

COLLEGE OF SAINT MARY
DIVISION OF HEALTH PROFESSIONS



**PRE-LICENSURE
BACHELOR OF SCIENCE IN NURSING (BSN)
PROGRAM**

STUDENT MANUAL

2022-2023

COLLEGE OF SAINT MARY
DIVISION OF HEALTH PROFESSIONS

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Welcome Letter

Dear Student,

This manual has been developed to give you easy access to the policies by which decisions are made in the Division of Health Professions, Bachelor of Science in Nursing (BSN) program. These policies will outline requirements and expectations, and answer questions about the BSN program. It is important that you read, understand, and refer to this manual when planning your academic career, making decisions, and have any questions regarding the policy requirements and expectations in the BSN program.

The introductory pages give an overview of the nursing curriculum and philosophy of the BSN program. The manual serves as a guideline for the plan of study and description of the expectations of the program.

When policies are revised and represent significant change, the manual available online will reflect these changes. When changes are made, the most recent manual will supersede all previously distributed versions. The provisions of the BSN Student Manual are not to be regarded as a contract between any student and the College of Saint Mary. Questions about these policies should be addressed to your Academic Advisor. The advisor will then direct you to the Program Director or other members of the faculty as needed. Any questions may come directly to the Program Director if the Academic Advisor is not available.

These policies are in addition to those of College of Saint Mary (CSM) as listed in the Academic College Catalog. Please refer to both documents for policies and procedures that relate to your experience as a BSN student. The college catalog is available at this link: <http://www.csm.edu/academics/catalog>

CSM is closely monitoring the ongoing SARS-CoV-2 (severe acute respiratory syndrome coronavirus 2) pandemic. As the situation continues to change, our top priority remains the health, safety, and well-being of our community both on and off campus.

If there are any questions that arise from your review, please reach out to your advisor or me.

Dr. Christi Glesmann
Program Director, Undergraduate Nursing

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Nursing Program Student Manual Notification

I have been notified that a copy of the Bachelor of Science in Nursing Program Student Manual (containing curriculum material and policies) is located on Canvas – NUR 411 Nursing Community. The BSN Program Student Manual is located within the “Handbooks and Manuals” section.

I attest I have read the policies in full and directed any questions about the policies to my Instructor, Academic Advisor, Program Director, or Associate Dean of the Division of Health Professions.

I understand that I am expected to read and abide by the policies for the duration of my nursing program. My signature indicates my willingness to comply with these regulations as stated in the policy manual.

I understand the provisions of the BSN Student Manual are not to be regarded as a contract between any student and the College of Saint Mary and are subject to change.

Policies are subject to revision. Students are expected to review the handbook at the beginning of each semester to be aware of any policy revisions. Students will be notified via Canvas announcements of any revisions.

An electronic version of this document will be signed and retained within the clinical compliance software.

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Core Performance Standards

College of Saint Mary is committed to inclusivity and to attracting and educating students who will diversify the state and national nursing workforce. Our university core values translate into our work with all students, including those with disabilities. College of Saint Mary actively collaborates with students and faculty to develop innovative ways to ensure accessibility and to help create a respectful, accountable culture through confidential and individualized disability support. College of Saint Mary encourages students with disabilities to disclose and seek accommodations.

The College of Saint Mary BSN program provides the following sample description/examples of core performance standards to inform incoming and enrolled students of the performance abilities and characteristics that are necessary to successfully complete the requirements of the nursing curriculum and provide safe and effective nursing care (*Policy 1.2*). To matriculate (enroll) into the BSN program, the student must meet these core performance standards with or without reasonable accommodations and maintain related satisfactory demonstration of these standards for progression through the program.

Core performance standards for successful completion of program outcomes include the following topics: General Ability, Observational Ability, Communication Ability, Motor Ability, Intellectual-Conceptual Ability, Behavioral and Social Attributes, Ability to Manage Stressful Situations, and Background Check/Drug Screening.

Procedure: The student will be required to sign an attestation form declaring the ability to meet the core performance standards at the time of admission into the nursing program. Additionally, the student will notify the nursing Program Director and the ADA Coordinator with any changes in ability

I attest I have read *Policy 1.2: Core Performance Standards* and declare that I am able to meet the core performance standards as defined in the policy. Any falsification or misrepresentations will be sufficient grounds for my dismissal from the nursing program.

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Student Affiliation Agreement for Health Care Agencies

I, the undersigned, a student enrolled in a Health Professions Program at College of Saint Mary, abide by the policies enforced by the College of Saint Mary and do hereby agree to the following:

1. To be available for clinical activities as schedule between College of Saint Mary and the agency.
2. Student must abide by the rules, regulations, and policies of the agency, which may be updated at any time.
3. To abide by the dress code of the agency.
4. To abide by existing laws and agency policies regarding the confidentiality of all information related to patients/clients, staff, and facility and which prohibits reproduction of any protected health information for purposes of removal from the agency.
5. To follow all safety procedures in force for the agency.
6. To hold the agency harmless for possible losses incurred as a result of accident, injury, or illness that may occur to the student while on affiliation in the agency.
7. To obtain express written permission from both the College and the agency prior to submitting for publication any material obtained as a result of education training.
8. To notify of any termination actions from any possible clinical affiliate to the Program Director to determine eligibility for clinical placement.
9. To safely retain facility identification badges and parking permits as distributed, returning them to CSM at the conclusion of the course/program. Replacement badge and/or parking permit costs will be at the student's expense.

This agreement will be in effect for the duration of the student's enrollment in the CSM BSN program.

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Confidentiality Agreement

In 1996, Congress recognized the need for national patient privacy standards and set a 3-year deadline to enact such protections as part of the “Health Insurance Portability and Accountability Act of 1996” (HIPAA). At your assigned clinical sites, efforts will primarily focus on Title II – which mandates regulations that govern *Privacy, Security, and Electronic Transactions*.

The Privacy Rule, for the first time, creates national standards to protect individuals’ medical records and other protected health information (PHI). PHI includes any information about a person’s condition and anything about the care or payment received for it.

Examples of PHI include: appointments, diagnostic lab results, symptoms, treatments, blood type, procedures, medical records, patient’s bills, procedure coding, and aggregate data which includes patient identifiable information.

All patients have the right to have confidential care provided. No one wants to receive services and have that information be available and/or given to others without a right or a need to know. *It is your responsibility to protect this sensitive personal information.*

Patient confidentiality begins from the moment you receive the first information in regard to a patient. Confidential information should not be discussed with anyone except on a professional need-to-know basis in order to further the delivery of patient care. Releasing confidential patient information, whether intentional or accidental, is in conflict with the professional guidelines of any medical/healthcare entity. This includes, but is not limited to, written information, electronic information, and verbal communication.

I understand that violation of this confidentiality agreement may result in possible fines and civil or criminal penalties under state or federal law, as well as disciplinary or other corrective action, including suspension or dismissal from BSN program at CSM.

This agreement will be in effect for the duration of the student’s enrollment in the CSM BSN Program.

Policies are subject to revision. Students are expected to review the handbook at the beginning of each semester to be aware of any policy revisions. Students will be notified via Canvas announcements of any revisions.

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Background Investigation Annual Attestation

I, _____, attest that there have been no changes to my background investigation record (including, but not limited to: felony or misdemeanor charges / convictions) since the time of the original background investigation prior to entering Level I nursing courses. If such a change occurs, I agree to contact the Program Director immediately.

Policies are subject to revision. Students are expected to review the handbook at the beginning of each semester to be aware of any policy revisions. Students will be notified via Canvas announcements of any revisions.

An electronic version of this document will be signed and retained within the clinical compliance software.

A Student's Guide to the Health Professions Skills and Simulation Center

As a student of the Health Professions Skills and Simulation Center (HPSSC), I understand the significance of confidentiality with respect to information concerning simulated patients/clients and fellow students. I will uphold the requirements of the Health Insurance Portability Accountability Act (HIPAA) and any other federal or state laws regarding confidentiality. I agree to report any violations of confidentiality that I become aware of to my facilitator and/or Instructor.

I agree to adhere to the following guidelines:

- All patient/client information is confidential, and any inappropriate viewing, discussion, or disclosure of this information is a violation of the College of Saint Mary Academic Integrity policy as well as BSN Student Manual, Policy 2.1: Professional Conduct.
- Patient/client information is privileged and confidential regardless of format: electronic, written, overheard, and/or observed.
- I may view, use, disclose, or copy information only as it relates to the performance of my educational duties. Any inappropriate viewing, discussion, or disclosure of this information is a violation of hospital policy and may be violation of HIPAA and other state and federal laws.
- The HPSSC is a learning environment. All learning activities, regardless of the patient/client and/or outcome, should be treated in a professional manner. The student running the scenario should have everyone's respect and attention. Situations simulated in the lab are to be used as a learning tool and not to be used for mistreatment of fellow students.
- The simulation mannequins are to be used with respect and be treated as if they are live patients/clients, adhering to confidentiality requirements.
- No Betadine or ink pens may be used on or near the simulation mannequins. Only 22 gauge IV catheters, or smaller, may be used.
- When using the SimPad for skills and/or simulation, the wrist strap will be worn at all times or the cost of a new SimPad will be incurred to the student responsible for the damage caused.
- Skills lab resource manuals/reference materials are available for student use. These materials are located on the Canvas – NUR 411 Nursing Community as well as in the nursing labs. Please DO NOT remove from lab.
- Utilization of lab sign-in/sign-out procedures and simulation mannequin scheduling requirements must be followed.
- There is an opportunity to sign out select equipment from the skills lab for practice. No IV supplies, or medication supplies (i.e. syringes, needles) will be permitted for checkout. Check with lab personnel regarding equipment sign out procedure.

