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General Information

The Associate Degree Program is an integral part of Eastern Oklahoma State College. The Department of Associate Degree Nursing is administratively under the Nursing Division-Chair Director of Nursing, the Vice President of Academic Affairs, and the President. The Eastern Oklahoma State College organizational chart can be found online at [Administration | Eastern Oklahoma State College \(eosc.edu\)](http://Administration | Eastern Oklahoma State College (eosc.edu))

The Associate Degree Division Chair-Director of Nursing is employed on a twelve-month basis and per the 7/1/11 Oklahoma Board of Nursing Rules.

485:10-5-3.2. Nursing administrator for nursing education programs

- (a) The nursing education program leading to registered nurse licensure shall be administered by a Registered Nurse currently licensed in Oklahoma with the following qualifications:
 - (1) a minimum of a graduate degree in nursing, preferably an earned doctorate from a regionally accredited institution;
 - (2) present evidence of current practice with a minimum of two (2) years full-time equivalent practice as a Registered Nurse in a clinical setting preceding the first date of first employment as a nursing faculty member, PROVIDED: any persons employed in the administrator position on September 1, 2016, is deemed to meet this requirement; and
 - (3) one-year teaching experience as a full-time nursing faculty member in a nursing education program leading to licensure.
- (b) The administrator of the nursing education program leading to practical nurse licensure shall be administered by an individual who:
 - (1) is a Registered Nurse with a current unencumbered registered nurse license in Oklahoma;
 - (2) has a baccalaureate degree in nursing, and effective January 1, 2017, has evidence of continued progress toward a graduate degree in nursing with completion of a minimum of six (6) hours per year, PROVIDED: any person employed in the position of administrator of a practical nursing education program on December 31, 2016, is deemed to meet this requirement;
 - (3) has a minimum of two (2) years full time-equivalent practice as a Registered Nurse in a clinical setting; and
 - (4) has at least one 1 academic year, full-time experience as a teacher in a nursing education program.
- (c) The administrator of the nursing education program, with institutional input, shall have the authority and responsibility for:
 - (1) the administration of the nursing program;
 - (2) preparation and administration of the budget for the nursing program;
 - (3) implementation of faculty development and performance review;
 - (4) recommendation of qualified faculty for appointment, promotion, and retention; tenure (if applicable)
 - (5) notification to the Board of faculty appointments, changes in the program or its administration, and reports as directed by the Board.
- (d) If the Nurse Administrator has teaching or other responsibilities, adequate time will be provided to fulfill administrative duties for the nursing education program.
- (e) In the event the Nurse Administrator resigns, retires or is otherwise unable to perform the duties of the position:
 - (1) An Acting Nurse Administrator may be appointed to serve for up to three (3) months. The Acting Nurse Administrator is not required to meet the qualifications of the role of Nurse Administrator.

- (2) An Interim Nurse Administrator may be appointed, after Board approval, to serve for up to twelve (12) months. The Interim Nurse Administrator must meet the qualifications of the role of Nurse Administrator.

[Source: Added at 10 Ok Reg 1535, eff 4-26-93; Amended at 12 Ok Reg 1463, eff 5-25-95; Amended at 19 Ok Reg 1461, eff 7-1-02; Amended at 22 Ok Reg 1345, eff 7-1-05; Amended at 25 Ok Reg 1415, eff 7-1-08; Amended at 33 Ok Reg 1026, eff 8-25-16, Amended at 34 Ok Reg 171, eff 11-2-16 (Emergency); Amended at 34 Ok Reg 768, eff 8-25-17]

Other full-time nursing instructors are employed on a ten-month basis. All nurse faculty members shall comply with the 7/1/11 Oklahoma Board of Nursing Rules:

485:10-5-5.2. Faculty for nursing education programs

- (a) Requirements for programs shall include nursing education
 - (1) Sufficient number of qualified full-time faculty to meet the purpose and student learning outcomes of the nursing program.
 - (2) Written qualifications, rights, responsibilities of faculty members, and
 - (3) Written faculty policies aligned to accepted education standards, including those used in evaluating performance and specifying the teaching load for the faculty and Nurse Administrator.
 - (4) Sufficient time for faculty to accomplish those activities related to the teaching learning process.
 - (5) Organize and maintain a faculty organization with written policies and procedures to guide its activities including the following:
 - a) hold regular meetings for all members to participate in planning, developing, implementing, evaluating the nursing program; and
 - b) establish committees as necessary to carry out the functions of the program;
 - c) provide for student participation; and
 - d) maintain minutes of all meetings documenting actions and decisions of the faculty.
- (b) All nurse faculty shall:
 - (1) hold a valid unencumbered license to practice as a Registered Nurse in the State of Oklahoma;
 - (2) present evidence of a minimum of two (2) years full-time equivalent practice as a Registered Nurse in a clinical setting preceding the first date of first employment as a nursing faculty member, PROVIDED: any person employed in the faculty position on September 1, 2016, is deemed to meet on September 1, 2016, is deemed to meet this requirement; and 13
 - (3) engage in teaching, scholarship, service and/or practice in keeping with the mission, goals, and expected faculty outcomes.
- (c) All programs leading to licensure as a Registered Nurse in this state shall establish comparable educational qualifications for the nursing faculty as required for other teaching faculty in the governing organization. The minimum requirements are as follows:
 - (1) a master's or higher degree in nursing; or
 - (2) a baccalaureate degree in nursing plus evidence of continued progress toward a master's or higher degree in nursing with completion of a minimum of six (6) semester hours per calendar year; and
 - (3) at least one-half of the full-time faculty having a master's or higher degree in nursing; and
 - (4) part-time clinical instructors, regardless of title used, having a minimum of a baccalaureate degree in nursing.
- (d) All programs leading to licensure as a Practical Nurse in this state shall establish requirements for nursing faculty as follows:
 - (1) minimum of an associate degree or diploma in nursing in this state, and effective January 1, 2017, has evidence of continued progress toward a baccalaureate or higher degree in nursing with completion of a minimum of six (6) semester hours per calendar year, PROVIDED: any person employed in the position of faculty of a practical nursing education program on December 31, 2016, is deemed to meet this requirement; and

- (2) teacher certification, as established by the State Department of Education, when employed in schools conducted by public comprehensive high school systems.

[Source: Amended and renumbered from 485:10-5-3 at 10 Ok Reg 1535, eff 4-26-93; Amended at 12 Ok Reg 1463, eff 5-25-95; Amended at 19 Ok Reg 1461, eff 7-1-02; Amended at 33 Ok Reg 1026, eff 8-25-16; Amended at 34 Ok Reg 171, eff 11-2-16 (emergency); Amended at 34 Ok Reg 768, eff 8-25-17; Amended at 36 Ok Reg 1000, eff 7-25-19; Amended at 37 Ok Reg 2028, eff 9-11-20; Amended at 38 Ok Reg 1418, eff 8-26-21]

Faculty members are employed according to and must abide by the policies of Eastern Oklahoma State College and have the same privileges and responsibilities as other faculty members. In addition to expectations of all Eastern faculty published in the Eastern Faculty Handbook, the nursing program faculty is expected to achieve the following faculty outcomes:

1. Demonstrate a commitment to professional nursing
2. Maintain clinical expertise
3. Participate in ongoing professional development
4. Utilize best practices to enhance the learning environment
5. Serve as a professional role model

Demonstrate a commitment to Professional Nursing: The nursing faculty is committed to the profession of nursing and is dedicated to the enhancement of the profession locally, nationally, and globally. Examples of evidence of commitment to professional may include, but are not limited to:

- Membership in professional nursing organizations
- Participation in local, state, and national activities designed to enhance the profession
- Reviewing, editing, or publishing research, scholarship, and creative endeavors in journals, books, and textbooks
- Application of existing technologies in a creative manner
- Participating in applying for research or development grants
- Presenting creative works to nursing faculty and campus community

Maintain Clinical Expertise: Because nursing is a “practice discipline”, it is important that nursing faculty maintain clinical expertise to provide current and effective instruction to nursing students. Examples of evidence of maintenance of clinical expertise may include, but are not limited to:

- Professional practice in the area of clinical expertise
- Clinical instruction of students
- Volunteer work in clinical settings

Provide Professional Service to the Community: The nursing program recognizes professional service to the college and community as a faculty priority. Areas of service are based upon:

- Service to department or college
 - Serve on College and nursing department committees
 - Contribution to the development of library and learning resources
 - Advisement and supervision of student organizations/activities

- Participation in institutionally sponsored student activities
- Service to profession
- Service to community education

Purpose

The primary purpose of Eastern Oklahoma State College Associate Degree Nursing Program is to prepare its graduates to complete the National Council Licensure Examination for Registered Nurses (NCLEX-RN) and therefore assume the responsibility of functioning as a member of the health care team and demonstrate a commitment to life-long learning. The administration and faculty acknowledge the concurrent responsibility of preparing graduates to meet the nursing care needs of people of this community and surrounding communities and to meet the educational needs of students who wish to pursue nursing as a means of personally satisfying intellectual, financial, and self-esteem needs.

The ADN program curriculum offers a variety of initial learning experiences in the cognitive, psychomotor, and affective domains which will enable the graduate to enter nursing with graduate-level skills and personal behaviors consistent with professional expectations. The educational experience emphasizes the development of an inquiring mind which recognizes that the educational process of a contemporary, safe, and effective nurse requires the continual pursuit of knowledge.

Nursing Program Mission Statement

Nursing education in the community college setting provides an affordable and accessible avenue for associate degree education that also supports educational mobility. The curriculum reflects study in both nursing, general education, and health-related sciences. Nursing at Eastern is supportive of both the generic and LPN/EMTP transitional tracks leading to an associate degree in applied science. Graduates are encouraged to obtain a baccalaureate degree in nursing.

Department Policies and Procedures

1. Selection, Appointment, and Promotion

Faculty members of Eastern Oklahoma State College Department of Nursing are selected, appointed, promoted, and receive remuneration and tenure as do other members of the faculty. Full-time faculty are employed on either a ten-month or twelve-month basis.

2. Faculty Credentials/Background Check

Each faculty member is responsible for verifying license renewal with the Program Director. A notation is made in the faculty member's file in the Director's office that the renewal was verified. Each faculty member is responsible for the completion of a background check and urine drug screen for clinical agencies. A notation is made in the faculty member's file that the background checks and drug screen were completed. Faculty members who supervise students in the clinical area are also required to keep an updated CPR and immunization record in his/her file.

