

# Eastern Oklahoma State College

Environment



## Provider of Care

## Age/Development

### Nurse

### Client

- Professional Behaviors
- Communication
- Nursing Process
- Clinical Decision Making
- Caring Interventions
- Teaching/Learning
- Collaboration
- Managing Care

- Health Perception/Health Management
- Nutritional/Metabolic Elimination
- Activity/Exercise
- Sleep/Rest
- Cognitive/Perceptual
- Self-Perception/Self-Concept
- Role/Relationship
- Sexuality/Reproductive
- Coping/Stress Tolerance
- Value/Belief

#### Nurse/Client Interaction Goal

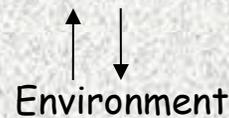
- Promote independence
- Maintain/restore health
- Support peaceful death

Environment ↑ ↓  
Member of Discipline

Environment ↑ ↓  
Culture

## Manager of Care

## Health-Illness



## EASTERN OKLAHOMA STATE COLLEGE NURSING STUDENT HANDBOOK

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## **HISTORY OF NURSING PROGRAM ACCREDITATION**

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Associate Degree Nursing education began in the 1950s based upon a research project. Associate Degree Nursing is the first type of nursing education to be planned; the first to begin by experimentation. Associate Degree Nursing was viewed as being appropriate for community colleges and has been successful with anticipated growth for the future.

In Oklahoma, Associate Degree education began in 1963 at Bacone College. Associate Degree Nursing began at Eastern Oklahoma State College with the admission of the first class in 1971.

In 1985, Eastern started the transition program for LPN's. In 1992, Eastern added a transition program for LPN's at the Idabel campus via Interactive Television. In 2001, Eastern admitted sophomore-level classes via ITV at the McAlester Branch Campus for one year. In 2007, Eastern re-opened the McAlester Branch Campus for sophomore-level students and added freshman-level courses via ITV at the Idabel Campus with qualified full-time faculty. In 2015, Eastern added the freshman level to the McAlester Branch Campus.

The Associate Degree Nursing program at Eastern Oklahoma State College was accredited initially by the Oklahoma Board of Nursing in 1971 and the Accreditation Commission for Education in Nursing (ACEN) in 1974. The school has maintained both OBN and ACEN accreditation since that time. Eastern has been a stable force in educating nurses having over 1000 graduates since 1973.

Accreditation Commission for Education in Nursing  
3390 Peachtree Road NE, Suite 1400  
Atlanta, Georgia 30326  
Phone: 404.975.5000  
[www.acenursing.org](http://www.acenursing.org)

Oklahoma Board of Nursing  
2915 N Classen, Ste. 524  
OKC, OK 73106  
Phone: 405.962.1800

## PHILOSOPHY AND OUTCOMES

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The philosophy of the Associate Degree Nursing (ADN) program is congruent with the Eastern Oklahoma State College mission statement and is supported by the works of Marjory Gordon, Virginia Henderson, and the Accreditation Commission for Education in Nursing. Eastern Oklahoma State College's nursing program is also supported by Bruner's Learning Theory. The nursing program prepares graduates to provide care, manage care, and become members of the nursing profession. Student Learning Outcomes in this preparation include professional behaviors, assessment, communication, decision-making, care interventions, teaching/learning, collaboration, and managing care. These student learning outcomes are introduced at the beginning of the program using a developmental approach and are developed throughout each nursing course in the curriculum. The conceptual model is based on the utilization of the nursing process in meeting human developmental needs according to the developmental phases of man. Quality and Safety Education for Nurses (QSEN) competencies are congruent with and integrated into teaching/learning activities throughout the program. Emphasis is given to the major psychophysiological health problems that might occur during each stage. The first nursing course is a broad introduction to nursing. The succeeding clinical courses progress through the life cycle.

The faculty believes that:

Each individual is a unique, holistic being with bio-psychosocial, cultural, and spiritual dimensions in constant interaction with the environment. Each individual has common functional patterns that reflect health, quality of life, and achievement of human potential.

Health is an ever-changing process involving patterns of interactions between persons and their environment to achieve maximum potential for daily living. The multi-determinants which affect health include internal and external factors that must be assessed by the nurse to identify the need for nursing intervention. Gordon's functional health patterns are used for organizing assessment data to help identify actual or potential health problems and plan appropriate interventions to achieve specific outcomes.

Nursing is the art and science of caring for individuals in promoting, maintaining, or restoring health or supporting a peaceful death. The nursing process is used as a basis for decision-making that is supported by evidence-based clinical care.

The environment is comprised of all socio-cultural influences and biophysical conditions affecting the life and development of a person. Functional and dysfunctional health patterns affect an individual's environment.

**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 BASIC and LPN/EMTP transitional tracks leading to an associate degree in applied science. Graduates are encouraged to obtain a baccalaureate degree in nursing.

Learning is a dynamic, life-long, individualized process. Learning at Eastern is supported through the development of a teacher/student relationship with the student possessing willingness and accountability in learning and the teacher facilitating the development of critical thinking, clarity of thinking, communication, creative expression, self-direction, and other defined competencies in the curriculum. The faculty recognizes that students differ in the rate and style of learning; thus, various strategies are planned to assist the student in achieving program competencies. Student Learning Outcomes (SLO) are introduced early in the program and are further developed throughout the curriculum. The nursing education curriculum includes experiences designed to promote the development of the learner as an individual and as a nurse. The school of nursing utilizes a diverse contemporary array of instructional technologies and formats to facilitate learning and enhance accessibility for a diverse student population. The philosophy embraces various individual learning styles, talents, and interests. Distance learning strategies include but are not limited to the following: Smartboards, Blackboard Learning Management System, internet, videoconferencing technology, and audiovisual material.

The nursing faculty accepts the Position Statement of Associate Degree Nursing as adopted by the Oklahoma Associate Degree Nursing Educators, the Oklahoma Board of Nursing guidelines for nursing practice, the National League for Nursing AD Competencies, and the American Nurses Associations code of ethics; furthermore, we believe Eastern's nursing program mission/philosophy to be congruent with these statements.

**The Eastern Oklahoma State College Nursing Program Student Learning Outcomes include:**

1. Demonstrates evidenced-based practice on current knowledge, theory, and nursing research.
2. Demonstrates responsibility, accountability, and competency in nursing practice.
3. Collaborates in partnerships to effectively use time, human, and material resources, including appropriate delegation and supervision.
4. Communicates caring nurse behaviors for diverse clients in a variety of settings.
5. Utilizes holistic health data in the nursing process.
6. Develop, implement, and evaluate individualized learning plans for health promotion.
7. Provides patient advocacy.

Student Learning Outcomes (SLO) are identified with progression throughout each nursing course:

1. Professional Behaviors.
2. Communication
3. Assessment
4. Clinical Decision Making
5. Caring Interventions
6. Teaching and Learning
7. Collaboration
8. Managing Care

## **SELECTION, ADMISSION, RETENTION, AND PROGRESSION**

The Associate Degree Nursing Program at Eastern Oklahoma State College has a minimum criterion for admission and standards for achievement which are to be met for retention and progression. The standards for admission are intended to provide a reasonable assurance of student success in the program. The Selection and Retention Committee is comprised of nursing faculty with the Director of Nursing Education being the Chairperson for that committee.

### **Admissions**

One class of basic students is admitted to the Wilburton, McAlester, and Idabel campuses each year for the fall semester. One class of students qualifying for advanced standing (Licensed Practical Nurse or Paramedic) is admitted to the Wilburton and Idabel campuses each academic year during the spring semester. Qualified applicants are selected based on the criteria listed. A completed application consists of an application to the nursing program as well as the school, ACT results, high school transcript or GED results, college transcripts, and verification of physical qualifications. **Late applications will be considered if space is available. Incomplete applications are not accepted. Applications must be submitted on or before February 15<sup>th</sup> for the Basic program and October 1<sup>st</sup> for the LPN/EMTP-RN Transition program of each year.**

### **Admissions of Persons with a History of Arrests or Convictions**

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, requirements include submission of an application for licensure with a criminal history records search and successfully passing the licensure examination. Applicants for practical nurse licensure must also hold a high school diploma or a graduate equivalency degree (G.E.D.) [59 O.S. ~567.5 & 567.6]. To be granted a license, an applicant must have a legal right to reside in the United States (United States Code Chapter 8, Section 1621).

