4. Liability Insurance
5. Authorization for Release of Information
6. CPR for Healthcare Providers
7. Health Insurance, Major Medical Policy

**Health care facilities’ regulations require the above information. Individual clinical sites may require additional information.**

_Nursing students are required to have their Medical Exam Form, Dental Exam Form, Mantoux Verification, and Immunization Verification forms completed, signed by a licensed health care provider. In addition, a copy of the student’s current CPR for Healthcare Providers or Professional Rescuer card must also be on file. These documents must be submitted to the Immunization Tracker and be approved before a student may register and attend program courses as outlined in the acceptance letter. Students admitted on a last-minute basis will be given a deadline to complete program requirements by the Program Manager._

Criminal Background Check

Idaho State law requires that any person who has direct contact with patients and residents at health care facilities licensed by the state Department of Health and Welfare must have a criminal background check completed. Results of the background check are to be on file in the department of nursing before students begin their clinical experiences. **Any student who does not pass (cleared with no disqualifications set aside) the criminal background check will not be permitted to participate in clinical experiences, thereby rendering the individual ineligible to progress in the nursing program.**

Extended state and federal background checks may be required by individual clinical sites. If the student refuses to cooperate with the criminal background check, the clinical facility will refuse to allow clinical experience participation. The CSI PN Program does not guarantee an alternative facility placement. If no alternative clinical placement is available, the student cannot fulfill the clinical requirements of the program and, therefore, is unable to progress.

Students having questions about the process or results should direct questions to the PN Program Manager or the Idaho State Board of Nursing.

The CSI PN Program reserves the right to run criminal background checks at any time during the course of the PN Nursing Program, should information be brought forward indicating that the student’s background check would no longer be cleared. The Program Manager will contact the student to complete another background check.
Students must remain in good legal standing before, during, and after completing the clinical portions of the PN Program. If there is an incident that could potentially deem any student inappropriate for clinical practicum, it is the legal and ethical responsibility of the student to report potential issues to the clinical instructor or Program Manager immediately.

If, at any time during the PN Program, a student is determined to be in violation of the law, and a recheck of the criminal background study finds the student to be ineligible to provide direct patient contact, the student will be exited from the program. In addition, administration reserves the right to evaluate any current charges and/or convictions. If administration deems that further action is necessary, it will be handled on an individual basis.

**Immunization Records**

A completed immunization form must be on file prior to beginning any clinical experience. These forms will be provided to students accepted into the programs. If a student fails to provide the required immunization data, the clinical site may refuse to accept the student at its facility. This includes students who are conscientious objectors to immunizations. The CSI PN Program does not guarantee an alternative facility placement. If no alternative clinical placement is available, the student cannot fulfill the clinical requirements of the program and, therefore, is unable to progress in the program. It is the student’s responsibility to update and maintain current status as notified by the immunization tracker. Student’s that do not maintain immunization records will not be permitted to go to clinical and excessive clinical absences may result in the student being withdrawn from the PN Program.

**Hepatitis B Vaccinations**

Students must complete the Hepatitis B Series or show compliance with an acceptable titer.

**Name and Date of Birth**

Clinical facilities may request the name and date of birth of students who have been admitted into the practical nursing program. Clinical agencies may review this information to assign identification for computer access at their facilities.

**Liability Insurance**

Nursing liability insurance is required. The cost of this insurance is covered by course tuition. Liability insurance does not cover in the case of personal injury or illness.

**Physical, Cognitive, and Psychosocial Requirements**

In order to provide safe and competent care for ill and vulnerable patients, and meet the psychomotor and cognitive objectives of a clinical course, students participating in clinical experiences must meet the physical, cognitive, and psychosocial requirements as guided by the Idaho State Board of Nursing.

All students are required to have a medical form completed by a licensed medical provider. A completed physical exam form must be on file prior to beginning of any clinical experience. This form will be provided to students in the admission packet.

The information contained in student health records is considered confidential. Some facilities may impose certain requirements regarding the health of persons working in their facilities and may require that health information about students in clinical site programs be made available to them. The college may ask students to provide health information which will be used to determine whether a student meets a clinical site’s health requirements for care providers. Failure
to have the required physical exam completed, a clinical site may refuse to accept the student at its facility. The CSI PN Program does not guarantee an alternative facility placement. If no alternative clinical placement is available, the student cannot fulfill the clinical requirements of the program and therefore is unable to progress in the PN Program.

If a student has a physical or cognitive limitation, he/she should contact the college disability counselor prior to the start of the academic school year to explore services available to them.

Reasonable Accommodations

There are conditions for which reasonable accommodations may be appropriate under the Americans with Disabilities Act. The PN Program will make all reasonable accommodations required by law for qualified individuals. All students are, however, required to perform at a safe level in all areas required for completion of the nursing program. Individuals who have any disability, either permanent or temporary, which may affect their ability to perform in nursing, must contact the CSI Disabilities office at the start of the program.

Additional Costs

At times in the program, additional costs will occur for which the students will need to plan. These may include:

1. Costs of supplies for presentations, small projects, or other group projects.
2. Costs associated with travel to and from clinical and school (gas and associated car maintenance and repairs).
3. Uniforms and shoes.
4. And other minimal costs associated with coursework.

If financial hardship prevents students from being able to incur these costs, the student should meet with the PN Program Manager for appropriate financial referrals.

Authorization for the Release of Student Information

Students are required to sign an authorization for the release of information to clinical agencies. Copies of the authorization is kept in the student’s nursing file and available for agencies to review, if requested.

CPR for the Healthcare Provider

Students in the nursing program must successfully complete a CPR course prior to admission to the PN Program. Current CPR certification is required while enrolled in the program and valid through completion of the program. The student must complete the American Heart Association (AHA) Adult and Child CPR certification offered by the local hospital, Red Cross, and community college. A copy of the student CPR card must be on file in the immunization tracker and remain current through completion of the PN Program.

Health Insurance

Health insurance is required throughout the student’s enrollment in the CSI PN Program. There are no restrictions on deductible or coverage as long as the policy is a major medical policy. Representatives from various insurance vendors are invited to orientation to facilitate the purchase of health insurance by students.
Name Tags

The CSI PN Program student identification badges are a required piece of the uniform to be worn during all clinical experiences. Students are required to purchase two badges and the badges are to be worn back to back as to be visible at all times. Students may obtain the badges by appointment in the HSHS office.

Personal Health Risks

Nursing students have learning experiences in health care facilities and provide nursing care for clients who are ill. It is likely that clinical experiences will include caring for clients with infectious diseases. It is the responsibility of the student nurse to meet the health requirements and to practice universal precautions (taught prior to clinical learning experiences) to minimize the risks to one’s personal health. By enrolling in the nursing program, the student acknowledges the risks.

Email and Technology

Eaglemail will be used as the form of official communication (….@eaglemail.csi.edu). The PN Program faculty receives and reads emails sent to their CSI accounts on a regular basis for official communications, potential course updates, assignments, etc. from college staff and/or nursing faculty. Students are responsible for information sent to them via their CSI email account. Please be reminded that email is considered to be part of professional and appropriate communication between faculty, administration, and fellow peers. Unprofessional or inappropriate use of this is in violation of the PN Program Student Handbook.

Students will be required to use computer technology in the PN Program. Many nursing courses use some component of the Blackboard Learning System, a web-based instruction management system. Nursing courses may be web-enhanced. It is the students’ responsibility to check the Blackboard site on a regular basis for course information.

It is required that students have access to a computer, printer, and the internet in order to meet the academic demands of the nursing program. At a minimum, computers should be equipped with Word, Adobe Acrobat Reader, and Microsoft Office. Computers and printers are available for student use in the HSHS building as well as in various locations on campus. Students requiring assistance with computer-related concerns should contact the HELP Desk at 208.732.6311.

