Idaho State University | College of Technology

PRACTICAL NURSING

2023 – 2024

Table of Contents

I. Message from the Dean

Dear College of Technology Student,

Congratulations on your decision to pursue your education at the Idaho State University College of Technology. On behalf of all faculty, staff, and administration, I want to take this opportunity to personally extend a warm welcome. Our mission is to provide you with the skills, knowledge, and abilities to be successful in your chosen career.

I am pleased to see that you made the decision to join the largest, most comprehensive postsecondary technical institution in the state of Idaho. You now belong to a college that boasts an alumni base of more than 23,000. For more than 100 years, students have graduated from Idaho State University with the technical skills necessary to successfully enter the workforce. I am confident that you will also be prepared by our faculty to pursue your passion and have an enjoyable lifetime career.

Amid the excitement of enrolling at ISU, you probably have many questions. This student handbook has been prepared for your use and contains the answers to many of your questions. If you would like additional information, please contact your faculty or Student Services directly. We are all here to help you succeed in your studies and stand prepared to assist with your concerns.

Once again, welcome to the College of Technology.

Go Bengals!

Debra K. Ronneburg

Interim Dean

II. Program Introduction

This handbook is designed to provide information and serve as a resource for most questions and school situations you may encounter as a student in the Practical Nursing program. The information provided in this handbook is meant to supplement that provided in the Idaho State University Handbook and Official Student Code of Conduct.

All students are directly responsible to the instructors first. Details regarding program procedures will be covered and questions answered during orientation at the beginning of the program or as the need arises. Problems of any nature will be brought to the attention of the instructors and program coordinator. They will seek assistance for a student problem. If a student feels a need for conference with someone other than an instructor or the program coordinator, a meeting may be arranged with an advisor from the College of Technology Student Services at (208) 282-2622.

Program Administration

The Practical Nursing program is operated by the College of Technology, Idaho State University. The program works in cooperation with the Idaho Career & Technical Education and is approved by the State Board of Education.

APPROVE PROGRAM THROUGH THE
STATE OF IDAHO BOARD OF NURSING

College Of Technology

Dean	Jerry Anhorn
Associate Dean	Debra Ronneburg
Health Occupations Department Co-Chair	Jennie Brumfield
Health Occupations Department Co-Chair	Darin Jernigan
Program Instructors	Jennifer Briggs
	Kristie Karroum
	Judy Elquist
Veteran to Nurse Instructor	Brittney Guinn
Administrative Assistant	Tashina Hunsaker
Simulation Coordinator	Curtis Gearhardt
Program Academic Advisor	Stephanie Foreman

Program Information

Degrees/Certificates Offered

- Intermediate Technical Certificate   Practical Nursing, Traditional Option
- Intermediate Technical Certificate   Practical Nursing, Vet to Nurse Option

Mission Statement

The practical nursing program provides safe, effective and qualified practical nursing education services to a culturally diverse population of students. It is committed to maintaining a strong practical nursing program as a vital component for articulation into other healthcare disciplines, by assuring safe practice in nursing through established evidenced-based nursing standards, criteria and curriculum requirements. Which prepares students for the practice of nursing; thereby enhancing the knowledge and skills of those in practice as defined by the Idaho State Board of Nursing Practice Act, in response to the needs of students and industry. It is dedicated to excellence in teaching, life-long learning and evidence-based practice. It provides a range of academic and

support services to aide in the student's success. It promotes public service as an integral part of its mission and works in collaboration with Idaho Board of Nursing, State Education Department, Health Occupations, College of Technology, and Idaho State University.

Program Objectives

1. Graduates will pass the NCLEX-PN on the first attempt.
2. Graduates will complete the program within three semesters.
3. Graduates will be employed as a Practical Nurse following program completion.

Student Learning Outcomes

Graduates of the Practical Nursing program will have the following learned capabilities:

1. Communicate and document accurate information about patients in a concise and clear manner.
2. Utilize therapeutic communication skills when interacting with patients and their families.
3. Collaborate with patients, families and health care personnel to achieve positive patient outcomes.
4. Integrate evidence-based data that guides or leads to best practice and quality improvement.
5. Apply the steps of the nursing process in a competent and caring manner to safely meet the holistic needs of patients across the lifespan in a variety of health care settings.
6. Provide care that reflects the professional practice standards including ethical and legal parameters.
7. Demonstrate cultural awareness and respect for persons when working with all populations in the healthcare environment.
8. Provide and manage care through the safe and efficient use of human, physical, financial, and technical resources to meet patient outcomes.
9. Demonstrate professional accountability through identification of learning needs and ongoing professional development.
10. Apply principles of teaching and learning to advocate for and empower patients and families to effectively participate in healthcare decisions and health maintenance.
11. Demonstrate patient-centered prioritization of nursing actions and delegates tasks to appropriate members of the health care team.

Welcome from the Practical Nursing Faculty & Staff

Welcome to the Practical Nurse program (PNUR) at the College of Technology, Idaho State University. The faculty, staff, and administration wish you the best success as you undertake this exciting and challenging step in your education as a nurse.

Important Partnerships

The Practical Nursing program operated by the College of Technology at Idaho State University is in partnership with the following:

- Bannock County Jail
- Bear Lake Memorial Hospital and Skilled Nursing Facility
- Bingham Memorial Hospital, Skilled Nursing and Rehab Center, and affiliated clinics
- Caribou Memorial Hospital and affiliated clinics
- Encompass Home Health & Hospice
- Franklin County Medical Center and affiliated clinics
- Gateway Transitional Care Center
- Idaho State Veterans' Homes
- Just4Kids Urgent Care
- Monte Vista Hills
- Mountain View Hospital and affiliated clinics
- Nell J Redfield Memorial Hospital, Skilled Nursing Facility, and affiliated clinics.
- Pocatello Children's Clinic
- Portneuf Medical Center and affiliated clinics
- Power County Hospital District Long Term Care
- Promontory Point Rehabilitation
- Quinn Meadows Rehabilitation & Care Center
- State Hospital South and Syringa Chalet

Program Description

The Practical Nursing program is designed to prepare graduates with the skills and knowledge to establish a career as a Licensed Practical Nurse and/or articulate to the Associate Degree Registered Nurse course sequence. The Practical Nursing program provides classroom, laboratory, and student nurse practicum instruction that prepares

graduates for entry into practical nursing. Upon successful completion of the practical nursing coursework, students will be awarded an Intermediate Technical Certificate in Practical Nursing and may sit for the National Council Licensure Examination for Practical Nurses (NCLEX-PN).

Graduates are prepared to render competent nursing care in a variety of health care settings including hospitals, nursing homes, clinics, physicians' offices, home health agencies, and health centers

Nursing Program Philosophy

The philosophy for the Idaho State University College of Technology Nursing Programs is based on an eclectic approach combining the four domains of nursing, the nursing process, and the Dreyfuss Model of Skill Acquisition and Development as implemented in Patricia Benner's "From Novice to Expert" (Benner, 1984). This approach uses the four domains as a philosophical base.

Person: The nursing faculty believes the person can be an individual, a family, a community, or a culture. Holistic in nature, the person is unique in his/her/their own experiences, value system, and inherited characteristics. Persons have self-worth and the right to self-determination with a potential for growth, development and change. This development of person throughout the lifecycle is dynamic and interactive because people, as social beings, both affect and are affected by an internal and external environment.

Environment: The nursing faculty believes the environment is a summation of all internal and external factors affecting the health of a person. People maintain or attain health by adapting to environmental and developmental changes across the lifespan. We believe the environment is utilized by the nurse to enhance the patient's health and well-being. The nurse interacts simultaneously with many patients from diverse cultural backgrounds and across a variety of environments.

Health is characterized by the ability of a person to meet his/her/their needs within the five dimensions that make up the wholeness of the human experience: physiological, psychological, socio-cultural, developmental, and spiritual. A characteristic of health is the ability of a person to meet his/her/their needs, which include: a need for a safe effective care environment, health maintenance, psychosocial integrity and physiological integrity. When necessary, nursing assists persons to meet these needs through the processes of collaboration and through healing interventions.

Nursing is an art and science that incorporates a set of core nursing values. These values include adherence to standards of professional practice, accountability, functioning

within legal, ethical and regulatory structures, caring/helping, valuing the profession of nursing and active participation in life-long learning.

Nursing includes the protection, promotion, and optimization of health and abilities, prevention of illness and injury, alleviation of suffering through the diagnosis and treatment of human response, and advocacy for individuals, families, communities, and populations (American Nurses Association, 2010).

Fundamental to the practice of nursing is the nursing process, which is an organizing framework that uses scientific reasoning and problem solving. The nursing process includes assessment as data collection and holistic nursing assessment of the patient using the Gordon's Functional Health Patterns. The nursing diagnosis utilizes assessment data to formulate problems and etiologies and identify related symptoms in a prioritized manner. Planning incorporates a multidisciplinary approach to identify measurable patient outcomes and nursing interventions to achieve wellness. Implementation includes performing individualized care to the patient. Evaluation is a continuous process designed to measure and refine planning and interventions to optimize patient outcome.

Nursing uses reasoning to integrate knowledge derived from previous education and experience to achieve deliberative and competent decision-making that is grounded in evidence-based practice to achieve best practice outcomes. At the novice level, the nurse practices as the beginner using rules and guidelines. As the nurse progresses in the profession, the nurse approaches each task with inquiry, intuition, and wisdom.

Nursing faculty strongly believes that nursing education is a multifaceted, dynamic, and lifelong process involving the acquisition of knowledge, skills, and attitude. The process requires degrees of independent judgment, problem-solving, and intellectual activity that is supported by liberal arts general education, biological, physical, and social sciences; nursing education cultivates decision making abilities, technical capabilities, and strategies based on standards of care.

Nursing faculty believes that teaching and learning requires a partnership between the student and educator, where the educator serves as the facilitator and mentor. Although the ultimate responsibility for learning remains with the student, student learning is a collaborative effort where students learn from their patients, the community, and all other healthcare disciplines.

Nursing faculty also believe that learning is facilitated when learners become increasingly goal-directed and actively involved in the education process. As a result of this belief, faculty designs experiences to help learners develop more autonomy in seeking learning opportunities as they progress through the educational experience.

The nursing program faculty supports the mission of the college and the university to provide quality educational opportunities for all students, regardless of location. To this end, distance learning is utilized to provide learning opportunities to students.

Conceptual Framework of the Nursing Program

The organizing framework flows from the philosophy of the nursing program. The NLN Associate Degree Core Competencies, the American Nurses Association Code of Ethics, the National Patient Safety Standards, and QSEN Competencies are used as professional guiding documents for the curriculum. The program integrates the following concepts throughout:

- Caring Interventions
- Clinical Decision Making
- Communication and Collaboration
- Cultural Diversity and Lifespan
- Evidence-Based Practice
- Nursing Process
- Professional Behavior
- Quality and Safety
- Teaching and Learning

The professional guiding documents and the integrating concepts provide the organizing framework of the nursing program which is reflected in program and course student learning outcomes, and clinical evaluation tools.

Concepts

Caring Interventions: Demonstrating empathy and client advocacy. Demonstrating appropriate genuineness, respect and demeanor toward patients, families, and communities. Patients are recognized as being individuals and members of families and groups. People must be understood in the contexts of their lives, and consequently, nurses strive to assist patients achieve balance and a sense of well-being within their physical, cultural, personal, and social contexts. Demonstrating non-judgmental attitude and promotes clients' rights to self-determination.

Clinical Decision Making: Choosing and implementing nursing interventions. Observing, interpreting, responding, and reflecting situations within, and emerging from, the nurse's

knowledge and perspective. Prioritizing and delegating appropriate interventions and tasks.

Communication and Collaboration: Fostering therapeutic communication, mutual respect, and shared decision-making to achieve quality patient care. Ensures proper implementation of written, verbal, and non-verbal direction. Demonstrating caring, compassion, and cultural awareness. Promoting positive outcomes. Functioning effectively within nursing and inter-professional teams.