The Board has the right to deny a license to an individual with a history of criminal background, disciplinary action on another health-related license or certification, or judicial declaration of mental incompetence [59 O.S. ~567.8]. See the EOSC nursing website for *Eligibility Requirements by the State of Oklahoma for Licensure*.

[Division of Health Sciences | Eastern Oklahoma State College \(eosc.edu\)](#)

See Oklahoma Board of Nursing website [www.nursing.ok.gov](http://www.nursing.ok.gov). for form - *Instructions and Petition to Request Initial Determination of Eligibility for Licensure or Certification for Individuals with History of Criminal Conviction*. <http://nursing.ok.gov/initialdeterm.pdf>

Acceptance into the nursing program in no way guarantees that a student with a history of a felony or misdemeanor will be admitted into a clinical site or approved to take the NCLEX-RN exam.

### **Criteria for Admission**

Admission Criteria are based on GPA, ACT, academic achievement in sciences, and specific work experience. Candidates are given points according to a scale. The students with the highest points are accepted for admission according to the number of class vacancies. Only fully completed applications will be considered for admission. Incomplete applications will not be processed. Completed applications submitted after the established deadlines will be considered only if space is available. It is the student's sole responsibility to ensure that applications are complete before submission for consideration of admission.

#### **1. GPA Requirement**

For students who have 12 hours or more of college credit, a college GPA will be utilized. If less than 12 hours of college credit, a high school GPA will be used if the student has graduated with a high school diploma. A minimum retentive GPA of 2.5 is required for admission. Points will be designated as follows:

GPA: 2.5 – 3.0	= 1 point
3.1 – 3.5	= 3 points
3.6 – 4.0 or BS Degree	= 5 points
<b><i>Maximum Points = 5</i></b>	

#### **2. ACT Requirements**

A minimum of 19 for ACT composite score is required to be considered for admission. Points will be awarded as follows:

ACT: 19 – 22 Composite	= 1 point
23 – 26 Composite	= 3 points
27 or above Composite	= 5 points
<b><i>Maximum Points = 5</i></b>	

### 3. Science Requirements

Supporting sciences must be completed no more than 7 years before nursing program commencement. Points will be awarded for each of the following supporting sciences: Anatomy, Nutrition, Physiology, and Microbiology.

A = 3 points

B = 2 points

C = 1 points

Chemistry = 1 point (C or above) \*

**Maximum Points = 13**

### 4. Work Experience

Submit proof of current state-issued License/Certification with the application.

EMT-B = 1 point

Certified Nursing Assistant = 2 points

LPN or EMTP = 3 points

**Maximum Points = 3**

## **Possible Admission Points = 26**

### 5. Physical Qualifications

To be considered for admission, all applicants must sign the physical qualification form included in the admission application.

1. Have physical strength to lift a minimum of 25 pounds.
2. Have the visual capacity to read the small print on medication labels.
3. Have sufficient auditory perception to receive verbal communication from clients and members of the health team and to assess the health needs of people through the use of monitoring devices such as stethoscopes, IV infusion pumps, cardiac monitors, fire alarms, etc.
4. Communicate in clear English speech patterns, verbal and written.
5. Demonstrate a coordinated range of motion of all four extremities without assistive devices.
6. Must be able to demonstrate appropriate and rational behavior while under mental and emotional stress.

### 6. National Verified Credentials Background Screening

Upon the nursing program application, a national background screening from Validity must be submitted at the cost of the student. Submission for background screening is located on the nursing application.

## **Retention and Progression**

To continue in the Nursing Program a student must:

1. Receive a final grade of “C” or above in each nursing course, which includes passing the math competency exam, theory, and clinical components/ evaluation for Nursing 1118, 1218, 2118, 2218, and 1303 (No clinical evaluation for 1303). A student who at any time during the semester is deemed to be unsafe in the clinical area will be reviewed by the nursing faculty for remediation, disciplinary action, or be withdrawn from the program.
  
2. Receive a final grade of “C” no more than 7 years before nursing program commencement.
 

Anatomy -	BIOL 2114
Physiology -	BIOL 2204
Nutrition -	NUTRIT 1203
Intro. to Microbiology -	BIOL 2124
  
3. Maintain a retention GPA of 2.0 or above in all courses
  
4. Knowledge of the requirements for the program is the student’s responsibility. Students are responsible for documentation of the completion of all prerequisite courses. If at any point in the Nursing Program, it is determined that the student has not completed all prerequisite courses, the student will be administratively withdrawn from required nursing courses. After completion of the missing prerequisite course(s), the student may apply for readmission to the program following the requirements. Students must have completed the required pre-requisites as defined in the academic catalog in order to enroll in each subsequent nursing course. Prerequisite science courses must be completed with a “C” or above.

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

5. Persons convicted of a felony while enrolled in the nursing program will be summarily dismissed and will not be eligible for readmission. Students charged, arrested, or convicted of any misdemeanor or felony must notify the Nursing Director within five (5) days.

### **Grade Computation for Progression**

Theory and clinical points will be combined only upon successful completion of the following:

- Achievement of a 75% or higher theory grade
- Achievement of a 75 % or higher clinical grade on clinical assignments
- Must achieve a “satisfactory” on the clinical evaluation

If the student fails either component of the course, the final course grade will be the failing grade.

If the student fails both components of the course, the final course grade will be the higher of the two grades.

### **Special requirements for students with LPN/Paramedic licensure**

1. Current unrestricted licensure will be maintained until completion of the nursing program.
2. Students receiving any disciplinary action against their license must notify the Nursing Director within five (5) school days. The Nursing Director reserves the right to restrict the student's participation in clinical experiences and involvement of patient care until the license is valid and unrestricted and terms of the action are met, and the action is dismissed.

### **ADVANCED STANDING FOR LPN'S/PARAMEDICS**

Any LPN/Paramedic currently licensed is eligible to apply to the Eastern Oklahoma State College Associate Degree Nursing Program for the opportunity to challenge the first-year nursing courses. Qualified LPN's/Paramedics will be accepted into the challenge process and will be allowed to challenge Nursing 1118, and Nursing 1218. When these challenges are completed successfully, the LPN/Paramedic will have credit for these courses applied to their transcript and will be eligible to enter the second year of the nursing program. Admission to the second year will be on a space-available basis. To receive the Associate in Applied Science in Nursing degree, the qualified LPN/Paramedic must complete Transition in Nursing (NURS 1303) and all of the second year nursing courses at Eastern, (NURS 2118, NURS 2218, and NURS 2212), plus a minimum of 34 general education credit hours. For advanced placement credit to be included on an Eastern transcript, a student must complete a minimum of 12 hours at Eastern and be in good academic standing.

### **PROCEDURE FOR OBTAINING ADVANCED STANDING AS AN LPN/PARAMEDIC:**

1. Follow application guidelines to Eastern and the A.D.N. Program.
2. Submit proof of licensure as LPN or Paramedic.
3. On selection to the program, complete the challenge exams. The challenge exams for NURS 1118 and NURS 1218 will be in three parts with two attempts allowed for each.
  - Part I: Fundamental Exam.
  - Part II: Maternity/Newborn Exam
  - Part III: Nursing Care of Children Exam.
4. Before starting Nursing 2118, Submit documentation of 800 hours' employment completed as an LPN and/or EMTP in the past 5 years.

### **CRITERIA FOR ADMISSION**

Admission Criteria are based on GPA, ACT, and academic achievement in the sciences. Candidates are given points according to a scale. The students with the highest points are accepted for admission according to the number of class vacancies.