3. Representation with General Faculty

Nursing faculty members are eligible for appointment or election to the College Faculty Committees. (See Eastern Faculty Handbook)

4. Teaching Load

The ratio of instructors to students in the clinical areas is no greater than 1:10. The teaching load contact hours and overload procedure follow the Eastern Oklahoma State College policy. (See Eastern Faculty Handbook)

5. Faculty Class/Office Hours

Faculty office hours are the same as other Eastern Faculty. Each faculty member is responsible for preparing a class/office schedule and submitting a copy to the Program Director who will submit the schedule to the Vice President of Academic Affairs. (See Eastern Faculty Handbook) This schedule is also posted on the faculty member's door or webpage and retained by the program secretary.

6. Continuing Education

Advanced and continuing study, plus experience in clinical nursing is recommended to keep abreast of new information in nursing, educational and clinical areas. Lifelong learning is a priority concept of EOSC Nursing faculty. EOSC Nursing faculty has adopted ACEN's definition of scholarship. "Scholarship – Activities that facilitate the enhancement of expertise and achievement of the goals and outcomes of the nursing education unit. This may include, but are not limited to the application of knowledge, teaching, service, practice, and research." (See Eastern Faculty Handbook)

Provide CEUs:

- All full-time and adjunct faculty will submit CEU hours yearly to Nursing Division Chair
- Copy of CEUs to be placed in the employee file

7. Travel Expense

Nursing faculty may rent an Eastern fleet vehicle going to and from a school-approved function necessitating travel. If a college vehicle is not available, the mileage may be reimbursed according to the Eastern travel reimbursement policy. (See Eastern Faculty Handbook and Appendices for the "Travel Reimbursement" form.)

8. Liability Insurance

Although all faculty members are covered under a blanket policy with the college, nursing faculty are encouraged to carry personal liability insurance.

9. Instructor/Director/Program Evaluation Process

Instructor Evaluation Process

1. See Eastern Faculty Handbook for the general instructor evaluation procedure.
2. The Director will make periodic classroom and clinical visits to determine the quality of instruction. If concerns arise from the classroom and clinical visitation, a follow-up conference and personal goals of improvement will be formulated. The Vice-President of Academic Affairs will be included in the evaluation process if unsuccessful progress is made in the individual plan of improvement. A written evaluation is completed each year and a copy is maintained in the instructor's file (See Appendices).
3. Students will complete a course instructor evaluation each semester for areas of theory and clinical. Adjunct clinical instructors are evaluated per clinical area only. Summaries are shared with the course instructor per the Director of Nursing each semester. (See Appendices)
4. The Vice President of Academic Affairs will evaluate the Director's performance and program outcomes and projected goals for improvement yearly.
5. Students will evaluate clinical facilities, preceptors, textbooks, published materials, and achievement of program outcomes/objectives yearly to determine student satisfaction with the program.

10. Instructor Office Supplies

General Office Supplies are ordered by the ADN Health Sciences Facilitator from the appropriate vendor as needed. Please let the Health Sciences Facilitator know of any needs. A purchase order must be generated, and the ADN director must approve all orders.

11. Grades, Grade Books, and Attendance Records

(See Eastern Faculty Handbook) Grade Books for a given course are maintained by the level coordinator. Team members are responsible for keeping clinical-grade records on respective students and turning in the final grade to the level coordinator at the end of the semester.

12. Grading Formula

(See Nursing Student Handbook and Course Syllabi)

13. Progression Requirements

(See Nursing Student Handbook)

14. Required Courses

(See Student Handbook and Program Brochure)

15. Attendance Policies

(See Nursing Student Handbook and College Student Handbook)

16. Academic Counseling

(See Nursing Student Handbook and College Student Handbook)

17. Re-Admission

(See Nursing Student Handbook)

18. Clinical Policies

(See Nursing Student Handbook)

19. Withdrawal/Drop

A student dropping a course or withdrawing from school before the end of the semester should notify the ADN Director/ Level Coordinator or course instructor. A course withdrawal form and exit interview form will be completed for the college and the nursing program. One copy of the form will be maintained in the student's file, and one will be taken to the counseling office. (See Appendices)

20. Advanced Placement

- A. Eastern Oklahoma State College offers a Transition in Nursing Course from practical to professional nursing in the spring semester. Upon successful completion of Nursing 1303, 2118, 2218, and 2212, sixteen hours of equivalency credit for Nursing 1118 and 1218 will be granted. Upon completion of the transition course, LPN students will join Basic Licensure students for Nursing 2118, 2218, and 2212. Students interested in applying for the program must meet specific requirements listed in the Nursing Student Handbook.
- B. Students who have completed nursing courses at other accredited schools of nursing are evaluated on an individual basis to determine their level of entry into the program at Eastern OK State College. They should contact the Director of the ADN program as soon as possible. Completion of at least the last semester of the sophomore year at Eastern OK State College is necessary to meet the requirements for graduation.

21. Clinical Laboratory

Affiliating agencies utilized for clinical laboratory experience are selected to provide learning activities to meet the curriculum, course, and unit objectives. The nursing faculty works cooperatively with the agency personnel in creating a climate conducive to learning.

- A. Hospital Conference Area: Each hospital provides a clinical conference area. Students are required to participate in post-conference and pre-conference.
- B. Student Assignment Schedules: Student assignment schedules are made available to the Director of Nurses or designee and the agency units where students are assigned. Student schedules are also provided for the ADN Director and Nursing Department Secretary.
- C. Reporting Problems to Director: If a problem in a clinical area arises which might have any significance to the program, faculty are directed to discuss it with the Nursing ADN Director.
- D. Incident Reports: Faculty members assist students in completing incident reports according to Clinical agency policies and procedures. The instructor may make written comments about the incident for purposes of clarity, but copies of the incident report should not be made.
- E. Faculty are encouraged to keep some type of anecdotal record on students supervised in the clinical areas describing problems encountered, student clinical performance, and examples of specific behaviors that were observed.

22. Student Clinical Evaluation

- A. The student's clinical achievement is evaluated using a variety of methods and upon completion of each nursing course by one or more instructors. The clinical evaluation tool is derived from the unit, course, and curriculum objectives. Methods utilized to determine whether the student has satisfactorily met the Clinical objectives/evaluation are direct observation of the student's behaviors in the Clinical settings and satisfactory completion of records. Students are evaluated two to three times per semester depending on the level and number of clinical rotations encountered for a given semester. The method of clinical evaluation provides both the student and faculty members with continual feedback as to strengths and weaknesses in clinical performance. (See Appendices)

B. Clinical Laboratory Evaluation

The student's laboratory performance is evaluated as being "Satisfactory" "Unsatisfactory". Students must achieve a "Satisfactory" clinical to pass each nursing course. Methods utilized to determine whether the student has satisfactorily met the clinical objectives/evaluation are direct observation of the student's behaviors in the clinical setting, student's verbalizations of appropriate information, and clinical judgments during the pre-conference, post-conference, or at any time during the clinical experience, and satisfactory completion of written assignments.

C. ADN Program Student Clinical Evaluation Process

1. Students are provided with the clinical evaluation objectives/standards and processes before clinical experiences. (See Nursing Student Handbook)
2. Students and faculty evaluate the students' performance relative to the standards/objectives at midterm and end of semester rotations. Faculty members provide individual, written feedback regarding their performance. Students have an opportunity to offer their perspectives regarding faculty evaluation statements on the clinical evaluation form.
3. Sampling of knowledge and skills through focused questioning and observation and grading the patient care plan and other written assignments are the processes used to determine if students can deliver safe, effective care thus meeting the clinical performance evaluation. If a student demonstrates a lack of level-appropriate level knowledge, skills, and/or preparation for skills regarding their patient assignment for previously taught content, a student is questioned and observed more frequently. While providing care to patients in clinical settings, students are held legally accountable for the same standard of care as registered nurses.
4. If students do not show steady progress toward meeting the clinical evaluation objectives, they are counseled by faculty and an Academic Communication Record is formulated which specifically addresses the deficiencies, learning activities, related to correcting the deficiencies if indicated and a time frame for fulfilling the learning plan. Depending on the situation, another instructor who is knowledgeable of the clinical performance standards and evaluation process evaluates the student's clinical performance.
5. When students are in jeopardy of clinical failure, or the faculty wish to consult with another faculty in creating additional learning activities to assist a student who is having difficulty meeting the objectives, the student's clinical records will be reviewed by a Review Committee consisting of the entire faculty committee. (See Appendices for Functions of the Faculty Review Committee).
6. Evaluation conferences are held between clinical instructors and students as needed and at the end of the semester. Faculty members are readily available to the students throughout the semester should the student and/or instructor determine a need for a conference.
7. A student demonstrating unsafe behaviors, HIPPA violations, or failing to meet the Academic Communication Record outline may be placed on "Clinical Warning". (See nursing student handbook).

D. Examples of Behaviors that may subject students to Immediate Dismissal from the Program:

1. Making verbal (non-written) false statements:
 - a. “Failing to accurately or intelligibly report and/or document a client’s status including signs, symptoms, or responses and the nursing care delivered.”
 - b. “Giving false testimony or other evidence at any official hearing of the college or giving false information regarding the care of a patient to any faculty or staff member acting in the performance of their duties.”
2. Falsification of patient’s records:
 - a. “Failing to make entries, destroying entries, and/or making false entries in records of the care of clients.”
3. Abandoning Clients
 - a. Leaving a nursing assignment without notifying one’s instructor or in the case of an emergency another instructor or member of the nursing staff on the assigned unit. (See Eastern Nursing Student Handbook, Clinical Policies)

E. Clinical Absences

An integral part of nursing is assuming responsibility. When clinical assignments are made, the Clinical Instructor assumes responsibility for supervising the student in the care of those patients. If a student does not report for clinical experience and assume his/her responsibility for the assigned patient, either the staff or fellow students must assume this responsibility. The faculty does realize, however, that there are times when a student must be absent. Therefore, the student reporting a clinical experience absence/ or tardiness should notify the instructor by telephone before the scheduled time of the clinical experience or by the time designated by the clinical instructor. If extenuating circumstances prevent the student from notifying the instructor before the experience, the student must speak with the clinical instructor before the end of the clinical experience that day. A student missing more than 12 clinical hours will petition the faculty in writing for permission for clinical make-up days. Absenteeism could result in administrative withdrawal from the course. Attendance at the pre-post conference is required. Students 15 minutes late for clinical will be counted 1 hour absent. All missed clinical time must be made up before the last semester scheduled clinical and will be at the instructor(s) discretion and clinical availability. (See Eastern Nursing Student Handbook, Clinical Policies)

23. Infection Control Policy

A. Introduction

Concern for the safety of all students, faculty, and staff of Eastern Oklahoma State College Associate Degree Nursing is the basis for this infection control policy. There is a significant prevalence of infectious diseases such as HIV, Hepatitis B, and C which increases the risk of health care workers who will be exposed to blood and body fluids from infected clients. However, it is the belief of those in the Eastern Oklahoma State College Nursing Program that with the proper education, skills, and immunizations faculty and students can be reasonably protected from the risk of infections contracted in the course of health care delivery. It is the purpose of this policy to prevent discrimination against faculty, students, and staff who have certain infectious diseases by setting forth some specific protections. The information in this policy is based on currently available information from the Centers for Disease Control. It is the responsibility of the faculty and students to familiarize themselves with this policy.