Cultural Diversity & Lifespan: The program participant appropriately applies nursing principles of growth and development through the lifespan for patients and families from diverse backgrounds with cultural competence.

Evidence Based Practice: Examines and questions the evidence that underlines nursing care. Integrating best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care.

Nursing Process: Utilizing the five steps to the nursing process to deliver patient care. Obtaining a holistic view of the patient's structural variables and basic needs. Promoting patient-centered outcomes. Assisting patients towards meeting health needs. Evaluating interventions to meet changing needs and adapting plans of care as required.

Professional/Ethical/Legal: The program participant practices within the scope of their practice in an ethical manner. Contributes to the assessment of health status by collecting, reporting and recording objective and subjective data. Participates in the development and modification of the plan of care. Maintains safe and effective nursing care. Participates in the evaluation of responses to interventions. Fulfills charge nurse responsibilities in health care facilities as allowed by state and federal law. Delegates to others as allowed by the application of the decision-making model. Accepts delegated assignments only as allowed by application of the decision-making model. The program participant is personally accountable and responsible for all actions taken in carrying out nursing activities and adheres to the decision-making model.

Quality/Safety: Uses data to monitor the outcomes of care processes and uses improvement methods to design and test changes to promote the quality and safety of health care systems. Minimizes risk of harm to patients and providers through both system effectiveness and individual performance. Follows national and facility safety standards and procedures.

Teaching/Learning: Encompasses the provision of health education to promote and facilitate informed decision making. Achieves positive outcomes and supports self-care activities.

American Nurse's Associate Code of Ethics

Provision 1: Respect for Others
- The nurse practices with compassion and respect for the inherent dignity worth and unique attributes of every person.

Provision 2: Commitment to the Patient
- The nurse's primary commitment is to the patient, whether an individual, family, groups, community, or the population.

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

Provision 4: Accountability and Responsibility for Practice
- The nurse has authority, responsibility, and accountability for the individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to promote health and provide optimum patient care.

Provision 5: Duty to Self and Duty to Others
- The nurse owes the same duty to self as others, including the responsibility to promote health and safety, preserve the wholeness of character and integrity, maintain competence, and to continue personal and professional growth.

Provision 6: Contributions to Healthcare Environments
- The nurse either individually or collectively, establishes, maintains, and improves the ethical environment of the work settings and conditions of employment that are conducive to safe, quality health care.

Provision 7: Advancement of the Nursing Profession
- The nurse, in all roles and settings advances the scholarly inquiry, professional standards development and the generation of both nursing and health policy.

Provision 8: Promotion of Community and World Health
- The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

Provision 9: Promotion of the Nursing Profession
- The profession of nursing, collectively through its professional organizations, must articulate nursing clues, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

International Council of Nurses' Pledge

In 1899, the International Council of Nurses was founded in Geneva, Switzerland. Their pledge affirms the common goals of all nurses around the world.

In the full knowledge of the task I am undertaking, I promise to take care of the sick with all the skill and understanding I possess, without regard to race, creed, color, politics, or social status, sparing no effort to conserve life, to alleviate suffering, and promote health.

I will respect at all times the dignity and religious beliefs of the patients entrusted in my care, holding in confidence all personal information entrusted to me and refraining from any action which might endanger life or health.

I will endeavor to keep my professional knowledge and skill at the highest level and give loyal support and cooperation to all members of the health team.

Statement on Professionalism

Professionalism is defined as those behaviors that demonstrate the ability to make independent and sound judgments. These judgments are congruent with current standards of practice. The student is responsible to participate as a member of the health care team within the limits and responsibilities of the functions and scope of practice of the Practical Nurse as defined in Idaho Nurse Practice Act Section 54-1407 and the Idaho Board of Nursing Administrative Rules for Nursing

Professionalism also encompasses those traits that project an image. This includes attitude, ethics, honesty, integrity, loyalty, mannerisms, appropriate communication skills (verbal, non-verbal, written, electronic), appearance, personal hygiene, and the ability to remain effective under stress.

Professional behavior applies to all settings, in and outside of the classroom (classroom, clinical, lab, and community). Faculty strive to provide and encourage a supportive environment that optimizes learning. Respectful behavior towards fellow students and faculty is expected as the standard. This includes active participation and attentiveness during lecture and classroom activities. Disruption of the learning environment with distraction such as side conversation or texting on phones, surfing the internet, or working on other assignments etc. is unacceptable. The use of personal communication devices including, but not limited to, cell phones, IPads, smart watches, etc. is distracting and not allowed during class lecture, clinical or lab periods. Students may make or send any necessary calls, texts or email during breaks and/or give prospective callers the phone number of the PN program instructional assistant (208) 282-2864, or the number of the clinical facility or clinical instructor.

Punctuality is also part of the professionalism to be maintained in a learning environment by all students. Being on time to all clinical settings, classroom lectures, lab experiences and any other learning activity is expected. It is assumed that adult learners will make appropriate decisions regarding unavoidable absences. Absences should be

communicated to faculty as soon as possible. Excessive tardiness can potentially prevent progression in the program (See attendance in Student Handbook).

Students are accountable and responsible for their own nursing actions and decisions. Students interact within legal aspects of professionalism in terms of documentation, confidentiality, honesty and integrity, medication administration and treatments as prescribed by those healthcare providers authorized to prescribe medications, and maintaining safe and effective nursing care rendered directly or indirectly.

Students are accountable and responsible for maintaining a level of physical and mental health that allows them to function safely and competently in the health care arena. This is a board of nursing, as well as a program requirement.

Netiquette: When meeting via Zoom, consistent professional behavior, courtesy and etiquette is expected. equally. Be on time and plan to give your attention and presence for the entire meeting. Be mindful of distractions and background noise that can occur, using mute or excusing yourself as needed. Recording or photographing of the session is not allowed without permission.

III. Program Policies

Admission Requirements

Applications for admission are accepted October 15 through February 1. Admission to the LPN program is determined during Spring semester for the cohort beginning Fall semester of the same year. Student meeting the minimum qualifications will be invited to take the TEAS entrance exam within 30 days after the application deadline. Admission is competitive and criteria is based on: GPA, TEAS score, and years of experience working as a C.N.A. Further information regarding the application process can be obtained through the ISU College of Technology Student Services Office at (208) 282-2622.

Statement on the Practical Nursing Program Policies & Procedures

The nursing student has two areas of learning: classroom/lab and clinical experience. Both of these require a commitment to certain rules as well as conduct expectations. Because the student is about to enter a career that requires special conduct and behavior while in the performance of specified duties, the student needs to adhere to the ethics and conduct listed under the regulations, policies, and procedures of each healthcare facility while representing the program and functioning as a nurse student-learning in that facility.

Mandatory Program and Clinical On-Boarding Requirements.

The nursing program and clinical agencies have mandatory requirements which must be completed and maintained every semester during the program length. Requirements must be current at all times throughout the program. Students will be notified of the deadline for initial submission of requirements. Failure to meet deadlines or to allow a lapse of requirements will result in the removal of the student from the clinical setting. Students are responsible for maintaining their current records within the designated electronic document storage system.

Background Checks and Drug Screenings

The Practical Nursing program complies with the requirements of the clinical sites in which students receive clinical experience. Many/most of these clinical sites require background checks and drug screenings. Therefore, all practical nursing students are required to complete these assessments and any costs incurred will be the responsibility of the student. The Practical Nursing program may deny admission to the program if the applicant has a criminal history or is involved in a felony or other crime. Random drug screens may also be required. Costs of these drug screens are the student's responsibility. Students who are found to test positive for illicit substances may be refused admission or dismissed from the program.

CPR Certification

All students in the PN program must be current in CPR Certification (BCLS, healthcare professional). Certification must remain current throughout the program. Failure to maintain a current CPR certification will result in removal from the clinical setting until the certification is renewed.

Certified Nursing Aide/Assistant

All students in the Practical Nursing program must show current certification as Certified Nursing Assistant/Nurses Aid and this certification must be unencumbered/in good standing for the duration of the program.

Personal Health Insurance

Clinical sites may require students to carry personal health insurance. A copy of the student's insurance card is to be provided to the program prior to beginning clinical rotations.

Program Health Requirements

It is the responsibility of the student to maintain current health and physical requirement documentation. All students in the program must be current in their immunizations at all times. The following are required for all students involved in clinical activities in the nursing program. These requirements have been established by the Centers for Disease Control and clinical agencies to help protect health care providers and their patients. Clinical facilities providing student experiences for the program may have additional requirements for students with which students must comply in order to continue in the nursing program.

Program requirements include:

1. **Health Declaration & Release:** A physical examination by a primary health care provider is required. Provide the physical exam form complete and signed by a primary health care provider; which certifies that the applicant is physically and emotionally capable to actively participate in practical nursing courses (classroom and clinical).
2. **Tuberculosis Screening:**
    a. Documentation of a negative two-step TST (Tuberculin Skin Test) prior OR negative Quantiferion-TB Gold Plus blood test OR negative T-spot test.
    b. If known positive, health care provider documentation of the positive test and a negative chest x-ray is required.
    c. Annual requirements:
        i. If blood test used to provide proof of negative TB status, a Quantiferion –TB Gold Plus OR T-spot test will be done annually. OR
        ii. If known positive, with documentation of initial negative chest x-ray; annual certification from health care provider of symptom screen.
3. **MMR:**
    a. Proof of immunity to rubella, rubeola, and mumps. One of the following may be used as documentation:
        i. Documentation of two MMR vaccines.
        ii. Documentation of positive rubeola, rubella, and mumps titers.
4. **Hepatitis B:**
    a. A 3-dose series of Recombivax HB or Engerix-B or a 2- dose series of Heplisav-B at recommended intervals and/or documentation of a protective Hepatitis B surface antibody titer.
    b. If the Hepatitis B titer is negative after the initial series of three injections, the series of three injections should be repeated and a repeat titer drawn.
    c. If the Hepatitis B titer remains negative after a second series of three injections (total of 6 doses), you should be tested for Hepatitis B surface antigen (HBsAG) and anti-HBc.

5. **Varicella:**
   a. Proof of immunity to varicella by one of the following:
      i. Documentation of two varicella vaccines
      ii. Documentation of positive varicella titer.
6. **Tdap Vaccine within last 10 years**
7. **Influenza Vaccine**
   a. Due each year in the fall (Date will be posted).
8. Verified good mental and physical health status is required.

Failure to maintain these records and provide documentation to the Practical Nursing program may result in the inability to attend scheduled clinical experiences. The inability to attend clinical experiences may result in the inability to complete course requirements, resulting in disciplinary action, failure of the course, and/or non-progression in the program.

The Nursing Program or its affiliated clinical agencies may identify additional critical behaviors or abilities needed by student to meet program or clinical requirements. The Nursing Program reserves the right to amend this listing based on the identification of additional standards or criteria for Nursing Students. Students who may have or have difficulty in meeting program health and safety requirements are encouraged to meet with staff from the Disability Services Center on campus to receive assistance.

Health Maintenance Policy

Students are required to maintain currency in all program health requirements, including vaccinations, physical, and mental health. Students who may have or have difficulty in meeting program health and safety requirements are encouraged to meet with staff from the Disability Services Center on campus to receive assistance.

Injury/Hospitalization/Surgery

Following an injury, procedure, or other physical or mental illness which results in a medically-related activity restriction (example, hospitalization for any reason, surgery, broken bone, etc.), the student is required to report the restriction and submit a statement from their healthcare provider stating that the student may return to clinical patient care activities without restrictions. This statement must be on file prior to the student returning to the clinical setting. Failure to disclose is a code of conduct violation and will be evaluated on a case by case basis.

Pregnancy

Idaho State University does not discriminate against any student on the basis of pregnancy or related conditions. Absences due to medical conditions relating to pregnancy will be excused for as long as deemed medically necessary by a student's doctor and students will be given the opportunity to make up missed work. Students needing accommodations can seek assistance with accommodations from the Disability Services office.

Nursing students who are or become pregnant should have medical approval to continue in the nursing program. Nursing students must also accept full responsibility for any risks to self and fetus associated with any class or clinical assignment. Following delivery, written approval from the provider for unrestricted activity (use Physician Clearance form) in clinical nursing practice must be submitted prior to return to clinical.