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- The lab is designed to be a safe area for practice and education. Real needles are used thus the need to practice with care. Practicing of any invasive procedures is not permitted on self or other individuals.

This agreement will be in effect for the duration of the student's enrollment in the CSM BSN Program.

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Photograph and Audio/Visual Recording Release

Any lab with audio/visual equipment is live-streaming to the CSM server at all times and may be accessed by faculty and staff. Additionally, photography and audio/visual recordings may or may not be in use while students are using the Health Professions Skills and Simulation Center (HPSSC) as well as in the classrooms and clinical/practicum setting. The use of photo/audio/visual recording equipment allows work done in these settings to be reviewed by faculty and students for learning purposes. This photo/audio/visual release form must be signed by all students prior to use of the HPSSC.

I, _____, grant the right and permission to College of Saint Mary to record my participation and appearance with photography, videography, audio or any other medium (collectively the "Recordings") and use reproduce, communicate and publish my name, likeness and biographical material in the Recordings of any or all sessions made of me by College of Saint Mary. I hereby release the College from any and all liability in law or equity that I, my spouse, heirs or personal representatives have arising from or related to the use and publication of some or all of the Recordings. I understand that the recordings may be edited for educational purposes. I release and waive any claims or rights of compensation or ownership regarding such uses and understand that all such recordings shall remain the property of College of Saint Mary.

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BACHELOR OF SCIENCE IN NURSING (BSN)

CURRICULUM MATERIALS

College of Saint Mary Mission Statement

College of Saint Mary is a Catholic university providing access to education for women in an environment that calls forth potential and fosters leadership. Consistent with the works, values and aspirations of the Sisters of Mercy, this mission inspires us to:

- Excellence
 - We share a passionate commitment to Mission that drives us to achieve academic distinction, foster leadership and nurture the love of lifelong learning.
- Service
 - Our culture is characterized by our commitment to servant leadership and social responsibility where we strive to understand and attend to the needs of our community in a spirit of mutuality, addressing the concerns of our times.
- Dignity
 - Our profound respect for all of creation calls us to honor the sacredness of one another, care for the earth and recognize the presence of God in all things.
- Compassion
 - In solidarity, we extend our spirit of mercy in all relationships, caring for the joys and sorrows, hopes and dreams of others.
- Inclusivity
 - Our welcoming and hospitable environment reflects a diverse collegial community that honors all cultures and cares for the global community.
- Integrity
 - We uphold the trust people place in us by demonstrating wholeness of character, stewarding the gifts we have been given and caring for the well-being of our body, mind and spirit.

CSM Nursing Philosophy

In accordance with the Mission of College of Saint Mary, the nursing faculty believes that:

Nursing is an art which promotes an individual's commitment to the well-being of others, the quality of mercy and compassion, and the healing power of the human relationship. As an applied science, nursing is grounded in a strong liberal arts and science foundation. Nursing is a holistic, compassionate, and caring profession which requires integrity, skillful decision making, and critical thinking. Nursing is an essential humanitarian service profession and requires interprofessional collaboration. Nursing occurs across the lifespan in rapidly evolving and complex healthcare environments, thus requiring a commitment to lifelong learning.

Human beings are unique individuals with inherent rights, dignity, worth, and potential. An individual interacts with the ever-changing environment which impacts their decisions, learning, and ability to change. Individuals have the inherent right to participate in activities that affect their health status and therefore are responsible for their own actions. The nurse brings the art and science into every encounter with the patient/client, without bias or prejudice.

Health is viewed as a dynamic continuum of wellness and illness in individuals, families, groups, communities, and populations. Healthcare is an interprofessional, collaborative effort focused on health promotion and maintenance, illness care, rehabilitation, and end-of-life care. The pursuit of health is the right and responsibility of each individual. CSM nursing is committed to all dimensions of the human life: physical, mental, social, spiritual, and emotional in an effort to reach optimal health and well-being.

Education is the process of developing an individual's knowledge, skills, and critical thinking. Learning, the outcome of education, is influenced by conditions in the environment. A conducive learning environment includes: open discourse, inclusivity, constructive guidance, opportunity for creativity, recognition and acceptance of responsibility, participation in decision making, and cooperative relationships. College of Saint Mary and the nursing faculty provide an environment in which individuals are free to explore and develop personally, professionally, and intellectually.

Nursing education is the development of knowledge, skills, critical thinking, and values to promote scholarship, service, social responsibility, and academic excellence. Our nursing programs prepare graduates to function in an increasingly complex healthcare system that includes responding to global, technological, and environmental issues in accordance with their level of education and practice. The nurse involves the individual as a partner in care and strives to ensure that they are well-informed on their health journey.

BSN Conceptual Framework and Educational Theory

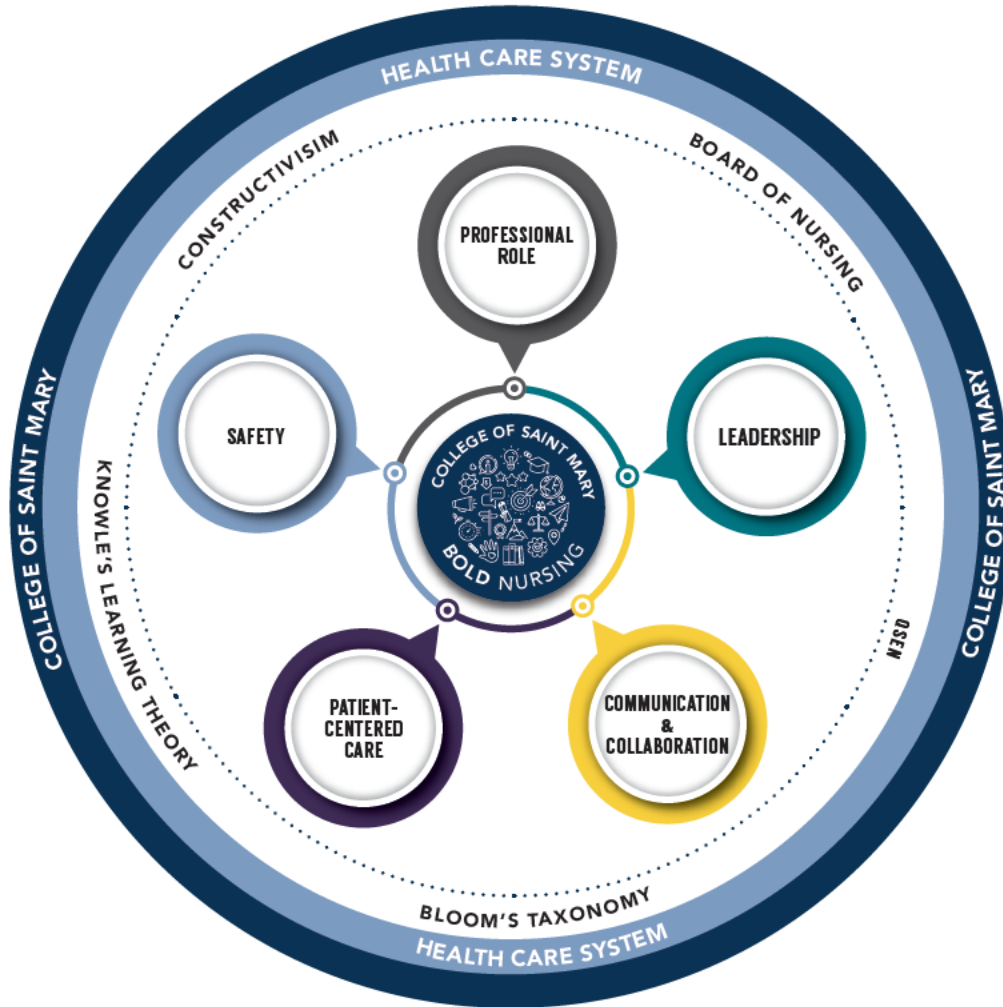
The College of Saint Mary BSN curriculum incorporates current standards of practice which are in alignment with the Nebraska Board of Nursing educational regulation and licensure (2021), and Quality and Safety Education for Nursing (QSEN) competencies (2018).

The conceptual framework of the BSN program consists of five major integrative strands; Patient – Centered Care, Professional Role, Communication and Collaboration, Safety, and Leadership. Faculty chose the five integrative strands, which are based on QSEN, as guiding principles for the development and delivery of the BSN curriculum. The five end-of-program student learning outcomes, which are derived from the five integrative strands, further organize the curriculum, provide guidance for the development of level outcomes, course objectives, guide the delivery of instruction, and direct learning activities.