B. Student and Faculty Immunizations

Upon admission to the ADN Program at Eastern (or employment for nursing faculty), proof of a current immunization record must be submitted and reviewed by a nursing faculty member. Faculty must have completed the Hepatitis B vaccination series or have serologic information of immunity to Hepatitis B. (See Appendices for immunization policy).

C. Health Insurance

It is highly recommended that students have health insurance. They are responsible for their individual or family insurance plans. For faculty insurance see the Eastern Oklahoma State College Faculty Handbook.

D. Clinical guidelines

The Eastern Oklahoma State College Associate Degree Nursing Program provides clinical experiences in which any student may be assigned to deliver care to individuals with infectious diseases. Students and faculty will be expected to follow all guidelines for the prevention of HIV and other bloodborne pathogens transmission.

E. HIPPA

Faculty and students are expected to follow HIPPA guidelines at all times. (See student handbook: Clinical guidelines)

F. Professionalism

Students and faculty are expected to demonstrate professionalism at all times while in the clinical setting and all campus and EOSC student activities. (See nursing student handbook)

Beginning with the first clinical course and before any patient contact, all students will be provided with:

1. The most current information on the modes of acquiring and transmitting infectious diseases in the clinical setting.
2. Instruction in standard precautions to minimize transmission of infection.
3. Supervised practice in campus lab prior to actual patient care.
4. Close supervision and monitoring of initial clinical experiences.
5. Also, nursing students will demonstrate isolation techniques related to the prevention of specific infectious diseases.

As students are assigned to clinical agencies, they will be required to follow that agency's infectious disease policies and procedures.

Since needle-stick injuries are the most common form of accidental exposure to bloodborne pathogens, needles are not to be recapped after patient use but must be placed in a Sharps Container immediately after use. If recapping must be done, the one-handed scoop technique may be used.

Faculty is responsible for ensuring that:

1. Students utilize procedures for handling either accidental exposure or violations of safety guidelines in the care of patients.
2. Personal safety equipment and supplies are available to students to minimize the risk of infection; safety-engineered sharps containers must be used by the students and faculty.
3. Disinfection and disposal procedures of the agency are followed in clinical areas and skills lab.
4. Faculty and or students who have open lesions or weeping dermatitis that cannot be covered will refrain from all direct patient care.
5. Students and faculty with any known transmissible infection will not be assigned to immune-compromised patients.

Non-Discrimination

No student will be required to cease attending Eastern Oklahoma State College Nursing solely based on the diagnosis of a communicable disease. If a review of the facts demonstrates that a student is unable to perform as required or presents a health risk to himself/herself, the college community, or assigned patients, a decision will be made regarding the student's continuance in the program.

Standard Precautions

There is an increasing prevalence of HIV, Hepatitis B, and C which increases the risk for health care workers who will be exposed to blood and body fluids from infected patients. Therefore, it is necessary to consider all patients as potentially infected with bloodborne pathogens. The following precautions apply to all faculty and students at Eastern Oklahoma State College Associate Degree Nursing.

1. Gloves must be worn when touching:
 - A. Blood and body fluids
 - B. Mucous membranes
 - C. Non-intact skin
 - D. Handling items or surfaces soiled with blood or body fluids
 - E. Performing venipuncture and other vascular access procedures
2. Gloves should be changed between patients and hands washed
3. Protective eyewear should be worn when suctioning or at any time body fluids might contaminate the eyes of the caregiver.
4. Needles are not to be recapped after patient use but must be placed in a Sharps Container immediately after use.
5. Needles should not be purposely bent, broken by hand, removed from disposable syringes, or otherwise manipulated by hand.
6. Disposable syringes and needles, scalpel blades, and other sharp items should be disposed of in the Sharps Container.
7. Reusable needles and syringes or other sharp items should be left on the tray without washing and the individual agency policy followed for returning items to central supply.
8. Clinical agency policy will be followed by students and faculty regarding ready access to CPR masks.
9. Any break in the skin integrity of the caregiver will be covered by an occlusive protective covering.
10. Gloves that are punctured or torn while in use should be removed as soon as possible. Hands are to be washed and new gloves applied to proceed.
11. Laboratory specimens should be handled with gloves on and labeled appropriately. The specimens should be put in plastic bags for transport to the lab.
12. Soiled linens will be put in bags at the bedside and are not to come in contact with the nurse's uniform.
13. Gloves are to be worn when providing personal care for all patients and doing any procedure where contact with blood or body fluids is anticipated.
14. Contact housekeeping for proper management of spills.
15. Gloves are to be worn for post-delivery care of the infant, umbilical cord, and until all blood and amniotic fluid have been cleansed from the infant's skin.
16. Gloves should be worn when assisting the nursing mother and baby.
17. Gloves should be worn when administering post-mortem care.

Exposure Procedure

1. In the event of exposure to blood/body fluids, the responsible faculty member will ensure that the involved student will complete a Variance Report form according to the facility policy.
2. Testing of the source patient will be done according to agency protocol and state law. Copies of the source patient's lab work will be forwarded to the student's health care provider. All expenses for any initial and follow-up testing and care of the exposed student will be paid by the student.
3. A copy of the Variance Report will be forwarded to the ADN Director.
4. If the student refuses to see a health care provider for follow-up, this will be documented.

Guidelines for Accidents and/or Injury in the Clinical Areas

1. A student who is injured or comes in direct contact with blood or body fluids in the clinical setting should immediately notify his/her instructor.
2. The instructor will assist the student in completing the Variance Report and will forward a copy to the ADN Director.
3. Students will have access to the hospital emergency room for medical care. The student is responsible for all expenses charged by the clinical facility in rendering medical care.
4. Faculty members will notify the Nursing Director's Office when a student is requesting access to medical care due to a student injury in the clinical area.

24. Learning Laboratory (Skills & computer labs)

1. The Learning Laboratory on the college campus provides a means for demonstration, supervised practice, and individual practice for nursing skills needed in the clinical laboratory. A learning laboratory instructor is available at designated times each semester. It is set up to provide the student:
 1. Practice and evaluation of skills to be used in the clinical area.
 2. Pursuit of further study and practice when there is recognition of the individual need
 3. Utilizing computer programs, which are a part of the recommended study.
2. The Freshmen and Sophomore Level Coordinators will meet before each semester to coordinate a schedule for the Freshmen Skills lab and Sophomore Campus Labs.
3. Faculty who uses the Learning Skills Lab are responsible for leaving the room clean and orderly with all equipment properly stored.

25. Computer Lab

The Computer Laboratory provides the means for students to participate in Computer-Assisted Instruction to facilitate learning of selected course content, online-testing, completing web-enhanced assignments and emailing them to instructors, and for enrichment and remediation purposes. Also, the students may utilize computers for word processing, completing internet research, etc. A nursing instructor will be available by appointment to assist students accessing online programs.

Policies and Procedures for Computer Laboratory/Computer Use:

1. The lab is to be locked when supervisory personnel are not in the area.
2. Computer labs are open when faculty or supervision on campus is available
3. No food or drinks will be allowed in the Computer Lab.
4. If you plan to take your class to the lab, please schedule the time in advance to avoid any conflicts.
5. A file will be kept which shows college compliance with copyright laws concerning individual companies.
6. In cases where students use EOSC laptops in the classroom, each student is expected to abide by the EOSC student and nursing department policies. (See EOSC student and nursing student handbook)

26. Standard Testing

An Internet-based assessment, review, and remediation program is utilized in each semester. Proctored and non-proctored tests give the student feedback and offer planned remediation. Scheduling and explanations are in the course syllabus.

27. Board of Nursing Policies Regarding Candidate Eligibility

- A. “The Eastern Oklahoma State College Nursing Program” is approved by the Oklahoma Board of Nursing. Graduates of this state-approved program are eligible to apply to write the National Council Licensure Examination (NCLEX) for (registered or practical) nurses. Applicants for Oklahoma licensure must meet all state and federal requirements to hold an Oklahoma license to practice nursing. In addition to completing a state-approved nursing education program that meets educational requirements and successfully passing the licensure examination, requirements include submission of an application for licensure, a criminal history records search, and evidence of citizenship or qualified alien status [59 O.S. §567.5 & 567.6].

The Board has the right to deny a license, recognition, or certificate; issue a license, recognition, or certificate with conditions and/or an administrative penalty; or to issue and otherwise discipline a license, recognition, or certificate to an individual with a history of criminal background, disciplinary action on any professional or occupational license or certification, or judicial declaration of mental incompetence [59 O.S. §567.8]. These cases are considered on an individual basis at the time application for licensure is made, with the exception of felony convictions. Potential applicants to state-approved education programs, with a criminal history, may obtain a determination of eligibility for licensure or certification from the Oklahoma Board of Nursing for a fee. The determination of eligibility for license petition can be accessed at [INSTRUCTIONS and PETITION to request initial determination of eligibility for licensure or certification \(oklahoma.gov\)](#).

Board Approved: 7/92

OBN Policy/Guideline: #E-05

Board Reviewed w/o Revision: 1/29/13

Revised: 9/01; 5/04; 1/25/05; 11/13/07; 5/25/10; 11/4/13; 5/24/16; 11/12/19; 1/24/2023

P:/Administration/Executive/Policies/Education/E-05 Information for Bulletins and Catalogues of Nursing Education Programs

28. Budget

The annual budget is compiled by the Nursing Director/Division Chair, with faculty input, and submitted for approval in the early spring. Monies are allocated to nursing based on student enrollment figures and projected needs for resources and facilities.