Because there are a limited number of clinical absences that can be made up in any semester, all pregnant students should make an appointment with the Director of Nursing and the clinical course instructor the semester prior to the anticipated delivery date to discuss these limitations and develop a plan for success.

If a student is in the last trimester of pregnancy, or has recently given birth (within six weeks), the student must provide documentation from a health care provider that the student is safe to attend clinical). If a student is pregnant (first or second trimester), it is advisable and strongly encouraged to disclose this to the clinical instructor so that reasonable accommodations can be made to protect the health and well-being of the student and baby. For example, clinical assignments may be altered to prevent unnecessary exposure to pathogens that may be harmful to a developing fetus.

Curriculum

Students in the Practical Nursing program receive classroom, laboratory, and clinical practicum instruction that provide eligibility for them, as graduates, to write the NCLEX-PN licensure examination. Graduation from this program and the passing of the NCLEX-PN examination does NOT guarantee licensure in Idaho or any other state or territory. Successfully passing this examination, however, enables the graduate to be licensed to practice as an LPN in Idaho and other states as allowed by law. Graduates are prepared to render competent practical nursing care in a variety of structured health care settings including hospitals, nursing homes, clinics, physicians' offices, home health agencies, and other structured settings.

Fall Semester	Spring Semester	Summer Semester
PNUR 0110	PNUR 0121	PNUR 0131
PNUR 0110	PNUR 0125	PNUR 0138
PNUR 0112	PNUR 0126	PNUR 0139
PNUR 0114	PNUR 0126L	PNUR 0140
PNUR 0115	PNUR 0127	
PNUR 0123		

Program Progression Policy

After admission to the nursing program, a student must meet all of the following conditions to remain eligible for progression in the program.

- Complete program prerequisites with a grade of "C" or higher.
- Maintain compliance with all program health and safety requirements.
- Maintain professional conduct in the classroom, lab, and clinical sites.
- Students must earn a "C" (73%) grade or higher in all nursing courses.
- Students must earn a minimum test average of 70% in all nursing courses in order to complete the nursing program.
- Students must satisfactorily complete the theory, clinical, and lab components of each nursing course in order to progress to the subsequent semester.
- All assignments must be submitted in each course in order to pass the course.
- Student are limited to two attempts for any required nursing course.
- Students may be required to repeat clinical and lab activities if a student repeats a nursing course.
- Any exceptions to the two-attempt limit must be approved by the Department of Health Occupations chair.

NCLEX Success Plan

The nursing faculty strives to promote the successful passage of the PN-Licensure Examination (NCLEX-PN) on the first attempt. Students are responsible for their own learning and must work to achieve the passing standard by fully engaging in the experiences that are provided by ISU's nursing program. Students are also responsible for independent study upon completion of the program. Students are encouraged to take the NCLEX as soon as possible after program completion to increase the likelihood of success.

A comprehensive assessment and review program is used at all levels of the nursing program. Participation in the assessment program is required for all students enrolled in nursing courses. ATI is the assessment program currently used by the ISU Practical Nursing programs. The assessment program helps students identify areas that need improvement and offers immediate remediation throughout the program.

The nursing program's NCLEX Success Plan is comprised of the following components:

- Completion of all program required nursing courses with a "C" or better on the first attempt. Students who must repeat a nursing course are at a higher risk of being unsuccessful on the NCLEX.
- Formative and/or summative testing in all nursing courses will assist the student in developing mastery of required content contained within the NCLEX.
- Students are encouraged to independently review the current NCLEX Test Plan as they progress throughout the nursing program to ensure they have mastered designated content areas. The NCLEX Test Plan is available on the National Council of State Boards of Nursing website: www.ncsbn.org
- ATI testing and remediation are a required component of the success plan. ATI is intended to supplement what is learned in the program. Students have access to ATI resources throughout the program. A grading rubric for ATI testing and remediation can be found in the appendices and in course syllabi.
- ATI provides focused review (practice tests) and proctored tests covering a broad range of nursing topics. Students will be assigned to complete focused and/or proctored tests as course requirements. Failure to complete ATI requirements by the established deadline will result in a failing grade (F) for the course.
- *Students who have scored at a Level One on three or more ATI exams, excluding the Nutrition exam, or Below Level One on any exam excluding the Nutrition may be required to participate in an NCLEX-PN review course prior to the program sending the student's affidavit of program completion to the Idaho Board Nursing.
- Students are encouraged to use additional ATI products independently as a way to learn content and improve test-taking abilities.
- Faculty reserves the right to determine the type of NCLEX success program.

3rd semester NCLEX preparation criteria:

- Students will be required to complete ATI NCLEX preparation tests and remediation throughout the 3rd semester. A comprehensive examination will predict students' readiness for the NCLEX.
- All students are required to participate in the ATI Capstone course as part of the program completion criteria.
- All students are required to participate in an ISU HO Nursing sponsored NCLEX live review as part of the program completion criteria.

Policy Regarding Post Graduation Study

1. Students must complete to the 50% mark of Virtual ATI NCLEX-PN Review (VATI) before the affidavit of program completion is sent to the Board of Nursing if the following criteria are met:
   a. They have received any below level one on any exam excluding the Nutrition exam,
   b. They have received 3 or more level ones, excluding the Nutrition exam,
   c. They score less than 85% or lower predicted probability on the comprehensive predictor.
2. Once the 50% mark is completed (Med-Surg module is completed), the program will submit the affidavit of graduation to the Board of Nursing.

Attendance Policy

Classroom/Lecture:

It is highly recommended that students attend all nursing classes as knowledge of class material is imperative for satisfactory theoretical and clinical performance. Since students are adults, it is assumed that they will make appropriate decisions regarding necessary absences. Therefore, no physicians-designated provider excuses will be required for lecture-based courses. If you are absent, you are responsible to arrange for a classmate to take notes, write down announcements, and/or obtain handouts. Students should also contact the course instructor as a courtesy for optimal communication. Personal appointments need to avoid conflicts with a student's class and/or clinical schedule.

Periodically, additional teaching/learning sessions and workshops are held during the year, which may have different hours from those previously posted. Students will be notified in advance of required workshops so that they may make the necessary arrangements for attendance, which is *mandatory*. Mandatory means that attendance is required or consequences may be imposed.Special arrangements may be made for emergencies on case-by-case basis as determined by faculty. The student may incur additional costs related to these workshops.

Tardiness in the classroom setting is to be avoided. Students who arrive late to didactic courses are asked to enter quietly to avoid disrupting the classroom.

Lab

Lab tardiness is not acceptable. Students who arrive late to lab may be denied admittance to lab. Students who are not able to attend lab due to tardiness must make arrangements with the lab coordinator to make up the skills learned or demonstrated that day.

Lab absence: Students are required to attend at least 80% of all classes in each lab course. Each lab day missed will result in a 5% grade deduction unless otherwise coordinated with the Lab instructor. Attendance below 70% will result in a "D" in the course regardless of tests, assignments, and other activities which may result in non-progression in the Practical Nursing program.

Students are required to attend ALL skill demonstrations. Failure to do so, the student will be held responsible for learning the skill on their own unless prior arrangements were made.

Clinical absence: Students are expected to attend all assigned clinical shifts and complete all scheduled clinical hours. The shift hours will depend on the facility. Students are expected to arrive before the designated start time and be on the clinical unit prior to the start of the shift report. This time may vary depending on the unit and the facility. Students are required to check in with their clinical instructor prior to reporting to their assigned unit. If assigned to an area which requires a special change of clothing,the extra time this requires needs to be considered with regards to arrival and departure times.

Clinical tardiness is not acceptable. Clinical tardiness is defined as arriving after the designated start time for any clinical experience.

- A student who anticipates being late to clinical must directly contact their clinical instructor.
- The first tardy occurrence will result in a verbal warning.
- The second tardy occurrence will result in the student being sent home and a written warning.
- A student who is tardy for the third time will be sent home. The third occurrence will result in a full grade reduction in the clinical course.

Clinical Absences: For a clinical absence, students are responsible to notify their assigned facility member AND clinical nurse at least *1 hour prior* to the assigned shift. The students are advised to ascertain who is receiving this call-off notice.

1. It is recognized that there may be a RARE need to be absent from clinical
2. Failure to notify the facility AND the clinical instructor *(No Call and No Show)* results in an unexcused absence and a full grade reduction from the final total clinical score. This unexcused absence cannot be made up and further grade

reductions are possible if performance requirements cannot be met. Students unable to meet course objectives will not receive a passing grade for that course.

    a. Following the 2nd no call/no show, the student may be dismissed from the program.

    b. Any no call/no show which results in an inability for the student and/or the program to return to the clinical site may result in immediate dismissal from the program.

Extenuating circumstances will be dealt with on a case-by-case basis and the decision is based on the clinical faculty recommendation after consulting with the Nursing Director. Examples of extenuating circumstances include: the death of an immediate family member, giving birth, or receiving a donated organ. Verification of these extenuating circumstances will be REQUIRED. Notification of absence is always the expected behavior.

Note: In the event of an absence it will be the responsibility of the student to coordinate with the clinical faculty to discuss clinical hours. Regardless of your clinical grade, clinical objectives and clinical hour requirements must be met in order to pass the course and progress in the Practical Nursing program.

Safety Rules

All students are required to practice safely, competently, and effectively. This requirement includes classroom, lab, testing, and clinical sites. Compromised ability may involve impairment from personal/job/school related stress, sleep deprivation, pregnancy/delivery, medications, health conditions/events, etc.

Students are responsible for self-assessing the competence and safety of their practice. In addition, faculty hold ultimate authority in assuring student and patient safety. Thus, with physical or mental health-related issues, the program will require a full health attestation and medical release, prior to the resumption of clinical or lab requirements.

Children are not allowed in the classroom, nursing skills/SIM labs, or clinical facilities.

<div align="center">

Lab Rules

</div>

- The student is responsible for arranging for and arriving at practice and check offs at the pre-identified times and must be able to demonstrate the check off with a satisfactory grade.

- Students who perform ANY of the invasive skills learned in learning lab outside of the lab or student clinical setting is practicing outside of the student practical nurse scope of practice. Besides placing a life at risk, continued placement in the Practical Nursing program and future nursing license is at risk.
- Students are restricted from performing any learning lab skill in clinical practicum until the student has successfully check off this skill in the learning lab.
- A licensed nurse must be in the lab area if sharps are being used.
- No sharps or medical devices are to leave the lab setting.

Unsafe practice includes performing a skill in the clinical area prior to being satisfactorily checked off in lab. The student is responsible and accountable for keeping track of the skills check offs which have been satisfactorily completed. The student is also responsible for taking any corrective action that is needed.

Clinical Practicum

Unsafe practice in the clinical area is defined as any act by the practical nursing student that is harmful or potentially detrimental to the student, patient, patient's family, healthcare workers including faculty, community, or facility.

A student whose pattern of behavior is found to be unsafe at any time during the course may not continue in clinical practicum for reasons of "unsafe practice" and will receive a grade of "F" for the course. Indicators to be used as guidelines for evaluating safe practice in clinical settings are:

1. Regulatory: The student practices within the regulatory boundaries and regulatory guidelines of the Idaho State Nurse Practice Act, the guidelines and objectives of the Practical Nursing program/ISU, and follows the policies, procedures, rules, and regulations of the health care agency/facility. Examples of unsafe practice include, but are not limited to, the following:
    a. Failure to notify the agency/facility and clinical instructor/preceptor of clinical absence.
    b. Presenting for clinical practicum while impaired (chemicals, fatigue, illness, etc.).
    c. Habitual tardiness to clinical assignments.
    d. Failure to adhere to the dress code of the facility/agency and/or program.
    e. Arriving to clinical poorly prepared.
2. Ethical: The student practices within the ethical boundaries and regulatory guidelines according to the Idaho Board of Nursing, Nursing Practice Act. Examples of unsafe practice include, but are not limited to, the following:

    a. Refuses clinical assignment based on patient's race, gender, age, culture, sexual orientation, or religious preference.

    b. Inappropriate/unprofessional practice or communication in any assigned activity related to nursing practice.

    c. Ignoring illegal or unethical behaviors of health care persons in the clinical setting(s), which affects patient welfare.

    d. Dishonest practices, including but not limited to, fabrication of information used in documentation (verbal/written/electronic), assessments, interventions, and care plans.