#### **1. GPA Requirement**

For students who have 12 hours or more of college credit, a college GPA will be utilized. If less than 12 hours of college credit, a high school GPA will be used if the student has graduated with a high school diploma. A minimum retentive GPA of 2.5 is required for admission. Points will be designated as follows:

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<b>Maximum Points = 5</b>	

## 2. ACT Requirements

A minimum of 19 for ACT composite score is required to be considered for admission. Points will be awarded as follows:

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27 or above Composite	= 5 points
<b>Maximum Points = 5</b>	

## 3. Science Requirements

Supporting sciences must be completed no more than 7 years before nursing program commencement. Points will be awarded for each of the following supporting sciences: Anatomy, Nutrition, Physiology, and Microbiology.

A = 3 points
B = 2 points
C = 1 points
Chemistry = 1 point (C or above) *
<b>Maximum Points = 13</b>

### **Possible Admission Points = 23**

## 4. Physical Qualifications

To be considered for admission, all applicants must sign the physical qualification form included in the admission application.

1. Have physical strength to lift a minimum of 25 pounds.
2. Have the visual capacity to read the small print on medication labels.
3. Have sufficient auditory perception to receive verbal communication from clients and members of the health team and to assess the health needs of people through the use of monitoring devices such as stethoscopes, IV infusion pumps, cardiac monitors, fire alarms, etc.
4. Communicate in clear English speech patterns, verbal and written.
5. Demonstrate a coordinated range of motion of all four extremities without assistive devices.
6. Must be able to demonstrate appropriate and rational behavior while under mental and emotional stress

### **5. National Verified Credentials Background Screening**

Upon the nursing program application, a national background screening from Qualified by Verified Credentials must be submitted at the cost of the student. Submission for background screening is located on the nursing application.

### **Special requirements for students with LPN/Paramedic licensure**

1. Current unrestricted licensure will be maintained until completion of the nursing program.
2. Students receiving any disciplinary action against their license must notify the Nursing Director within five (5) school days. The Nursing Director reserves the right to restrict the student's participation in clinical experiences and involvement of patient care until the license is valid and unrestricted and terms of the action are met, and the action is dismissed.

### **DIRECT ARTICULATION FOR LPN'S**

The Eastern Associate Degree Nursing Faculty has chosen to participate in the Oklahoma P.N. /A.D.N. Articulation Plan. LPNs must apply and be accepted to Eastern Oklahoma State College, and then they can apply for direct articulation to nursing, based on the plan. A "C" or higher in all science courses is required. This must be attained before credit will be granted for the required Nursing coursework for that semester. To graduate, all LPNs must complete the second year of A.D.N. course work at Eastern. For any advanced placement credit to be included on an Eastern transcript, a student must complete a minimum of twelve hours at Eastern and be in good academic standing.

The Oklahoma P.N. /A.D.N. Articulation Plan as approved by the Oklahoma Board of Regents allows LPNs to receive college credit for practical nursing education without challenge examinations. Credit may be granted according to the following criteria:

1. Must be currently licensed as an LPN.
2. Must have graduated from an Oklahoma ACEN Accredited Practical Nursing School within 5 years.
3. Students will receive credit for the first and second-semester nursing courses. (Nursing 1118 and Nursing 1218)
4. The number of credit hours will be determined by the granting educational institution.

### **CRITERIA FOR ADMISSION**

Admission Criteria are based on GPA, ACT, and academic achievement in the sciences. Candidates are given points according to a scale. The students with the highest points are accepted for admission according to the number of class vacancies.

#### **1. GPA Requirement**

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4. Communicate in clear English speech patterns, verbal and written.
5. Demonstrate a coordinated range of motion of all four extremities without assistive devices.
6. Must be able to demonstrate appropriate and rational behavior while under mental and emotional stress

### 5. National Verified Credentials Background Screening

Upon the nursing program application, a national background screening with Verified Credentials must be submitted at the cost of the student. Submission for background screening is located on the nursing application.

### Special requirements for students with LPN/Paramedic licensure

1. Current unrestricted licensure will be maintained until completion of the nursing program.
2. Students receiving any disciplinary action against their license must notify the Nursing Director within five (5) school days. The Nursing Director reserves the right to restrict the student's participation in clinical experiences and involvement of patient care until the license is valid and unrestricted and terms of the action are met, and the action is dismissed.

## **TRANSFER, READMISSION, AND FINANCIAL AID**

### **TRANSFER**

Students transferring from another school of nursing will have previous courses assessed to determine placement. Students must provide evidence of all courses taken at another school. **Nursing courses must have been completed not more than three years before admission. A reference from a nursing instructor is required.** Guidelines for transfer students are included in the school catalog. Transfer students must pass the course-specific exam(s) for the previous semester with two attempts. Science requirements apply to transfer students.

### **READMISSIONS**

1. Students who fail to complete a required nursing course are required to complete an exit interview form with a nursing instructor, which shall include the student's option for readmission and recommended remediation.
2. An applicant must repeat the application process. Readmission is in no way automatic. **The application for readmission must be completed by October 1<sup>st</sup> for the spring semester and February 15<sup>th</sup> for the fall semester.**
3. A student is eligible to repeat only one nursing course during the current track.
4. The Nursing Program must be completed within three years of entry into any NURS track.
5. Readmits must complete an interview with the faculty to review the exit interview action plan.
6. Students applying for readmission must pass the course-specific exam/s with cut scores determined by faculty for all previous semesters with two attempts.
7. Only 10% of any campus's students can be students that are readmitted in the track and cohort. Student's preference for a campus is not guaranteed.
8. Students who reapply to NURS 1118 or NURS 1303, in a new cohort, will not be considered in 10%.
9. Science requirements apply to readmission applicants.

### **FINANCIAL AID**

Students in need of financial aid may contact the financial aid office for information on the variety of scholarships/funds available to nursing students. There are financial aid officers on campus.

### **AMERICANS with DISABILITIES ACT (ADA)**

Any student requiring accommodations (from all campuses) should fill out an application at the Wilburton campus with the Student Disabilities Services Coordinator.

[Student Disability Services | Eastern Oklahoma State College](#)

## **ORGANIZATIONAL CHARTS**

### **EOSC ADMINISTRATION ORGANIZATIONAL CHART**

The following link shows the EOSC Administrative organization:

[Administration | Eastern Oklahoma State College \(eosc.edu\)](#)

### **EOSC NURSING FACULTY/STUDENT ORGANIZATIONAL CHART**

The following link shows the Nursing organization:

[History of Nursing Program Accreditation \(eosc.edu\)](#)

## **GENERAL POLICIES OF THE DEPARTMENT OF NURSING**

### **ABSENTEEISM**

The Department of Nursing follows the school policies regarding absence from class. The student must personally notify the appropriate instructor of the absence before class. A student who misses six hours will be given a verbal warning and must petition the faculty in writing for continuance in the program. Absence time is cumulative in any one semester. Absenteeism over six hours will be subject to faculty review regarding their status in the program. Students 15 minutes late for class will be counted 1 hour late. Electronic documentation of absenteeism will be kept by level coordinators. Refer to clinical guidelines for clinical absenteeism.

### **PROFESSIONAL ORGANIZATION MEMBERSHIP**

It is the recommendation of this school of nursing that students will hold membership in their local and state organization, the Oklahoma Nursing Student Association (ONSA) since it is through the professional organization that standards of nursing care are maintained and improved.

### **EXAMINATION**

All make-up examinations and test reviews will be scheduled according to the individual course requirements. Advance notice is to be given by a student by calling the course instructor if a student is to be absent for an exam. Makeup exams can be revised but must maintain the same level of difficulty. All tests must be completed before final grades are issued.

### **WRITTEN ASSIGNMENTS**

Written assignments are not optional. Plan your time accordingly and allow for the unexpected: illness, bad weather, car breakdown, computer difficulties, etc. Lack of computer access will not excuse the student from class requirements. Failure to hand in homework on time results in

lowering the grade of that work by 10% per day.

### **PROFESSIONAL AND PERSONAL LIABILITY INSURANCE**

All student nurses must carry professional and personal liability insurance. Malpractice insurance premiums are paid by student fees and the group policy is maintained in the nursing office.

### **SKILLS LAB SUPPLIES**

All nursing students must purchase a lab and clinical supply kit.

### **RECORDING LECTURES**

When possible, lectures will be audio recorded by faculty, and the recording posted on Blackboard. Outside factors relating to recorded lectures may prohibit the day's lecture from being posted. Students may not record a lecture.