29. Faculty Courtesy Fund (See Eastern Faculty Handbook)

Operational Procedures and Forms

1. Evaluation Forms (ADN Director/Coordinator/Faculty) the following forms are completed at the end of each course, clinical semester, and according to the process described in the Eastern Faculty Handbook. Completed evaluations are forwarded to the Director/Division Chair of Nursing who will submit the Eastern Instructor evaluations to the Office of the Vice-President of Academic Affairs.
 - a. Faculty evaluation of Director/Coordinators (See Appendices)
 - b. Student evaluation of Clinical Teaching Effectiveness (See Appendices)
 - c. Student evaluation of Clinical sites
 - d. Student evaluation of skills lab/simulation learning
 - e. Student evaluation of theory instruction (See Appendices)
 - f. Student evaluation of textbook(s)

2. Evaluation Process for AV and Computer Software
Access to modern information technology is essential to the pursuit and achievement of excellence across the Eastern Oklahoma State College (EOSC) mission of instruction, research, and academic advancement. The computing resources provided by EOSC are primarily intended for teaching, educational, research and administrative purposes, and may generally be used only for authorized EOSC related activities. Use of the computing resources is governed by all applicable EOSC policies.
3. Required AV Computer Software, Reference Requirement:
 - a. References over five years old will be discarded unless considered “classic”.
 - b. Each faculty member will periodically review all required student learning material.
4. Official Class Roll with Grade Entry
 - a. The official class roll with grade entry is maintained by the Level Coordinator/ Site Coordinator in the grade book and electronically via Blackboard. Grades are submitted to Self-Serve mid-term and at the end of the semester as described in the Eastern Faculty Handbook.
5. Textbook Evaluation/Selection Criteria
 - a. It is the responsibility of the Level Coordinator and level faculty to carefully review the currently used textbooks and a representative number of newly published texts before recommending a textbook change. New textbooks will be routed to individual faculty for review. The faculty will evaluate each text and make recommendations to the entire Nursing Faculty Committee for the final decision of textbook adoption.
6. Professional Activity Update Form
 - a. The Professional Activity Update Form is updated every year and sent to the Director of Nursing and Vice-President of Academic Affairs. This form includes educational preparation, previous experience, and a record of all teaching assignments, and committee assignments. (See Appendices)
7. Interrater Reliability Guidelines for Reviewing Students Written Work
 - a. Evaluation tools that articulate the grading criteria have been developed for all written assignments. At the beginning of the semester, the faculty in each course grades the same written assignment using the evaluation tool. Results of this activity are analyzed and through discussion, the teaching team reaches a consensus on the application of criteria to the grading process.
8. Test Blueprint (Plan)
 - a. The Level/Course Coordinator is responsible for the review of exams per semester blueprint before the administration of exams. The purpose of the test plan is to facilitate content validity and appropriate question taxonomy levels. The Level/Course Coordinator maintains a copy of each Exam Soft class manager per semester.

TESTING POLICIES AND PROCEDURES

This policy was developed for the purpose of enhancing student learning through timely feedback following course exams and for maintaining the integrity of exam items.

Definition of Proctored Environment: Faculty or designee who monitors student(s) during examination, either in person or via live video feed, with the opportunity to access students' physical environment during testing procedures.

1. GENERAL

- a. Students are expected to conduct themselves in an honest, professional manner at all times.
- b. Students must make every effort to arrive for exams on time.
- c. Faculty of each course will facilitate the testing procedure for students with accommodations, based on documented student needs.
- d. Any exam administered other than the designated time, i.e., makeup exam, may be subject to different test items with the same difficulty level.
- e. During an exam and exam review, students may not wear headwear with visors, purses, backpacks, cell phones, or other personal items will be allowed. No wearable technology i.e. smart watches, etc. The faculty will provide table dividers as needed for exam integrity. The faculty will provide a whiteboard, whiteboard marker & eraser which must be turned in prior to leaving the testing environment.
- f. It will automatically be assumed that the student is involved in academic misconduct if they are in possession of a cell phone, wearable device, unapproved technology, or material during any exam. Students who are in violation of the Testing Policy are subject to disciplinary action(s) and may be dismissed from the program.
- g. Students will be allowed to visit the restroom during the exam period one at a time. The computer device and provided paper/whiteboard will be left in the testing area.

2. EXAM ITEMS

- a. To better prepare for NCLEX, students will be required to respond to items in a variety of formats on exams. Examples of exam formats that may be included, but are not limited to; are multiple choice, hot spots, CLOZE, true-false, fill in the blank and select all that apply.
- b. The level of item difficulty for this semester/course is as follows:

Course #	Level of Difficulty (Bloom's Taxonomy) (Knowledge, Comprehension, Application, Analysis, Evaluation)
Nursing 1118	50% - Knowledge and Comprehension 50% - Application
Nursing 1218/1303	35% - Knowledge and Comprehension 65% - Application or higher
Nursing 2118	20% - Knowledge and Comprehension 80% - Application or higher

Nursing 2218	5 % - Knowledge and Comprehension 95% - Application or higher
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3. EXAM REVIEW AND POSTING OF GRADES

- a. A review including rationale will be made available after each unit exam. In the event a late exam is administered, there may be a delay in test review. Unit exams will be available for individual review with an instructor for one week following the exam.
- b. Benchmark exam items are unavailable for review. The category performance report is made available to the student for review.
- c. Students are not permitted to copy exam questions or answers, physically or electronically, during test review.
- d. Students scoring less than 77% on an exam are highly encouraged to review their exam.
- e. Exam scores will generally be posted within two business days following the exam. Faculty will notify students of any delay in posting of grades.
- f. If a student is challenging a test item, the student must submit the exam item in question to the instructor who taught the material.
- g. Exam scores will not be adjusted after one week following an exam.
- h. For further formal resolution of a grade dispute see the Eastern Oklahoma State College Grievance Policy. (See Eastern Student Handbook, Grievance Policy)

TEST ITEM ANALYSIS GUIDELINES

1. GENERAL

- a. Faculty will construct test items based on student objectives.
- b. Faculty will complete statistical analysis on all nursing unit exams.
- c. Faculty will review the test questions, student challenges, and item analysis statistics after each unit exam is given.
- d. Formal item analysis is conducted in the following manner:
 - i. Test items are analyzed as to the relationship of test items to the objectives of the unit of instruction.
 - ii. Test questions are analyzed as to the cognitive levels as outlined in each course syllabus.
 - iii. Test items are analyzed in the following areas: Item difficulty (p-value), discrimination of higher/lower scorers of each item (point biserial)

P value	Biserial >0.25	Biserial <.25	Biserial negative
0-29%	Difficult Item Review for next exam Consider justified exam analysis adjustments	Poor Item Rewrite or eliminate on next exam	Poor Item Rewrite or eliminate on next exam
30-90%	Good Item	Good Item	Moderate Item Review before next exam
91-100%	Good Item Review for next exam for difficulty Consider if the question is mastery	Good Item Review for next exam for difficulty Consider if the question is mastery	Moderate Item Review before next exam

2. Questions

- a. Dosage Calculation
 - i. Dosage calculation questions must be within the level math competency grid
 - ii. Only correct answers for dosage calculation will be accepted
- b. Mastery Questions
 - i. 10% maximum amount of mastery question per unit exam
 - ii. Must be designated as a mastery question prior to students taking exam
 1. Included in the question title: MASTERY
 2. Using ExamSoft, tag with category Mastery
 - iii. The designation of Master question does not exempt using test analysis grid

- c. NextGen Questions
 - i. 20% maximum number of NCLEX-RN NextGen type questions per unit exam
- d. Cohort roster – N < 30
 - i. Use aggregate statistics (Version Performance Across All Exams), if they exist
 - ii. If it is the first time a question has been used, instructors will review all questions with p value <30%

Difficult Item – No score adjustment

Good Item – No score adjustment

Moderate Item – Generally does not need adjustment, at faculty discretion

- Need to review prior to exam given again
 - Consider changing distractors that are wrong (high p-value)
 - Poorly written and confusion in student response (low p-value)
 - May not have clear response, distractor could qualify as answer (low p-value)

Poor Item -

- Score adjustment necessary
 - If mis-keyed, change to correct answer, update scores.
 - If two correct answers, give credit for both
 - Or give credit to all exam takers
- Review prior to exam given again.

KR 20 – 0.60 is our goal as a nursing program. It provides reliability of the test based on student response from one item to the next.

Reference:

- Oermann, M. & Gaberson, K (2019) Evaluating and testing in nursing education. (6th ed.). New York, NY: Springer
- Billings, D. & Halstead, J. (2019). Teaching in nursing: A guide for faculty (6th ed.). St. Louis, MO: Elsevier
- Bristol, T. & Sherrill, K (2019) NurseThink for Nurse Educators Success Manuel (1st ed.). Waconia, MN: NurseTim, Inc.

9. Evaluation of Affiliating Clinical Agencies
Evaluation of clinical laboratory facilities is an ongoing process. Students and faculty complete an evaluation of affiliating agencies every year in the spring or at the end of the clinical rotation utilizing confidential online evaluation. The Director of Nursing and/or involved faculty will meet with agencies yearly, or more often, if necessary, to discuss clinical arrangements, scheduling, achievement of clinical objectives, and other issues should result, or circumstances warrant a need for further discussion.
10. Graduate Questionnaires
The following questionnaires are utilized for program evaluation and graduate follow-up studies:
 - a. Students who are completing the final semester
 - b. Graduate 6-month follow-up
 - c. Graduate Employer Evaluation (6-month follow-up)
11. Hospital Medical Records Policies
At times students find it necessary to review their patient's medical records for completing the care plan and/or case study. Under no circumstances are students to make Xerox, computer-generated, or other photostatic copies of patient medical records. Confidentiality protocols must be observed at all times.
12. Total Program Evaluation
Program Evaluation is an ongoing process.
 - a. Student evaluation of program via online evaluation
 - b. Advisory committee evaluation
13. Faculty Committee Structure
Faculty members serve on Eastern State College and Nursing Department Committees. (See Eastern Faculty Handbook and Nursing Faculty Bylaws and Attached Committee Organizations in Appendix)
14. Organization in Minutes
Minutes of the following Committees are recorded and maintained in the Director's office.
 1. ADN Faculty
 2. Curriculum Committee
 3. Library Resource Committee
 4. Student-Faculty Committee
 5. Admission-Progression Committee
 6. Level Committees

Level Coordinators are responsible for the recording and maintenance of Committee records, submitting reports and data to the ADN Faculty Committee.
15. Orientation Plan for New ADN Faculty (See Attached Orientation in Appendix)
 - a. As soon as possible after being hired, the new faculty member is given orientation materials including the Eastern ADN Student and Faculty Handbooks, Teaching Assignment, Course Outlines, Textbooks, and Calendar of Events.
 - b. On the first day of the semester, a school-wide faculty conference is held, and new faculty are given the Eastern Faculty handbook, information about committees, insurance, and retirement information, Eastern Faculty Council and HEACO Membership, and the Eastern Faculty, Student, and Academic Handbooks.
 - c. New faculty meet the Program Director and Level Coordinators to review the Faculty Policies and Student Handbook, program and college forms, introduction to college resources such as the library, bookstore, counseling services, financial aid, phone system, and travel.
 - d. When new faculty members participate in enrollment, they are with senior faculty to assist them in advising and registering activities
 - e. The Level Coordinators are responsible for the orientation of new faculty on the process and content for each course including the course calendar, teaching assignment of course units, clinical orientation test

construction, item analysis, grading formula, clinical evaluations, care plan forms, and reporting attendance/grades.