Food and Beverages

The general consumption of food is prohibited in lab settings. If beverages are consumed, they must be in containers that can be securely closed. Exceptions to this policy will be included at the instructor’s discretion.

Worker’s Compensation

For purposes of Worker’s Compensation Insurance, the position of the clinical facilities and CSI is that, as a nursing student, one is not an employee of either the clinical facilities to which the student is assigned or the college.

Clinical Contract

It is the policy of the PN Program that a student may be placed under contract if certain violations occur in the clinical setting (on or off campus). These violations include, but are not limited to:

- Breach of confidentiality (HIPAA)
- Disrespectful behavior to staff, faculty, patient(s), or students
• Inappropriate or unprofessional behavior
• Tardiness, excessive absences, no-call/no-show
• Lack of preparation for clinical
• Compromised patient safety

• Demonstration of lack of integrity
• Incomplete or erroneous documentation
• Inability to provide patient care in an organized, effective manner

Any and all violations will be documented and managed on an individual basis. If a student incurs a violation, the student will meet with faculty and the PN Program Manager to discuss the situation. Following discussion, it will be determined if a corrective action plan or dismissal from the program is warranted. Students have a right to appeal disciplinary action regarding student conduct violations.
SECTION III – ADMISSION STANDARDS FOR THE PRACTICAL NURSING PROGRAM
ADMISSION STANDARDS

In addition to CSI admission requirements, students must complete the application process to the PN Program. The application guidelines and requirements, as well as the application deadlines can be found on the PN Program website http://hshs.csi.edu/practical_nursing. Once all preliminary requirements are met and the student receives official acceptance, the student is then eligible to begin the Practical Nursing courses.

Acceptance into the PN Program is based on a point system which is detailed after students enroll on the PN Trak© at https://www.csi.edu/trak/pn/default.aspx. Prerequisites for the PN Program include general education mathematics and English 101 with a minimum of ‘C’ grade. Additionally, students must have a proficient or higher score on the TEAS V examination.

The College of Southern Idaho PN Program subscribes to the policy of providing equal educational and employment opportunities, services, and benefits to students and employees without regard to age, race, color, national origin, sex, religion, and/or disability, in accordance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, and all other state and federal non-discrimination statutes. Appropriate consideration shall be given to veterans in accordance with applicable state and federal laws and regulations.

Acceptance Process

The CSI PN Program has limited space in its nursing program. Every effort is made to allow students to progress in a timely fashion. There are certain criteria each student must meet. Students are scored on a points system which is available after registering for the PN Trak© at: https://www.csi.edu/trak/pn/default.aspx and must have a proficient TEAS V score. Applicants who are qualified but not accepted for admission into the PN Program are placed on a waiting list based on the above criteria. If spaces become available, applicants from the waiting list will be granted admission. The waiting list carries over from year to year.

Admitting Sequence

Students will be admitted in the following order:

1. Deferral students will be offered places in the PN Program initially. If places remain,
2. Students on the waiting list will be offered places in the PN Program. If places remain,
3. New applicants will be offered places in the PN Program until the course is full.

After Application

Applicants will be notified of their admission status within the first month after the application deadline. Applicants who have been selected for admission to the PN Program will be sent a letter of acceptance of which the student must sign and return to the PN Program manager by the date designated in the letter.

After Acceptance

Upon acceptance into the program, students will be informed of the time and date of a mandatory orientation session. Students who fail to attend the orientation session will forfeit his/her place and the next individual on the waiting list will be granted admission into the PN Program. The student that has been dropped because of a no show to orientation
may be placed at the bottom of the waiting list if they choose to remain a candidate for the PN Program. Attendance at the orientation session may be waived with prior permission from the PN Program manager for extenuating circumstances only.

**Advanced Placement from another Program**

Students who were unsuccessful in the Associate Degree Program at CSI have the opportunity to advance place in the PN Program. The student must meet the PN Program requirements and complete the readmission paperwork. Advanced placement is based on space availability and students may be placed on the waiting list to enter the PN Program at the next available opportunity. Advance placement students will adhere to PN Program requirements which mandate different textbooks, uniform, and program policies and procedures.

**PROGRESSION IN THE PROGRAM**

A student must earn a minimum grade of “C” (70%) in each nursing course in order to progress in the PN Program sequence. Each student is expected to track his/her own academic progress throughout each semester. Academic counseling is available. The PN faculty will work with students and/or provide referral if needed for academic counseling. Refer to individual instructor course syllabus and schedule for details.

**Procedures for Repeating Failed or Withdrawn Courses**

Students are allowed to repeat a semester one time during the entire PN Program. If a student is not successful on the repeat attempt, the student will not be allowed to continue enrollment in the PN Program and will not be eligible to enroll in future admissions to the PN Program. Students who withdraw and have at least a 70% average in assignments and examinations will not be subject to this policy but may be reviewed by PN Faculty. Students that do not have a 70% average in written assignments and examinations who withdraw will be treated the same as a student who is unsuccessful in a particular semester at PN Faculty discretion.

**Theory/Lab Courses**

It is possible for a nursing student to drop from a theory course within the first Friday of the semester and not receive “W”.

**Progression**

Courses in the nursing curriculum are sequential, i.e. successful completion of first semester nursing courses is required before a student can progress to second semester courses and so on. Courses may or may not be offered in the next semester and students may have to wait a significant time period before repeating a semester. In the event the student is out of the program for longer than two semesters, the student will restart the program in the first (Fundamental) semester. Therefore, students who have not successfully passed (below a “C”), failed, or withdrawn from a nursing course(s) may not register for practical nursing course(s) the following semester(s) without permission and meeting with the program manager. Options for progression in the PN Program as a result of course failure or withdrawal will be provided to the student by the PN Program Manager after grades have been calculated and failure has been determined by the course instructor.

If a student has been unsuccessful in a nursing course(s) or has withdrawn from a course(s) because of academic, personal, or medical issues, the student must meet with the PN Program Manager. All readmission forms may be obtained from the program manager. Students will be required to complete documentation that identifies mechanisms
that have been put in place to enhance the probability of success in the PN Program. This meeting will document the student’s course of action and future.

Students may repeat nursing courses on a space-available basis. Students who have failed or withdrawn from a course(s) must repeat the entire course with clinical obligations and may be required to audit courses associated with the failed course.

**Program Advising and Planning**

Students are encouraged to meet each semester with the PN Program Manager to arrange or review the course schedule and obtain updated or necessary program information. If the student is not taking classes in the PN Program during a semester, it is the responsibility of the student to maintain contact with the PN Program manager so as to receive critical information prior to the following semester. If a student should drop or withdraw from a course during the semester, it is essential that the PN Program manager be consulted. This will change the sequence and progression through the program. Conferring with the PN Program Manager allows for a smoother progression. Readmission to the PN Program is based on space availability.

**Registration Procedures**

All nursing classes have controlled registration. Only students admitted to the nursing program will be allowed to register for nursing classes. Students must obtain the PN Program registration form from the PN Program Manager.
SECTION IV – PN PROGRAM POLICIES AND PROCEDURES
EVALUATION CRITERIA

Classroom Evaluation Criteria

The following is the grading scale that is used for all courses in the PN Program:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90.0% to 100%</td>
</tr>
<tr>
<td>B</td>
<td>80.0% to 89.9%</td>
</tr>
<tr>
<td>C</td>
<td>70.0% to 79.9%</td>
</tr>
<tr>
<td>D</td>
<td>60.0% to 69.9%</td>
</tr>
<tr>
<td>F</td>
<td>59.9% and below</td>
</tr>
</tbody>
</table>

Theory Grades

Tests and quizzes will be graded according to the number of correct answers (no grade will be computed on the “curve” basis). Each course’s theory grades are averaged and 70% or better is required in order for progression in the program. Satisfactory (S) in clinical experience is required for progression, REGARDLESS of theory grades. In other words—to progress in the Practical Nursing Program, a student must achieve 70% or better in theory AND satisfactory (S) in clinical. Grades are not rounded for any reason. For example: a 69.99 is a “D”.