### **DRUG SCREENING**

Students are required to have a documented drug screen before clinical, according to the nursing program and clinical facility guidelines. The initial urine drug screen is included in student fees. Any subsequent drug testing for verification will be at the student's expense and is not included in the fees. **The nursing program maintains a no-tolerance policy regarding substance abuse.** All students must clear a drug screen test. Failure to undergo this test, a positive drug screen, or a tampered with urine sample will result in **dismissal** from the program. If the drug screen reflects positive, the urine will be submitted for verification to the designated medical officer.

Although marijuana is legal under state law in certain circumstances, it remains an illegal drug under federal law. Therefore, students who test positive for marijuana will be considered in violation of the drug policy regardless of whether the student has a prescription or medical marijuana card.

### **BACKGROUND CHECK**

Students are required to have a documented national background screening from QualifiedFirst by Verified Credentials, according to the nursing program and clinical facility guidelines. This background check is included in student fees. A voluntary authorization consent form and waiver for release of confidential information for individuals with a history of a felony and/or misdemeanor may be submitted to a clinical site for approval of student attendance.

### **TOBACCO-FREE POLICY**

Eastern Oklahoma State College is a tobacco-free environment. Refer to the Eastern Oklahoma State College Student Handbook policy.

### **MEDICAL EXPENSES**

All students are responsible for any medical expenses incurred during clinical or campus activities.

### **CELLULAR PHONES**

Cell phones and smart devices are prohibited in exam rooms. Smartwatches are prohibited in exam

rooms and the clinical setting. Students will need a computer, tablet, or cell phone in class and in clinical. In class, if device use is a distraction to others, the student will be given one warning and then asked to leave class. In the clinical setting, devices may only be used in the breakroom, classroom, or designated student area, even if used for clinical purposes. Devices should be silenced and out of sight when at nurses' stations or patient care areas. Devices should be used for personal communication during designated breaks and mealtimes ONLY. Facility policy will be followed at all times and will supersede this policy. Absolutely no photos are to be taken by students in a healthcare facility.

### **IMMUNIZATIONS**

Proof of TB screening, TD/DPaT/Tdap, MMR (Measles, Mumps, and Rubella), and Varicella immunizations must be completed before the first day of class and Hepatitis B vaccination (or waiver) must be completed or in progress by the first day of class. Immunization forms are provided upon admission to the Nursing Program. Proof of influenza vaccine is required by November 1<sup>st</sup>. Proof of immunizations should be submitted to a faculty member on your campus. If a student is not clinically eligible by clinical 1, the student will be administratively withdrawn. No exceptions are made if a student is clinically ineligible as a result of a lack of completion of all vaccinations and CPR requirements. It is the student's sole responsibility to ensure that all vaccinations are correct, complete, and remain up to date throughout the program. Failure to do so results in disciplinary action up to and including removal.

### **CPR**

Current CPR certification is required for clinical practice. American Heart Association (BLS). If a student is not clinically eligible by clinical 1 or fails to maintain clinical eligibility for any clinical rotation, the student will be subject to disciplinary up to and including removal from the program.

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**EASTERN OKLAHOMA STATE COLLEGE**  
**SCHOOL OF NURSING**

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 all issues. Forms and documentation are due the first day of the academic semester to your campus instructor. Failure to complete this requirement by the deadline will prevent your clinical rotation attendance and withdrawal from the course.

Item#	Immunization	Instructions	Comments
1	Tuberculosis Skin Test (PPD Mantoux)	Submit copies of a two-step test, at least one-two week 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)	Evidence of immunity includes any of the following: <ul style="list-style-type: none"> <li>• Written documentation of vaccination with 2 doses of varicella vaccine,</li> <li>• Laboratory evidence of immunity or laboratory confirmation of disease,</li> <li>• Diagnosis or verification of a history of varicella disease by a healthcare provider, or</li> <li>• Diagnosis or verification of a history of Herpes Zoster (Shingles) by a healthcare provider.</li> </ul>	<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 <b>not</b> sufficient and will not fulfill the Rubeola requirement. Submit evidence of <b>two</b> 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 <b>not</b> sufficient and will not fulfill the mumps requirement.  Submit evidence of <b>two</b> 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 <b>not</b> sufficient and will not fulfill the Rubella requirement.	

		Submit evidence of <b>two</b> 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 <b>one</b> month after the first and the third dose must be completed <b>six</b> months after the first.</p> <p>Evidence of at least the first <b>one</b> must be submitted before school begins and the third can be completed during the semester. 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 and Diphtheria	<p>1) Submit evidence of <b>three</b> childhood Diphtheria-Pertussis-Tetanus (DPT/Tdap) and <b>one</b> adult Tetanus-Diphtheria (Td/Tdap) within the last <b>ten</b> years. <b>AND/OR</b></p> <p>2) Submit evidence of having <b>three</b> adult Td/Tdap with at least <b>one</b> being within the last <b>ten</b> years.</p>	
8	Influenza	Submit evidence of influenza vaccination by November 1 <sup>st</sup> of each academic year.	<i>Notify the instructor if unable to receive the influenza vaccination due to medical exemptions or refusal.</i>
9	Cardiopulmonary Resuscitation (CPR)	Basic Life Support for Providers (BLS)	

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

**NOTE – Some clinical facilities may require additional clinical documentation; if so, the student will be required to provide requested clinical documentation.**

**GRADING SYSTEM**

91-100	=A
82-90	=B
75-81	=C
69-74	=D
68 & below	=F

See Grading System in EOSC Student Handbook.

**ACADEMIC INTEGRITY**

The nursing program abides by the school's policy regarding misconduct and academic cheating. Written assignments should be original and the student's work. If two or more papers have striking similarities, all students involved will receive a zero or no credit. See the EOSC student handbook.

**COMPUTERS**

Each student is required to have minimum computer skill competency and access to a computer with Microsoft Word, PowerPoint Viewer, and internet capabilities. Refer to the Eastern Student Handbook "Computer Use" policy.

**APPEAL/COMPLAINT PROCEDURE**

The nursing program follows the due process as outlined in the Eastern Oklahoma State College Student Handbook.

**PROFESSIONAL BEHAVIOR**

Professionalism is defined as the demonstration of high-level personal, ethical, and skill characteristics of a member of a profession. As a student in the EOSC nursing program, you are committing to the ideals and demands of the nursing profession. As you progress through the program, you are expected to develop and display the behaviors and characteristics that will identify you as a true professional nurse in your future practice. Professional behavior applies to all areas of your student activities, including but not limited to off-campus clinical experiences, on-campus skills laboratory experiences, preceptorship, interactions with fellow students and instructors, classroom behavior, and involvement in nursing student organizations.

In the classroom and the on-campus skills laboratory, the student will demonstrate professional behavior that follows the ethical code for nursing, promotes respect for others, and demonstrates accountability in preparation. Indicators to be used as guidelines for evaluating professional behavior are:

1. **Ethical:** The student behavior is per the American Nurses Association Code of Ethics (2017)

**Examples of unethical behavior include but are not limited to the following:**

- a) Violating any portion of the "Academic Ethics Statement"
  - b) Attending class while under the influence of drugs or alcohol
  - c) Use of cell phones or other electronic devices during tests or exams for cheating
2. **Respectful of others:** The student will display respect for fellow students and instructors at all times while in the classroom or when or when involved in on-campus laboratory experiences. **Examples of disrespectful behavior include but are not limited to the following:**

- a) talking to other students during lectures
  - b) sleeping during lectures
  - c) making inappropriate or rude comments during classes
  - d) making excessively loud objections
  - e) conduction any type of behavior that is disruptive to the class
  - f) failure to address instructors by the appropriate title of Ms. Mr. or Dr. while in the classroom or clinical setting unless directed otherwise by the instructor
  - g) failure to work cooperatively with other students during group projects
  - h) inattention to guest speakers
  - i) wearing ball caps/hats in the classroom or lab
  - j) bringing children to classes or labs
  - k) failure to turn off and put away cell phones during class, lab, and exams
3. Accountability in Preparation: The student is expected to be prepared for class by obtaining and reading all assignments before class, completing assigned work, and investing adequate time in the study.