- f. Bi-monthly faculty meetings are held which continue to provide new Faculty orientation to the overall nursing program with follow-up conferences held as needed with the Program Director.
- g. Scheduled level committee meetings and periodic curriculum committee meetings involve all new faculty members.

16. Eastern Oklahoma State College Associate Degree Nursing Generic/Transition Student Program of Study

First Semester	Credit Hours
Orientation and Library Science	1
Freshmen Composition I	3
Human Anatomy	4
Nutrition	3
Introduction to Nursing Science	8*
Second Semester	
Human Physiology	4
Microcomputer Applications	3
Developmental Psychology	3
Family Nursing	8*
Transition in Nursing	3**
Third Semester	
American History	3
Freshmen Composition II	3
Intro to Microbiology	4
Physical and Mental Illness I	8
Fourth Semester	
Political Science	3
Physical and Mental Illness II	8
Current Issues in Nursing	2
Total Generic	68
Total Transition	71

*Students who complete these courses are eligible to take the NCLEX-PN Exam. LPN Transition Students are given advanced standing for these courses.

***LPN Transition Students Only

All courses other than nursing may be taken before admission to the nursing program. Students who have completed science courses with a “C” or above are given ranking points for admission into the program. Science courses must have been completed within the last 7 years before being admitted to the nursing program. (See Student Nursing Handbook “Admission Policies”).

APPENDICES

Immunization Form

Travel Forms

Administrative Faculty Evaluation Form

Student Clinical Instructor Evaluation Form

Student Theory Instructor Evaluation Form

ADN Committees

Job Descriptions

Professional Activity Update for Faculty

Nursing Student Exit Interview Form

Academic Communication

Student Disciplinary Action Form

Orientation Checklists

EASTERN OKLAHOMA STATE COLLEGE
SCHOOL OF NURSING
Immunization Form

To safeguard patients, students, and hospital staff, official documentation regarding your immunity status must be provided. Please submit any copies for verification such as a copy of your shot record or computerized list from the county health department. No originals, please.

The completed forms should be submitted as soon as possible to ensure your opportunity to resolve any issues. Forms and documentation are due on the first day of the academic semester. Failure to complete this requirement by the deadline will prevent your clinical rotation attendance.

Please submit all documentation to:

Eastern Oklahoma State College
ATTN: Nursing Program
1301 West Main
Wilburton, OK. 74578

Please make a copy of all documentation for your records!

Name: _____

Date of Birth: _____

Social Security Number: _____

Item#	Immunization	Instructions	Comments
1	Tuberculosis Skin Test (PPD Mantoux)	Submit copies of a two-step test, at least one to two weeks apart administered and read within the last 12 months if a yearly negative result is not on file. If you have tested positive, submit 1) a copy of the positive PPD test, 2) a copy of a chest x-ray report, and 3) a copy of a physical examination report completed by a physician indicating that you are cleared for public contact. If you have received preventative therapy, Submit a copy of the treatment record. The TB test must be PPD Mantoux. The Tine or Monovac tests are not acceptable.	<i>The TB Skin Test expires after one year and must be renewed. Therefore, it is recommended that students entering in the Fall have this test done in late May or early June to be current for both the Fall and Spring semesters.</i>
2	Varicella (Chickenpox)	A history of having had chickenpox is not sufficient and will not fulfill the Varicella requirement. You must receive either two doses of vaccine at least one month apart or provide a copy of a positive Varicella titer (blood test) lab report or documented history of the disease.	<i>It is recommended that you have the titer done as soon as possible in case your test comes back negative and you need to start the vaccinations.</i>
3	Rubeola*	A history of having had the measles is not sufficient and will not fulfill the Rubeola requirement. Submit evidence of two MMR vaccinations received after the age of twelve months and at least one month apart or submit a copy of a positive titer (blood test) lab report.	<i>If you were born before 1957, then you are exempt from the Rubeola vaccination. Please write "exempt" on your health form.</i>
4	Mumps*	A history of having had the mumps is not sufficient and will not fulfill the mumps requirement. Submit evidence of two MMR vaccinations received after the age of twelve months and at least one month apart or submit a copy of a positive titer (blood test) lab report.	
5	Rubella* (German Measles)	A history of having had German Measles is not sufficient and will not fulfill the Rubella requirement.	

		Submit evidence of two MMR vaccinations received after the age of twelve months and at least one month apart or submit a copy of a positive titer (blood test) lab report.	
6	Hepatitis B	<p>The Hepatitis B series consists of three vaccinations. You need to receive the first dose as soon as possible. The second dose needs to be completed one month after the first and the third dose must be completed six months after the first.</p> <p>Evidence of at least the first one must be submitted before school begins and the third can be completed during the semester.</p> <p>If you have completed the series, submit records of the immunizations or a copy of a positive titer (blood test) lab report as evidence of immunity.</p> <p>The student may also sign a waiver if he or she chooses not to complete the Hepatitis B series.</p>	
7	Tetanus & Diphtheria	<p>1: Submit evidence of three childhood Diphtheria-Pertussis-Tetanus (DPT) and one adult Tetanus-Diphtheria (Td) within the last ten years. AND/OR</p> <p>2: Submit evidence of having two adult Td with at least one being within the last ten years.</p>	
8	Cardiopulmonary Resuscitation (CPR)	Basic Life Support (BLS)	
9	Influenza	Submit evidence of influenza vaccination by October 1st of each academic year or include statement of medical or religious exemption	
10	COVID-19	Submit evidence of COVID-19 immunizations or include statement of medical or religious exemption	

PROOF OF TWO (2) MMR VACCINATIONS MEETS THE REQUIREMENTS OF ITEMS # 3, 4, AND 5

Travel Request

Instate Out of State

Date			
Name of Claimant			Employee ID
Employee	_ Yes _ No		
Nature of Business			
Account Number and Name	11601	Nursing	

Explain Travel (from leave to return; show date and time of start and end of travel objective)

Estimated Leave date and time			Estimated Return date and time		
Record Actual Leave date and time here			Record Actual Return date and time here		
Cost of Travel			Estimated Cost	Estimated Reimbursement	Actual Reimbursement
Room if paid directly (OTRD or Grants)			Rate		
Room	# Nights				
Meals (per diem)	First Day # 6 hr periods				
	# full days				
	Last Day # 6 hr periods				
Mileage (personal vehicle)					
	Estimated Mileage				
	Actual Mileage				
EOSC Fleet Vehicle					
Car Rental					
Local Transportation					
Airline Ticket (Paid personally)					
Airline Ticket (Paid by Credit Card)					
Toll Charges					
Registration Fee (Paid personally)					
Registration Fee (Paid by Purchase Order)					
Other Expenses (List; do not include incidentals)					
Total Cost and Reimbursement					

Approvals Claimant Department Head Division Head Vice President President (Board Approval)	Abbreviated Rules: If designated conference site use actual cost of room (cannot claim vicinity transportation costs generally) Observe 12/24/72 hour rule for leave and return times Must use Fleet vehicle if available Receipts required for all except meals and incidentals Use high rate area rates when appropriate Contact VPAS for out-of-country regulations, rates, etc. Grant accounts may use actual costs if contact specifies explicitly Airline tickets must be purchased by VPAS except for emergency May not be reimbursed for personal items
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Procedure:
 Claimant completes form, gets approvals through VP, and delivers to business office accountant (leaves actuals column blank; keeps a copy)
 Accountant gets board approval when necessary, notifies claimant of board approval
 Accountant keeps copy and matches with reimbursement request after travel is complete
 Claimant completes travel and turns in request for reimbursement (attaches receipts and completes actuals column)



FACUTLY EVAULATION FORM

Employee Name:

Title: Instructor of Nursing

Division Dean: Gina Bullock

Review Period: May 1, 2025-2026

1. **Please complete the following performance review on your faculty member, allow the faculty member to complete the review on themselves and then go over results with the faculty member.**
2. Return the completed Faculty Evaluation Forms to the VPAA’s office. You may scan and e-mail the evaluation to ldickson@eosc.edu.

Performance Competencies

<p style="text-align: center;">Please note one for each question:</p> <p>E = Exceeds Requirements. M = Meets Requirements. N = Needs Improvement. NA = Not applicable.</p>	SUPERVISOR Notes on Employee	EMPLOYEE Notes on self
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1. Faculty member exhibits knowledge of the subject matter.		
2. Faculty member provides assistance (and/or appropriate referrals) for students’ basic and course related academic needs.		
3. Faculty member fulfills academic advisement responsibilities.		
4. Faculty member teaches in accordance with stated program outcomes and course syllabus.		
5. Faculty member exhibits organization and preparation for classroom instruction.		
6. Faculty member demonstrates a professional and cooperative attitude with students, peers, and administrators.		
7. Faculty member contributes to improvement of teaching methods and course/curriculum development.		
8. Faculty member pursues professional growth. (e.g. achieves or maintains qualifications in their subject matter and pedagogy through graduate work, seminars, conferences, training, workshops, etc.)		
9. Faculty member participates in service to the college and community. (e.g. sponsorship of student activities and continuing education programs) This does not include faculty committees.		

10. Faculty member participates in institutional committee work.		
11. Faculty member maintains appropriate office hours.		
12. Faculty member submits scholastic records in a timely and accurate manner. (e.g. progress reports, grades, reports, etc.)		
13. Faculty member adheres to college schedules. (e.g. classes, final exams, grades, etc.)		
14. Faculty member shows awareness of and adheres to official college policies.		
15. Faculty member uses equipment safely and instructs students in the proper use of equipment. *If Applicable*		
16. Faculty member suggestions and uses new or improved ways to get the job done more effectively.		
17. Faculty members have honesty, integrity and high ethical standards while performing their job duties.		
18. Faculty maintains strict confidentiality of information received at the workplace and respects privacy of others.		
19. Faculty accepts constructive feedback and demonstrates willingness to improve.		
20. Faculty member participates in faculty meetings and are present		
Overall Performance:		

Division Dean Comments: _____

Faculty Member Comments: _____

The completed performance review has been completed and discussed. Signatures indicate a review of the completed performance review has occurred, not necessarily agreement with the rating and comments.