The BSN program draws upon various educational theories which are incorporated throughout the curriculum. Bloom's taxonomy, Constructivism, and Knowles' Adult Learning Theory are reflected throughout the curriculum. Bloom's taxonomy is used to level end-of-program student learning outcomes, course outcomes, assessments, and learning activities. Constructivism assumes that the student's knowledge grows throughout the program thus courses are leveled according to prior knowledge and experiences. In addition, faculty facilitate the educational experiences of the students with the expectations that adult learners are self-directed, internally motivated, and ready to learn. The curriculum, instructional processes, and learning experiences reflect the educational theories and promote competence and critical thinking in the ever changing and complex healthcare environment.

It is through the conceptual framework and educational theories, that the BSN program can prepare graduates for the art and science of nursing.

BSN Conceptual Framework and Educational Theory Model



Integrative Strands and Competencies in the BSN Program

Student Learning Outcome #1: Patient-Centered Care

- Apply theoretical and empirical knowledge, based on research and evidence-based practice, in order to provide culturally competent, patient-centered nursing care.

Congruent with QSEN Competency: Patient-Centered Care and Evidence-based Practice.

| Key Concept | Level I | Level II | Level III |
|--|---|---|--|
| Provider of Holistic Care | Explore the concept of holistic care. | Incorporate the essential elements of holism in the provision of care to individuals, families, groups, and communities. | Design holistic, patient-centered care that reflects an understanding of the health-illness continuum and life-span variations in all healthcare settings. |
| Evidence-Based Practice | Discuss the components and purpose of evidence-based practice. | Incorporate current research when working with individuals, families, groups, and communities. | Synthesize current research into scholarly writing and evidence-based practice activities. |
| Cultural Competence | Recognize the influence of individual cultural beliefs and values in relation to health and healthcare practices. | Identify the impact of cultural beliefs, values, and healthcare practices when caring for individuals, families, groups, and communities. | Demonstrate the ability to provide culturally competent care across the healthcare system. |
| Caring and Spirituality | Demonstrate respect for the inherent dignity and worth of each individual. | Articulate factors that impact the spiritual well-being of individuals, families, groups, and communities. | Integrate an authentic presence to promote the dignity and spiritual well-being across the healthcare continuum. |
| Critical Thinking / Clinical Reasoning | Identify evidence-based resources that guide safe, | Utilize evidence-based rationales to manage the safe | Integrate evidence-based practice in the provision and |

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|---|---|--|---|
| | patient-centered, nursing practice. | care of individuals, families, groups, and communities. | evaluation of safe, patient-centered care. |
| Nursing Process / Clinical Competence | Identify the components of the nursing process in the provision of patient-centered care. | Implement the nursing process to demonstrate clinical competence in the provision of care with individuals, families, groups, and communities. | Assume responsibility for maintaining clinical competence in all patient-care settings. |
| Health Promotion and Disease Prevention | Describe the role of the nurse in health promotion and disease prevention. | Integrate strategies for health promotion and disease prevention when working with individuals, families, groups, and communities. | Evaluate the effectiveness of strategies for health promotion and disease prevention across the healthcare continuum. |

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Student Learning Outcome #2: Safety

- Utilize vigilance and appropriate interventions to promote a culture of safety.

Congruent with QSEN Competency: Safety, Quality Improvement, and Informatics.

| Key Concept | Level I | Level II | Level III |
|----------------------------|--|---|--|
| Risk Assessment | Identify factors to promote safety in the healthcare settings. | Implement strategies that promote safety when providing care to individuals, families, groups, and communities. | Integrate processes used in understanding causes of error and allocation of responsibility and accountability. |
| Quality Improvement | Define the concept of quality improvement. | Describe the process of quality improvement throughout various healthcare settings. | Integrate quality improvement processes as a member of the healthcare team. |
| Informatics & Technologies | Explore the relationship between information technologies and safe practice. | Apply tools embedded in patient/client care technologies and information systems to support safe practice. | Demonstrate application of patient/client care technologies and information systems to support safe practice. |

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Student Learning Outcome #3: Communication and Collaboration

- Use effective and professional communication when interacting across the healthcare system.

Congruent with QSEN Competency: Teamwork and Collaboration.

| Key Concept | Level I | Level II | Level III |
|--|---|---|---|
| Therapeutic Communication | Explore therapeutic communication processes. | Integrate therapeutic nurse-patient/client relationships and professional-role boundaries without bias. | Synthesize the concepts of care, compassion, mutual respect, and professional role boundaries into all aspects of the therapeutic relationship. |
| Inter-professional Collaboration and Communication | Describe the roles of the inter-professional health care team members. | Participate as a member of the inter-professional health care team. | Demonstrate active, professional collaboration with members of the inter-professional team. |
| Verbal, written, and technological communication | Examine the elements of effective verbal, written, and technological communication. | Utilize effective communication strategies to actively participate as a member of the health care team. | Demonstrate the ability to clearly, accurately, and professionally convey information across the healthcare setting. |

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Student Learning Outcome #4: Professional Role

- Demonstrate role behaviors consistent with legal, ethical, and professional standards of practice.

Congruent with QSEN Competency: Teamwork and Collaboration.

| Key Concept | Level I | Level II | Level III |
|-------------------------------------|--|---|---|
| Professional and Core Values | Recognize how professional and core values provide the basis for professional nursing practice. | Reflect on personal core values relating to professional practice when working with individuals, families, groups, and communities. | Model professional and core values while articulating the knowledge, skills, and attitudes of the nursing profession. |
| Professional Growth and Development | Describe the relationship of professional growth and development to practice excellence. | Exhibit behaviors that reflect practice excellence and life-long learning. | Articulate the value of pursuing practice excellence, lifelong learning, and professional development. |
| Accountability | Examine the ANA Code of Ethics and identify professional standards of moral, ethical, and legal conduct. | Adhere to the professional standards of moral, ethical, and legal conduct when working with individuals, families, groups, and communities. | Appraise professional standards of moral, ethical, and legal conduct across all health care settings. |
| Self-care | Discuss positive self-care behaviors and the professional role. | Explore the relationship between self-care and the ability to deliver safe, patient-centered care. | Illustrate the relationship between self-care and the ability to deliver sustained, quality care. |
| Liberal Arts Education | Discuss the impact of a liberal arts education on nursing practice. | Apply theories and concepts from liberal arts to enhance nursing practice. | Synthesize theories and concepts from nursing and the liberal arts to enhance scholarship and life-long learning. |

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Student Learning Outcome #5: Leadership

- Demonstrate leadership concepts, critical thinking, and clinical reasoning skills when working across the healthcare system.

Congruent with QSEN Competency: Teamwork and Collaboration.

| Key Concept | Level I | Level II | Level III |
|----------------------------------|---|--|---|
| Coordinator of Care | Describe the role of the nurse as coordinator of care. | Implement a plan of care to maximize health, independence, and quality of life for individuals, families, groups, and communities. | Manage care to maximize health, independence, and quality of life for diverse populations across the healthcare system. |
| Member of the Nursing Profession | Describe how nursing practice is based on standards of care. | Incorporate standards of care when caring for individuals, families, groups, and communities. | Evaluate the effectiveness of standards of care in achieving positive outcomes throughout the healthcare system. |
| Delegation | Discuss delegation as an essential function of the professional nurse. | Identify strategies for appropriately delegating care to other members of the healthcare team. | Demonstrate clinical judgment and accountability for patient/client outcomes when delegating to other members of the healthcare team. |
| Advocacy | Describe the role of the nurse as a patient/client advocate. | Discuss social justice across the healthcare system. | Incorporate persona and society attitudes, values, and expectations when advocating for individuals, families, groups, and communities. |
| Fiscal Responsibility | Describe the relationship between fiscal resources and patient/client care. | Discuss the impact of economic factors and available resources in the care of individuals, families, groups, and communities. | Evaluate the impact of human, fiscal, and material resources on healthcare delivery. |

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| Health Policy | Recognize the impact of healthcare policy on nursing practice. | Discuss nursing's role in shaping healthcare policies and how these policies influence nursing practice. | Explore strategies which influence healthcare policies. |
|---------------|--|--|---|

BSN End-of-Program Student Learning Outcomes

1. Apply theoretical and empirical knowledge, based on research and evidence-based practice, in order to provide culturally competent, patient-centered nursing care.
2. Utilize vigilance and appropriate interventions to promote a culture of safety.
3. Use effective and professional communication when interacting across the healthcare system.
4. Demonstrate role behaviors consistent with legal, ethical, and professional standards of practice.
5. Demonstrate leadership concepts, critical thinking, and clinical reasoning skills when working across the healthcare system.