Examples of lack of accountability in preparation include but are not limited to the following:

- a) failure to complete or submit assignments on time
- b) inability to answer questions concerning the assigned material
- c) failure to prepare for group presentations
- d) repeated tardiness for classes, labs, or clinical
- e) failure to purchase required textbooks promptly
- f) failure to bring required lab kits/supplies to labs that require them. A student who displays unprofessional behavior at any time while participating in the EOSC nursing program will be, at the discretion of the instructor, removed from the setting where the unprofessional behavior occurred. (See policy below on *Safe Practice in the Clinical Settings* for details on the policy for unprofessional behavior in the clinical setting).

**Procedure:** Nursing faculty or students may identify a violation of professionalism. At the discretion of the instructor responsible for the course in which the incident occurred, the student may be asked to leave the class immediately and/or called in by the instructor for individual counseling concerning their behavior at a time outside of class.

If the behavior in question continues, the instructor will schedule a meeting with the Director of Nursing, student, and instructor.

### **PROGRESSIVE DISCIPLINE POLICY**

The Department of Nursing follows a progressive discipline policy that typically consists of four steps. Depending on the seriousness of any situation, however, any step may be skipped with the approval of the Director of the department.

A student will enter progressive discipline whenever the student fails to meet the expectations of the department. Typically, progressive discipline adheres to the following:

**Student Advisory:** Documented on a Student Disciplinary Action form, documents verbal

counseling and outlines expectations;

- **1<sup>st</sup> Written Warning** – students have been counseled regarding the need to improve in a specific area and have failed to demonstrate improvement or the severity of the situation precludes the opportunity for counseling. A performance improvement plan may be implemented to specifically describe to the student how expectations may be met;
- **2<sup>nd</sup> Written Warning** – occurs when the student has already received a 1<sup>st</sup> Written Warning and new issues arise, or unresolved issues continue;
- **3<sup>rd</sup> and Final Written Warning** – follows the 2<sup>nd</sup> Written Warning if new issues arise or unresolved issues continue;
- **Recommendation for Dismissal or Course Failure** – this recommendation may be made when the student has received a 3<sup>rd</sup> Written Warning, continues to fail to meet the standards of the department, and does not demonstrate the ability, desire, or willingness to change the behavior. If the student requires additional discipline after the third warning, the student will automatically fail the course.

Although these steps usually follow a progressive pattern, **please note that at the discretion of the Department Chair and/or faculty, any step may be skipped depending on the seriousness of the situation.** Please refer to the following section which describes specific criteria that constitute dismissal from the program.

### **Guidelines for the Use of Electronic Communications and Social Media**

As a health profession, nursing is bound by law and professional codes of conduct to protect the confidentiality of patients, families, and facilities. Even when you are off-campus, you represent the EOSC nursing program. It is your responsibility to adhere to professional standards of conduct as well as to EOSC codes of conduct and health care institution policies.

([www.ncsbn.org](http://www.ncsbn.org))

- Students must recognize that they have an ethical and legal obligation to maintain patient privacy and confidentiality at all times.
- Students must not transmit, by way of any electronic media, any patient-related information or image that is reasonably anticipated to violate patient rights to confidentiality or privacy or to otherwise degrade or embarrass the patient.
- Students must not share, post, or otherwise disseminate any information, including images, about a patient or information gained in the student nurse-patient relationship with anyone unless there is a patient care-related need to disclose the information or other legal obligation to do so.
- The student must not identify patients by name, or post or publish information that may lead to the identification of a patient. Limiting access to postings through privacy settings is not sufficient to ensure privacy.
- Students must not refer to patients disparagingly, even if they are not identified.
- Students must not take photos or videos of patients on personal devices, including mobile devices.
- Students must maintain professional boundaries in the use of electronic media.
- Students must consult facility policies within the organization regarding postings.

- Students must promptly report any identified breach of confidentiality or privacy.
- The student must be aware of and comply with facility policies regarding the use of facility-owned electronic devices.
- The student must not make disparaging remarks about the institution or clinical partners.
- Violation of any part of the social media policy will lead to immediate removal from the EOSC Nursing Program.

### **Waiver of licensure/certification guarantee**

Admission or graduation from the Nursing Program does not guarantee to obtain a license to practice nursing. Licensure and subsequent procedures are the exclusive right and responsibility of the State Boards of Nursing. Students must satisfy the requirements of the Nurse Practice Act. The licensing board **does require** information regarding the conviction of a felony and/or misdemeanor and/or current charges on the application for licensure and **MAY DECIDE NOT TO LICENSE** an individual based on the result of an investigation of those particular charges. Evidence of citizenship or nationality will be required for licensure.

## **CLINICAL POLICIES**

Various community facilities are utilized for clinical nursing experiences. The faculty is continuously evaluating these for maximum student benefit and may change sites to meet educational needs. Since we live in a rural area, students must provide their transportation for all activities. Carpooling is encouraged; however, the responsibility for transportation lies with the individual.

### **Attendance**

Students are expected to notify clinical instructors personally of absence/tardiness before the shift. Text messages are acceptable at the discretion of the instructor. All missed clinical hours must be made up at the instructor's discretion. Clinical hours must be made up to progress to the next semester. A student missing more than 12 clinical hours will petition the faculty in writing for permission for clinical make-up days. **Absenteeism over six hours will be subject to faculty review regarding their status in the program.** Attendance at the pre/post conference is required. Students are expected to be on time to take reports at pre-conference. Students 15 minutes late for clinical will be counted 1 hour absent. Upon the clinical instructor's discretion, a student late for clinical may not be allowed into the clinical area.

### **Safe Practice in Clinical Settings**

The department of Nursing is ethically and legally obligated to protect clients and any other persons from the action of nursing students whose behavior in clinical rotation are actually or potentially unsafe and/or unethical. At any time during the semester, a student who performs any single action in the clinical setting judged by the clinical instructor as posing a significant and imminent threat to health, safety, or wellbeing of clients or others, or to demonstrate a major violation of ethical standards, will be immediately removed from the clinical rotation. A student who displays a pattern of unsafe or unethical behavior in the clinical setting that the clinical

instructor perceives as being a less severe threat to the health, safety, or wellbeing of clients or others may remain in the clinical rotation but be placed on “Clinical Warning.”

## **Professionalism**

The student will at all times demonstrate professional and ethical behavior that does not violate the standards of the Oklahoma State Nurse Practice Act, any other legal requirements, follows the ethical codes of nursing, and promotes the potential and/or actual adaptation of clients, health care workers, and self in the biological, psychological, sociological, and cultural realms.

### **Example of Unprofessional Clinical Behavior**

- Failure to communicate with the instructor regarding a procedure before performing the procedure.
- Inability to organize and prioritize a client’s assessment and nursing care.
- Unsafe performance of a procedure.
- Inaccurate or inadequate charting.
- Inability to explain the scientific rationale for nursing care given.
- Placing a patient in jeopardy by providing unsafe nursing care.
- Falsifying documentation.
- Violating patient confidentiality.
- Leaving assigned areas without notifying the primary nurse and instructor.
- Inadequate preparation for drug administration.
- Failure to communicate (verbally and/or in written form) significant client data.
- **Students displaying a pattern of unsafe/unethical clinical behavior will be counseled and/or dismissed from the nursing program. Inappropriate clinical behavior will result in dismissal from the Nursing Program.**

## **Clinical Disciplinary Procedure:**

1. If in the judgment of the clinical instructor, the student’s action is of such nature as to constitute a violation of ethical standards or pose an imminent threat to the safety of client(s), staff, faculty, or others, the student will be **immediately removed** from the clinical rotation. Students who are removed from a clinical rotation for a serious threat to safety or major violation of ethical standards will not be permitted to attend the clinical for the rest of the semester and must either drop the course or receive a grade of “F” in the course, pending the outcome of the appeals process described below. A student who is removed from the clinical rotation who wishes to re-enter the program must apply for re-admission per EOSC nursing policy.
2. If the clinical instructor identifies the actions of a student as demonstrating a less dangerous pattern of unsafe or unethical behavior, the student will be placed “On Clinical Warning,” and may be removed for one clinical session but allowed to continue in the course with appropriate corrective actions and ongoing evaluation of practice. If the unsafe or unethical action does not pose an immediate and significant threat to safety and well-being, the following steps will be observed:

### STAGE I:

1. The clinical instructor and/or level coordinator will document in writing individual actions or patterns of actual or potential unsafe clinical practice or unethical behavior related to course objectives, evaluation tools, nursing standards, and/or level competencies expected of the student. Documentation may be based on direct observation by the clinical instructor, and/or observations by another nursing faculty, and/or agency personnel and/or client comments. Pertinent student written work may also be evaluated and included as documentation.
2. The clinical instructor and/or level coordinator will provide the student with verbal and written warnings for the pattern(s) of behavior that are actually or potentially unsafe or unethical. The warning shall provide specific facts of problem areas or deficiencies in the student's clinical performance concerning course objectives, evaluation tools, nursing standards, or expected competencies. The student shall be considered officially to be **"ON WARNING"**. The Disciplinary Action Form document will also identify and list the required corrective action(s), behavioral outcomes, and a timetable establishing when the student must complete the listed actions and outcomes.
3. The clinical instructor will sign the Disciplinary Action document. The student will sign the document after being allowed to read it, ask questions and make comments. The document will be placed in the student's nursing department file. The student and supervising clinical instructors shall receive a copy of the document. The signature of the disciplinary form acknowledges that the student has been informed of the deficiency and the required remediation if applicable.
4. If the student refused to sign the disciplinary action form, the refusal will be verified by another nursing faculty and recorded in the student's file. The student will not be permitted to attend the clinical until further departmental review.
5. During subsequent clinical sessions, the student will be evaluated by the clinical instructor concerning the achievement of the required behaviors and performance according to the requirements listed in the disciplinary action form within the established timetable and all subsequent clinical courses.
6. The required changes in performance must be demonstrated during the next clinical session, **and consistently maintained** by the student for the remainder of his or her time in the nursing program.

### STAGE II:

If the student fails to attain the required outcomes listed in the Disciplinary Action Form in the established time, and/or if the student does not **consistently maintain** the required behaviors while still on warning, the student shall be given the following option:

1. The student may withdraw from the course and shall be given a grade of "W" or "AW" depending upon the student's academic standing at the time of the withdrawal or;

### **Appeal Process:**

1. If a student believes that she or he has been unfairly evaluated by the clinical instructor and that either the removal from the clinical rotation or the action is not justified, the student has the option of requesting a formal Departmental Hearing.
2. The student must make this request to the department chairperson within two (2) working days of being removed from the clinical rotation for being informed that they are “On Warning”.
3. The Departmental Hearing shall be held within two (2) working days of the student’s request.
4. The Hearing Committee shall consist of three (3) full-time nursing department faculty members.
5. The Hearing shall be chaired by the departmental Dean unless the Dean is also the clinical instructor who imposed the removal of a student or the “On Warning” status. In that event, another nursing faculty, selected by the department Dean, shall chair the hearing.
6. The student will be notified of the time and location of the meeting, and those attending.
7. The Hearing Committee will evaluate the facts as presented by the clinical instructor and the student. Each party will be provided a time of ten (10) minutes to present their side without interruption, starting with the student. The presentation will be followed by a question and answer period. Any person at the Hearing may ask questions.
8. The deliberations of the Hearing Committee will be conducted in private. The results will be communicated to both the clinical instructor and the student in writing.
9. If the decision of the clinical instructor for immediate removal of the student from the rotation is upheld, the student will be given the option of withdrawal “W”, academic withdrawal “AW” or receiving an “F”.
10. If the decision of the clinical instructor to impose the “On Warning” status is upheld, the sequence of steps specified in the above-stated policy will be followed.

### **Substance Abuse**

The Nursing Department believes that substance abuse compromises both the educational process and client care. Substance abuse is a treatable illness, and rehabilitative and therapeutic approaches are effective in facilitating recovery.

#### Procedure for Suspected Substance Abuse:

1. The instructor will confront the student with the suspicion that she/he is under the influence of a chemical substance (drugs/alcohol) which may include prescription drugs that are impairing the student’s ability to perform. The specific observations that led to the suspicion will be shared with the student by the instructor.
2. If the student admits that she/he is under the influence of a chemical substance, she/he will be required to leave the clinical setting immediately and will not be allowed to return to the clinical setting until a further assessment has been made.

3. If the student denies being under the influence of a chemical substance when confronted, she/he will be requested immediately to have a toxicology screening at an approved laboratory at the student's expense. A refusal to undergo this screen will result in the student being requested to leave the clinical setting immediately.
4. If the student is dismissed from the clinical setting, the faculty member will assist with finding a safe transportation home for the impaired student. If refused or the student is violent, police are to be notified.
5. All costs of the substance abuse evaluation, treatment, and required toxicology screening shall be the responsibility of the student.
6. In all cases involving admitted suspected substance abuse in the clinical setting, a Disciplinary Action Form will be written. The Disciplinary Action Form will include the following:
  - a. A description of the behavior that resulted in the need for a conference
  - b. A description of the conference and its outcome.

### **Policy on Patient Abandonment**

1. The abandonment of patients seeking or receiving health care is considered a serious ethical violation that may result in legal action including suspension of a nursing license, fines, and even incarceration in jail.
2. In all cases, EOSC nursing students and faculty will follow the precepts outlined in the Oklahoma Board of Nursing's "Abandonment Statement" presented below.

**Oklahoma Board of Nursing**  
<http://www.ok.gov/nursing/prac-aband.pdf>  
**Abandonment Statement**

- I. Purpose: To guide nurses (including Licensed Practical Nurses, Registered Nurses, and Advanced Practice Registered Nurses) and Advanced Unlicensed Assistive Persons regarding situations that may constitute abandonment.
- II. Definitions:  
Patient Abandonment:  
Abandonment may occur when a licensed nurse fails to provide adequate patient care until the responsibility for the care of the patient is assumed by another licensed nurse or an approved licensed health care provider. Patient safety is the key factor in determining the nurse's responsibility in a given situation.
- III. Guidelines for specific situations that may constitute abandonment:
  - A. For Licensed Nurses and Advanced Unlicensed Assistive Persons, examples of abandonment may include but not be limited to:
    1. Leaving the employment site during an assigned patient care shift after the nurse has come on duty for the shift without properly advising appropriate personnel;
    2. Leaving an emergency patient care situation where that would be overtly dangerous to the patient, based on the standard of actions of a reasonable, prudent nurse;
    3. Inattention to, or the leaving of a patient in acute distress, without proper notification of supervisor and appropriate arrangements for continuity of care;
    4. Sleeping while on duty without a supervisor's approval that is consistent with written institutional policy;
    5. Insufficient observation (frequency of contact) of a patient;
    6. Leaving without reporting to the oncoming shift;
    7. Failing to report for an assignment where the nurse is the sole provider of care (e.g. private duty, home health/hospice care) and failing to notify his/her supervisor and/or employer.
  - B. For Licensed Nurses and Advanced Unlicensed Assistive Persons, situations considered by the Board not to constitute abandonment:

The following are examples of employment issues and are not considered by the Board to constitute patient abandonment:

1. Failure of a nurse to work beyond her/his scheduled shift;
2. Refusal to work in an unfamiliar, specialized, or "high tech" area when there has been no orientation or educational preparation, or employment experience;

3. Refusal to report to work;
  4. Failure to return from a scheduled leave of absence;
  5. Resigning from a position and not fulfilling the remaining posted work scheduled;
  6. Ending the employer-employee relationship without providing the employer with a time to obtain replacement staff for that specific position (such as resigning without notice);
- C. In addition to the examples in subsection A., for the Advanced Practice Registered Nurse serving as the primary/specialty care provider for a patient, terminating the nurse-patient relationship without providing reasonable notice to the patient and resources for the patient regarding other health care providers may also constitute abandonment.
- D. Implications of abandonment for Advanced Practice Registered Nurses (Clinical Nurse Specialists, Certified Registered Nurse Anesthetists, Certified Nurse-Midwives and Nurse Practitioners):
1. The legitimate discharge of a patient from practice, when the advanced practice registered nurse is that patient's primary or specialty provider, does not constitute patient abandonment. However, a patient who is receiving acute or immediate care should not be discharged until transferred to another appropriately licensed health care provider.
  2. A discharge from practice shall include:
    - a) Providing reasonable written notice that meets community standards and clearly states the date of termination of services and date of the notice;
    - b) Information regarding how the patient may access his/her medical record;
    - c) Information regarding referral options for continuing care for the condition treated; and
    - d) Providing for currently authorized medications that have been prescribed by the Advanced Practice Registered Nurse to be available for a limited refill period.
- E. Providing appropriate and adequate personnel to care for patients is the responsibility of the employer.