Final theory grades follow a three-step process:

1. Tests and final examination must average 70% or greater in order to progress.
2. Written work must average 70% or higher in order to progress.

Having achieved steps one and two the final grade is based on step three.

3. Quizzes 10%
   Tests and Final Examination 75%
   Assigned written work, written/oral reports, videos 15%

A grade of “C” (70%) is required for successful completion of each pre-requisite, co-requisite, and program courses.

Tests, Quizzes, Written Work

Quizzes, oral and/or written, will be given as determined by the instructor, usually with NO advance notice.

Testing may be written or computer generated scheduled with advance notice at instructor’s discretion.

1. For those questions that are to be answered on a Scantron sheet, only the answers on the Scantron sheet will be accepted.
2. In the event of a pre-approved absence, a scheduled quiz may be made up on the first day of return to class (theory or clinical). A non-scheduled quiz may not be made up. If a student fails to notify the instructor of an absence (for any reason) on the day of the scheduled quiz, the quiz may be taken on the first day of return to class (theory or clinical). Seventy five percent (75%) of the earned score will be recorded.
3. If a student notifies the instructor of an absence on the day of a scheduled TEST, prior to administration of the TEST, the TEST may be retaken on the first day of return to class. The earned score will be recorded.

4. If a student fails to notify the instructor of an absence (for any reason) on the day of a scheduled TEST, the test may be taken on the first day of returning to class (theory or clinical) and seventy-five percent (75%) of the earned score will be recorded.

5. If the student fails to communicate with the instructor, for alternative testing on the next scheduled day of class, a grade of zero may be recorded.

6. Students who have concerns related to a particular test/quiz question may submit that concern, in writing, to the PN Program faculty at the NEXT scheduled PN faculty meeting following the test or quiz. After reviewing the question for validity and accuracy, the decision of the PN faculty team related to the question(s) will be final and will be communicated to the students via Blackboard or email.

**Please always have a backup plan for daycare, transportation, and work.**

**Late Submission of Major Written Assignments**

**MAJOR WRITTEN ASSIGNMENTS (e.g. CARE PLANS, TEACHING PLANS, & CONCEPT MAPS) NOT SUBMITTED BY THE DUE DATE/TIME WILL BE GIVEN AN ADDITIONAL 24HR WINDOW WITHIN WHICH TO SUBMIT THE LATE ASSIGNMENT. IF THE ASSIGNMENT IS SUBMITTED WITHIN THE LATE 24HR WINDOW, 75% OF THE EARNED GRADE WILL BE AWARDED. MAJOR WRITTEN ASSIGNMENTS NOT SUBMITTED WITHIN 24HRS AFTER ORIGINAL DUE DATE/TIME WILL RECEIVE A GRADE OF ZERO.**

All assignments must be written and presented according to professional writing standards using American Psychological Association (APA) format. In general, the following is expected:

A. Free from spelling, grammatical, and punctuation errors

B. Double spaced, computer generated, and stapled if hard copies are required

C. No frayed edges

D. Electronic submissions are preferred

E. Only original copies are accepted

F. Follows HIPAA regulations

G. A non-scheduled written assignment may NOT be made up.

H. Assignments are to be handed in by Monday, 8 am, unless otherwise designated by instructor.

I. It is the responsibility of the student to maintain a copy of the original paper. If a paper is inadvertently misplaced, the student has 24 hours to replace any written work requested by the instructor from the time of request.

J. If the student receives a failing grade, “D” or lower, on a major written assignment (Teaching plan, concept map, & care plan), an unmarked copy of the assignment will be given to another instructor for grading. The grade assessed by the second instructor will stand as the final grade for the written assignment.
Dosage Calculation
The student must successfully complete a dosage calculation exam, in the first semester of the program, at a 90% level or higher. The student will be afforded three (3) attempts in which to accomplish the 90% requirement. A remediation process will be initiated after each failed attempt. Should the student not pass the dosage calculation examination at a 90% or higher level after remediation and completion of the third examination, a final grade will not be calculated and the student will be required to withdraw from the program.

Simulation in Health Care Education
Simulation will be utilized within nursing theory classes and clinical courses to evaluate and maintain skills and theories taught.

Written Evaluation (Exams or Quizzes) Criteria
Information regarding evaluation criteria for Exams and/or Quizzes will be detailed on course syllabi or schedules.

Project and Assignment Evaluation Criteria
Information regarding evaluation criteria for projects and assignments will be detailed on course syllabi, schedules, or individual assignments/projects. (Refer to Late submission of major written assignments)

Skills Laboratory Evaluation Criteria
Clinical skills are practiced on campus. Skill competencies will be evaluated utilizing various methods. Some skill demonstrations require video recording and electronic submission. Students will be notified of competency requirements prior to skill evaluation.

Students will have available open lab times to practice skills. Hours may vary due to room availability and staffing.

All skills learned and evaluated in coursework are expected to be maintained throughout the program even after the course has already been successfully completed. Periodic testing of these skills will occur throughout the program in clinical and simulation. These skill competency performances ensure safety of the patients as the student progresses through the program.

Students must remediate any/all evaluated skills in which they fail to demonstrate competency. Students who complete remediation and are still unable to demonstrate continued competency will NOT be allowed to continue in coursework (Lab, Theory, Clinical) and will be asked to withdraw from the PN Program.

Clinical Evaluation Criteria
Clinical grades are: Exceeds Expectations (E), Satisfactory (S), Unsatisfactory (U), and Non-Applicable (NA). These will include competence in meeting and performing all clinical objectives. Clinical evaluations will be completed at the end of each clinical rotation.

Students must satisfactorily complete all previous clinical experiences in order to progress to their preceptorship experience.
Graduation Requirements
1. Complete required program plan credits in the PN Program with a minimum of “C” (70%) grade in each course.
2. Evidence of satisfactorily completing student clinical activities in clinical settings with clients across the lifespan.

Advisory Notices
The purpose of an advisory notice is to inform the student of his/her status in theory and/or clinical learning if a problem exists and to provide a means of communication between student and instructor.

An advisory notice may be sent when:
1. Two or more assignments have not been completed as specified.
2. There are excess absences in clinical and/or classroom.
3. There is a persistent below 70% test and/or written grade average.
4. Written clinical assignments are unsatisfactory.
5. Clinical performance and/or behavior is unsatisfactory.
6. Or, in the event that an instructor believes the student should be informed related to any area of concern.

Ongoing evaluation of student’s safe and competent practice is completed at various intervals.

Any deficiencies may result in:
1. Meeting between the student and at least two (2) faculty members.
2. The results of this meeting will be documented, which may result in a contractual agreement.
3. Persistent deficiencies or failures to comply with the contractual agreement will result in dismissal from the program.
4. Follow-up will be evidenced by student documentation of compliance with contract.

Remediation for Deficiencies
When the faculty identifies that a student's clinical/lab performance is less than satisfactory, every effort is made to facilitate student remediation.

When the faculty identifies that a student is having difficulties in any area of the Program, the faculty will recommend to the PN Program Director that this student be placed on contract and the expectations of the faculty clearly defined in writing.