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Bachelor of Science in Nursing Plan of Study
3-Year / 128 total credit hours

| General Education Courses | Supporting Science Courses |
|--|---|
| <ul style="list-style-type: none"> - FYS: First Year Seminar (1 credit hour) - ENG 101*: English Composition (3 credit hours) - COM 101 or 212: Communications (3 credit hours) - MTH 112*: Intermediate Algebra (3 credit hours) - MTH 242*: Statistics (3 credit hours) - ENG elective (3 credit hours) - Fine Art elective (3 credit hours) - History/Political Science (3 credit hours) - PSY 101*: Introduction to Psychology (3 credit hours) (must be completed prior to Level 2 nursing courses) - Theology electives (6 credit hours) - PHL 200*: Moral Reasoning (3 credit hours) - SOC 101: Introduction to Sociology (3 credit hours) - PHL elective (3 credit hours) | <ul style="list-style-type: none"> - CHM 100/100*: Fundamentals of Chemistry with lab (4 credit hours) (must be completed prior to NUR 101) - BIO 200/201*: Anatomy and Physiology I with lab (4 credit hours) (must be completed prior to NUR 101) - BIO 202/203*: Anatomy and Physiology II with lab (4 credit hours) (must be completed prior to Level 2 nursing courses) - BIO 230/231*: Microbiology with lab (4 credit hours) (must be completed prior to Level 3 nursing courses) - BIO 366*: Pathophysiology (3 credit hours) (must be completed prior to Level 3 nursing courses) |

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| Level 1 Nursing Courses | |
|---|--|
| Fall | Spring |
| <ul style="list-style-type: none"> - NUR 100*: Introduction to Nursing (3 credit hours) - NUR 103*: Health Assessment | <ul style="list-style-type: none"> - NUR 101*: Fundamentals of Nursing (9 credit hours) - NUR 102*: Fundamentals of Nursing Pharmacology (1 credit hour) |
| <p>Note: All Level 1 Nursing courses must be successfully completed prior to moving onto Level 2 Nursing courses.</p> | |

| Level 2 Nursing Courses | |
|---|---|
| Fall | Spring |
| <ul style="list-style-type: none"> - NUR 200*: Psych-Mental Health Nursing (4 credit hours) - NUR 201*: Population-Based Community Health Nursing (4 credit hours) - NUR 202*: Psych/Public Health Nursing Pharmacology (1 credit hour) - NUR 206*: Cultural and Spiritual Care in Nursing (3 credit hours) | <ul style="list-style-type: none"> - NUR 203*: Maternal-Newborn Nursing (4 credit hours) - NUR 204*: Pediatric Nursing (4 credit hours) - NUR 205*: Maternal-Child Pharmacology (1 credit hour) - NUR 207*: Introduction to Nursing Research and evidence-Based Practice (3 credit hours) |
| <p>Note: NUR 200, 201, 202, 203, 204, 205 offered both fall and spring</p> | |
| <p>Note: All Level 2 Nursing courses must be successfully completed prior to moving onto Level 3 Nursing courses.</p> | |

| Level 3 Nursing Courses | | |
|--|---|--|
| Fall | Spring | Summer |
| <ul style="list-style-type: none"> - NUR 300*: Acute Medical/Surgical Nursing (8 credit hours) - NUR 301*: Acute Medical/Surgical Nursing Pharmacology (1 credit hour) - NUR 306*: Nursing Leadership and Management (3 credit hours) | <ul style="list-style-type: none"> - NUR 303*: Multisystem Medical/Surgical Nursing (8 credit hours) - NUR 304*: Multisystem Medical/Surgical Nursing Pharmacology (2 credit hours) - NUR 305*: Transition to Professional Nursing Practice (2 credit hours) | <ul style="list-style-type: none"> - NUR 307: Professional Nursing Preceptorship (6 credit hours) |

* Course must be completed at a 'C' or above

COLLEGE OF SAINT MARY
DIVISION OF HEALTH PROFESSIONS

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BACHELOR OF SCIENCE IN NURSING (BSN)

ADMINISTRATIVE POLICIES

COLLEGE OF SAINT MARY
DIVISION OF HEALTH PROFESSIONS

Original Date: March 2014
Last Reviewed Date: August 2022

Number: 1.1
Section: Student Policies

ADMISSION TO BSN PROGRAM

Policy:

1. Students desiring admission to the BSN Program apply through Enrollment Services or the Centralized Application Service for Nursing Programs (Nursing CAS) and must meet the CSM admission criteria.
2. Detailed criteria for admission are found on the following page.
3. The nursing program reserves the right of admitting only those students who, in the judgment of the program, satisfy the requirements of scholarship, health, and personal suitability for nursing.
4. To participate in laboratory/clinical courses, the student must have the following on file: a) CPR certificate, b) Clinical Agency Requirements, c) Health Clearance, and d) be able to meet Core Performance Standards (See Policy 1.2: Core Performance Standards; and Policy 1.3: Nursing Program Requirements).

Procedure:

1. Application materials for the nursing program are processed by Enrollment Services or Nursing CAS and then submitted to the nursing Program Director for review.
2. Applications are reviewed by the nursing Program Director upon receipt of all of the following:
 - application form
 - official copy of high school transcript or GED with appropriate signatures
 - official school transcripts from all colleges attended
 - a personal interview may be requested by the Program Director.
3. If the applicant meets the criteria for nursing, she is notified of her acceptance in writing.

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Admission Criteria

Applicants will be reviewed for admission into the CSM BSN 3-year program once 24 program-required academic credits have been earned. Of these 24 credits, the following courses must be successfully (C or better) completed:

- 2 program-required science courses (CHM and/or BIO courses), and
- An Intermediate or College algebra course, and
- An English Composition course.

Once the prerequisites have been completed, admission requirements to the BSN program include:

- Cumulative GPA of 3.0 including all program-required science and math credits (including transfer credits if applicable).
- No more than one unsuccessful completion (C-, D, F, or withdrawal) of a program-required science or math course.
- Program-required science courses must have been completed within the 5 years prior to matriculation semester.

All high school applicants will be admitted into Pre-Nursing, unless BSN program admission requirements are met through dual enrollment. Transfer applicants who do not meet admission standards will be admitted into Pre-Nursing. Students may remain in the Pre-Nursing pathway for one academic year. After one year, students must meet admission requirements to progress into the program or choose an alternate major. Pre-Nursing students are guaranteed a spot in the program assuming admission requirements are met.

Original Date: March 2014
Last Reviewed Date: August 2022

Number: 1.2
Section: Student Policies

CORE PERFORMANCE STANDARDS FOR CLINICAL COURSES

College of Saint Mary is committed to inclusivity and to attracting and educating students who will diversify the state and national nursing workforce. Our university core values translate into our work with all students, including those with disabilities. College of Saint Mary actively collaborates with students and faculty to develop innovative ways to ensure accessibility and to help create a respectful, accountable culture through confidential and individualized disability support. College of Saint Mary encourages students with disabilities to disclose and seek accommodations.

The College of Saint Mary BSN program provides the following sample description/examples of core performance standards to inform incoming and enrolled students of the performance abilities and characteristics that are necessary to successfully complete the requirements of the nursing curriculum and provide safe and effective nursing care. To matriculate (enroll) into the BSN program, the student must meet these core performance standards with or without reasonable accommodations and maintain related satisfactory demonstration of these standards for progression through the program.

Policy: A profession's essential functions, or performance standards, are considered to be the fundamental duties that one must be able to perform with or without a reasonable accommodation. A student who wishes to be considered for reasonable accommodations at College of Saint Mary must self-identify to the ADA Coordinator as a person who has a disability and is seeking accommodations. College of Saint Mary will provide reasonable and appropriate accommodations to qualified students with disabilities unless doing so would fundamentally alter the nature of the program or create an undue hardship to CSM. The applicant should consult with the ADA Coordinator and BSN Program Director to discuss any individual circumstance in which she may not be able to meet the essential functions.

Core Performance Standards/Essential Functions for successful completion of program outcomes include the following:

- General Ability:
 - The student is expected to integrate, analyze, and synthesize data received through vision, touch, hearing, and smell in a consistent and accurate manner. The student is expected to possess the ability to perceive pain, pressure, temperature, position, vibration, and movement in order to effectively evaluate patients/clients. A student must be able to respond promptly to urgent situations.
- Observational Ability:
 - The student must have the ability to make accurate visual observations and interpret them in the context of clinical/laboratory activities and patient/client care experiences. The student must be able to document these observations accurately.

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- **Communication Ability:**
 - The student must communicate in a professional, effective manner to obtain information and explain that information to others. Each student must have the ability to read, write, comprehend and speak the English language to facilitate communication with patients/clients, family members, and other members of the health care team. The student must be able to maintain accurate records, present information in a professional manner and provide patient/client instruction to effectively care for patients/clients and their families.

- **Motor Ability:**
 - The student must be able to perform gross and fine motor movements with sufficient coordination needed to provide complete physical assessments and provide safe effective care for patients/clients. The student is expected to have psychomotor skills necessary to perform or assist with procedures, treatments, administration of medications, and emergency interventions including CPR if necessary. The student must have sufficient levels of neuromuscular control and eye-to-hand coordination as well as possess the physical and mental stamina to meet the demands associated with extended periods of sitting, standing, moving, and physical exertion required for safe patient/client care. The student is expected to be able to maintain consciousness and equilibrium and have the physical strength and stamina to perform satisfactorily in clinical settings.