Division Dean

Faculty Member

Date

EASTERN OKLAHOMA STATE COLLEGE ADMINISTRATIVE EVALUATION OF ADJUNCT FACULTY

Instructions: Consider the faculty member’s teaching and related work performance for each item. Select the blocks which best describe performance during the evaluation period and place a “v” in the appropriate box. Please note that there is no resumption of equal weighting among the items. The supervisor’s written comments will reflect a holistic summation and may also address specific areas of compliment or concern. One copy of the signed evaluation will be maintained in the Division (or Center) and one copy in the Office of the VPAA.

Adjunct Faculty Member:

Division and Dept. (or center): Nursing

Division Head (or another supervisor): Gina Bullock

Evaluation for Calendar Year 2025-2026

Outstanding **Exceeds Requirements** **Meets Requirements** **Needs Improvement** **Unsatisfactory**

1. Exhibits knowledge of subject matter.	v				
2. Provides assistance (and/or appropriate referrals) for students’ basic and course-related academic needs		v			
3. Teaches in accordance with stated program outcomes and course syllabus		v			
4. Exhibits organization and preparation for clinical instruction		v			
5. Demonstrates a professional and cooperative attitude with students, peers, and administrators (College and Facility)			v		
6. Pursues professional growth. (E.g. achieves or maintains qualifications in subject and pedagogy through graduate work, seminars, conferences, training, workshops, etc.) NurseTim			v		
7. Submits scholastic records (Careplans, progress reports, grades, reports, etc.) in a timely and accurate manner			v		
8. Adheres to the nursing clinical schedules			v		
9. Adheres to the Health Care Facility policies.		v			
10. Shows awareness of and adheres to official College policies.			v		
11. [If applicable] Uses equipment safely and instructs students in proper use of equipment.		v			

Adjunct signature: _____ Date: _____

Faculty signature: Gina Bullock, RN, MSN, DON

Thank you for helping us with our students!

Evaluation of Clinical Instructor

1. Evaluation of _____ as a CLINICAL Instructor.

	Very Poor	Poor	Average	Good	Very Good
Assumed responsibility for teaching on the clinical unit through supervision of student activities and nursing care.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Was knowledgeable about principles of nursing care for the patient in the clinical setting.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sought appropriate learning experiences for students and suggested helpful resources to promote student learning.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Incorporated new concepts, techniques, and skills while demonstrating confidence in the student's ability to learn.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Stimulated students to problem solve and move toward independent functioning.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Promoted attitude of mutual respect between staff, teacher, and student and maintained good working relationship with agency personell.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Was available to students for assistance during clinical time and conference appointments outside of clinical time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Supervised and helped in new experience without taking over.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Was open to student's ideas, experiences, and expressed learning needs while creating an environment in which student's felt free to discuss and question.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. Comment of _____ as a CLINICAL Instructor.

^
v

Student Evaluation of Theory Instructor

1. Evaluation of _____ as a theory instructor. *

	Very Poor	Poor	Average	Good	Very Good
Shows interest in the subject matter.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Creates student interest.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Has a good sense of humor.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Makes appropriate assignments.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Seems to enjoy teaching.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is skillful in observing student reactions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Treats students with respect.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Explains requirements clearly, and students are informed of their progress.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Effectively uses a variety of teaching methods; e.g. AudioVisual, demonstrations, and speakers.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I would recommend the instructor for this course to another student.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
This instructor's examination require me to think.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
This instructor's examinations represent material covered in the course.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Test items are adequately reviewed after a test is graded and returned.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Grades are assigned fairly and impartially.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Appears to be knowledgeable about most areas of the subject material.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Expects me to do my best and helps me to reach my goals.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The instructor meets this class on a regular basis.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I have the opportunity to express opinions without fear of embarrassment or instructor anger.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Class attendance is important for success in this course.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The instructor usually begins and ends this class on time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Labs, if applicable, are relevant and coordinated with the course content.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The instructor is available for assistance outside the classroom.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The instructor seems well prepared for this course.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. Comments regarding _____ as a THEORY instructor.

COMMITTEE ORGANIZATIONS

ADN FACULTY COMMITTEE

All members of the nursing faculty serve on the ADN Faculty Committee. The Committee meets monthly during the fall and spring semesters, and as otherwise deemed necessary.

The functions of the Committee include, but are not limited to, the following:

1. Planning meetings with the Program Director
2. Planning meetings with personnel or other agencies
3. Coordinating student clinical activities
4. Evaluating student policies and recommending appropriate changes
5. Assessing the learning experiences of students in various affiliating agencies
6. Determining the utilization of various community agencies for affiliating purposes
7. Approving and/or recommending changes in Faculty Policies when indicated
8. Recommending products for purchase
9. Evaluating student progress
10. Assessing and evaluating the curriculum, compared with contemporary nursing practice, and make specific changes, additions, and/or revisions of courses.
11. Analyze data from individual nursing course evaluations and support courses.
12. Analyze data from graduates and employers of graduates and use data to make curriculum recommendations.
13. Analyze NCLEX-RN Results and student profile data

ADN LEVEL COMMITTEES

Each nursing level (freshmen and sophomore) is coordinated and planned by the respective Level Committee. Level Committees for the Nursing Program include the Freshmen Level (Nursing 1118, Nursing 1218) and Sophomore Level (Nursing 2118, Nursing 2218). The Level Committees meet in person and communicate via e-mail periodically for course assessment, planning, and ongoing evaluation.

Also, the Committees meet after the course to:

1. Review and evaluate questionnaires completed by students
2. Evaluate textbook effectiveness.
3. Analyze the sequencing of units.
4. Evaluate the adequacy of the faculty/preceptor-student ratio in meeting clinical/course objectives.
5. Evaluate the appropriateness of clinical agencies for opportunities to meet clinical learning objectives.
6. Analyze the effectiveness of planned teaching/learning activities in meeting course/level objectives.
7. Compare course content with contemporary nursing practice and make appropriate changes in content, objectives, and learning activities as indicated.
8. Evaluate the effectiveness of instructional materials/equipment in meeting course objectives.
9. Make recommendations to the Curriculum Committee (Nursing Faculty) if necessary, for specific changes, additions, and/or revisions of the course and/or curriculum.

Members of the Level Committee include the Level Coordinator, who serves as Chairman, and other teaching faculty who teach courses on the level.

CURRICULUM COMMITTEE

The Curriculum Committee is responsible for curriculum assessment, evaluation, and organization. Curriculum meetings are usually held once a month or when deemed necessary by the Committee Chairman and/or ADN Director. The Curriculum Committee is composed of all ADN Faculty.

The functions of the Curriculum Committee include, but are not limited to the following:

1. Assessing and evaluating the curriculum
2. Planning and developing curriculum changes as needed
3. Assessing general education course and their sequence
4. Approving nursing course textbooks for adoption considering course committee recommendations.
5. Assessing and evaluating program evaluations

The overall or total curricula evaluation proceeds according to the “Systematic Plan of Evaluation”. Areas and methods of evaluation include, but are not limited to the following:

1. Analysis of data from individual nursing course evaluations and support courses
2. Questionnaires of graduates
3. Employer evaluations of recent graduates’ performance
4. NCLEX-RN results and student profile data
5. Analysis of student grades
6. Analysis of recommendations from Student-Faculty Council regarding curricula and clinical performance evaluations
7. Analysis of recommendations from Faculty-Agency Meetings

ADMISSION AND PROGRESSION COMMITTEE

The Admission and Progression Committee is a standing committee which functions in the following ways:

1. Evaluation and recommendation of admission and retention requirements
2. Selection of students based on identified admission requirements
3. Review and approval of students for re-entry who have previously failed to complete a nursing course
4. Review and approval of the admission of transfer students

Members of the committee are ADN Director and nursing faculty. The Committee meets twice a year or as needed. Recommendations of the committee are presented to the ADN Faculty Council for final approval.

STUDENT CLINICAL PERFORMANCE COMMITTEE

The functions of this committee include:

1. Assess students’ clinical evaluation and anecdotal records for objective teacher evaluation of the student’s ability to meet clinical objectives.
2. Validate the accuracy of the clinical performance assessment.
3. Act as a support system to the clinical instructor by offering positive reinforcement when the accuracy of clinical performance assessment has been validated and student failure has been determined.
4. Assist clinical instructors in devising alternative methods for evaluating performance when the student is in jeopardy of failing. (Example, another instructor observes and evaluates the student.)
5. Review the student's clinical performance records of all students who are not meeting clinical objectives and who are in jeopardy of failing and make a recommendation(s) regarding the student’s status.

The Director of the ADN Program appoints membership for this committee consisting of the three level faculty members (Freshman or Sophomore) to correspond with the level of the student in clinical jeopardy, one of whom is asked to be the Chairman by the Director. The Committee Chairman calls a meeting when there is a student in jeopardy of failing the clinical area or if an instructor requires the functions of the committee. If a student receives a clinical failure due to failing the third Math or Skills Competency requirement, or failure to complete clinical assignments that result in a failing clinical grade the committee does not meet. The Chairman is responsible for distributing forms (care plans, clinical evaluation results, and anecdotal records) to members of the committee for study before the meeting. Final recommendations of the Committee are submitted to the Director. The Director may ask that the recommendation be reconsidered if, in the Director's opinion, the decision lacks a supporting rationale.

Minutes are maintained by the Committee Chairman and kept in the ADN Director's Office filed under Student Clinical Performance Review Committee.

LIBRARY AND RESOURCE COMMITTEE

The functions of the Library and Resource Committee are to evaluate the comprehensiveness of the Nursing library resources, maintain quality selection through weeding out and ongoing evaluation, avoiding duplication of resources and cost through review.

***EASTERN OKLAHOMA STATE COLLEGE
JOB DESCRIPTION
DIRECTOR of NURSING***

The Director of Nursing oversees and supervises the nursing education program. The Nursing Division Director coordinates curriculum development, implementation, evaluation, and revision in cooperation with the nursing faculty. The goals of these activities are to graduate students who complete the NCLEX-RN and practice professional nursing effectively in the ever-changing health care environment. Additionally, the Nursing Division Director's role includes responsibilities to students, faculty, the nursing education program, and the community.