3. Bio-psycho-social-cultural Realms: The student's practice meets the holistic needs of the human person from a bio-psycho-social-cultural standpoint. Examples of unsafe practice include but are not limited to the following:

    a. Failure to display stable mental, physical, or emotional behaviors and attitudes, which may affect others' well-being.

    b. Inability to follow oral and/or written instructions.

    c. Failure to follow through on suggested referrals or interventions to correct deficit areas, which may result in harm to others.

    d. Acts of omission or commission in the care of persons/groups of persons, such as but not limited to: Physical abuse, placing in hazardous positions, conditions or circumstances; mental or emotional abuse, and medication errors.

    e. Interpersonal relationships with agency staff, coworkers, peers, preceptors, and faculty resulting in miscommunication, disruption of patient care and/or unit functioning.

    f. Lack of physical coordination necessary for carrying out practical nursing procedures.

    g. Lack of application in classroom theory to clinical practice.

    h. Lack of demonstration of nursing care at level of education.

4. Accountability: The student's practice consistently demonstrates the responsible preparation, documentation, and promotion of continuity in the care of persons and/or groups of persons. Examples of unsafe practice include but are not limited to the following:

    a. Failure to provide concise, inclusive, written and verbal communication.

    b. Failure to accurately record and report comprehensive patient behaviors or problems.

    c. Failure to report questionable nursing practices.

    d. Attempting activities or procedures without adequate orientation or theoretical preparation or appropriate assistance and supervision.

    e. Inability to determine capabilities and limitations.

    f. Dishonesty.

    g. Failure to adequately prepare for clinical experiences.

       h. Behavior that is harmful or potentially harmful to the patient, facility, program, and/or profession.

5. Human Rights: The student's conduct shows respect for the patient, health team members, classmates, faculty, and self. This includes, but is not limited to legal, ethical, and cultural realms. Examples of unsafe practice include but are not limited to the following:
       a. Failure to maintain confidentiality of interactions and records.
       b. Dishonesty in professional relationships.
       c. Failure to individualize patient assessments and plans of care.
       d. Failure to recognize and promote patients' rights.

Unsafe Practice

Students, whose pattern of behavior endangers the safety or well-being of patients (example – medication error), classmates, staff members, preceptors, and/or clinical instructors, may receive one or more of the following penalties:

1. A verbal and written educational warning (documented and signed by the student acknowledging the occurrence, recognizing personal responsibility, and agreeing to identified remediation).
2. If it is determined that the student's pattern of behavior continues to be unsafe, the student will be dismissed from the clinical practicum and will receive an "F" for the course.
3. Course or program dismissal. The student may be dismissed from assigned experiences, the course, or the program for the incidences listed. This is not an all-inclusive list and there may be other situations that warrant the student's dismissal.

At the discretion of the primary clinical faculty member/preceptor and the Nursing Director, the student may be reassigned to a different clinical instructor/clinical area/preceptor for further evaluation.

Electronic Devices

During face-to-face classroom instruction cellular phones must be on turned off. Cell phones interrupt certain medical technology, and all hospitals where clinical are performed have strict policies on cell phone use for their employees, as well as ISU students. Students cannot carry cell phones on their person while in clinical practice. Cell phones may be left with the student's belongings in areas designated by the facility or the

instructor. Students may make necessary phone calls during breaks only and when not in a patient care area (i.e. in the cafeteria or outside the facility). In the event of an emergency, the student should give prospective callers the instructor's cell phone number and the instructor will be used as a point-of-contact. Students who are found to be in possession of cell phones on the nursing units and/or during non-break times may be sent home from clinical for the day.

Evaluation Process for Clinical Areas

Clinical Performance Criteria

The nursing student will observe the clinical objectives outlined by the Nursing Programs at Idaho State University College of Technology. These clinical objectives and the nursing student's ability to meet the clinical objectives create the basis for the student final clinical evaluation/grade that will be conducted at the end of each clinical course. The faculty-generated clinical performance evaluation form used to determine how the student is functioning within the given objectives and curricular threads is included in this handbook as is the clinical nurse preceptor behavior identification and supervision form.

Nursing Competency Policies

As a condition of progression and completion of the Practical Nursing program, nursing competency will be assessed each term. Students will be required to take nationally normed examinations throughout the curriculum and make a satisfactory score on such examinations. In the last term of the curriculum, students will be required to take a nationally normed comprehensive exam and make a satisfactory score on such exam prior to graduation.

Nursing Skills Competency

As a condition of progression and completion of the practical nursing program, nursing competency will be assessed each term. Students will be required to pass off each clinical skills techniques/procedures. Each student will be provided 2 attempts to pass each skill successfully. If the student is unsuccessful after two attempts to pass a skill, the student is required to remediate with their clinical instructor before practicing in the clinical setting.

Dosage Calculation Competency

To ensure safe administration of medication in the clinical areas, the PN student will demonstrate mastery of dosage calculations each term of the program. Students are required to pass a math competency examination with a minimum score of 90%. Failure to pass the math/dosage calculations exam means course failure and failure to progress in the program. Students will have a maximum of three attempts to pass the examination with a grade of 90%.

Testing Policies

The nursing faculty is committed to maintaining a testing environment that respects the rights of others and upholds the integrity of the examination/quiz.

1. Examinations and quizzes will be administered as set forth in each nursing course syllabus. Exceptions to this will be limited to:
    a. Students who are ill or have an appropriate extenuating circumstance (see "make-up exam policy" or;
    b. Students who have a documented need for testing accommodations (see "Testing for Students with Accommodations."
        i. Examples of illness/extenuating circumstances:
            1. Fever over 100.4
            2. Migraine
            3. Hospitalization
            4. Death in the family
        ii. Examples of not meeting illness/extenuating circumstances
            1. Seasonal allergies
            2. Cold symptoms
            3. Working the night before the test.
            4. Sick family members (Exception may be positive Covid test results).
2. Test questions may be pulled from any content presented in class, homework, videos, and required readings.
3. All Tests are proctored unless otherwise specified. Proctoring may occur with a live proctor or using Proctorio/ProctorFree.
4. Internet problems are not an emergency. Students are expected to have access to working internet, if the student experiences internet problems, they are expected to critically think, problem solve, and find a reliable internet source.
5. Students are expected to arrive on time for testing sessions are to be seated and ready to test at the designated start time.

      a. Classroom doors are locked within 5 minutes of the scheduled class time or when the test begins on test days. Students arriving more than 5 minutes late for a scheduled quiz or exam may be permitted to take the test in the time remaining, if proctors are available. Students who arrive late to an exam (after the doors are locked) may receive a 5% deduction for their test grade. No time extension will be given to complete the quiz or exam. Faculty will determine if sufficient time is left to complete the exam or the missed exam policy will be followed

6. Prior to administration of the examination/quiz, all personal belongings must be left at the front or side of the room. This includes watches or other wrist objects, purses, coats, hats, baseball caps, backpacks, sweatshirts, sweaters, or jackets with pockets, etc.
      a. Cellphones and any other electronic devices must be turned off (not on silent or vibrate) and must be stored in backpacks or purses.
      b. Students who are found to have a cell phone, smart watch or other electronic devices during testing may be asked to leave the testing area regardless of if the test has been completed.

7. Students should use the restroom prior to the testing session. Restroom use is restricted during the testing session and will be allowed only in emergency situations.

8. Students will not be permitted to leave the classroom during testing except in the case of an emergency.

9. The desktop must be free of any non-testing related materials.

10. No food or beverages will be permitted during examinations and quizzes.

11. Simple, non-graphing calculators without memory may be used when permitted by nursing faculty administering the examination or quiz. Cell phone calculators are not permitted.

12. Students may not disclose or discuss with anyone information about the items or answers seen in your examination (this includes posting or discussing questions on the Internet and social media websites).

13. Tests and individual test questions may not be printed, copied, or reproduced in any form.

14. Students who finish the examination early must leave the testing area immediately after submission of the test. Students must leave quietly refraining from conversation with others. -OR- If remaining in the testing area following a test, the student's laptop lid must remain closed until the exam session has concluded for all students. Students remaining in the testing area will not have access to personal belongings until the conclusion of the testing session.

15. Students who have left the testing area after completing the examination may not return to the testing room until all students have completed the examination.

16. Students will be permitted 1.3 minutes per test/quiz item.

      a. Students will be permitted 3 minutes per question for dosage calculation questions.
17. Test results will be released to students within 24 hours after the test has closed.

Make-up/Missed Examination Policy

1. Students are required to be present for all scheduled examinations. If a student is unable to take an exam on the scheduled date/time they must notify the course instructor at least 1.5 hours prior the start of the exam.
2. Students who fail to complete a take home/at home exam within the time the exam is open will receive a zero.
3. IF the student meets criteria for illness or extenuating circumstances:
   a. A make-up exam may be offered. The make-up exam may be given in a different format (e.g., short answer, essay) at the discretion of the course instructor.
   b. The exam must be taken within 3 business days to avoid a penalty. For each day delay in testing, the student will automatically lose 5% of the total points for the exam from the student's earned test score. (Example: The exam is worth 100 points, 5% of 100 - 5 points to be subtracted from the score the student achieves on the exam.) These points will accumulate for each day late the exam is taken.   Failure to take the exam in this time frame will result in a grade of zero for the exam.
4. If the student does not meet criteria for extenuating circumstances or illness and/or is a "no show" for the exam, the student will receive a grade of zero for the exam. The exam cannot be made up.
5. Students may appeal, in writing, their zero if they feel they meet the eligibility criteria for extenuating circumstances.
6. Students may not miss class, lab or clinical to make up an exam.

Testing Policies for Students with Accommodations:

Students who request alternative testing arrangements must present recent documentation of their disability from the appropriate qualified profession to the ADA and Disability Resource Center (208-282-3599). The ADA and Disability Resource Center will then notify, in writing, the appropriate nursing faculty of proposed accommodations to determine compliance with Nursing Student policies. Students must abide by college policies in order to receive accommodations for alternative testing in nursing courses.

- Students with accommodations may be asked to test at the Disabilities Services Offices as the program cannot guarantee reduced distractions testing at the RFC building.

Proctorio/Proctor Free Policies:

The Health Occupations Nursing Programs have implemented the use of ProctorFree/Proctorio/ProctorU as the testing platforms for nursing courses.

- Students are expected to have access to a fully functioning laptop computer meeting the minimal system requirements for ProctorFree for all testing sessions in nursing courses. The minimal system requirements for computer devices can be found in the Moodle course or on ISU website at the link below.

ProctorFree: Student Guide: Student Portal

- Students who experience technical difficulties while attempting to access or during an examination are expected to notify the instructor via email(text?) as soon as the problem is identified. These instances will be handled on a case by case basis by the instructor administering the examination. If persistent computer issues prevent the student from using their own device beyond one exam 5% may be deducted from the examination score.
- You will need a quiet, isolated space to take your exam. In addition, you will need a webcam, speakers, microphone and reliable Internet connection to take your online exams. Wireless Internet connections have been found to cause issues with online exams and it is therefore strongly recommended to **NOT** use a wireless Internet connection when taking a live online, proctored exam.
- Students are expected to ensure that they can access ProctorFree at least 24 hours prior to the start of the scheduled exam. Students experiencing difficulty with ProctorFree access can receive support by going to the ISU Online Proctoring web page: tigertracks.isu.edu
- Any interruptions in the Internet connection or entry of other persons into the test-taking area will be reported by the AI online proctoring and investigated to ensure academic integrity.
- ISU receives an academic record from the online proctoring service for each test-taker and handles all academic records with the strictest adherence to Family Educational Rights and Privacy Act (FERPA) guidelines.