- **Intellectual –Conceptual Ability:**
 - The student must have the ability to develop problem-solving skills essential to professional nursing practice. Problem solving skills include the ability to measure, calculate, reason, analyze, synthesize objective and subjective data, and to make decisions in a timely manner that reflect thoughtful deliberation and sound clinical judgment. The student must demonstrate application of these skills and possess the ability to incorporate new information from peers, instructors, and from the nursing and healthcare literature to demonstrate sound judgment to establish care plans and priorities in patient/client care activities.

- **Behavioral and Social Attributes:**
 - The student is expected to have the emotional stability required to exercise sound judgment, and complete assessment and intervention activities. Compassion, integrity, motivation, and concern for others are personal attributes required of those in the nursing program. The student must fully utilize intellectual capacities that facilitate prompt completion of all responsibilities in the classroom and clinical settings; the development of mature, sensitive, and effective relationships with patients/clients and other members of the health care team. The ability to establish professional rapport with individuals, families, and groups from a variety of social, emotional, cultural and intellectual backgrounds is critical for practice as a nurse. Each student must be able to adapt to changing environments; display flexibility; accept and integrate constructive feedback given in the classroom and clinical settings; and effectively collaborate in the clinical setting with other members of the healthcare team.

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- Ability to Manage Stressful Situations:
 - The student must be able to adapt to and function effectively in stressful situations encountered in both the classroom and clinical settings, including emergency situations. Students will encounter multiple stressors while in the nursing program. These stressors may be (but are not limited to) personal, patient/client care/family, faculty/peer, and or program related.

- Clinical Agency Requirements:
 - Clinical facilities require that College of Saint Mary perform drug testing, health clearances, and background checks on all students before they are allowed to participate in clinical experiences. These requirements must be met prior to conducting any laboratory or clinical experiences.

Procedure: CSM wishes to ensure that access to its facilities, programs, and services are available to students with disabilities. CSM provides reasonable accommodations to students on a nondiscriminatory basis consistent with legal requirements as outlined in the Americans with Disabilities Act (ADA) of 1990, the Americans with Disabilities Act Amendments ACT (ADAAA) of 2008, and the Rehabilitation Act of 1973.

Students who, after review of the core performance standards, determine that they require accommodation to fully engage in the program, should contact the ADA Coordinator to confidentially discuss their accommodations needs. Given the clinical nature of the BSN program, additional time may be needed to implement accommodations. Accommodations are never retroactive; therefore, timely requests are essential and encouraged.

Students will be required to sign an attestation form declaring the ability to meet the core performance standards at the time of admission into the nursing program. Additionally, the student will disclose if there is ever a change in ability at any time during the program.

Original Date: March 2014
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Number 1.3
Section: Student Policies

NURSING PROGRAM REQUIREMENTS

Policy:

To ensure College of Saint Mary students are in compliance with college and clinical agency requirements and mitigate the risk of injury and/or communicable disease transmission, the nursing program requires all students to continuously meet CPR requirements, Clinical Agency Requirements, and Health Requirements. The student must comply with such requirements. Failure to do so will result in the ineligibility to attend laboratory, clinical, and preceptorship experiences which may impact progression in the program.

Expense incurred by the student in connection with the Nursing Program Requirements are the responsibility of the student.

1. Basic Life Support for the Health Care Provider (BLS)/Cardiopulmonary Resuscitation (CPR) Requirement

- A current BLS/CPR card endorsed by the American Heart Association (AHA), specifically for Health Care Provider with content including CPR for the adult, child, and infant, as well as AED training. This is required to participate in a lab/clinical course.

2. Clinical Agency Requirements

• **Criminal Background Checks and Abuse/Neglect Screening**

- Criminal Background Check
 - All students must complete a background check through the CSM designated consumer reporting service as partial fulfillment of clinical agency contracts. This process must be completed prior to beginning nursing courses.
- NE DHHS Abuse Screen
 - All students must complete an abuse screen through the state of Nebraska as partial fulfillment of clinical agency contracts. This process must be completed prior to beginning nursing courses.
- Iowa SING Check
 - All students must complete an abuse screen through the state of Iowa as partial fulfillment of clinical agency contracts. This process must be completed prior to beginning nursing courses.
- All students must complete a background check through the CSM designated consumer reporting service and abuse screen through the state of Nebraska and Iowa as partial fulfillment of clinical agency contracts. This process must be completed prior to beginning nursing courses.
- Background checks and abuse screens from other companies or organizations will **not** be accepted.

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- Students will complete the application for background check and abuse screen as stipulated by the nursing program.
 - If there is concern that the findings have a rational connection and/or pose a liability risk to nursing faculty or clinical agencies, findings will be brought to the Program Director.
 - If findings indicate a rational connection and/or pose a liability risk to nursing, the student may be denied admission to nursing or be dismissed from the nursing program.
 - Decisions for continuing in the program in no way can be construed as a guarantee that the State Board of Nursing will find the student eligible for licensure even upon graduation. Boards of Nursing will make independent decisions on eligibility requirements as stated in the law (Neb. Statutes 38-2220).
- Drug Screening
 - Students entering nursing will be required to undergo a 10-panel drug testing at the designated location as required by clinical contract. Current students will be required to repeat drug screening for reasonable cause. Reasonable cause exists when:
 - i. Actions or appearance are out of the ordinary and unusual to the normal behavior patterns of an individual and could indicate the presence of an intoxicating substance.
 - ii. Behavior is such that it presents a danger to the safety of other students, faculty, clients, staff and/or member of the public.
 - Refusal to submit to a drug screen when there is reasonable cause is grounds for the Student Committee to dismiss the student from the program.

3. Health Requirements

- The following policies and procedures have been identified to meet health requirements of clinical agencies. The student must be physically and mentally able to engage in clinical practice to ensure the safety of clients, self, peers, faculty, and staff. These requirements will facilitate maintenance of our health as professionals and that of our clients.
 - Physical examination stating ‘fit for duty’ from a medical provider. All items on the medical form must be filled in for the record to be considered complete.
 - Immunizations must be current and the report must include all dates immunizations were given. Students are to meet immunization requirements per the state of Nebraska Immunization Law and any further requirements as outlined in clinical agency policies.
 - Proof of receiving the MMR series (two doses) or positive titers for measles, mumps, and rubella
 - Proof of receiving the Hepatitis B series (three doses) or positive titer
 - Proof of receiving the Varicella series (two doses), positive titer, or documented history of chicken pox
 - Proof of receiving the Tdap vaccine or booster within the past 10 years
 - The Tdap vaccine is required every 10 years.

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- TB Testing: Two-step TB Skin PPD Test within six weeks of first TB Skin PPD Test when a Level 1 student and completion of the TB Assessment or follow-up TB Skin PPD Test annually when a Level 2 and 3 student
 - If PPD is positive, a chest x-ray is required
- Proof of receiving the seasonal annual flu vaccination
- Proof of receiving the COVID-19 vaccine. COVID-19 Boosters may be required at any time in the future from a clinical agency.

All CSM health professions students are required to be immunized against COVID-19 without exception. Students are required to provide CSM and clinical partners (upon request) with a copy of their Centers for Disease Control (“CDC”) COVID-19 vaccination record card evidencing their receipt of the COVID-19 vaccine.

CSM is closely monitoring the ongoing Coronavirus Disease (COVID-19) pandemic. As the situation continues to change, our top priority remains the health, safety, and well-being of our community both on and off campus. We are planning for several contingency scenarios and taking decisive, informed action to limit the spread of COVID-19 while maintaining the continuity of our teaching mission. The impact of COVID-19 may require modification of some of the services, programs, procedures, or activities described in this Handbook.

Our clinical partners are vital to our ability to place students in clinical rotations. Clinical sites must be informed of any student activity that may be pertinent to COVID-19. This includes any potential student exposures to COVID-19 as well as recent travel that may have put the student at risk of exposure. The student is responsible to disclose any exposure to their clinical instructor immediately. The student is also required to disclose any symptoms they are experiencing which could be COVID-19 related to the clinical instructor immediately. The clinical site has complete discretion to determine what is required of the student prior to starting the rotation, and during the rotation. This could include, but not limited to, providing a negative COVID-19 test result, or having the student quarantine prior to starting the rotation, or during the rotation. Should there be a quarantine requirement, graduation may be delayed.

Policies:

- Every student in the BSN program is required to have current health records prior to beginning nursing courses. Any student who does not complete all Nursing Program Requirements by the University’s official drop/add date, will be administratively dropped from all nursing courses. Should this occur, graduation may be delayed.
- Students are responsible for updating their health records annually and as needed with the CSM designated health services office and provide documentation to the nursing program. Failure to do so will result in missed lab/clinical experiences which may result in an unsuccessful course completion.

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- Students who stop out and are readmitted to the program must submit another health record, current to within six months.
- Health records will be maintained through CSM's designated clinical compliance software.
- Additional immunizations or health screening may be required as needed to meet clinical agency requirements.
- The student is responsible for any expense incurred in completing this process.