Board Approved: 9/26/2001 OBN Policy/Guideline #P-11 Board Reviewed w/o Revision: 3/31/2004; 3/27/2007 Board Revised: 9/28/2010; 9/24/13  
 P:/Administration/Executive/Policies/Practice/Abandonment

Eastern Oklahoma State College – Division of Nursing

## 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 \_\_\_\_\_

**Patient Confidentiality**

EOSC Nursing Dept. will comply with the HIPAA Guidelines. (<http://www.hhs.gov/hipaa/for-professionals/index.html>) Students are not allowed to copy, photograph, video, or display patients, parts of charts, social security numbers, patient names or initials, birth dates, or hospital numbers. Students are not to communicate client information in unsecured areas, at home, or via social media. Patient information may not be left visible and accessible to passersby. Violations of HIPAA Guidelines will result in withdrawal from the nursing program. Regardless of facility policy, students may be removed from the program for violations of this policy.

**Scope of Practice**

The student cannot perform in the role of an employee during scheduled student clinical hours. This includes, but is not limited to transcription of provider orders, receiving verbal or telephone orders from a health care provider.

**CLINICAL EVALUATION:**

Clinical evaluation is based on QSEN competencies. Students are evaluated on performance as evidenced by the preparation and completion of clinical objectives. It includes written clinical assignments such as care plans, communication records, nutritional studies, and clinical objectives as well as direct observation by the instructors and other members of the health care team.

<b>Satisfactory</b>	
Rarely Requires (<10% of the time) <ul style="list-style-type: none"> <li>• Direction</li> <li>• Guidance</li> <li>• Monitoring</li> <li>• Support</li> </ul>	Almost Always Exhibits (>90% of the time) <ul style="list-style-type: none"> <li>• A focus on the client or system</li> <li>• Accuracy, safety &amp; skillfulness</li> <li>• Assertiveness and initiative</li> <li>• Efficiency and organization</li> <li>• An eagerness to learn</li> </ul>
<b>Developing</b>	
Occasionally requires (25% of the time) <ul style="list-style-type: none"> <li>• Direction</li> <li>• Guidance</li> <li>• Monitoring</li> <li>• Support</li> </ul>	Very often exhibits (75% of the time) <ul style="list-style-type: none"> <li>• A focus on the client or system</li> <li>• Accuracy, safety &amp; skillfulness</li> <li>• Assertiveness and initiative</li> <li>• Efficiency and organization</li> <li>• An eagerness to learn</li> </ul>
<b>Needs Improvement</b>	
Often requires (50% of the time) <ul style="list-style-type: none"> <li>• Direction</li> <li>• Guidance</li> <li>• Monitoring</li> <li>• Support</li> </ul>	Often Exhibits (50% of the time) <ul style="list-style-type: none"> <li>• A focus on the client or system</li> <li>• Accuracy, safety &amp; skillfulness</li> <li>• Assertiveness and initiative</li> <li>• Efficiency and organization</li> <li>• An eagerness to learn</li> </ul>
<b>Unsatisfactory</b>	
Very often requires (75% of the time) <ul style="list-style-type: none"> <li>• Direction</li> <li>• Guidance</li> <li>• Monitoring</li> <li>• Support</li> </ul>	Occasionally Exhibits (25% of the time) <ul style="list-style-type: none"> <li>• A focus on the client or system</li> <li>• Accuracy, safety &amp; skillfulness</li> <li>• Assertiveness and initiative</li> <li>• Efficiency and organization</li> <li>• An eagerness to learn</li> </ul>

**Clinical Evaluation**

See course-specific clinical evaluation.

## NURSING UNIFORM POLICY

EOSC Nursing Students will wear clean, appropriately sized uniforms to clinical unless otherwise specified for the rotation.

1. Royal Blue uniform: Women will wear: A dress uniform at the mid-knee length or below with full slip, or a shirt/pant uniform with a white camisole. White hosiery with dresses or white socks with pant uniform. Undergarments are not optional. Men will wear a Shirt/pants uniform with a white undershirt, underwear, and white socks. No jeans or sweats. T-shirts may not be worn as a uniform top. Uniforms must be neatly pressed or ironed. White long sleeve undershirts may be worn.
2. A White or Royal blue long sleeve lab coat is optional and may be brought to clinical. No other jackets will be allowed in the clinical area. It must have the school emblem.
3. The school emblem is to be centered on the left sleeve, two inches from the left shoulder seam of the uniform and the lab coat.
4. Shoes: All white, closed-toe, and closed heel athletic shoes
5. Dual head stethoscope, bandage scissors, black ballpoint pen, penlight, and wristwatch with a second hand are a required part of the uniform.
6. Jewelry: Wedding or engagement rings only. Non-ornamental hair clips may be worn when matched to the hair. No more than one small earring per ear is acceptable. Students with other visible body piercing jewelry will not be allowed in the clinical setting.
7. White uniforms will be worn at the pinning ceremony. Clean predominately white closed-toe and heel leather shoes athletic/shoes will also be required for the pinning ceremony. White/neutral undergarments will be required under the white uniforms.

### When in uniform:

When in uniform, you are representing Eastern Oklahoma State College and the Nursing Profession

1. The entire uniform should be neat and clean. No wrinkles.
2. Hair must be clean, neat, and off the face always, and off the neck and shoulders. Ex: neat ponytail or tight bun. Makeup must be neutral. Ex: not bright colors or shiny/glitter.
3. Men may wear beards or mustaches, but they must be clean and neatly trimmed.
4. Tattoos and other body modifications must not be offensive and within clinical facility policy. Tattoos may not be covered by bandages.
5. Good personal hygiene is mandatory. No evidence of body odor or breath odor, including tobacco odor.
6. Clear nail polish may be worn on clean, short, and natural nails. **No gel or acrylic nails.**
7. No perfume, heavily scented lotion, or aftershave is to be worn in the clinical area.
8. ID badges must always be visible. Students will have a college-issued photo ID badge and an additional name badge purchased individually. The ID badge must be worn above the breast level at all times.
9. Some rotations will have a specific dress code. Please refer to clinical guidelines for external rotation attire. Professional dress is required on all clinical rotations. If you have questions, please see an instructor before the rotation.
10. No gum chewing, eating, or drinking in the patient areas.
11. No smoking during clinical hours or on facility property. Students may not leave the property to smoke.