Safe Practice

All students are required to practice safely, competently, and effectively. This requirement includes classroom, lab, testing, and clinical sites. Compromised ability may involve impairment from personal/job/school related stress, sleep deprivation, pregnancy/delivery, medications, health conditions/events, etc.

Students are responsible for self-assessing the competence and safety of their practice. In addition, faculty hold ultimate authority in assuring student and patient safety. Thus, with physical or mental health-related issues, the program will require a full health attestation and medical release with no restrictions, prior to the resumption of clinical or lab requirements.

Children are not allowed in the classroom, nursing skills/SIM labs, or clinical facilities. Children should not be left unattended in the hallways or restrooms.

Lab Safety Rules

- Students who perform ANY of the invasive skills learned in learning lab outside of the lab or student clinical setting is practicing outside of the student practical nurse scope of practice. Besides placing a life at risk, continued placement in the Practical Nursing program and future nursing license is at risk.
- Students are restricted from performing any learning lab skill in clinical practicum until the student has successfully check off this skill in the learning lab.
- A licensed nurse must be in the lab area if sharps are being used.
- No sharps or medical devices are to leave the lab setting.
- The student will perform safely in the lab environment at all times. If the student at any time displays unsafe practice and/or unprofessionalism, the student will be asked to remove himself or herself from the lab area and an Educational Warning will be issued. Only 1 Educational Warning is allowed during the course of the program. Should the unsafe practice potentially cause harm (students, faculty) the student may receive additional disciplinary action up to and including dismissal from the Practical Nursing Program.
- Unsafe practice includes performing a skill in the clinical area prior to being satisfactorilychecked off in lab. The student is responsible and accountable for keeping track of the skills check offs which have been satisfactorily completed. The student is also responsible for taking any corrective action that is needed.

Lab Policies

1. Food and drink are not allowed in the Simulation Center and Skills laboratory.
2. Students will wear their ISU PN uniform
3. Replace chairs, bedside tables, mannequins, beds, and other equipment to their proper location.
4. Policy for Students Practicing Procedures on Each Other
   a. In the course of the nursing program, when learning new skills, it is often useful for students to take the role of the patient. This enhances the learning experience in several ways:
      i. For the practicing students in that a live "patient" gives them a more realistic experience.
      ii. For the student "patient" since it gives her/him an idea of what the procedure is like from the patient's perspective and should help her/him be a more sensitive care-giver.
      iii. In asking the individual student to take on the patient role, the student's right to privacy and right to refuse a given procedure will be protected. Faculty will make every effort to protect students' privacy by making sure other students follow the same guidelines they would use in the hospital to avoid exposure to the patient.

Academic Integrity

Dishonest conduct is unacceptable. In cases of academic dishonesty, such as cheating or plagiarism, students will be dismissed from class, given failing grades or otherwise disciplined by the instructor.

Cheating is defined as the act of using or attempting to use in examinations or other academic work, material, information, or study aids that are not permitted by the instructor.

Examples of cheating include but are not limited to:

- Obtaining, providing, or using unauthorized information during an examination verbally or visually or by notes, books, or other materials.
- Acquiring, possessing, or providing to others examinations or other course materials without authorization of the instructor. This is understood to include providing information about an examination before the scheduled administration of that examination.

- Taking an examination for another person or arranging for someone else to take an examination for you.
- Submitting for course credit the same work or substantial portions of the same work more than once.
- Fabricating information without the permission of the instructor for any report or other academic exercise.

Plagiarism is defined as representing another person's words, ideas, data, or work as one's own. Plagiarism includes but is not limited to the exact duplication of another's work and the incorporation of a substantial or essential portion thereof. Other examples of plagiarism are the acts of appropriating the artistic or musical composition of another or portions thereof and presenting them as one's own.

The guiding principle is that all work submitted must be properly credited to the original source(s) of the information. In written work, direct quotations, paraphrased statements, summarizations of the work of another, and other information that is not considered common knowledge must be cited or acknowledged usually in the form of a footnote. Quotation marks or a proper form of identification shall be used to indicate direct quotations.

As long as a student adequately acknowledges sources of information, plagiarism is not present. However, students should be aware that most professors require certain forms of acknowledgement or referencing and may evaluate a project on the basis of form and penalize the student in the grade assigned if citation of sources is improper.

Grievance Procedures

Students who express problems and concerns are expected to participate in developing solutions. The following procedure should be followed:

Problem with Classmate/Peer

1. If a student has a problem with his or her fellow classmate/peer, the student will first approach the peer involved and attempt to resolve the concern.
2. If step 1 does not result in resolution, the student may meet with the coursefaculty.

Problem with Preceptor/Faculty Member

1. If the student has a concern with a preceptor/faculty member, the student is expected to first approach the preceptor/faculty member involved and attempt to resolvethe concern.
2. If step 1 does not result in resolution, the student and faculty member/preceptor will meet with the facility liaison and/or the Nursing Director.

Clinical site preceptors and supervising clinical faculty MUST be consulted immediately,should a personal or professional problem occur during clinical experiences.

During any of the above meetings, a student may request that a counselor be present. If satisfactory resolution does not occur after Step 2, the student may bring his/her complaint to the Health Occupation's Department Chair, who will seek appropriate complaint resolution among all parties. The Department Chair's decision and/or compliant resolution may be appealed to the College of Technology Dean.

Communication

Students are expected to communicate in an honest, respectful, professional, and positive manner. Assertive communication is the primary mode of communication within which all nurses are expected to function. Passive-aggressive gossiping, backbiting, whining, complaining, rationalizing, projecting, and blaming are not acceptable modes of communication and produce unhealthy, unwanted outcomes.

Nursing faculty have authority and responsibility for their classes as well as for all student grading and evaluation. To clarify, any questions or concerns, all queries regarding syllabi, policies of the classroom or Web-class, clinical policies, schedules, requirements, etc. should immediately be addressed by the student to the instructor for that class, as soon as possible. Students should NOT wait until the end of the course to question class policies, due dates, procedures, testing, etc.

Details regarding program procedures are discussed and questions answered during orientation and as the need arises. Asynchronous electronic connections with faculty are available via university email and the Moodle messaging systems (Refer to Guidelines for Email communication). Appointments via Zoom, telephone, or in person are available as requested. Posted office hours will be available as needed to address concerns, answer questions, and/or review course requirements.

Idaho State University assigns email accounts to all students enrolled in credit courses. It is the policy of the Practical Nursing program that electronic communication using ISU

Gmail accounts and Moodle messaging are the official forms of communication from the nursing program. It is the responsibility of the student to check their ISU email/Moodle messaging frequently. It is highly recommended that you check your email daily during the semester and college breaks as changes to schedules or important announcements may occur

All communication including emails and texts (via Remind) are to be professional in nature. Faculty will respond to your email within 1-2 business days where the definition of a business day is Monday at 8am through 4pm Friday excluding holidays and weekends. Students are expected to respond to emails from faculty within the same timeframes. The Remind text app is used only for clinical day communications. Students who text faculty via remind or other methods outside of the clinical day may not receive a response. Please be sure to use the appropriate method of communication for the circumstances.

General guidelines for Email Communication (See Nursing Programs Email Etiquette Policy for more detail)

1. Use isu.edu email
2. Make sure your subject line is clear.
3. Use professional language, grammar, punctuation and complete sentences.
4. Don't wait until the last minute. Your late planning is not another's emergency.
5. Do your research and due diligence first. Is it in the syllabus? Moodle? Or anywhere else?
6. Use a professional greeting: Dear, Hello,
7. Address the recipient in an honorific manner: Professor (name)
8. Use an SBARR format. Concise statement of why you are writing (S), what you've tried and where you are currently at (B & A), your request (R) and read the email back to yourself out loud before sending (R). If you cannot explain or request what is needed in 1-4 sentences, consider requesting to schedule a phone call, zoom meeting, or in person meeting.
9. Sign off in a professional and polite manner: Thank you, Sincerely,
10. Follow-up if needed: if you have not received a response in more than one to two business days, it is okay to send a gentle reminder via email: such as "just following up on my previous email".

Chain of Command

Students who express problems and concerns are expected to participate in developing solutions. The following procedure should be followed:

- Step 1A: If a student has a problem with his or her fellow classmate/peer, the student will first approach the peer involved and attempt to resolve the concern.
- Step 2A: If step 1A does not result in resolution, the student may meet with the course faculty.
- Step 1B: If the student has a concern with a preceptor/faculty member, the student is expected to first approach the preceptor/faculty member involved and attempt to resolve the concern.
- Step 2B: If step 1B does not result in resolution, the student and faculty member/preceptor will meet with the facility liaison and/or the Nursing Director.

Clinical site preceptors and supervising clinical faculty MUST be consulted immediately, should a personal or professional problem occur during clinical experiences.

During any of the above meetings, a student may request that a counselor be present. If satisfactory resolution does not occur after Step 2B, the student may bring his/her complaint to the Health Occupation's Department Chair, who will seek appropriate complaint resolution among all parties. The Department Chair's decision and/or compliant resolution may be appealed to the College of Technology Dean.

Educational Warning and Documentation Record

When a student's performance is unsafe, unprofessional, and/or the student is at risk for not meeting course requirements, an Educational Warning will be initiated.

- The instructor will document the student behavior(s) and meet with the student.
- The instructor will assist the student to identify strategies for improvement in the area of concern.
- The student will be expected to implement the strategies for improvement and demonstrate improvement in the areas of concern.
- Failure to demonstrate improvement may result in course failure and failure to progress in the nursing program.

In order to facilitate student success, the nursing faculty may institute the College of Technology's Early Alert (Navigate) process for students if they identify particular areas of concern. Students are then contacted by an advisor or peer counselor from Student Services. The College has identified the following "Alert Types":

- Poor attendance
- Often tardy
- Reading/Writing skills
- Math skills
- Test/Quiz performance
- Missing assignments.

Withdrawal, Dismissal, & Readmission Policies

There are circumstances (example: medical) that may necessitate student withdrawal from the Practical Nursing program. If the student has courses successfully completed and wishes to reenter the program at a later date, he or she must petition for readmission.

Readmission is always based on a space available basis for the courses and semesters where nursing specific courses are needed, giving priority to in-sequence students. If a student withdraws and does not have on record any course grades, the student may reapply and retake the pre-entrance examinations for ranking purposes. Admission is contingent on ranking within the applicant pool of the upcoming class.

Dismissal from the Practical Nursing Program

1. Probation, Remediation, and Dismissal
    a. Probation is a process initiated by the faculty member as a result of serious or repeated violation of policy by the student. When a student is placed on probation the faculty member will identify, in writing, specific actions exemplifying violation of a policy by the student, remediation measures required, and consequences to the student if remediation does not occur. When a student action is identified as being unsafe and/or in violation of program policies, the following steps may be initiated:

i. Student's problem is identified by the faculty member and discussed with the student (documented and signed by the student acknowledging the occurrence).

ii. If the problem persists, the faculty member discusses the situation with the Nursing Director and, if deemed necessary, the Department Chair. The faculty will then confer with the student and identify in writing, via a probationary contract, remediation measures and time frame for completion, which will be signed by the student and the instructor. The original of said "contract" will be placed in the student's file and a copy will be given to the student.

iii. If remediation is not satisfactory, the student will be dismissed from the program.

iv. The student is notified of the decision for dismissal and given opportunity to meet with the instructor, Nursing Director, and/or Department Chair.

v. A student dissatisfied with the decision of the instructor, Nursing Director, and/or Department Chair may appeal.

2. Dismissal – Immediate
   a. A student may be immediately dismissed from the program for any of the following reasons:
      i. Grade below "C" (73%) in any of the required courses.
      ii. Unsafe practice in the clinical area; any act that is harmful or potentially detrimental to the patient, patient family, facility, faculty, or community. This includes but not limited to:
         - Inability to apply classroom theory to clinical practice.
         - Inability to determine self-capabilities or limitations.
         - Inability to demonstrate nursing care at level of education.
      iii. Consistently coming to "class" of clinical poorly prepared, such as, but not limited to:
         - Illness
         - Fatigue from lack of sleep
         - Impaired reflexes and/or judgment
         - Substance use or abuse
      iv. Exhibiting false and fraudulent behavior. (Integrity, honesty, dependability, and trustworthiness are the most important characteristics of a nurse.)
   b. Because it is the philosophy of the Practical Nursing program that learning occurs most effectively when classroom theory is correlated with appropriate clinical experience, in the event of dismissal from clinical practice and if remediation is possible, the student may be allowed to continue in theory classes only until the end of the current semester.