Procedures:

- The CSM Nursing Program Director or the CSM designated health services office shall:
 - Review the medical form for completeness and content.
 - Notify student of any deficiencies.
 - Document that the student meets health clearance requirements as designated on the healthy clearance form.
 - Share information that may affect the student's ability to function in the classroom or clinical area with appropriate faculty.
- The Program Director or designee shall:
 - Inform prospective or new students of the necessity of meeting the health requirement.
 - Notify Advisors, Instructors, and/or student of any deficiencies or special needs.
- Faculty/Staff shall:
 - Allow students to come to the lab/clinical area with valid health clearance.
 - Refer students without health clearance to the CSM Nursing Program Director or CSM designated health services office and not allow students to come to lab/clinical until proof of current/valid health clearance is received.
 - Furnish the information that the student is in compliance with CSM health requirements to clinical agencies as needed.
- The student shall:
 - Maintain a valid health clearance status.
 - Show valid health clearance status at designated times.

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BACHELOR OF SCIENCE IN NURSING (BSN)
ACADEMIC AND LABORATORY/CLINICAL POLICIES

Original Date: March 2014
Last Revised Date: August 2022

Number: 2.1
Section: Student Policies

PROFESSIONAL CONDUCT

Inherent in the profession of nursing, there are values that are demonstrated through professional conduct. Examples of professional values include demonstrating a commitment to nursing, placing the client's welfare first, demonstrating cooperation and collaboration, exhibiting intellectual and personal integrity, and adhering to nursing program and clinical facility policies. These categories serve as standards by which the student may be evaluated in the area of professional conduct.

In keeping with the CSM mission, core values, and "Code of Conduct" (found in the CSM Academic Catalog), and the BSN Philosophy, a student is expected to exhibit professional behavior in the classroom and when performing nursing activities or representing the College in any capacity.

Classroom Policy:

Consistent with the expectations of the nursing practice environment, professional behavior and attitudes are expected of all students in the classroom and laboratory environment. This includes, but is not limited to:

- Is punctual to class and in appointments with faculty;
- Uses appropriate written, verbal, and non-verbal communication. This includes being non-judgmental as well as demonstrating respect, empathy, and open-mindedness towards others;
- Actively and appropriately participates in dialogue and/or classroom discussion. This includes refraining from cell phone use during class;
- Produces quality work, accepting and utilizing constructive feedback;
- Is self-directed, self-motivated, and accountable for actions; and
- Adheres to confidentiality regarding experiences shared in the classroom or laboratory settings. This includes not disclosing classroom, laboratory, clinical, or preceptorship information on any public forum/social media.

Lab/Clinical Policy:

1. Professional Conduct

- Commitment to Nursing
When in attending a lab/clinical experience, the student should be identified as a College of Saint Mary student by proper uniform, and identification as listed in the Professional Image and Personal Appearance Policy (2.5). The student is expected to exhibit a professional manner, which includes but is not limited to having a neat, clean appearance, utilizing appropriate language and behavior, and refraining from use of cell phones or other electronic devices for personal matters.

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The BSN student will be identified as a CSM nursing student (CSM SN) when completing official agency records or forms. Additional titles may not be used when in a student role.

The student notifies the Lab/Clinical Instructor appropriately when she is unable to complete nursing responsibilities, will be absent from the lab/clinical setting, or must leave the lab/clinical area prior to the end of the learning experience. Refer to Policy 2.4: Attendance at Clinical.

The student comes to the lab/clinical area on time and is prepared to give safe client care. The student maintains safety at all times when caring for clients. The student is expected not to enter the lab/clinical area if impaired by physical or mental impairment, controlled substance, or any other problem that could jeopardize the client, themselves, or others. Refer to Policy 2.4: Attendance at Clinical.

- **Client Welfare.**
The student is expected to deliver care in a nondiscriminatory and nonjudgmental manner. When providing care, the student places the client's welfare first by: being accessible and prompt in answering client's requests; establishing a priority of activities which reflects the client's needs; and being responsive and reliable when needs are identified by the client, staff or Lab/Clinical Instructor. The student delivers care in a manner that preserves and protects client autonomy, dignity, rights, and confidentiality.
- **Cooperation and Collaboration.**
The student interacts professionally with faculty, staff, clients, and peers when giving and receiving information. When a question or unclear situation occurs, the student follows the appropriate channels of communication and chain-of-command for clarification. The student's written work/charting is accurate, has a professional appearance, and is completed according to standards of the agency and the College.

The student is a cooperative team member who considers the needs of the entire group when working together, giving and receiving assignments, and accepting the roles and responsibilities of others in the group. The student accepts and acts upon constructive feedback.

The Program Director, in consultation with the Course Coordinator, reserves the right to adjust assignments as warranted by clinical objectives, clinical facility requests, and faculty availability. Any changes which affect a student's schedule will be communicated to the student by the Course Coordinator and/or Program Director.

- **Intellectual and Personal Integrity.**
The student exhibits intellectual and personal integrity by readily acknowledging mistakes and/or oversights, and takes action to correct the situation. The student is honest and truthful when interacting with client, peers, faculty, staff, and in completing all documentation and written work. Refer to Policy on Academic Integrity in the [Academic Catalog](#).

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2. Any student nurse who is asked to vacate a clinical agency by duly authorized personnel of the agency may be subject to a recommendation of immediate dismissal from the Student Committee by virtue of that decision itself.

Procedures:

Consequences of Non-Professional Conduct

- If displaying unprofessional conduct, the student will be asked to leave the classroom, clinical, or laboratory setting by the Instructor or designated authority. The Instructor then notifies the Course Coordinator and/or Program Director. The Program Director will notify the Associate Dean of Health Professions for immediate follow-up with student and faculty/course coordinator.

- Unprofessional conduct may result in student dismissal from the nursing program.

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Original Date: March 2014
Last Reviewed Date: August 2022

Number: 2.2
Section: Student Policies

ACADEMIC EVALUATION

Policies:

1. The scale for the percentage method of grading in the BSN Program is as follows:

| Grade | Percentage |
|-------|-------------|
| A+ | 97-100 |
| A | 92- 96 |
| B+ | 88-91 |
| B | 85-87 |
| C+ | 82-84 |
| C | 79-81 |
| D | 71-78 |
| F | 70 or below |

2. The BSN program follows the College Academic Catalog for incomplete grades.

3. In the BSN program,

- Nursing courses that have only a theory component are graded as follows: The final course grade shall consist of a letter grade.
- Nursing courses that have both a theory and clinical component are graded as follows: A final theory grade of 79% or higher and a “Satisfactory” (S) clinical grade are required to successfully pass a nursing theory/clinical course. A grade below 79% in theory and/or a grade of “Unsatisfactory” (U) in clinical will require that the entire course (theory and clinical components) be repeated. The final course grade will reflect the letter grade earned in the theory component of the course. However, if the student achieves a final theory grade of 79% or higher and an “Unsatisfactory” (U) grade in the clinical component, an “Unsatisfactory” (U) will be given for the final course grade.
 - Each nursing course has specific grading criteria. Please see individual course syllabi for additional grading information.

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Original Date: March 2014
Last Reviewed Date: August 2022

Number: 2.3
Section: Student Policies

PROGRESSION

Policy:

1. All BSN students are required to achieve a minimum grade of 'C' in the following courses: All required sciences (Chemistry and Biology courses), ENG 101: Composition, MTH 112: Intermediate Algebra; MTH 242: Statistics, PHL 200: Moral Reasoning, and PSY 101: General Psychology to be allowed to progress to the next level in the BSN curriculum.
2. Any student who unsuccessfully completes (withdraws and/or earns less than a 'C') the same or any combination of two (2) math, program-required science, and/or nursing courses will be reviewed by the Nursing Student Committee and may be dismissed from the program.
3. The BSN program is organized so that a student must satisfactorily complete all nursing courses at a given level before progressing to the next level. See CSM College Catalog for course pre-requisite and concurrent course requirements.
4. To progress in the nursing program, students must have CSM cumulative GPA of 2.0. Students with a GPA below 2.0 will be reviewed on an individual basis by the Program Director who will notify the Student Committee (Refer also to the Academic Probation and Dismissal policy in the Academic Catalog).
- 5.
6. Any student who is unable to fulfill clinical requirements may be dismissed from the program.
7. BSN students who take a Leave of Absence (LOA) for two semesters will be reviewed by the Nursing Student Committee and may be required to audit a previously completed program-required course.
8. Any student who has had an unsuccessful course completion may be required to audit a previously completed program-required course.
9. A successful course audit requires a student to attend the course and participate in all learning activities and exams, but no final grade will be entered. No more than 21% of class sessions/meetings may be missed.

Assignment and/or Exam Grade Appeal Procedure:

1. The student shall appeal an assignment if the student considers the grade unwarranted within 5-business days of the assignment grade being posted in Canvas:
 - Discuss the grade with the Instructor and/or Course Coordinator, if applicable, for clarification as to how the course work was evaluated.
 - If concerns remain, then the student shall submit a written appeal request to the Program Director.
2. The student shall appeal a quiz/exam if the student considers the grade unwarranted anytime from when the quiz/exam grade is posted until the subsequent quiz/exam.
 - Discuss the grade with the Instructor and/or Course Coordinator, if applicable, for clarification.