## **CODE OF ETHICS FOR NURSES—PROVISIONS**

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

*(ANA, 2017).*

## GUIDELINES FOR THE EMPLOYMENT OF NURSING STUDENTS

### Employment of Nursing Students or Non-Licensed Graduates Guidelines

#### OKLAHOMA BOARD OF NURSING

2915 N. Classen Boulevard, Suite 524 Oklahoma City, OK 73106 (405) 962-1800

<http://www.ok.gov/nursing/ed-guide.pdf>

When a nursing student or a recent graduate of a nursing education program is employed by a health care institution, the following guidelines shall be utilized:

- I. A nursing student or a recent graduate of a nursing education program may be employed as a Nurse Technician, or a Practical Nurse Technician as follows:
  - A. After evaluation of competency and as defined in the employing facility's job description, the Nurse Technician and the Practical Nurse Technician are allowed to perform all duties of a nursing assistant, as well as other technical skills which have been learned in a nursing education program and for which competency has been previously demonstrated under the supervision of a faculty member. Delegation of nursing functions must fall within the Oklahoma Board of Nursing Policy, #P-02, *Delegation of Nursing Functions to Unlicensed Persons*.
  - B. Exceptions include but are not limited to the following: The Nurse Technician or Practical Nurse Technician may not administer medication (including but not limited to blood products and intravenous fluids), perform assessments, act in a supervisory position, take verbal orders from the physician or other health care provider, or develop the plan of care.
  - C. A Registered Nurse is directly responsible at all times for the Nurse Technician/Practical Nurse Technician, who is functioning as an unlicensed person with a defined job description. The RN must be physically present in the institution, not, however, providing direct supervision for every activity.
- II. Definitions:
  - A. The Nurse Technician
    1. is currently enrolled in a program of registered nursing or between terms/semesters, or
    2. has completed a program of registered nursing and has applied to write the licensure examination. The graduate may continue to be employed in a Nurse Technician role until licensed in any state, territory, or country, provided that the first licensure examination is taken within 90 days after graduation and the examination is passed within 6 months of graduation, on either the first or the second attempt.
  - B. The Practical Nurse Technician:
    1. is currently enrolled in a program of practical nursing; or
    2. as completed a program of practical nursing and has applied to write the licensure examination. The graduate may continue to be employed in a Practical Nurse Technician role until licensed in any state, territory, or country, provided that the first licensure examination is taken within 90 days after graduation and the examination is passed within 6 months of graduation, on either the first or the second attempt.
- III. Job Description and Identification:
  - A. A written job description for the Nurse Technician/Practical Nurse Technician must be developed by the employing facility and provided to the Nurse Technician/Practical Nurse Technician. The job description may be more restrictive than the Board policy but may not be less restrictive.

- B. The Nurse Technician/Practical Nurse Technician shall not wear a patch, uniform, or nametag that identifies him/her as a student of the nursing education program.

Board Approved: 05/90 OBN Policy/Guideline: #E-04

Board Reviewed w/o Revision:

Board Revised: 11/94; 7/26/01; 3/27/07; 5/25/10; 7/30/13

P:/Administration/Executive/Policies/Education/EmployStudents

## **LEARNING RESOURCE CENTERS**

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### **PSYCHOMOTOR SKILLS LAB**

Laboratory hours are designated per campus and students may contact campus instructors for individual learning needs.

Students may practice skills with the available equipment. Students should feel free to seek assistance from any nursing instructor.

Audio/Visuals are identified according to Freshman or Sophomore level, and coordinate with classroom and/or clinical material.

### **COMPUTER/LAB**

Computer Lab hours differ for each campus. Students can contact the campus library. Students have access to computers that have internet and a printer.

### **LEARNING RESOURCE LAB RULES:**

1. No food or drink
2. Turn computers off when you are finished
3. Close windows when leaving

*Refer to the "Computer Use" policy in the Eastern Oklahoma State College Student Handbook. Students are responsible for keeping all areas clean and orderly.*

## AGREEMENT FOR DOSAGE CALCULATIONS TESTING

Students will be tested each semester to determine Mathematical competency. A 20-question dosage calculation examination will be administered to all nursing students in Nursing 1118, 1218, 2118, 2218, and 1303. Students must score 90% accuracy on the examination to prove competency. The students will be given three opportunities to prove competency. An incorrect answer may either be mathematically incorrect or incorrect by units of measurement.

If the student scores below 90% on the first two, remediation and/or tutoring must be completed and recorded on an anecdotal record signed by an instructor/tutor and the student.

If a student does not achieve 90% competency by the third attempt on the Math Exam, he/she can withdraw or will be AW from the course. Students must complete the 3<sup>rd</sup> attempt before the semester withdrawal date.

### MATHEMATICS COMPETENCY TEST PLAN

Type of problem	Preadmission	Level I	Transition and Level II	Level III	Level IV
2 Frames or one step P.O.		4	2	1	1
3+ frames or two-step P.O.		4	3	2	2
2 frames or one step liquids		4	2	1	1
3+ frames or two-step liquids		4	3	2	2
IV flow rate or Drip rate		4	3	4	4
IV time remaining			1	2	2
IV titration MG/KG/Time				4	4
BSA conversion Pedi Doses MG/KG/Day			4	2	2
Units			2	2	2
Total # Problems		20	20	20	20
Required Score		90%	90%	90%	90%



### The 2019 Federal Regulations:

#### Relevant Issues for Professional Licensure or Certification Disclosures

There are many laws that govern institutions of higher education including state authorization-related requirements. An institution that receives Title IV funding under the Higher Education Act (“HEA”) must operate in compliance with the law or risk losing its federal funding. The 2019 rules are effective July 1, 2020, which means that the institution must have required professional licensure disclosures, both general and individualized, in place by that date or risk ineligibility for Title IV funding.

States	Meets Licensure Requirements for RN	Does Not Meet Licensure Requirements for RN	Has Not Been Determined to Meet Licensure Requirements for RN
Alabama	X		
Alaska			X
Arizona	X		
Arkansas	X		
California			X
Colorado	X		
Connecticut			X
Delaware	X		
Florida	X		
Georgia	X		
Guam			TBD
Hawaii			X
Idaho	X		
Illinois			X
Indiana	X		
Iowa	X		
Kansas	X		
Kentucky	X		
Louisiana	X		
Maine	X		
Maryland	X		
Massachusetts			X
Michigan			X
Minnesota			X
Mississippi	X		
Missouri	X		
Montana	X		
Nebraska	X		
Nevada			X
New Hampshire	X		
New Jersey			TBD
New Mexico	X		
New York			X
North Carolina	X		
North Dakota	X		
Ohio			TBD 01/01/2023

Oklahoma	X		
Oregon			X
Pennsylvania			TBD
Rhoda Island			X
South Carolina	X		
South Dakota	X		
Tennessee	X		
Texas	X		
Utah	X		
Vermont			TBD 02/01/2022
Virginia	X		
Washington			X
West Virginia	X		
Wisconsin	X		
Wyoming	X		

Student Name (please print): \_\_\_\_\_

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

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

As of 07/26/2021

This information is subject to change.



### **Agreement for dosage calculations**

I understand that I must score at least 90% on the dosage calculation exam in order to remain enrolled in Nursing 1118, 1218, 2118, 2218, and Nursing 1303. I understand that I will have three attempts to take the exam, and that failure to score 90% after three attempts will result in withdrawal from the nursing course.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Student Name (Print)**

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

\_\_\_\_\_  
**Date**

### **Acknowledgment of Understanding**

I have read and understand the foregoing information contained in the Student Handbook for the Nursing Program at Eastern Oklahoma State College. I agree to abide by the policies and regulations set forth therein in this handbook and the Eastern student handbook.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Student Name (Print)**

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

\_\_\_\_\_  
**Date**

**NOTE:** This form will be completed by the student and returned to the Nursing Program Office during the first week of the semester for permanent retention in the student's file.

**NOTE:** This form will be completed by the student during the first week of the semester.



**Clinical Simulation Laboratory**  
**Confidentiality Agreement**

As a nursing student at Eastern Oklahoma State College, I will participate in clinical laboratory simulations. I understand that the content of these simulations is to be kept confidential to maintain the integrity of the learning experience for me and my fellow students. I also understand that in working side by side with my fellow students, I will be witnessing their performance. It would be unethical for me to share information regarding student performance with persons outside the laboratory.

I acknowledge that I fully understand that the unauthorized release, inappropriate exchange, or mishandling of confidential information is prohibited, and serious consequences may occur if I violate this agreement. I will exemplify the Eastern Oklahoma State College Department of Nursing values of integrity, human dignity, and confidentiality.

**Student Name (print):** \_\_\_\_\_

**Student signature** \_\_\_\_\_

**Date** \_\_\_\_\_



### **Hepatitis B Vaccine Declination**

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring Hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine, at a charge to me. However, I decline Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease.

If, in the future, I continue to have occupational exposure to blood or other potentially infectious material and I want to be vaccinated with Hepatitis B vaccine; I may receive the vaccination series.

**Student Name (print):** \_\_\_\_\_

**Student signature** \_\_\_\_\_

**Date** \_\_\_\_\_