Readmission into the Practical Nursing Program

1. NOTE: A student may not be eligible for reinstatement into the Practical Nursing program if dismissed on the grounds of:
   a. Academic or clinical dishonesty,
   b. Alcohol or drug abuse,
   c. Continued unsafe clinical behavior
   d. Is prohibited from receiving clinical experiences at any of the sponsoring agencies.
2. A student may go through the appropriate channels established by Student Services to request readmission into the ADRN program (i.e. Petition, etc.).
   a. Reinstatement will be limited to one opportunity after the initial failure.
   b. If a student is dismissed from their clinical practicum and this is their second attempt at the ADRN program, the student is dismissed from the program. Theory and classroom attendance ends immediately at the point of the second dismissal.
   c. A student may be readmitted conditionally or unconditionally. If on conditional status, specific criteria will be formulated as identified in a contractual agreement.
   d. A returning student must repeat any clinical performance checks or objectives successfully prior to any clinical practicum.

Relationships

Health Occupations faculty and Clinical Preceptors/Externship Supervisors have the responsibility to assure that they are not involved with HO Department students in dual or multiple relationships. Dual or multiple relationships are defined as relationships that in addition to the teacher/student role, may include financial, business, personal, intimate, or family relationships that could bring into question the ability of the parties to perform their duties in a professional, arms-length, objective fashion, or that might subject the student to the potential of threat or coercion associated with differential positions of power. If these relationships are pre-existing, they should be disclosed to the supervising faculty or the department chair in order to ascertain whether the student needs to be re-assigned to another faculty member or moved to an alternative clinical/externship location. The sensitivity to and prohibition of dual relations is not only for the protection of the student involved, but also to the integrity of the program. Furthermore, it can serve as an assurance to other students in the program that the standards upon which a student will be graded are fair, objective, and not potentially biased by factors outside of a student's actual performance in the program.

Student Governance

Nursing students enrolled in the Practical Nursing program will have student governance opportunities. Each admission class elects class officers/leaders. As class

representatives, student leaders are invited to participate in program staff/faculty meetings. The purpose of this participation includes an opportunity to professionally dialogue regarding the program. According to university policy, each student is asked to carefully evaluate all Practical Nursing program courses and faculty. To provide the best possible teaching/learning environments and opportunities for students, these evaluations are considered essential during course and program revision/evaluation.

Each student is also asked to evaluate clinical nurse preceptors and clinical facilities/sites. These clinical-related student evaluations are used to make decisions regarding clinical sites and preceptors.

Student Nurse Alliance

The Student Nurse Alliance (NSA) is a student club supported by the Associated Students of Idaho State University (ASISU). College of Technology Nursing Students are automatically registered as members of the NSA each fall. This organization is involved in projects that help the University and programs achieve its missions by participating in University events, community health projects, and fund-raisers.

Graduation

As a candidate for the Intermediate Technical Certificate at the College of Technology, Idaho State University, practical nursing students are valued participants in the ISU commencement ceremonies. This ceremony is a special recognition of achievements at ISU. All graduates of the Practical Nursing program are urged to participate. Though students may officially graduate three times per year, ISU commencement occurs once per year in May.

It is the student's responsibility to be sure that all courses required for their certificate/degree are satisfactorily completed. Counselors are available if there are questions about the student's status in the program.

Students planning to graduate should apply for graduation no less than one semester before all requirements are completed. College of Technology students need to contact

the Student Services Office to obtain applications for graduation and to pay a graduation/diploma fee.

Licensure

A pinning ceremony is held at the completion of the third semester. The students, under the direction of the class officers, organize this ceremony. This ceremony is a non-academic celebration that honors the spirit of nursing. Being non-academic, students and faculty attire is business attire

In the final semester of your program, you will apply for Board of Nursing licensure. This process includes the NCLEX-PN (National Council Licensure Examination for PN) testing process and requires Board of Nursing licensure fees as well as testing fees. The Board of Nursing license application form requires answers to screening questions that include actual or pending nursing license discipline in any state, physical and mental competence, charges of felony/misdemeanor in any jurisdiction, etc. For complete information contact the Idaho Board of Nursing at PO Box 83720, Boise, ID 83720-0061; phone (208) 577-2476. You may also refer to their web site at ibn.idaho.gov. Answering yes to these questions may prevent you from being eligible to obtain a nursing license under Idaho State Statutes. It does not necessarily mean you will be excluded from taking the NCLEX-PN but you must follow specific guidelines. The Board of Nursing will review information on a case-by-case basis. Absolute honesty on the licensureapplication is required

Code of Conduct

Stealing, Cheating, Dishonesty, and other violations of the student code of conduct will be handled on an individual basis.

Using, possessing, or being under the influence of illicit drugs or alcoholic beverages during school hours is prohibited.

Smoking and vaping are not permitted in any state of Idaho building.

More information on these policies can be found in this handbook in Section IV: Idaho State University Policies and Procedures.

Intoxicants Policy

Any instructor who observes behavior which suggest that a student may be under the influence or detects the odor of an intoxicant of a student will take the following actions:

1. The instructor will notify the student that they will not be allowed in theclassroom or lab.
2. Public Safety should be contacted to escort the student to a safe place.
3. The student will meet with the Director of Student Services the following day to discuss which steps should be taken.
4. The Director will communicate with the Office of Student Affairs regarding theviolation.
5. The Director will contact the instructor and Department Chair summarizing any outcomes.

This policy does not supersede other laws or university student conduct policies pertaining to alcohol or drug possession, consumption or delivery.

Dismissal Policy

A student may be dismissed from a College of Technology program if the student fails to meet the academic and/or nonacademic continuation standards of the program/department including unprofessional/unethical behaviors and unsafe practices,or if the student is not making satisfactory progress in the program. Prior to making a decision of dismissing a student, the faculty of the program will meet with the student for a disciplinary review in order to give the student due process which includes a student's right to be adequately notified of charges and the opportunity to be heard.

Disciplinary Procedure

1. The faculty will notify the student privately of the incident(s) that have led to a disciplinary review and schedule a meeting time for the review. The purpose of a disciplinary review is to discuss the facts of the incident(s), to hear the student's perspective, and if a violation has occurred, to determine an appropriate level of discipline which may lead to dismissal.
2. The meeting should be scheduled as soon as possible after the incident(s) occurred.
3. The student should refrain from attending any clinical, lab, externship, etc. that may threaten or pose a danger to the health, safety or welfare of any individual.

After the disciplinary review, the faculty should determine what sanction to impose. In determining what sanction to impose, mitigating and aggravating factors may be considered, such as the individual's prior disciplinary record, the nature of the offense, the severity of the damage, injury or harm resulting from the violation, and any restitution made.

Notification Procedures

1. The student must be notified in writing of the outcome of the disciplinary review and if sanctions will be imposed. If the student is dismissed, the letter must be sent by certified mail, return receipt requested.
2. The letter should indicate the incident(s) that occurred and the decision made regarding the incident(s). The student should be notified in the document that they have the right of appeal according to the Idaho State University Student Handbook. The student should be given a copy of the ISU Student Handbook or notified that it is available online.

Channels of Redress

An aggrieved student may:

1. Present any unresolved issues to the Department Chairperson. If the DepartmentChairperson is named in the complaint, the Dean of the College where the allegedinfraction occurred shall appoint another member of the college to act in the Chairperson role for the appeals process.

2. Present any unresolved issues in a formal hearing before the Dean of the College involved. In the case of dismissal from a program, that is the college in which the program resides; for an appeal of a course grade, it is the college in which the course was offered. At this hearing, parties shall submit written charges, answers,and arguments to the Dean. The Dean shall preserve these documents for use in later appeals to a Scholastic Appeals Board, if such an appeal becomes necessary. Only written charges, answers and arguments presented at the Dean's formal hearing will be subject to review by a Scholastic Appeals Board.   The Deans shall be charged with preserving all tangible evidence and all written charges, answers, and arguments submitted at hearing before them. The student must have specifically demonstrated at the formal hearing before the Dean how the alleged infraction led to his or her dismissal from the program or adversely affected his or her final grade in order to pursue an appeal to a Scholastic Appeals Board. The Dean must notify, in writing, the student and faculty member of his or her decision within one week following the

formal hearing. The Dean shall have the authority todirect the Registrar to change a student's grade.

3. A Department Chairperson or College Dean may elect to utilize an internal committee to assist in making a decision on academic appeals at the departmental and/or college levels. Department Chairs and Deans may interview the student and/or instructor, or conduct an additional investigation deemed appropriate to help in the decision-making process. Nothing contained in these procedures shall act to enlarge or restrict the existing authority, if any, of any Deanor the Provost and Vice President for Academic Affairs to take any action, including the changing of student grades or reinstating a student, outside of the appeals process described herein.

Procedure for an Appeal to Scholastic Appeals Board

1. If the student wants to appeal the decision reached in the formal hearing, they must obtain a scholastic appeal petition form from the Office of Student Affairs, and return it there when completed. The completed petition shall include a concise description of the complaint, the signature of the student instituting the petition, and the signatures and comments of the faculty member, Department Chairperson, if any, and the Dean involved, if said persons are still available.

2. Copies of all written charges, answers, and arguments and all tangible evidencepresented at the Dean's formal hearing shall be made available to the student toattach to the original petition submitted to the Office of Student Affairs. The petition and additional materials will be secured in the office.

3. A scholastic appeal petition must be initiated before the end of the semester following the formal hearing.   The petition is initiated when the student formallypresents his or her complaint to the Office of Student Affairs and requests a scholastic appeals petition.

4. The Office of Student Affairs will then notify the Chairperson of the Academic Standards Council of the need to consider the petition. The Chairperson will thenchoose a Chair for the Scholastic Appeals Board, and the rest of the Board will beconstituted.

IV. Clinical Course Policies & Expectations

Patient's Right to Privacy and Confidentiality

All persons associated with the nursing program must judiciously protect the right to privacy for patients and their families. Judgment must be exercised in sharing information gained in confidence. In the clinical setting, confidential information about patients should only be made accessible to those health care providers/ instructors directly concerned with the patient. Students are expected to adhere to the written policies of the clinical institution as well as to the policies of the nursing department regarding patient confidentiality. Students may not photocopy or print a copy of any patient documentation from any facility.

Dress Code

1. Facility policy will be adhered to.
2. Idaho State University photo name badges must be worn and clearly visible at all times, during all clinical experiences.
3. Uniform
   a. Uniforms must be the designated official practical nurse uniform. Only plain white or black t-shirts or plain white or black long sleeve shirts are allowed to be worn under uniforms. Lab coats are solid black. Hoodies are not considered appropriate attire. Uniforms must be free of ornamentation and must fit appropriately. Hems do not drag on the ground.
   b. Shoes are white or black duty shoes or all white or all black athletic shoes. No exposed foot or open-toed shoes are to be worn in clinical areas.
   c. The school patch must be worn on the left sleeve of all uniforms and lab coats. The patch will be secured on all edges and will appear on the outer clothing. That is, during clinical experiences, the patch will be visible at all times.
   d. Required accessories include a watch with a sweep second hand, bandage scissors, and a pen with black ink. Additional equipment, such as stethoscope and forceps, may be needed based on clinical area requirements. Some clinical sites such as mental health areas have special requirements.
4. Personal appearance
   a. Minimum of cosmetics may be worn.

b. Hair is clean, neat, and preferably of natural color. Long hair is contained. Hair must be off the face, pulled back, and secured. Facial hair must be contained.

c. Nails are short and maintained. Artificial nails and gel polish are not allowed as they are an infection risk.

d. No visible body jewelry other than a watch, plain wedding bands, and plain post earrings (earrings may not be allowed in certain clinical areas such as with psychiatric or pediatric patients). This includes body piercings. A clear or flesh colored filler are allowed for stud nose piercings.

e. Body odor is unacceptable (includes perfumes, aftershaves, tobacco, etc.).

f. No visible body adornments such as tattoos are allowed. Unless on the wrist or hands, tattoos are covered at all times in the clinical setting.