Contractual Agreements
Within a semester a student who demonstrates minimal success indicating weakness in a certain area or certain areas of learning will be evaluated on an individual basis. The student may be given the opportunity to enter into a written contractual agreement with the instructor and PN Program Director to pursue recommendations for strengthening identified areas of weakness. These may include but are not limited to:

1. Study Skills classes.
2. Additional audio-visual material.


4. Written tests.

5. Learning time with clinical lab facilitator and/or peer tutor.

The student is responsible for implementing the plan of correction and reviewing it with the PN instructors for mutual ongoing evaluation and implementation. Thus, the Practical Nursing Student is given varied opportunities to successfully complete all components of the Practical Nursing Program.
CLINICAL

Regular attendance in the classroom, lab, and clinical settings is essential to ensure that the students have acquired the necessary knowledge and skills to be successful in practice. Students are held to the same professional standards as those expected within the work environment. Therefore, students are expected to arrive on time to all classes (theory, lab, and clinical). If a student anticipates that he/she will miss a classroom or clinical experience, the student must notify the instructor in advance. Recurring absences and tardiness will be reviewed by faculty and may result in a contractual agreement between the student and PN faculty. Students may miss two (2) Practice lab days in semester 1 (Fundamentals) and two (2) clinical days total for the second and third semester combined. If a student misses a third clinical day (or Practice lab), the student will be required to petition the PN Program for continuation in the program. The petition for continuation in the program is listed in the forms section of the handbook.

**Please always have a backup plan for daycare, transportation, and work.**

**Pregnancy**

In the event of pregnancy, a student may continue in the program:

1. Provided she is receiving medical care and is able to function according to the expectations of a student at that level.

2. As soon as the state of pregnancy is determined, the student must present to the PN Program Manager a physician’s statement of approval to continue in the program and will be responsible for informing each instructor of her pregnancy status.

3. A statement must be written and signed by the student absolving the College from any responsibility for the safety and welfare of the unborn baby. This is done at the time of submission of the letter from the physician.

4. The student must be aware of the program’s policy on absences.

5. Students are required to present physician’s statement of permission to function in clinical area following delivery.

Students must meet all course objectives to pass the course. Please note that there may be restrictions that prevent course continuation. This will be addressed on an individual basis.

**Classroom and Lab Attendance**

On-time presence, preparedness and meeting deadlines are key factors in career success. The student, knowing in advance that he/she will not be in class when a test is being administered or when an assignment is due, must notify the instructor prior to class. Students may not miss more than two times the credit hours of class. For example, if a class is five credit hours, a student may not miss more than 10 hours of class. If a student accumulates more than two absences in the Fundamentals of Nursing Practice Labs or clinical sites, the student must petition the faculty to remain in the program. **Three tardies, or leaving class early, will be counted as an absence.** If a student is absent from Fundamental Practice Labs, the student is responsible for making arrangements with the Practice Lab instructor for satisfactory completion of the learning experience process within two weeks of the date of absence. The required assignment for missed Practice Lab includes:
1. Meeting with the Practice Lab instructor (the student MUST arrange for this meeting).

2. Satisfactorily completing required assignments and/or demonstrations within two weeks of the missed Practice Lab.

Clinical experience at clinical facilities as well as labs are carefully planned for, arranged and supervised by the faculty to meet each student’s individual learning needs. Each student will be given every opportunity to meet all the required lab/clinical experience objectives.

Clinical Absences

Students are allowed two (2) Practice lab absences in NURP 106. After completing NURP 106, students will be allowed only two (2) total clinical absences for the remainder of the program.

1. Clinical/Practice Lab absences will be clearly documented.

2. If a student is unable to attend a clinical/practice lab, the student (not a peer) must notify the instructor and the clinical facility, if applicable, as soon as possible. Failure to call (prior to reporting time) may result in a No Call/No Show and student will be placed under contract for clinical attendance.

3. Arriving late, or leaving early, to any clinical experience will be documented as an absence.

4. Students missing more than two (2) clinical experiences must petition faculty to continue in the program by completing the Request for Waiver of Clinical/Lab Absence Policy (located in the “Forms” section), before the next clinical date.
CLINICAL EXPERIENCE, RESPONSIBILITIES, & UNIFORM

Attendance at each clinical orientation is required. Exceptions may be made at the Instructor’s discretion. Students arriving late to orientation will be given an absence but will be required to stay for orientation.

Clinical experiences occur in a variety of settings in and outside of the Twin Falls area. A reliable means of transportation is required. Gas, car repairs, car insurance, etc. are the responsibility of the student. If the student is having financial concerns, they may contact the PN Program Manager for resources that may be available.

Clinical experiences may be scheduled day, evening, night, and weekend hours, depending on program progression and clinical site availability. A flexible schedule is necessary.

Uniforms and school identification are required in all school-related settings. This includes, but is not limited to, clinical sites, on-campus lab settings, volunteer settings, etc. Clinical partners prohibit body art such as tattoos, piercings, etc. Piercings must be removed with the exception of small studs in the ears. Tattoos must be completely covered.

Most facilities are non-smoking, including the parking lot and the college campus. Clients, patients, cohorts, staff, etc., may be sensitive to odors, especially that of tobacco. No smoking is allowed during clinical rotations or on the college campus.

Many of our clinical partners (and our nursing labs) are “Scent Free” facilities. This means that no odor is to be present on the student or faculty. Scents include: clothing or hair that smells of smoke (tobacco or wood smoke), perfume, colognes, scented body lotions, scented powders, body odor, breath odor (tobacco or halitosis), or scented hair products. Students may be asked to leave the clinical site if odor is present, which will result in a clinical absence.

Use of electronic devices will be addressed in course syllabi, orientation, and/or clinical coursework.

Examples of appropriate appearance

- Black scrub pants and Caribbean Blue scrub tops clean, free of stains, wrinkles, and odor.
- CSI PN patch applied to uniform top 2” below left shoulder
- Stretch pants, sweat pants, shorts, jeans, or tight fitting clothing is not acceptable.
- Skirts must be knee length.
- Uniform material must be thick and long enough to not show underclothing or skin.
- Students may be required to wear a black or white shirt under their uniform top to preserve modesty.
- Black shoes clean and polished with non-skid soles. No clogs, open-toe shoes, or open-back shoes. If tennis shoes are worn, they must be completely black.
- Dark blue or black socks.
- Two (2) nursing identification badges, visible with the student name and photo from both sides.
- Bandage scissors, stethoscope, hemostat, and black pen.
• A white or teal blue cardigan sweater or lab coat is permissible over uniform only if a CSI PN patch is applied to the left shoulder.

• A wrist watch with second hand, a wedding band/engagement ring, religious emblems, and medical alert bracelets are the only acceptable jewelry. If ears are pierced, ONLY small, post-type earrings may be worn. No other body ornaments may be worn at clinical.

• Fingernails will be clean and short; if used, nail polish is to be clear. Artificial nails are not allowed.

• Cosmetics are to be applied in tasteful moderation.

• Hair will be neat and clean; shoulder length and longer hair is to be restrained in a manner appropriate for patient care.

• Men are to be clean shaven or, if wearing beards or mustaches, are to keep them neat and no longer than 2" in length.

• Street clothes are to be worn in the classroom (Except for Practice Lab).

• No gum chewing in the clinical setting.

• Individual facilities may have additional requirements.

Examples of appropriate behavior

• Use of quiet tone of voice throughout health care facility.

• Use designated areas for charting and discussions.

• Display respectful, considerate behavior.

• Place coats, purses, personal items in designated areas.

• Bring text books/references to clinical area.

• Prepared with adequate sleep and nutrition prior to arriving to clinical site.

• Students are not allowed to work, or be on call, within eight hours prior to the start of the clinical shift.

• Abide by HIPAA regulations.

Any behavior or appearance which may impact professionalism, patient safety, or the educational experience (such as lack of sleep, social stress, illness, etc.) as determined by the instructor will be addressed. Consequences will be determined on an individual basis.

Clinical Performance

Students are expected to comply with all CSI PN Program policies as well as the policies of the agencies where clinical experiences are held. It is the student’s responsibility to provide for patients safety during any nursing care. Students are legally responsible for their acts of commission or omission. Any act of unsatisfactory behavior requires an
evaluation conference with the student and the nursing instructor. Additional parties (e.g. nurses, administration, etc) may be consulted.