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- If concerns remain, then the student shall submit a written appeal request to the Program Director.

Course Grade and/or Dismissal Appeal Procedure:

3. The student shall appeal a course grade if the student considers the final course grade as unwarranted within 24 hours of the final grade being posted in Canvas:
 - Discuss the grade with the Instructor and Course Coordinator, if applicable, for clarification as to how the course work was evaluated.
 - If concerns remain after these steps or there was a true [extenuating](#) circumstance, then the student shall submit a written appeal request utilizing the approved template to the Program Director and come before the Nursing Student Committee.
4. The Student Committee will review nursing student appeals and make recommendations to the Associate Dean of the Division of Health Professions.
5. Any specific academic decision which the student considers unjust, must be appealed to the “Academic Appeals Board” as stated in the Academic Appeal process as outlined in the College of Saint Mary [Undergraduate Catalog](#), see “Academic Appeals Board.” Appeals must be initiated within 2 business days from the date of notification from the Associate Dean of the Division of Health Professions, if immediately progressing into a clinical course.

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DIVISION OF HEALTH PROFESSIONS

Original Date: March 2014
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Number: 2.4
Section: Student Policies

ATTENDANCE AT CLINICAL

Policy:

Students are responsible to attend **all** scheduled clinical experiences. If a student is absent from a clinical experience, the student is responsible for communicating with the Instructor prior to the experience.

Procedure:

- 1) At the first absence/occurrence, a clinical make-up assignment (equal to a clinical day) will be given by the course coordinator. If the work completed is of a satisfactory manner, then a student will receive a 'N/A' for the absence.
- 2) Subsequent absences will result in a '0' for the assigned clinical day.
- 3) Excessive absenteeism ($\geq 15\%$ of the total clinical time) will result in the student's progress being reviewed by the Nursing Student Committee.

Failure to notify the Instructor prior to the experience will result in an appointment with the course coordinator to determine course of action.

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Number: 2.5
Section: Student Policies

PROFESSIONAL IMAGE AND PERSONAL APPEARANCE

Policy:

In simulation and clinical settings, nursing students are required to be well groomed and dressed to reflect a professional image. Student identification is visible.

1. Personal Appearance and Hygiene:

- Hair shall be neatly combed and pulled back in such a way that it is out of the face and does not fall forward while giving client care. Human colored hair is required. Hair accessories should be kept to a minimum.
- Nails should be filed to a moderate length (less than ¼ inch long) and clean. Nail polish may not be worn. Artificial nails and shellac products are not allowed.
- The only acceptable jewelry to be worn to the clinical area will be wristwatches, a ring, and plain, non-dangling earrings (three earring or gauge per ear). One gauge per ear is acceptable but may not exceed 10mm/00 gauge and a solid plug must be worn at all times. No visible body dermal or subdermal piercings, or the like, elsewhere on the body may be visible.
- Tattoos/branding should be covered and not visible. Exception: Small tattoos on the hands, wrists, or lower arm, that could not be interpreted by clients, families, and/or the public as offensive (not limited to hateful, violent, profane, nudity, etc), may be left uncovered. Absolutely no face tattoos allowed.
- If make-up is used, it should be applied in a manner that reflects a professional appearance.
- Students shall be free of body odor, strong perfumes, and/or the smell of smoke.
- “Professional appearance” is based on the subjective opinion of clinical faculty and agency policy.

2. Uniform Requirements:

- Student uniform consists of a preselected uniform top with CSM nursing logo and scrub pants. Preselected polo with CSM nursing logo and scrub pants to be worn as directed by faculty.
 -
 - Uniforms should be of clean and neat appearance, without frayed hems
 - Scrub pants need to fit the natural waist and pant legs may not drag on the floor/ground.
 - White turtlenecks or white long-sleeved tee shirts may be worn under the top. Thermal/flannel and waffle weave materials are not permitted to be worn under the scrub top.
 -

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- Students will be required to have access to personal eye protection while at clinical, unless otherwise specified by the clinical coordinator. This must be purchased by the student and carried with the student during clinical.
- Students may wear a white lab jacket with the CSM nursing logo on the upper left chest in the clinical area, unless otherwise directed.
- A visible CSM photo identification is a part of the student uniform. ID cannot be in a plastic pouch/holder.
- Uniforms are required to be worn for all pre-lab experiences, tours, and/or observational experiences.
- Professional, closed-toe nursing or athletic shoes are to be worn with the CSM uniform. Shoes for clinical must be clean. The style for shoes selected for clinical should be suitable for hospital wear. Sandals, canvas shoes, and boots are not suitable and may not be worn.
- Khaki business slacks/pants (non-cargo style) with the black, CSM embroidered polo will be permitted at various sites as determined by the Clinical Coordinator.

The above policies will be enforced as long as they are congruent with each clinical agency's policies. Students and Instructors are responsible for following and supporting agency policies regarding student dress code. Students will be asked to leave the lab/clinical area if their appearance does not meet the guidelines for professional image and personal appearance. Students who need to adjust uniform requirements for cultural or religious reasons need to contact the Program Director to see if this is feasible, prior to enrollment in lab/clinical courses. Students who need maternity uniforms should consult with the Program Director.

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Original Date: March 2014
Last Reviewed Date: August 2022

Number: 2.6
Section: Student Policies

SMOKING POLICY

Policy:

1. The use of tobacco products or vaping during any portion of clinical experiences is prohibited.

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Original Date: August 2018
Last Revised Date: August 2021

Number: 2.7
Section: Student Policies

STUDENT TESTING PROCEDURES

Policy:

The purpose of the testing procedures is to ensure accurate assessments that begin to utilize procedures such as those for the NCLEX-RN and promote Academic Integrity. This policy applies to quizzes, tests, and exams.

Procedure:

Before the exam:

- 1) Students may be given assigned seats.
- 2) All electronic devices (smart watches, ear buds, phones, tablets, etc) must be turned off/placed in airplane mode and stored in the designated area.
- 3) Personal belongings must be stored in the designated area.
- 4) Students may not wear hats, scarfs, gloves, hoodies/sweat jackets/coats (large sweatshirts and/or shirts containing pockets). Provisions may be made for specific religious/cultural apparel. Students may be asked to remove any watches or large accessories before entering the testing room.

During the exam:

- 1) No electronic items will be permitted during the exam.
- 2) No food, drink, water bottles, or the like will be permitted at the exam table.
- 3) Approved items used during the exam will be provided by the proctor (ex. whiteboard, dry erase marker). Once the test is complete, these must be returned to the proctor.
- 4) Students must complete the exam during the designated time. Students who arrive late and/or who do not arrive in proper attire must finish within the originally, designated testing time, which may be different than the scheduled course time.
- 5) Once testing begins, a student is not allowed to leave the testing room unless the test has been completed as directed by the faculty.
- 6) No discussion or sharing of questions/exam content is permitted.

After the exam:

- 1) Once the student has completed their exam, the computer must be powered down.
- 2) Students may have to remain in the exam room until all have completed the exam per the faculty discretion.
- 3) Discussing, removing, or attempting to remove any exam content/questions is considered a violation of the CSM Academic Integrity policy as it is considered cheating. Students who are found to be violating this will be subject to the sanctions discussed in the CSM Academic Integrity policy.
- 4) Individual exam reviews may be scheduled by the student beginning 24-hours after exam grades are released until the next examination. Final course exams are not available for review.

Original Date: January 2019

Number: 2.8

EXPOSURE AND INJURY INCIDENT POLICY

Policy:

The purpose of this Exposure and Injury Incident Policy is to ensure the health and safety of the student and/or patient/client. Nursing students may be at risk for exposure to bodily fluids, environmental hazards, and physical injury during their education. Students should be aware that any exposure or injury could adversely affect the students' overall health and performance in the nursing program. Any expense incurred by the student in connection with the exposure or injury, is the responsibility of the student.

Procedure:

1. Students will immediately report the incident to the on-site supervisor (staff nurse, charge nurse, clinical instructor, etc).
2. Students will initiate and comply with the facility policy regarding exposure or injury and complete appropriate documentation at the facility.
3. If the facility does not have a policy/occupational medicine department, immediate notification to the Program Director should be made. The Program Director will counsel the student on the course of action.
4. Within 24 hours, the student will complete and submit the CSM Incident Report to the Program Director (see next page).



Safe Student Reports

New Occurrence Worksheet

Use this worksheet to assist in gathering details of the new occurrence prior to entering the data on www.safestudentreports.org.