Hours of Clinical

The program faculty will hand out a clinical schedule at the first of each semester. This will state both the dates and hours of each rotation and for post-clinical conferences.

If the student is at a facility outside of his/her assigned times, with the exception of pre-rotation preparation, the student is practicing outside the scope of practice for an SPN. This is grounds for immediate dismissal. See: Unsafe Clinical Practices Policy (Student Handbook).

On occasion, objectives may best be met by attending in-service classes at health care facilities and/or workshops outside the regularly scheduled hours of instruction. Attendance at these classes is mandatory. An absence from the class may be considered a clinical absence

If a student is practicing at a clinical facility outside of clinical hours without their instructor's express permission, this will result in immediate dismissal from the Practical Nursing program. An example of "practicing" includes documentation orcontacting the patient outside of clinical hours. Contacting the patient means viatelephone contact and/or social visits not first authorized by the clinical instructor the student is assigned to.

Driving to Clinical

During clinical rotations, a student will be required to provide his/her own transportation to clinical sites. At some time in the program each student will be required to drive from

50-100 miles or more one-way. A student needs to plan extra time for the drive, or inclement weather, to enable him/her to arrive safely, yet on time at his/her clinical site. It will be extremely important for the student to ensure adequate sleep the night before clinical to be safe to drive the distance to his/her clinical site, as well as being safe to care for the patient.

When a student has clinical experience at multiple sites, learning is enhanced. It is impossible to provide all of these learning experiences in one community or to always arrange more than one student rotate to the same facility. A student may have the opportunity to experience clinical situations in small to large-sized hospitals, medical clinics and doctor's offices, long-term care centers, and many others as they become available clinical sites for the Practical Nursing program.

It is highly recommended that the student obtains a reliable vehicle, or when possible, arrange carpooling with other students, in order to arrive safely at the clinical site.

Occasionally, carpooling may present a problem if a student becomes ill while at clinical or is sent home due to being unprepared. In situations where there are hazardous driving conditions, a student should contact his/her instructor and discuss possible options.

Note: Per ISU policy, students are not to travel with an instructor unless an ISU vehicle is arranged.

Parking

For all facilities, students will park in an area furthermost from any building or as directed by each facility at the facility orientation.

Smoking

Smoking and/or vaping is NOT allowed at any clinical site. A student found to be smoking/vaping during clinical hours will be dismissed for the remainder of the clinical day. Continued abuse of this policy may result in a failing grade in the clinical course and non-progression on the Practical Nursing Program.

Malpractice Insurance

The Practical Nursing student can be legally and financially liable if another person is injured as a result of error, omission, commission, or negligence on the student's part. Whether a mistake is deemed professional or personal in nature, the student can be held liable and may be sued individually or along with other healthcare providers or the school. ISU's Practical Nursing program requires each nursing student to carry malpractice insurance. Student malpractice insurance is obtained at the time of payment of registration fees. Coverage is only for the period a student is attending scheduled clinical hours.

Injuries During Clinical

While performing as a Practical Nursing student, Practical Nursing students are not covered under Workmen's Compensation at clinical facilities. If a student has an "injury" connected with his or her hours of patient care, he or she must complete the appropriate forms with the facility. Students are not eligible for health insurance at the clinical facilities; however, health insurance is available to all ISU students as part of the registration fee. The student should seek appropriate medical care at ISU Student Health Center or other appropriate facilities.

In the event of a needle-stick or exposure to blood or body fluids, the student will immediately report the incident to the clinical faculty member AND preceptor, complete the necessary paperwork, and report to ISU Student Health Center as soon as possible.

General Clinical Requirements

While receiving clinical experience in any health care facility or clinical site, the student works under the immediate direction of the nursing staff with supervision by the clinical instructor. The staff nurse retains the ultimate responsibility for the patient's care. Therefore, close communication among the student, staff nurse, faculty, and other healthcare personnel is essential.

1. Specific expectations regarding patient selection and preparation for clinical experiences can be found in each clinical course syllabus.
2. The student will be responsible for current assignments, which include patient plans of care, patient case studies, medication reviews, workbook/journal entries, and reports which may require additional outside reading and research time.

3. Students need to be familiar with their facility's policy and procedure manuals and thereby practice in accordance with these policies and procedures.
4. The student will report to assigned area on time.
5. Upon arrival to the unit, the student should ask the charge nurse or unit clerk where he/she would like the student's books, bags, coat kept. The facility will not be responsible for lost or stolen items.
6. The student should keep staff updated on patient status and should notify the primary caregiver of changes in patient condition as soon as they occur.
7. In addition to the written documentation, students must make a verbal and/or taped report of patient information as needed to the staff and/or charge nurse.
8. Lunch, breaks, and departure times are to bedetermined by patient and facility needs, and directions from clinical faculty. It is the student's responsibility to request, communicate, and use break times appropriately. If assigned to an area which requires a special change of clothing,the extra time this requires needs to be considered with regards to arrival and departure times. The student will not neglect their assigned patient(s) to take a break.
9. During clinical experience, students will end their clinical assignment only withthe knowledge and permission of their instructor and the staff/charge nurse.
10. Prior to leaving the unit for the day, students must report off duty to the nurse in charge of each of their patients, as well as to their clinical instructor.

ISU Practical Nursing Clinical Skills Checklist

Students will be responsibility to have available their Clinical Skills Checklist while in the clinical setting. The student must be able to present the Clinical Skills Checklist to their instructor, floor nurse or nurse preceptor to verify skills that the student is able to complete in the clinical setting. The Clinical Skills Checklist should be presented at mid-term and during the clinical final evaluation for review and discussion to ensure both student and clinical instructor are able to validate performance of skills in the clinical setting.

Conduct in the Clinical Setting

1. EACH CLINICAL DAY, THE STUDENT IS EXPECTED TO REMAIN AWAKE AND ALERT— THIS INCLUDES BREAKS.
    a. Sleeping students will be dismissed from the clinical area and receive appropriate penalties up to and including potential dismissal from the

course and program. Extreme fatigue is considered a physical impairment and violates the Idaho BON requirements for safe nursing practice.

2. If staff is busy, the PN student should be busy.
3. For each full day:
    a. One brief (15 min. max) break may be taken, arranged with council of the licensed nurse the student is working with and/or faculty member. Patient safety and needs take precedence over breaks.
    b. A lunch break of 30 minutes may also be taken, with the same person aware of the student's location. It is understood that some facilities (i.e. doctor's offices) take longer than the allotted 30 minutes. Breaks and lunch are never included within the clinical hour allocations.
    c. Students must stay in the facility to which they are assigned during breaks and during lunch in hospitals and long-term care settings. Cafeteria and/or vending machines are available for purchase of meals or snacks in hospitals. At clinical sites where food/drink is not provided, the student will need to bring his or her lunch or arrange a lunch location with their instructor.
    d. Students may never neglect patient responsibilities for the purpose of personal breaks or lunch.
4. It is the student's responsibility to notify the primary caregiver of skills he/she can and cannot perform. The student should contact his/her instructor if unsure. The student should keep a list of his/her skill check-offs and the score received with them during clinical rotations. Always remember that it is the student's responsibility to know his or her own limitations as well as competence levels.
5. Closed Unit
    a. If a unit closes while the student is assigned to it, he/she should call the instructor as soon as possible for reassignment.
    b. Failure to contact the instructor for direction on new assignment will be considered unsafe clinical practice
6. Consent:
    a. The student must obtain PATIENT consent for caring for clients or observing in the following settings:
        i. Hospital units (do not have to obtain consent if scheduled in the OR for the entire day).
        ii. OR unless assigned to the unit for the shift.
        iii. Labor and delivery
    b. In addition to patient consent, the student must obtain the PHYSICIAN'S consent to observe the following:
        i. Surgery
        ii. Delivery of an infant
7. Contacting your instructor:

a. Contact the instructor by calling their cell phone. If there is no answer, the instructor is likely talking to another student or in an area of the hospital where cell phones must be shut off (i.e. ED). Leave a message and then stay near the phone for up to five minutes so they can contact you. When working with a clinical nurse preceptor, the instructor can be contacted by cell phone or via the Remind app.
b. Unless implementing a call list or given explicit permission to do so, students are not to call an instructor's personal cell when not in the clinical setting.
c. If, for whatever reason, the student has not made verbal or face-to-face contact with the instructor within two hours of the start of a hospital rotation, the student should be very assertive in seeking the answer as to why this is.

Preparing for Clinical

This is applicable to all clinical semesters.

1. For ALL rotations, at least one week prior to that rotation, review the documents specific to that setting within the file on the Moodle site.
2. For ALL rotations, review the Clinical Expectations within this handbook.
3. For ALL precepted rotations, the student should take a copy of the Clinical Performance Evaluation Form and an envelope to clinical with them.
4. For ANY ROTATION WHERE THE STUDENT IS PHYSICALLY SEPARATED FROM THE INSTRUCTOR, the student should read and take with them to clinical the ISU Practical Nursing Program Preceptor Handbook.
5. Students will carry their skills checklist with them each clinical day.

Post Clinical Conference

1. For each full clinical day, (time – as decided by faculty) will be spent in post-clinical conference (PCC). This is our time to reflect upon student activities and experiences, and a time to discuss concerns, clarify confusion, for additional learning activities and for the instructor to make announcements. The students should consult his/her clinical instructor for the time post-clinical is arranged.
2. The instructor will arrange locations for PCC and pass this information on to the student as soon as possible. The student is advised to keep this schedule with clinical information. Occasionally a change is made.

3. Students are expected to be on time for PCC. Faculty will take into account that an occasional emergency does occur, but if a pattern of behavior develops where the student is often late, it will be factored into grading under Professionalism. "Emergency" means just that. If an opportunity to complete a task that the student has not previously completed arises and it is close to PCC time, the students should contact the instructor to discuss whether or not he/she may participate.
4. Students need to plan travel to the PCC location when determining when to leave the unit or facility. This should never be more than 30 minutes before PCC unless travel from another town is necessary.
5. Students who have late rotation start times will still be required to attend PCC (i.e. doctor's offices).
6. Students are expected to take notes in PCC. This is so the student may refer back to points discussed and so that the student can share information with a student that might have missed PCC. Students do not need to take notes on student experiences, but all other information should be noted. If a student misses a PCC (i.e. absence or late/missed due to events on the unit), it is the student's responsibility to obtain the information from another student. Students are expected to know the announcements made even if late or absent.

Grading – Overall Performance

A student's clinical practice progresses from simple to complex in relation to individual health needs of all age groups and include the family as a support in a variety of settings. For example, students taking one patient in an acute care setting during final semester will score lower than a student who takes two or more patients of the same acuity.

The student-instructor interactions have the primary goal of increasing student understanding, when needed, and of improving the student's critical thinking. In other words, the instructor is not focusing on singleinfractions of a non-serious nature, but on improvement over time. A student's attitude and active participation in learning may be reflected on their final course grade.

A student's clinical instructor will complete a clinical performance evaluation for each semester and/or summer session. This Performance Evaluation will be signed by both the student and the instructor and will remain in the student's file.

Clinical Grades

Clinical grades are assigned as follows:

- The faculty member reviews the clinical course objectives and assigns a score to each subcategory of the Faculty-generated Clinical Evaluation Form.
- If a total score is less than 70%, the instructor will provide examples of non-exemplary performance (either directly on the Evaluation Form or as an attached page. Faculty may also provide students with education warnings, as needed.
- A copy of the faculty-generated evaluation and accompanying comments will be provided to the students.