Unsatisfactory behavior is defined as any behavior that the instructor identifies as unsafe, ineffective, inconsistent, or non-compliant as related to: program or hospital policies, course requirements, and/or clinical competencies.

**Documentation of Clinical and Classroom Performance**

Each nursing course identifies the grading method used to evaluate progression through the course. Grading methods may vary with each course and will be outlined in course syllabi.

To objectively and clearly identify student behavior that may hinder maximum professional growth and competency, documentation of unsatisfactory behavior will occur. Documentation will be reviewed by instructor and student; a copy will be placed in the student file. Faculty believes students benefit from feedback related to performance and/or behavior.

The following is a partial listing of behaviors deemed as unsatisfactory for students in the nursing program:

- Unprofessional behavior (texting, sleeping, talking, etc.) during guest presentations from outside industry partners; these may be on campus or at the clinical facilities.
- Failure to prepare for specified clinical or coursework assignment.
- Any breach of integrity, honesty, or confidentiality.
- Discussion of patient information in a public area.
- Failure to provide for patient physical safety.
- Failure to follow medication procedure.
- Failure to provide psychological safety.
- Failure to be responsible for all assigned care.
- Failure to maintain medical asepsis.
- Failure to obtain supervision from instructor when necessary.
- Failure to utilize therapeutic communication techniques.
- Pattern of using language and mannerisms that may be offensive to others in the clinical or classroom area.
- Failure to notify instructors in case of illness or anticipated tardiness.
- Failure to assess and make adjustments based on their own mental, physical, and emotional ability in the clinical and classroom area such as fatigue or illness.

Situations which require review and that may cause the student to fail the course (or be dismissed from the program) include, but are not limited to:
• When two unsatisfactory incidents occur in the same program cohort.

• When clinical partner staff has expressed grave concern to the instructor regarding a student’s clinical performance.

• When the affiliating agency refuses to allow a student to be present in their facility.

• When an unusual incident occurs, or when a single unsatisfactory behavior is of such magnitude that dismissal from the program is considered.

**Progression in Clinical**

Evidence of passing is required for each course. Students will be required to withdraw from the nursing program for unsatisfactory clinical completion. When the student’s performance is unsatisfactory for the clinical portion of a course, a grade of “D” will be issued for the corresponding theory course. Progression to the next clinical course will not occur.

**Clinical Petition for Readmission**

If a student fails the clinical component of the program, the student has only one opportunity to repeat the program in the semester the failure occurred. Should the student be out of the program for longer than one year of date of exit, the student must restart the program in the Fundamentals course. The appropriate documentation for readmission is available from the PN Program Manager. Re-entry into the program is based on space availability and enrollment in the next cohort may not be guaranteed.
CLINICAL AGENCIES

Cooperating Health Care Facilities providing clinical experience include but are not limited to:

1. SLMVRMC Physician Services-Twin Falls
2. Parke View Rehabilitation and Care Center-Burley
4. Bridgeview Estates-Twin Falls
5. Twin Falls Care Center-Twin Falls
6. Family Health Services-Twin Falls, Buhl, Burley, Rupert
7. River Ridge Care and Rehabilitation-Twin Falls
8. Minidoka Memorial Hospital and Extended Care Facility-Rupert
9. Oak Creek Care and Rehabilitation Center-Kimberly
10. Desert View Care Center-Buhl
11. Mini-Cassia Care Center-Burley
12. North Canyon Medical Center-Gooding
13. Jerome Family Clinic-Jerome
14. Lincoln County Care Center-Shoshone
15. Twin Falls County Jail Adult/Youth Facilities-Twin Falls
16. Various facilities in Southern Idaho
SECTION V – SIMULATION & NURSING SKILL LAB
POLICIES
UTILIZATION OF NURSING SKILL & SIMULATION LABS IN HEALTHCARE EDUCATION

Purpose of Nursing Skill/Simulation Labs
The policies and guidelines established for the CSI PN Program labs have been developed for the following purposes:

- To create a realistic environment for clinical and educational practice.
- To provide safe, clean, and well-maintained environments and equipment.
- To protect and maintain costly equipment.
- To foster and reinforce learning, using simulation technology and related resources.
- To provide hands-on learning experiences specific to course objectives as guided by nursing curriculum.
- To accommodate unique learning needs of students with diverse backgrounds, abilities, and educational experiences.
- To assist with the development of critical thinking skills necessary for health care related fields.

Mission of Nursing Skill and Simulation Labs
We stand firm on the commitment and dedication to our rural communities in which we live and serve. In collaboration with our industry partners, our goal is to educate and prepare nursing students to provide high-quality, safe, accessible, and cost efficient nursing care to individuals across the lifespan. It is with the aid of technology and simulation (in theory courses, campus laboratories, and clinical experiences) that this can be achieved. Simulation encourages learning with the incorporation of different learning styles, use of critical thinking skills, application of leadership opportunities, and collaboration with peers.

Goals of Nursing Lab/Simulation Lab
The use of nursing skill and high-fidelity simulation labs, along with case scenarios, are intended to mimic the clinical setting and complement other teaching and learning approaches in preparing nurses for their role in practice. Their use is designed to help students develop technical, problem-solving, and critical thinking skills. Simulated experiences include environmental factors that make students’ learning realistic and assist in helping students transition from lab, to clinical, to post-graduation work environments.

Simulation used within nursing education offers:

- Realistic client situations that can be reproduced and varied.
- No threat to patient safety with ethical concerns minimized.
- Improved health outcomes for patient safety.
- Enhanced clinical learning and performance utilizing established remediation practices.
• Active learning using simple to complex scenarios.

• Immediate correction of errors that can be discussed immediately.

• Consistent and comparable experiences for all students.

• Promotion of self-evaluation and feedback from peers.

• Fostering of decision making and critical thinking skills.

Strategies within the lab setting that may be employed to assure the highest level of skill performance and readiness include:

• Practice and return demonstration.

• Clinical simulations and case scenarios.

• Debriefing.

• Consistent use of proper medical terminology.

• Application and/or introduction of the nursing process in skill performances.

• Care plans and documentation.

• Computer-assisted instruction.

• Electronic medical records.

• Individualized and additional instruction.

**General Policies of the Nursing Skill and Simulation Labs**

It is the intent of the nursing faculty and administration at CSI to provide a safe learning experience for all students, faculty, staff, and volunteers, partners in education, partners in health care and community partners. The following guidelines maintain safety while using the nursing skill labs and clinical simulation manikins. It is expected that all involved in classroom, clinical laboratory, and clinical environments will adhere to these guidelines. The Simulation Lab Instructor, or designee, will update the contents of this manual as needed. All learners, staff, and faculty will be advised of revisions.

• The term “student” refers to anyone that is utilizing the nursing labs or simulation manikin as a learner or participant in a simulation/lab activity.

• The term “faculty” refers to anyone that is serving in the instructor role.

• No food or drinks are allowed in designated simulation areas.

• CSI is a smoke-free campus. Smoking is not allowed anywhere on campus, including parking lots.
• All electronic devices including, but not limited to, cell phones, camera phones, and video recorders, are to be turned off during simulation unless approved by faculty. These items must be kept in the student’s backpack, coat, or purse and switched to off or silent.

• Students shall report any physical limitations to faculty/instructor as soon as possible so that necessary precautions may be taken. A medical clearance is required before learners with physical injuries, illness, surgery, pregnancy, or communicable disease will be allowed to practice or return demonstration in the nursing skill and simulation lab. It is the responsibility of the faculty to determine whether a learner with physical limitations is capable of safely performing the necessary skills.

• Use of the simulation labs on the CSI campus are coordinated by the simulation lab coordinator.