For Students:

- Coordinates academic advising for nursing students
- Coordinates student rotations and activities of nursing classes, laboratories, and clinical experiences
- Supervises the admission process
- Oversees departmental recruitment, advisement, and retention activities
- Maintains student record-keeping system
- Assists in the development of the Nursing Student Handbook
- Certifies to the Oklahoma Board of Nursing graduates who qualify for the NCLEX-RN examination
- Utilizes current technology and teaching/learning theories to present content based on the Oklahoma Nurse Practice Act, the NCLEX-RN test plan, Standards of Nursing Practice, and Competencies of Associate Degree Nurses

For Faculty:

- Recommends and participates in the planning for personnel needed to meet departmental goals
- Recruits and recommends to the Vice-President of Academic Affairs the applicants for faculty-staff positions
- Supervises and evaluates faculty and staff positions
- Implements college personnel policies relating to admission, progression, and suspension
- Develops class schedules and assigns faculty to instructional responsibilities
- Supervises faculty development
- Supervises the maintenance of records that verify academic credentials, clinical practice, and periodic performance evaluation
- Notifies the Oklahoma Board of Nursing of faculty appointments as directed by the Board of Nursing
- Oversees and participates in mentoring of nursing faculty and staff

For the Program:

- Supervises the nursing education program
- Coordinates the assessing, planning, implementing, evaluating, and revising of the curriculum in a systematic manner
- Directs faculty organization meetings
- Establishes committees necessary for the functioning of the department, including the Nursing Advisory Committee and partnerships to enhance student learning, the profession of nursing, and service to the community
- Coordinates curriculum development, implementation, evaluation, and revision in cooperation with the nursing faculty
- Maintain the documentation from committee meetings
- Serves as the liaison between Eastern Oklahoma State College, educational institutions, and health care agencies and participates in the process established for obtaining sites for clinical experiences
- Prepares reports necessary for the approval and accreditation of the nursing education program
- Files reports with the Oklahoma Board of Nursing and Accreditation Commission of Education in Nursing (ACEN) regarding the request or changes in the program or its administration, as directed by governing and accrediting agencies
- Serves on the Division Chairs Campus Committee
- Develops and implements the nursing budget
- Assists in selecting books, audio-visual, computer-assisted instructional materials, and skills/learning lab equipment along with the faculty
- Develops program brochure
- Conducts surveys/evaluations of graduates/employers per Program Systematic Evaluation Plan and shares outcomes with community partnerships and kept abreast of outcomes

Position: Assistant Director, Department of Nursing Education

FSLA

Classification:

Qualifications:

1. A Registered Nurse with two years full time equivalent experience in clinical nursing, within five years of first teaching position.
2. A master's or higher degree in nursing from an accredited institution.
3. Five years teaching experience in a nursing education program leading to licensure.
4. Holds a valid license to practice as a Registered Nurse in the States of Oklahoma or Multistate.

Responsibilities:

1. Participates in the preparation of self-studies for accrediting agencies.
2. Teaches designated nursing courses.
3. Teaching reflects scholarship and evidence-based teaching, in both classroom and clinical practices.
4. Substitutes for faculty in the clinical area as necessary.
5. Negotiates and prepares clinical schedules for students with clinical agencies in collaboration with course coordinators.
6. Acts as department liaison to the public and institutional functions of the college, i.e. pinning, health fairs, recruitment events, etc.
7. Fosters cooperative relationships with healthcare and community agencies.
8. Serves as Student Nurses Association sponsor as needed.
9. In the absence of the Director, facilitates the activities of the Faculty Committee.
10. Supports collaboration among faculty in the assessment, planning, implementation, and evaluation of the nursing program curriculum.
11. Counsels prospective students and advises current students.
12. Assists the Director with monitoring of academic progression of students.
13. Serves on campus committees.
14. Participates in data collection and preparations of reports for official agencies ie, ACEN, surveys.
15. Coordinates new and adjunct faculty orientation.
16. Performs within the mission and vision of the Department of Nursing Education and Eastern Oklahoma State College
17. Other duties as assigned.

Reports to: Director/Dean of Nursing

Application: Submit a current Eastern application to:

Eastern Oklahoma State College	E-mail: pdenny2@eosc.edu
Pamela Denny, Human Resources	Fax: 918-465-4421
1301 West Main	Website: www.eosc.edu
Wilburton, OK 74578	Phone: 918-465-1777

Closing Date: Review of applications will begin immediately; applications are encouraged until the position is filled.

Salary: Entry level salary \$ per hour

**Eastern Oklahoma State College is an Equal Opportunity Employer (EOE)
and Affirmative Action Employer (AAE)**

***EASTERN OKLAHOMA STATE COLLEGE
JOB DESCRIPTION
LEVEL COORDINATOR/INSTRUCTOR NURSING***

Name: _____ ***Reports to: Gina Bullock***

The Level Coordinator/Instructor of Associate Degree Nursing has the primary responsibility of instruction. Secondary responsibilities include supporting the integrity of the curricula, encouraging student success, and promoting the mission of the academic division and college. A Master of Science in Nursing with 18 graduate hours in nursing; or a higher degree in nursing with completion of a minimum of six semester hours per calendar year. A current, valid license to practice nursing in Oklahoma with a minimum of two years of full-time experience as a registered nurse is required.

Additionally, the Level Coordinator/Instructor's role includes responsibilities to:

Students:

- Distribute a syllabus that explains the requirements, course, and clinical objectives, grading plan, evaluation methods, schedule of learning activities, and faculty office hours at the beginning of each course
- Use up-to-date technology and theories of teaching/learning to present content that is based on NCLEX-RN test content, current standards of nursing practice, and related to program philosophy and objectives
- Use multiple ways to evaluate student learning and the development of critical thinking
- Counsel students within the scope of their educational background or refer students to appropriate resources
- Assist in developing admission, readmission, retention, dismissal, and graduation requirements that are congruent with the department and college
- Advise students on program progression
- Evaluate clinical competencies and course progression at specified intervals
- Accurately document and preserve student records related to admission, progression, withdrawal, and achievement of course objectives

Program:

- Contribute to planning, developing, implementing, and evaluating the philosophy, conceptual framework, and curriculum of the nursing education
- Participate in decisions affecting the program and students by contributing to established committees and the faculty organization
- Preserve the statistics from examinations, along with the original examination and key as an evaluation tool
- Maintain student records
- Evaluate own performance
- Continue professional growth

Level Coordinator:

- Chair and document the level meetings and communicate with the Director of Nursing as needed
- Consult with other site and level coordinators to coordinate the curriculum
- Communicate level faculty concerns to the Director of Nursing
- Assist with the preparation/revision/uploading of the course calendar, clinical schedule, and syllabus on Blackboard in conjunction with the level faculty
- Develop course objectives, select learning activities, provide student instruction, implements student evaluation with assistance from level faculty
- Collaborate with the level of faculty regarding student issues, clinical objectives, and clinical experiences
- Provide mentoring and support of level full-time and adjunct faculty
- Maintain equitable distribution of teaching units that match instructor competencies and abilities

Classroom/Clinical

- Implement daily operations of the program: examinations, meeting ADN Competencies in the curriculum, learning objectives, student issues
- Maintain grade book hard copy and current grades on Self-Serve/Blackboard
- Participate in admission/progression process
- Keeping up to date in areas of teaching and clinical areas. Integrate clinical and theoretical knowledge that is highly responsive to the changing and demanding roles in nursing
- Communicate with the Director and colleagues regarding student issues and progression in the program
- Collaboratively work with faculty, students, and staff in facilities that provide clinical experiences for students
- Direct and provide classroom and clinical instruction in a variety of settings, demonstrating knowledge and clinical competence
- Develop skill and new knowledge as required by the curriculum and current roles in nursing
- Manage classroom behavior and professional behavior of students in clinical areas
- Counsel, evaluate student achievement of clinical objectives
- Make clinical assignments for students in clinical areas to meet learning objectives

EASTERN OKLAHOMA STATE COLLEGE
JOB DESCRIPTION
INSTRUCTOR of NURSING

Name: _____ **Reports to: Level Coordinator/Director of Nursing**

Instructor of Associate Degree Nursing has the primary responsibility of instruction. Secondary responsibilities include supporting the integrity of the curricula, encouraging student success, and promoting the mission of the academic division and college. A Master of Science in Nursing with 18 graduate hours in nursing; or a Bachelor of Science in Nursing with evidence of progress towards a Master of Science in Nursing; or a higher degree in nursing with completion of a minimum of six semester hours per calendar year. A current, valid license to practice nursing in Oklahoma with a minimum of two years of full-time experience as a registered nurse is required.

Additionally, the Level Coordinator/Instructor's role includes responsibilities to:

Students:

- Follow and uphold the course syllabus that explains the requirements, course, and clinical objectives, grading plan, evaluation methods, schedule of learning activities, and faculty office hours at the beginning of each course
- Use up-to-date technology and theories of teaching/learning to present content that is based on NCLEX-RN test content, current standards of nursing practice, and related to program philosophy and objectives
- Use multiple ways to evaluate student learning and the development of critical thinking
- Counsel students within the scope of their educational background or refer students to appropriate resources
- Assist in developing admission, readmission, retention, dismissal, and graduation requirements that are congruent with the department and college
- Advise students on program progression
- Evaluate clinical competencies and course progression at specified intervals
- Accurately document and preserve student records related to admission, progression, withdrawal, and achievement of course objectives

Program:

- Contribute to planning, developing, implementing, and evaluating the philosophy, conceptual framework, and curriculum of the nursing education
- Participate in decisions affecting the program and students by contributing to established committees and the faculty organization
- Report to level coordinator any student issues or concerns
- Report to level coordinator any clinical schedule changes
- Preserve the statistics from examinations, along with the original examination and key as an evaluation tool
- Maintain student records
- Evaluate own performance
- Continue professional growth

Classroom/Clinical

- Implement daily operations of the program: examinations, meeting ADN Competencies in the curriculum, learning objectives, student issues
- Maintain grade book hard copy and current grades on Self-Serve/Blackboard
- Participate in admission/progression process
- Keeping up to date in areas of teaching and clinical areas. Integrate clinical and theoretical knowledge that is highly responsive to the changing and demanding roles in nursing
- Communicate with the Director and colleagues regarding student issues and progression in the program
- Collaboratively work with faculty, students, and staff in facilities that provide clinical experiences for students
- Direct and provide classroom and clinical instruction in a variety of settings, demonstrating knowledge and clinical competence
- Responsible for conducting student learning/evaluation within the skills lab/simulation exercises
- Develop skill and new knowledge as required by the curriculum and current roles in nursing
- Manage classroom behavior and professional behavior of students in clinical areas
- Counsel, evaluate student achievement of clinical objectives
- Make clinical assignments for students in clinical areas to meet learning objectives

EASTERN OKLAHOMA STATE COLLEGE
JOB DESCRIPTION
ADJUNCT CLINICAL INSTRUCTOR

Name: _____ **Reports to: Level Coordinator/Director of Nursing**

Adjunct Clinical Instructor of Associate Degree Nursing has the primary responsibility for clinical instruction. Secondary responsibilities include supporting the integrity of the curricula, encouraging student success, and promoting the mission of the academic division and college. A Bachelor of Science degree is required with a current, valid license to practice nursing in Oklahoma with a minimum of two years full-time experience as a registered nurse is required.