Recipient of unsafe occurrence

1. Who received injury? (select one)
 - Patient
 - Visitor
 - Student
 - Faculty
 - Staff
 - Other
2. Gender (select one):
 - Male
 - Female
 - Unknown
3. English is predominant language (select one):
 - Yes
 - No
 - Unknown
4. Status of patient/individual (select one):
 - Harm
 - No harm
 - Death
 - Other
5. Age (select one):
 - <15
 - 15-20
 - 21-25
 - 26-30
 - 31-35
 - 36-40
 - 41-45
 - 46-50
 - 51-55
 - 56+
 - Unknown

Occurrence information

6. Date (enter date of occurrence using the following format): mm/dd/yyyy
7. Time (enter time of occurrence): _____
8. Category of occurrence (select one):
 - Error [Defined as: Incident or occurrence that had the potential to place a patient at risk for harm or resulted in actual harm]
 - Near miss [Defined as: An event or situation that could have resulted in an accident, injury, or illness, but did not, whether by chance or through timely intervention. (Ebright et al., 2004)]
9. Type of occurrence (select one):
 - Medication Error
 - Needle stick
 - Inadequate preparation for providing patient care
 - Blood/pathogen exposure
 - Fall event
 - Outside scope of practice
 - Injury to body
 - Change in patient condition
 - Deviation in protocols
 - Equipment or medical device malfunction
 - Environmental safety - for self, patient or others
 - Inappropriate or inadequate communication by: Faculty, preceptor, other student, health care team, patient or visitor
 - Breach of confidentiality
 - Other
10. Occurrence description (optional: enter additional details about the unsafe occurrence):

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11. Location of occurrence (select one):

- Classroom
- Clinical Setting
- Simulation Lab
- Learning Lab
- Other

12. Who is completing the report (select one):

- Faculty
- Student/Faculty Dyad
- Other (preceptor, etc.)

Follow up action

13. Who is alerted (select one):

- Faculty
- School of Nursing (SON) Administration
- Patient/Family
- Other
- Unknown

14. Inform clinical agency (select one):

- Yes
- No
- Unknown
- N/A

15. Agency occurrence report completed (select one):

- Yes
- No
- Unknown
- N/A

16. Changes occurring as a result of occurrence (select one):

- System Changes
- Policy Changes
- Practice Changes
- Curriculum Changes
- Nothing at Present

17. Follow up actions (optional: enter additional details about any follow up action)

Student information

18. Current semester or quarter number (enter number between 1-16): _____

19. Total number of semesters or quarters in program (enter number between 1-16): _____

20. Student age (select one):

- 15-20
- 21-25
- 26-30
- 31-35
- 36-40
- 41-45
- 46-50
- 51-55
- 56+
- Unknown

21. Type of program (select one):

- LPN
- Associate
- Diploma
- BSN
- 2nd Degree BSN
- Masters - Non-APRN
- Masters - APRN

Final remarks

22. Do you wish to share anything else relevant to this report? (optional: enter any additional comments)

References

Ebright, P. R., Urden, L., Patterson, E., & Chalko, B. (2004). Themes surrounding novice nurse near-miss and adverse-event situations. *JONA*, 34(11), 531-538.

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Original Date: August 2020
Last Reviewed Date: August 2021

Number: 2.9
Section: Student Policies

TITLE IX

It is the policy of College of Saint Mary to provide equal employment and educational opportunities to students and applicants without regard to race, color, religion, gender, marital status, national origin, age, disability, citizenship, sexual orientation, veteran status, and any group protected by federal, state, or local statutes. Sexual violence and sexual harassment are prohibited by law and by College of Saint Mary policy. College of Saint Mary will not tolerate sexual violence or sexual harassment in any form, including but not limited to, sexual assault, stranger, acquaintance or date rape, stalking, domestic or dating violence, sexual cyber harassment or bullying. College of Saint Mary will take appropriate action to prevent, correct and discipline harassing or violent behavior that is found to violate this policy. The Title IX Policy and Procedures are located at <http://www.csm.edu/student-life/student-support/title-ix>.

Sexual Misconduct and Harassment Policy (Title IX + VAWA)

College of Saint Mary encourages any student experiencing potential sexual harassment, sex/gender-based discrimination or sexual misconduct (sexual assault, domestic violence, dating violence or stalking) to contact our Title IX Coordinator, Jessica Hochstein, at 402-399-2664 or TitleIX@csm.edu. If you would like to speak with a confidential resource, the following are additional community and campus resources:

- CSM Director of Counseling: 402-399-2374
- Women's Center for Advancement (WCA), available 24/7: 402-345-7273
- Counseling Assistant Program (CAP): 402-398-5566

For additional information about policies, resources, and reporting options, please visit <http://www.csm.edu/student-life/student-support/title-ix>.

Pregnancy/Maternity Leave

Title IX's prohibition against discrimination based on sex, includes discrimination against pregnant students in university programs and activities. Title IX also prohibits treating one sex differently than another with regard to parental status.

You may request supportive measures through the Title IX Office as a result of pregnancy, childbirth, and conditions related to pregnancy. If you have a chronic medical condition related to pregnancy and/or if you experience a pregnancy-related complication, you may also contact Tina Tingwald, Disability Accommodations Coordinator, ada@csm.edu or 402-399-2446 for further support.

The Title IX Office encourages pregnant students to schedule a meeting with the Title IX Office to discuss your options and the availability of supportive measures. All nursing students who are pregnant should contact Mrs. Donna Dawson, the Administrative Assistant for Nursing Programs, at DDawson@CSM.edu to schedule a meeting. When contacting, please include your name, phone number, and the name of your current clinical coordinator.

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Original Date: August 2021
Last Revised Date: August 2022

Number: 2.10
Section: Student Policies

COMPREHENSIVE ASSESSMENT AND REMEDIATION POLICY

Policy: All CSM BSN students will be required to complete specialty and comprehensive practice assessments and standardized, proctored exams in various courses.

Practice Exams: Practice exams will be implemented in various courses. Practice exam requirements will be announced in the syllabus. These self-assessments assist students with identification of strengths and opportunities for their continued preparation.

Grading: Each practice exam will be worth 5-10% of the total course points.

Proctored Exams: Proctored exams will be implemented in various courses. Proctored exams will be announced in the syllabus.

Grading: Each proctored exam will be worth 10-15% of the total course points.

Comprehensive Exit Exams: Exit Exams will be implemented at the end of the program to provide a comprehensive assessment of NCLEX-RN readiness and provided a basis for individual NCLEX-RN remediation. Up to 3 exams may be given. The established benchmark scores will be provided in the syllabus.

Original Date: August 2022
Last Revised Date: August 2022

Number: 2.11
Section: Student Policies

STUDENT MISTREATMENT POLICY

Policy: The College of Saint Mary fosters a campus community where people can work and learn with respect, dignity, and freedom from discrimination. Individuals deserve to be free from the threat or actuality of physical violence or verbal abuse. Especially intolerable are offenses against persons because of their age, religion, ethnicity, physical disability, gender, or sexual orientation. Actions or expressions that may cause violent situations, create a clear and present danger, or which represent a malicious or willful attempt to demean, degrade, or harass members of the College community or affiliated hospital/clinical settings are not tolerated. Such actions include, but are not limited to:

- Physical attacks or acts of violence
- Physical or verbal threats
- Verbal harassment (unnecessary or avoidable acts or words of a derogatory nature)
- Slurs
- Degrading humor
- Written materials such as epithets, graffiti, or other similar expressions
- Public belittling or humiliation
- Mandated performance of personal services outside of the educational environment (e.g., babysitting, shopping, etc.)

It is understood that pointing out during classes, clinical settings, hospital rounds, conferences, and the like, that a student has not adequately prepared for his/her assignments is not mistreatment unless done in an abusive manner or if such correction is disproportionately directed at specific individuals based on their race, ethnicity, gender, or other status.

Procedure: Persons who believe they are victims of such actions should notify the Course Coordinator or Program Director. If the student is not comfortable notifying either the Course Coordinator or Program Director, they should inform the Associate Dean for Health Professions, Dr. Mindy Barna (mbarna@csm.edu, 402-399-2377). If the complaint is a Title IX complaint, it will be handed per the procedures for Title IX (Policy 2.9). All reports of mistreatment are thoroughly investigated.

Confidentiality and Protection from Retaliation

All attempts are made to maintain confidentiality of the complainant. Complaints will be handled promptly, and appropriate action will be taken with the goal of protecting the student from harm or any type of retaliation. Likewise, personnel actions by the College against the perpetrator will remain confidential.

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Process for investigation and follow-up

All reports of mistreatment are directed to the Associate Dean for Health Professions who investigates the incident or delegates responsibility to either the Title IX coordinator, the Associate Dean for Arts, Science, and Professional Studies and/or the Associate Dean for Teaching and Learning. The investigating individual is tasked as serving as a neutral “third party” to reduce the possibility of retaliation by an involved faculty member, staff member, resident/fellow, health care professional, or student. All reports and investigations are treated as confidential. Involved parties and the Vice President for Academic Affairs are informed of results of the investigation and subsequent actions.

Malicious Accusations by Students

Any complainant or witness found to have been dishonest or malicious in making the allegation of mistreatment will be subject to disciplinary action.

Education

It is the expectation that all faculty, preceptors, nurses, and other healthcare personnel use positive teaching strategies and create a positive learning environment for our students.