Access to Lab
No students are to be in the simulation lab without a staff member present. Students may practice skills in the nursing skill lab with proper identification during regular school hours while the room is not in use for classroom activities. Unsupervised or unauthorized learners are not allowed contact with the simulation manikins. Students may NOT perform skills on classmates or others while on the CSI campus without faculty supervision. It is highly recommended that students do not practice skills on or off campus on live beings, as sterility of equipment cannot be verified and is solely intended for use in a classroom setting on manikins.

Attire
Learners will adhere to the following dress code policies:

• Full CSI PN Program clinical uniform attire is required for all scheduled activities in the Nursing Skill/Simulation Lab. Students not dressed in uniform may be asked to leave. The faculty/instructor will give details on expectations of attire for their labs. Exceptions or specifics will be at the discretion of the faculty/instructor.

Conduct and Behavior
All users of the nursing skill or simulation labs will be expected to display professional conduct at all times. This includes no use of foul language, remarks, or behavior that could be considered offensive or unsafe. Students may be dismissed from the nursing program as a result of conduct that is unsafe, unethical, inappropriate, or unprofessional.

All users of the simulation lab must attend an orientation to the lab setting prior to active learning. This will occur with each course that utilizes the simulation lab setting. Learners should be knowledgeable in the care, handling, and proper use of the equipment and simulation manikins prior to using them. Students are responsible for cleaning up after themselves and putting away used equipment. Students must leave an area in the same condition (or better than) they found it.

Inventory and Supplies
Students must purchase practice supply kits prior to beginning the PN Program. Some supplies are provided by the college. Students must return all supplies to their designated place within the lab where found. Many supplies can be reused for practice. Students are responsible for providing their own gloves and supplies for practice in most instances. If supplies are lent to students, students must replace the supply at the next class meeting. NO items are to be removed
from drawers, shelves, or storage unless instructed to do so or permission is given by the instructor, SIM Lab coordinator, or lab assistant.

**Lab and Clinical Requirement Policy**

Students must successfully pass all course and clinical objectives in order to continue forward progression through the PN program. These objectives may be met in the Nursing Skill and Simulation Lab setting or clinical site settings. Students must consistently demonstrate safe and professional performance throughout nursing courses.

**Lab Equipment and Computers**

No equipment, computers, or supplies may be removed from the Simulation Lab or Skills Lab without prior consent from Faculty, Simulation Coordinator, or lab assistant. Any damage to equipment or supplies should be reported immediately to the Simulation Lab Coordinator, Lab Assistant, or Faculty. Students or learners may be held responsible for damaged equipment, so handle it carefully! Students must abide by all CSI Computer Use Policies.

**Lab Preparedness**

All students are expected to come to lab prepared by having read the scheduled lab objectives and assignments prior to the start of the lab periods. They are to have all supplies necessary for the lab in their possession (stethoscope, text(s), watch with second hand, pen, lab kit, etc.). If a student is referred to the lab for additional skill practice, students must read and come prepared to practice skills. If unprepared, students may be asked to leave the lab setting. Unprepared behavior will be documented.

**Manikins**

All learners shall practice proper hand-washing techniques upon entering the labs. This helps to keep manikins and equipment clean and reinforces the habit of hand-washing. Gloves shall be worn by all students during contact with the simulation manikins and/or contact with simulated body fluids. Students will provide their own gloves for usage in the labs. Manikins are to be treated with the same respect as live patients. Any malfunction of the simulation manikins or equipment must be reported immediately to the Simulation Lab Coordinator, Lab Assistant, or Faculty.

**ABSOLUTELY NO MARKERS, NEWSPRINT, OR PENS ARE ALLOWED NEAR THE MANIKINS.** No betadine, iodine, or KY Jelly may be used on or near the manikins. These substances cannot be removed and may damage the manikins.

**Nursing Skill and Simulation Lab Scenarios**

The lab experience is a learning environment. Situations simulated in the lab are to be used as a learning tool and no discussion of the action(s) of fellow students or components of the scenario should take place outside of the lab. Refer to the Confidentiality agreement in the Forms section. A debriefing session will be provided after all simulation experiences. After the debriefing session, students may be asked to complete additional reflection of the experience in simulated charting.

The minimum expectations for all lab experiences include, but are not limited to:

- Introduction of self to your “patient”.
- Use of standard patient identification procedures.
• Use of standard precautions before, during, and after all simulation experiences.

• Demonstration of initial primary observation/assessment and data collection skills.

• Active participation in case scenarios/simulation debriefing.

• Effective communication with interdisciplinary members, family, peers.

• Use of the seven rights of medication administration.

**Personal Belongings**

It is recommended that all users bring only the necessary and required resources into the lab rooms. Space may be limited.

**Safety in Laboratory Settings**

**Physical Safety**

• Students will be instructed in safe patient handling techniques prior to practice and demonstration. Caution should be utilized when practicing lifting skills and should not lift a manikin without assistance.

• The wheels of all equipment (beds, wheelchairs, stretchers, bedside tables, etc.) are to be locked during practice and after use.

• Students are not to sit on the beds, stretchers, or wheelchairs unless practicing a particular skill under supervision.

• Safely use step stools for items out of reach.

• A First Aid Kit is located in the skills lab. If you cannot locate a First Aid Kit and are in need of one, seek Faculty/Staff assistance immediately.

• Fire extinguishers and emergency exits are mapped out and displayed in each room.

• All accidents and injuries must be reported immediately to Faculty, Simulation Lab coordinator, or Lab Assistant. Any student, faculty, or volunteer must complete a college incident report form and submit the form to administrative personnel.

**Hazardous Waste Disposal**

• All sharps used in CSI labs are to be disposed of in the approved receptacles (SHARPS containers) which are located in several areas in each lab and NEVER into the trash.

• If a SHARPS container is full, please notify faculty, simulation lab coordinator, or lab assistant.

• A contracted transporter will dispose of the full SHARPS containers.

• NO trash will be disposed of in the SHARPS containers.
Infection Control

Students will be briefed of standard precautions and transmission specific precautions (droplet, airborne, contact). All equipment, linens, utensils, dressings, etc. that come into contact with a client’s body fluid are considered contaminated and need to be handled accordingly. The following are basic guidelines to follow:

- Wash hands before and after “client” care.
- Use barrier protection (eyewear, masks, gloves, gowns) when indicated.
- Dispose of equipment and other materials appropriately (for example, SHARPS containers).
- Report presence of open lesions or infections to the instructor.
- Universal precautions are to be utilized in all nursing simulation and skills lab procedures at all times.

Latex Warning

CSI attempts to maintain a latex free environment; however, it is imperative that anyone with a latex allergy or severe sensitivities notify the Simulation Lab coordinator, Lab Assistant, or Faculty prior to any activities with the simulation manikins. It should be noted that the laboratory environments may NOT be latex free. Students/Faculty must consult with their own Health Care Provider about allergy risks and treatments. Students are encouraged to purchase latex-free gloves. Faculty and Staff cannot guarantee that all products are latex-free.
GRIEVANCE POLICIES

The College of Southern Idaho is committed to supporting students in and outside the classroom. Grievance Policies exist to ensure students have avenues to voice concerns and address both academic and non-academic matters. In addition to multiple opportunities to appeal college related decisions, grievance policies are detailed below.

Conflict Resolution, Complaints, Grievance Processes and Policy

The Practical Nursing (PN) faculty strive to maintain a safe learning environment conducive to student growth and support towards academic success. A positive, productive learning environment is founded on mutual respect between students and faculty. These relationships can be achieved and maintained when both parties allow for open discussion and active listening.

At times, conflicts between a student and faculty may develop. If a student feels there has been any instance of unfair treatment, lack of communication or a breach of policy they may begin the process of conflict resolution. It is beneficial to resolve conflict as soon as possible. Be advised, if you have an issue/concern, speak to that person first. It is not professional or productive to address concerns to someone else. In fact, faulty/staff not involved will direct the student to the individual/s involved. If the student is not comfortable, they may approach the PN Program Director immediately.