Additionally, the Clinical Adjunct Instructor's role includes responsibilities to:

Students:

- Follow and uphold the course syllabus that explains the requirements, course, and clinical objectives, grading plan, and participate in evaluation methods of student clinical experience
- Use multiple ways to evaluate student learning and the development of critical thinking in the clinical area
- Counsel students within the scope of their educational background or refer students to appropriate resources
- Evaluate clinical competencies and course progression at specified intervals

Program:

- Complete orientation (See orientation checklist)
- Follow program policies outlined in the college student handbook and nursing student handbook
- Report to level coordinator any student issues or concerns
- Continue professional growth

Classroom/Clinical

- Responsible for conducting student learning/evaluation input in the clinical setting
- Post graded assignments to Blackboard assignments with feedback for the student
- Report to level coordinator with student absences/evaluation input in the clinical area
- Keeping up to date in areas of teaching and clinical areas. Integrate clinical and theoretical knowledge that is highly responsive to the changing and demanding roles in nursing
- Collaboratively work with faculty, students, and staff in facilities that provide clinical experiences for students
- Manage the professional behavior of students in clinical areas
- Make clinical assignments for students in clinical areas to meet learning objectives

Part-Time Retention and Remediation Specialist – Grant Funded Position

This position is **responsible for assisting students to develop personal and academic skills necessary to successfully complete the Associate Degree Nursing Program, individualized to meet students' learning styles.**

FSLA: Non-Exempt

Classification: EOSC is looking for a part-time Retention and Remediation Specialist. No more than 19 hours worked per week.

Qualifications: Qualification Standard:

Master's Degree preferred in Nursing or working toward, but not required.
Experience in teaching and in the classroom preferred.

Desirable Qualifications:

Experienced in retention and remediation strategies and in developing individualized learning plans.
Two years teaching experience in a classroom and clinical setting preferred.

Successful candidate may be assigned to any of the campus sites

Coordinate activities with faculty and students to promote student success in the Nursing Programs. Identifies students as "at risk" based on test scores, faculty report, student request, and students with academic difficulties. This position provides remediation and works with students to improve critical thinking, and test taking skills.

Responsibilities: The Retention and Remediation Specialist is responsible for assisting students to develop the personal and academic skills necessary to successfully complete the Associate Degree Nursing Program, individualized to meet students learning styles.

Duties include, but are not limited to, coordinating nursing academic support services and utilizing online products to achieve identified student outcomes; collaborating with nursing faculty to develop academic learning plans and provide one-to-one assistance in meeting learning outcomes in identified areas of deficiency for students referred to remediation by nursing faculty; and collecting and analyzing data regarding students use and effectiveness of retention and remediation resources and services. Provides instruction to assist students in the application of theory to clinical practice in the campus laboratory.

The specialist develops, coordinates and revises Nursing Program Success activities; serves as a liaison with student support services as needed, to address nursing students learning needs; coordinates program-wide nursing retention programs; works with the nursing faculty to develop and provide subject-specific mentoring and tutoring to nursing students, both individually and in group sessions; reviews and selects appropriate software programs to support remediation and NCLEX preparation efforts; and performs other duties as assigned.

Reports to: Gina Bullock, RN, MSN, DON

Professional Activity Update for Faculty

Academic Year _____

Instructions: This is an MS Word template that will expand to fit the size of the entry for each item. Enter the appropriate information under each heading. All **boldface** headings in the template must appear in the completed document. If you have no entry for an item, type “none” or “not applicable {NA}” as appropriate. The actual length of the completed document will depend on how much information you submit.

Please submit two printed copies to your division chair, one of which will be forwarded to the VPAA. **The update is due the Tuesday after Martin Luther King Holiday.**

I. Basic Faculty Information:

Name:

Division (or Center):

Department: Nursing

II. List of courses taught this calendar year:

Instructions: For each course list the prefix, number, title, number of sections taught, and semester(s) taught [Sp, Su, Fa].

III. Other College work assignment(s):

Instructions: list any duties considered part of your officially assigned College workload, e.g., department head, program coordinator, coach, theater director, etc.

IV. Academic credit course work taken:

Instructions: For each course list the prefix, number, title, university, and semester. (Add brief explanation if the title is vague.) Indicate if the course(s) is/are part of a specific plan approved by the VPAA for reaching minimum qualification in the field.

V. Faculty Development Activities:

Instructions: In addition to completed activities, include activities underway or firmly scheduled at the time of update. If any completed items on this year’s report were included in the previous year’s update as underway or scheduled, please so indicate. If the nature of the activity and its relation to your teaching or other work responsibilities is not obvious from the title, please add a brief explanation.

VI. Service to the College:

Instructions: include committee service, club sponsorship, development activities, College recruiting, etc... (Do not include activities that are directly part of your work assignment; these should be included in item III above.)

VII. Service to the Community.

Instructions: Most important to include are community service activities that flow from your professional expertise. (For example, English literature instructor giving a poetry reading to a lady’s literary society; historian helping with a preservation project.) It also includes generalized community service that brings credit, recognition, and goodwill to the College.

VIII. Special Recognition:

Instructions: include awards, awards to students you direct, certifications, publications, organizational offices held, or any other formal recognition of your accomplishments as a professional faculty member.

IX. Other Activities:

Instructions: list any other activities relevant to your evaluation as a faculty member that is not included above.

X. Plans and Goals for Next Year:

Instructions: indicate major plans and goals for the upcoming year (e.g., preparing a new course or significantly revising an existing one, putting a course online, taking courses to advance qualifications, holding an organizational office, presenting a paper, publishing an article).

Template revised 05/26/2022



NURSING STUDENT EXIT INTERVIEW FORM

STUDENT AND FACULTY INDIVIDUAL ACTION PLANS WILL BE REVIEWED BY THE FACULTY WHEN A STUDENT HAS SUBMITTED AN APPLICATION FOR RE-ADMITTANCE INTO THE PROGRAM

NAME: _____ DATE: _____

COURSE: *PLEASE CIRCLE:* 1118 1218 1303 2118 2212

DATE OF DROP/WITHDRAWAL: _____

REASON FOR WITHDRAWAL: ACADEMIC
 PERSONAL
 OTHER _____

NOTIFIED OF RE-ADMISSION POLICY (*must submit a new application by the application deadline to be considered and may need to be contacted for follow-up information concerning the exit interview*)

NOTIFIED OF COMPLAINTS/GRIEVANCE/APPEALS POLICY

SUGGESTED REMEDIATION (*if selected, see student and faculty action plan*)

STUDENT COMMENTS & ACTION PLAN: (*Please list why you are withdrawing or dropping the course along with an action plan you feel will help you be successful if readmitted to the Program*)

FACULTY COMMENTS & ACTION PLAN: (*Develop an action plan based upon reasons for unsuccessful completion of course*)

STUDENT SIGNATURE _____ Copy Received

INSTRUCTOR SIGNATURE _____

DIRECTOR OF NURSING SIGNATURE _____

DATE REVIEWED BY DIRECTOR OF NURSING: _____

READMISSION REVIEW

DATE OF FACULTY REVIEW: _____

COMPLETION OF STUDENT ACTION PLAN ADDRESSED IN READMISSION APPLICATION

YES

NO

COMMENTS:

COMPLETION OF FACULTY ACTION PLAN ADDRESSED IN READMISSION APPLICATION

YES NO

COMMENTS:

NEED FOR FURTHER FOLLOW UP WITH STUDENT

YES NO

COMMENTS:

CORRESPONDENCE NOTES:

Date: Follow-up Method: Comments:	Date: Follow-up Method: Comments:	Date: Follow-up Method: Comments:
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**Department of Nursing
Academic Communication**

Name:

I understand that in order to receive a passing grade in my current nursing course:

- I will petition the faculty due to absenteeism.
- I must achieve 75% in theory and clinical
- I must exhibit safe clinical practice
- Other:

Comments and Recommendations:

Student: _____ **Date:** _____

Instructor: _____ **Date:** _____

Student Disciplinary Action

Student Name: _____ Course _____

Theory/Clinical: _____

INFRACTION			
<i>Date</i>		<i>Time</i>	
<i>Location</i>			
DESCRIPTION			
DISCIPLINARY ACTION TAKEN			
PLAN OF CORRECTION			
STUDENT COMMENTS			

Instructor _____ Date _____

Student _____ Date _____

Orientation Checklist

Instructor of Nursing

Item	Date Completed	Signature of Mentor	Comments
Review of Nursing Dept. Policies			
EOSC Faculty Handbook			
Nursing Department Faculty Handbook			
Curriculum			
Clinical Schedule			
Textbooks			
Blackboard/Self-Serve			
Kaplan (Text and Online Resources)			
Office Hours			
Travel Form			
Evaluation Process			
OBN Self-study			
ACEN Self-study			
Academic Catalog			
Library/Computer Resources			
Key Request Policy			
Mentor			
Distance Learning			

Orientation Checklist

Instructor of Nursing – Adjunct

Name: _____

Item	Date Completed	Signature of Mentor	Comments
Review of Nursing Dept. Policies			
Clinical Policies and Clinical Guidelines a. Uniform b. Substance Use c. Clinical Evaluation			
Course Syllabus and Calendar			
Skills Checklist			
Nursing Department Faculty Handbook			
Curriculum - Grading			
Clinical Schedule			
Blackboard/Self-Serve			
Evaluation Process			
Academic Catalog			
Mentor			
Clinical orientation			
Clinical hours- 12 hours pay			

Signature of Adjunct Instructor

Date

Mentor Signature