The PN faculty are committed to providing an effective conflict resolution and grievance process. The following principles guide this policy:

- Students will not suffer any form of disadvantage as a result of filing a grievance or an appeal.
- The resolution of nursing student grievances will be handled informally, where possible and appropriate.
- Conflicts and grievances will be resolved confidentially and expeditiously.
- The student’s enrollment may be maintained while the appeal process is ongoing, however this does not entitle a student to enroll in courses for which they are not eligible.****
- Students attending a meeting (associated with resolving their grievance or appeal) may be accompanied by a support person, provided an appropriate FERPA release has been completed. Legal representatives are not considered appropriate support persons.

Students are provided the opportunity to voice concerns without fear of consequence by following the steps outlined in the grievance procedure.

The appropriate “chain of command” is as follows:
Step 1: Prepare to share thoughts, feelings, and issues using clear and specific words. Complete a written, detailed description of the situation and include the outcome desired. A written statement allows the individual to respond to student concerns in an organized, efficient manner to allow development and agreement toward an action plan.

Step 2: Contact faculty/staff and schedule an appointment to discuss the concern. Provide written form.

If resolution does not occur to student’s satisfaction:

Step 3: Student presents complaint, grievance, or conflict (in written form) to the PN Program Director.

If resolution does not occur to student’s satisfaction:

Step 4: Student presents complaint, grievance, or conflict (in written form) the HSHS Department Chair.

If resolution does not occur to student’s satisfaction:

Step 5: Student presents written appeal to the HSHS Academic Dean. The decision of the Dean is final.

Academic Grievances

If a student has a grievance pertaining to a grade appeal or academic impropriety, the student is responsible for initiating the Grade Appeal Process. A full outline of the process is located at:

http://www.csi.edu/forms/Students_Forms/GradeAppealProcess.pdf

Student Disability Services Grievance Procedures

This informal complaint procedure is designed to resolve issues of disability discrimination and/or obstacles to access of services, programs, and activities of the College of Southern Idaho. CSI uses a collaborative approach providing timely and effective intervention to resolve such issues. CSI works to keep the complainant and other key persons central to the resolution, with a focus on achieving a positive change. The procedure for the grievance process, related to student disability, is located at: http://www.csi.edu/Disabilities/students/grievanceProcedures.asp.

Unlawful Discrimination and Harassment

The College of Southern Idaho subscribes to the policy of providing equal educational opportunities without regard to age, race, color, national origin, sex, religion, and/or disability. If a student has a grievance against a faculty member in the PN Program, the student is referred to the Unlawful Discrimination and Harassment link:

Students are encouraged to read and keep handy the CSI Student Handbook which is a written guide to grievance policies. The CSI Student Handbook is located at: http://www.csi.edu/studentHandbook/rightToKnow.asp.

CSI Campus Security

The College of Southern Idaho is committed to providing safe campuses for all students. Currently in place is an Emergency Notification System (RAVE) that provides information relating to an emergency on any CSI campus. This information is delivered electronically and can be received by all phone numbers and internet-equipped computers identified by the student. Registration is automatic when students register and contact information can be customized online (http://www.csi.edu/alert/) as necessary. The Twin Falls campus is also equipped with an Emergency Warning “Siren” that can be heard outside of buildings across campus. In the event of a signal, students arriving on campus should leave, and others should proceed with caution to avoid the emergency area. Students are encouraged to report any emergency (medical, criminal, behavioral, etc.) that is cause for action. Do this by calling 911 regardless of which campus you are on. If you are on the Twin Falls campus, also call Campus Security at 732-6605 after placing the 911 call (the Twin Falls campus has security personnel available 24/7).

Weapons on Campus

An environment of safety and security is critical for educational institutions to cultivate a climate conducive to knowledge and learning. Therefore, this policy prohibits the possession and use of dangerous weapons on CSI property or at CSI sponsored events by students, faculty, staff and visitors except for those persons authorized by state law or campus administration to carry concealed firearms and ammunition. In order to provide a safe and positive campus environment for teaching, learning and working, this policy strongly discourages bringing a firearm onto the CSI campus or events even when permitted by law to do so. (See CSI Operating Policies and Procedures [6.24])

Firearms at Healthcare Facilities

CSI students are not authorized, under state law, to carry a concealed firearm during practicum or clinical hours at St. Luke’s Medical Center or any other healthcare facility.

St. Luke’s (along with all other healthcare facilities) is a separate business entity and has established a strict policy prohibiting dangerous weapons (including firearms) on their premises. This same guidance applies to any private business or organization where CSI students may serve a practicum, clinical or internship.
DRUG AND ALCOHOL POLICY

I. Statement of Purpose

A. The HSHS faculty supports the CSI Student Substance Abuse Policy.

B. Further, agencies providing learning experiences for students require that students be alcohol and illicit drug free, and

C. Patients/clients have a right to be ensured that any CSI HSHS student interacting with them is alcohol and illicit drug free, and

D. HSHS faculty are responsible for assuring that students maintain an environment for clients/patients that allows decisions and procedures to be performed in such a way as to be in the client’s/patient’s best interest, while retaining records and protecting both patient’s/client’s and students’ privacy in accordance with state and federal laws.

II. Policy

E. Policy Criteria:

1. CSI HSHS Department strictly prohibits possession, sale, transfer, attempt to sell or use of illicit/prohibited drugs or alcohol while at a clinical/practicum site as a CSI student. Should any illegal substance be found in the possession of a student at a clinical site, it should be immediately brought to the attention of the designated security authority at the site. Appropriate law enforcement agencies will then be contacted to take possession of the substance and take further legal action as is indicated by the circumstances.

2. Students with a detectable level of prohibited drugs/alcohol in their system will not be permitted to interact with patients/clients. The basis for determining “under the influence” and/or “detectable level” is, for the purposes of this policy, a positive test result for drugs and/or alcohol. A positive result for alcohol shall be .02 concentration or more. Prohibited drugs include both illegal and legal substances, including alcohol or prescription drugs that have not been specifically prescribed, and used as prescribed, by a licensed physician or other health care provider, for specific treatment purposes at that time.

F. Violations of this Policy:

1. Any of the following shall be considered student misconduct and grounds for disciplinary action, including, but not limited to, suspension, a report to administration, or termination from the Program.

   - A confirmed positive drug test and/or positive alcohol test. For the purposes of the alcohol test, a positive result shall be .02 alcohol concentration or more:

   - A student’s refusal to provide a sample or submit for testing: and/or:
• A student adulterates or attempts to alter a sample by adding a foreign substance for the purpose of making the sample more difficult to analyze; or
• The student’s submission of a sample that is not his or her own.

G. **Substance Testing:**

1. To support the objectives of the HSHS Department and this policy, testing for substances may be performed under the following circumstances:

   • Baseline: A baseline drug and/or alcohol test will be done by all students prior to entering designated HSHS programs.

   • Per clinical/practicum agency protocol: All students will follow clinical/practicum agency protocol when at the clinical/practicum site.

   • Random: Random drug and/or alcohol test may be done during the school year by designated HSHS programs.

   • Reasonable Suspicion: A student will be required to submit to a drug and/or alcohol test when at least one designated/trained supervisor has reasonable suspicion to believe that a student is under the influence of drugs and/or alcohol. These beliefs will be based upon specific emotional, physical, behavioral or performance indicators. A second witness, who is a trained supervisor, will either observe the student or concur by telephone with the decision to test. **Both supervisors must concur with the decision to test.**

H. **Reasonable Suspicion Procedure:**

1. The student’s clinical/practicum supervisor will temporarily suspend the student’s ability to interact with patients by removing the student to an area where they must wait safely while the supervisor follows up on the reasonable suspicion documentation and/or testing. If the student chooses to leave and he/she could be a threat to self or others, the law enforcement agency will be informed.

2. The student’s clinical/practicum supervisor will contact his/her supervisor or another trained peer and request their physical presence at the site and assistance in making the decision of whether or not there is reasonable suspicion. If this is not possible, then the concurrence to test will occur by phone and a supervisor/peer will immediately go to the clinical site to relieve the clinical/practicum supervisor in order to facilitate step 5 below. If a second trained supervisor/peer is physically unable to go to the site, then the clinical/practicum will be canceled and the on-site supervisor will continue with the testing procedure.

3. The student’s clinical/practicum supervisor will complete the “Observed Behavior Record-Reasonable Cause” form.
4. If a decision is made to go ahead with student drug/alcohol testing, the supervisor will contact the HSHS Dean or Executive Vice President/Chief Academic Officer, if unable to reach the Dean, informing him or her of the situation.

5. Observing discretion and confidentiality, one of the CSI supervisors or their designee will transport the student to the closest drug testing lab facility. In the case of a closed or unavailable lab facility, he or she will inquire at the site where testing might be done.

6. The instructor will suspend the student from the clinical/practicum site until the results of the test are available. The student is not allowed to drive him or herself home. The supervisor must arrange alternate transportation for the student by contacting a family member if possible, or arranging transportation through other mechanisms, i.e., a taxi service.

7. If the test is positive, the student will be responsible for the cost. If the test is negative, CSI will be responsible for the testing charge.

I. **Right Not to be Tested:**

1. A student does have the right to refuse to be tested. However, refusal to submit to a test is grounds for disciplinary action, including, but not limited to, suspension, being reported to appropriate CSI administrative personnel, and/or dismissal from the HSHS Program. The student is not allowed to drive him or herself home. The supervisor must arrange alternate transportation for the student by contacting a family member if possible, or arranging transportation through other mechanisms, i.e., a taxi service.
FORMS
HANDBOOK

I have read and understand the PN Program Student, Clinical Evaluation, and CSI Student Handbooks. I agree to follow these policies during my enrollment in the PN Program at CSI.

_____________________________________________________________________________________
Signature

_____________________________________________________________________________________
Date

_____________________________________________________________________________________

PARTICIPATION CONSENT

As a student in the PN Program at CSI, I give my consent to receive and to administer the following invasive procedures:

   Physical Assessment
   Blood Glucose Test

_____________________________________________________________________________________
Signature

_____________________________________________________________________________________
Date
POLICY FOR SKILLS CHECK-OFFS

Students will have two opportunities in which to successfully check-off skills. If a student’s performance is less than satisfactory with the first attempt, the student must remediate before the second attempt. After remediation, if the second attempt is a face-to-face check-off, the skill will be performed with both the clinical instructor and another instructor present. If the skill is a video check-off, two instructors will evaluate the student’s video. Each instructor will assign the student a pass/fail and the decision must be agreed upon by both instructors. If, however, there is not a unanimous agreement between the first two instructors, a third instructor will be provided an opportunity to evaluate the student’s performance. The third instructor’s decision will be pass/fail and will stand.

If the second attempt to check-off the skill is unsatisfactory, the student will be asked to withdraw from the program.

This policy applies to face-to-face check-offs with the instructor and video check-offs. The policy does not apply to peer check-offs.

I have read and understand the Policy for Skills Check-Offs.

__________________________________________
Signature

__________________________________________
Printed Name

__________________________________________
Date
VEHICLE LIABILITY INSURANCE FORM

I hereby show, by my signature, that I (driver), passengers, and automobile are covered by liability insurance in an amount at least equal to that required by the laws of the State of Idaho. My signature also indicates that I have a valid driver’s license from the state of which I am a legal resident or the State of Idaho.

_____________________________________________________________________________________
Signature of the Driver

_____________________________________________________________________________________
Date

Should the student not possess a valid driver’s license, an authorized identification card must be presented, along with proof of liability insurance coverage.

My signature indicates that I have a valid form of photo identification and that I am covered by liability insurance in an amount at least equal to that required by the laws of the State of Idaho.

_____________________________________________________________________________________
Signature

_____________________________________________________________________________________
Date
ACKNOWLEDGEMENT OF UNDERSTANDING OF ALCOHOL/DRUG POLICY AND AGREEMENT TO ABIDE BY THE POLICY

I, ______________________________________ (print name) hereby acknowledge that I have read and understand CSI’s HSHS Department Alcohol/Drug Policy for the Clinical/Practicum Site referred to hereafter as the Policy) and acknowledge the following:

I have read the Policy and have had the opportunity to ask questions about the consequences for violating any terms of the Policy.

I understand that my compliance with all terms of the Policy is a condition of my remaining in the HSHS Department Program, and I agree to abide by all terms of the Policy.

I authorize the lab and/or Medical Review Officer or designee retained by CSI to release test result information to the HSHS Dean or his/her designee.

_____________________________________________________________________________________
Student’s Signature

_____________________________________________________________________________________
Date

WITNESSED BY:

COLLEGE OF SOUTHERN IDAHO HSHS DEPARTMENT REPRESENTATIVE

BY______________________________________________________________

DATE________________________________________________________
REQUEST FOR WAIVER OF CLINICAL/EXPERIENCE LAB ABSENCE POLICY

I,_____________________________________________, have been absent from clinical/fundamental lab more than the allotted two days for the following reasons:

1. 

2. 

3. 

I request to return to clinical/fundamental lab and to continue my nursing education.

____________________________________________________________________________________

Student

____________________________________________________________________________________

Date

____________________________________________________________________________________

Instructor

The PN faculty will discuss and vote utilizing the following options:

1. Dismissal from the program

2. Remain, but written contract indicating one additional absence will result in dismissal from the program regardless of the cause.

3. Remain, but additional absence may be cause for dismissal.

A copy of this decision form will be placed in student file.
Result of vote:

1. ____________________________________  4. ____________________________________

2. ____________________________________  5. ____________________________________

3. ____________________________________  6. ____________________________________

Student notified by:

__________________________________________________________________________________

Method

___________________________________________________________________________________

PN Program Manager Signature
CLINICAL CONFIDENTIALITY CONTRACT

In order to uphold nursing’s legal and ethical responsibility to the confidential nature of the data contained in all patient records, electronic, paper, or otherwise, and to prevent unauthorized access to hospital supplies, medications, or information:

I, ____________________________________________________________, will not divulge information about clients and/or their families that I am exposed to as a result of my position as a student. This would include, but is not limited to, information presented in classroom discussions, post-conferences, clinical practice, and agency visits. I may only divulge such information to fellow health care professionals as is necessary and useful to enhance delivery of care and education. I will omit client/agency identification data in all written work. In addition, as a condition to receiving a computer sign-on code and allowed access to a system in any agency, I agree to comply with the following terms and conditions:

1. My sign-on code is equivalent to my LEGAL SIGNATURE and I will not disclose this code to anyone, nor allow anyone to access the system using my sign-on code.

2. I am responsible and accountable for all entries made and all retrievals accessed under my sign-on code, even if such action was made by me or by another due to my intentional or negligent act or omission. Any data available to me will be treated as confidential information.

3. I will not attempt to learn or use another’s sign-on code. I will not use my sign-on code from CSI’s clinical education experience in my personal employment or vice versa.

4. If I have reason to believe that the confidentiality of my sign-on code from my CSI clinical education experience has been compromised, I will immediately inform my clinical instructor.

5. I will not leave a secured computer access application unattended while signed on.

Any breach of confidentiality or unauthorized access is considered unsatisfactory clinical behavior and will result in a meeting with the clinical instructor, Team Leader, and the Program Coordinator or Chairperson and may result in dismissal from the program.

__________________________________________________________________________________
Student Signature

__________________________________________________________________________________
Date       Program