Journaling and Discussion Postings

Journals and participation in Moodle discussion postings are methods of reflectively thinking about the clinical experience and increasing learning. Journals and/or discussion postings may be required during the student's clinical rotations and may be graded on a pass/fail basis rather than a letter grade.

Narcotic Count and Narcotic Keys

A narcotic count must be completed *if any narcotics are given by the student* before leaving the facility for the day. Students are allowed to participate in this. If the nurse does not remember, it is the student's responsibility to remind him/her. If the narcotic locks have to be re-keyed due to the student leaving the facility with the keys, the cost of the re-keying will be borne by the student. Neither ISU nor the facility will pay this cost.

Preceptorships

During certain clinical rotations, students' faculty representative may be located in another location.

Students will be notified of which faculty member is assigned to the various facilities at the start of, or prior to these rotations. Guidelines for clinical preceptorships are outlined in this manual as well as the ISU Practical Nurse Preceptor Handbook. Please carefully study each of these documents.

Evaluation of the Clinical Site

Staff: Evaluation of nursing staff and clinical site is strongly encouraged for quality improvement purposes. The document used for the student evaluating the nurse can be found on the clinical Moodle site.

Documentation

Students are expected to chart on all patient records as applicable. The instructor or assigned nurse can assist with this as needed. The student may document a narrative entry on a separate piece of paper if he/she wants it to be reviewed by the instructor or nurse before being written into the permanent record. Documentation should be completed with a black permanent ink pen.

If the student removes the patient chart for study purposes, he/she must leave an indicator in the chart file identifying who has the chart, where he/she is with it, and when it will be returned. When the chart is returned, the student should remove the indicator.

Assessments and interventions of any kind must be documented within a half-hour of completion. In long-term care settings the student may not be required to chart assessments, discuss with staff.

The student should sign each MAR for the patient, even if he/she does not give meds listed on the MAR during the shift. The student should indicate on the MAR what shift he/she was assigned to.

V. Student Clinical Expectations

Professional Performance

1. Manner and Appearance – the PN student will:
   a. Demonstrate awareness of the effect of own interactions with patients, peers, staff, and instructors.
   b. Exhibit discretion and maintenance of confidentiality by:
      - Speaking in a modulated voice at all times in the clinical area.
      - Discussing patient information only with those directly concerned with the patient's care and welfare and only in a private setting.
   c. Remain effective when under stress.
   d. Exhibit courtesy and tact to patients, peers, staff, and instructors.
   e. Maintain a positive demeanor.
   f. Maintain personal hygiene and grooming standards acceptable to the nursing profession by:
      - Practicing good oral and body hygiene.
      - Conforming to uniform dress standards as outlined in the practical nursing policies and procedures.
2. Dependability – the PN student will:
   a. Exhibit dependability by:
      - Being consistently prompt for clinical.
      - Completing assignments on time or reporting promptly if unable to do so.
      - Reporting to clinical area any absences at the time designated in the practical nursing policies and procedures.
      - Taking breaks and lunches within the time limit outlined in the practical nursing policies and procedures and as specified by the clinical instructor.
      - Report promptly to clinical conferences; participate with pertinent contributions.
   b. Report to the clinical setting fully prepared and ready for the work assignment. This includes assigned written work and/or drug guide.
3. Ethics – the PN student will:
   a. Maintain confidentiality by discussing patient information in appropriate learning situations only.
   b. Exhibit honesty and integrity by:
      - Reporting promptly to instructor any errors in patient care procedures or personal judgment.

- Prioritizing the needs of the patient without being influenced by personal need.
- Assume responsibility for his/her own actions by practicing clinical procedures in the skills lab until he/she has established beginning proficiency and has validated the correctness of these practices with the clinical instructor.
- Reporting any errors or problems promptly so that necessary action can be taken to rectify the situation.

c. Honor the code of conduct for nurses outlined in textbooks, ISU's practical nursing policies and procedures, class lecture and discussion, etc.

d. Exhibit discretion in conversations with peers, instructors, staff, patients and families. Keep conversations professional and appropriate.

e. When representing the nursing profession as a student nurse, show an understanding and acceptance of the personal, ethical and legal responsibilities of the nursing profession and the rights of the patient by consistently adhering to the criteria established by:
- The practical nursing policies and procedures
- The laws, rules, and regulations of the Idaho State Board of Nursing
- The readings in assigned textbooks
- Information received in class lectures and discussions
- Guidelines outlined by the clinical facility in which the student is practicing

4. Professional Growth – the PN student will:

a. Show evidence that he or she can accept and profit from constructive criticism by:
- Being receptive, non-defensive, and responsive to constructive criticism.
- Not offering excuses for behaviors.

b. Show evidence of profiting from past experience by:
- Changing behavior if indicated.
- Continuing to build skills.
- Showing increasing ability to problem solve and implement nursing care for the individual patient.

c. Be able to identify own strengths and weaknesses and take steps to improve deficient areas.

d. Set personal goals, establish a plan to achieve these goals, and evaluate progress made toward achieving those goals.

e. Exhibit responsibility for his/her own learning by:
- Arranging with instructor for clinical absences promptly.
- Minimizing personal problems and conflicts that interfere with school commitments.

- Arranging for and completing all make-up assignments.
- Setting up conference time with instructor when encountering problems.
- Becoming familiar with disease entities and all drugs of assigned patients prior to patient care.
- Becoming familiar with routines of the clinical setting.

5. Interpersonal Relationships: When with patients – the PN student will:
   a. Maintain the patient's dignity and privacy at all times.
   b. Recognize the emotional needs of the patients.
   c. Use therapeutic communication effectively.
   d. Identify and avoid the use of blocks to therapeutic communication.
   e. Demonstrate an awareness of the effect of one's own interactions with patients.
   f. Demonstrate an understanding of an ability to establish a professional nurse/patient relationship by:
      - Using empathy versus sympathy; transmitting feelings of warmth, kindness, and concern in all interactions.
      - Establishing a helping versus social relationship in which qualities of the helping person are demonstrated along with the use of techniques of therapeutic communication.
      - Showing respect for others, their opinions, way of life, values, and making the effort to determine the meaning of personal objects, belongings, beliefs, etc. that may have significance in the patient's recovery.
      - Exhibiting non-judgmental attitudes and acceptance of patient's rights through delivery of quality nursing care to the patient whose moral, social, religious standards differ from one's own.
      - Avoiding imposing own personal, moral, social, or religious values on the patient.
      - Limiting patient contact to hours of clinical including obtaining consent to care for the patient.

6. Interpersonal Relationships: With Staff/Instructors – the PN student will:
   a. Demonstrate awareness of the effect of one's own interactions with staff and instructors.
   b. Use a problem solving approach to work out solutions to difficulties that may arise between staff or instructors.
   c. Make attempts to solve interpersonal difficulties with the other person involved prior to seeking outsider assistance.
   d. Demonstrate professional support for colleagues.
   e. Maintain communication with staff or instructors with whom he/she is having conflicts.

f. Avoid seeking medical advice for self or family from staff, physicians or instructors.
7. Interpersonal Relationships: With Peers – the PN student will:
    a. Demonstrate awareness of the effect of one's own interactions with peers.
    b. Use a problem-solving approach to work out solutions to difficulties that may arise between peers.
    c. Make attempts to solve interpersonal difficulties with the other person involved prior to seeking outsider assistance.
    d. Demonstrate professional support for colleagues.
    e. Maintain communication with peers with whom she/he is having conflicts.

Technical Performance

1. Assessment – the PN student will:
    a. Perform a concise head-to-toe assessment on each assigned patient. This is done to establish baseline data and to assess changes in the patient's condition. This assessment is also used in care plan formulation.
    b. Admit patients, obtains complete nursing histories, perform a physical assessment, and write admission notes.
    c. Make hourly patient rounds to reassess patient status; more frequently if necessary.
    d. Assess and identify physical and psychosocial problems/needs to establish and update nursing care plans.
    e. Assess each patients and family's understanding of the disease process and the need for patient/family teaching.
    f. Assess the patient's surroundings for safety.
    g. In a real or simulated situation, the student will be able to:
        - Identify signs and symptoms of respiratory cessation.
        - Identify signs and symptoms of cardiac arrest.
        - Initiate cardiopulmonary resuscitation.
2. Planning – the PN student will:
    a. Assist in formulating the initial nursing care plans, based on data from nursing history and physical/mental assessment.
    b. Plan care for the day after performing an assessment and reviewing patient's record.
    c. Communicate with appropriate staff members regarding plan of action.
    d. Set realistic goals, both short and long term, with the patient for his or her care and recovery.
    e. Plan patient and family instruction prior to discharge.
3. Implementation

a. Organization—the SPN will exhibit organizational ability by consistently:
- Gathering information about the patient from major available sources before performing direct care and completing care plan.
- Gathering equipment before beginning care.
- Utilizing time, material, and equipment efficiently.
- Making decisions about proposed nursing care with consideration for particular basic needs of the individual patient
- Maintaining a neat and orderly environment.
- Taking into consideration a number of factors in the environment such as: needs of patients, overall unit activities, temperature regulation, lighting, ventilation, odors and noise control, safety and privacy, limitations of physical surroundings, etc.
- Changing plans for care as new information or circumstances arise without undue excitement or disorganization.
- Organizing work so that several different situations occurring closely together or simultaneously can be met with good nursing judgment.
- Discriminating between individual problems that are pressing; establishing priorities.
- Completing assigned tasks within a reasonable amount of time, finishing work within the allotted time frame

b. Problem Solving—the SPN will:
- Use a problem-solving approach when giving patient care in a real or simulated setting while providing for the safety, ethical, hygienic and comfort needs of the patient.
- Recognize patient's basic needs and make beginning nursing interventions using a problem-solving approach.

c. Initiative and Adaptability—the SPN will:
- Come prepared to the clinical facility by following the guidelines outlined in specific Policy and Procedure books.
- Independently seeks answers from appropriate textbooks and other resources.
- Seeks new experiences in the clinical setting.
- Assists other care givers as appropriate.
- Actively works at improving deficient skill and knowledge areas without reminders from the instructor.

d. Procedural Skills—the SPN will:
- Implement beginning and advanced learned skills in a real or simulated setting that include, but are not limited to:
  1. Use of medical asepsis, infection control, and universal precautions.

2. Use of surgical asepsis.
3. Accurate assessment of vital signs, height, weight personal hygienic care: hair, nails, foot, mouth, eye, ear, skin.
4. Bed making.
5. Moving and positioning patients.
6. Patient exercise and ambulation.
7. Restraint use.
8. Cast care, traction care, turning frame use.
9. Providing for patient's elimination needs: fecal elimination, urinary elimination, and ostomy care.
10. Preoperative and postoperative patient care.
11. Wound care: binders, bandages, hot/cold applications; dressings, drains, sutures, wound suction.
12. Patient aeration and oxygenation: oxygen therapy, suctioning, tracheostomy care, chest drainage, respiratory devices, and postural drainage.
13. Cardiopulmonary resuscitation.
14. Post mortem care.
15. Assisting with special procedures.
16. Venipuncture and IV therapy.
17. Administration of medications.
   e. Perform all direct patient care procedures exhibiting:
      - A good level of manual dexterity.
      - An adequate level of competence.
      - A degree of self-confidence.
      - Reasonable speed and accuracy.
      - Medical and/or surgical asepsis.
   f. Follow prescribed procedural steps outlined in textbooks, lecture, clinical facility policy, and procedure manual.
   g. Prepare the patient physically and emotionally for procedures as outlined in textbooks, lecture, clinical facility policy and procedure manual.
4. Reporting—the PN student will:
   a. Recognize and report significant changes and/or factors in the patient's condition to the primary caregiver and/or charge nurse, as indicated.
   b. Give a concise verbal or taped report of the patient's condition and nursing care provided to the primary caregiver and/or charge nurse prior to leaving the unit.
5. Documentation —the PN student will:
   a. Accurately record intake and output, vital signs, defecation, diet consumed, basic cares, etc.
   b. Chart neatly and legibly using a permanent black ink pen.

c. Chart completed procedures.
d. Use correct medical terminology and abbreviations in reporting and recording.
e. Chart about the problems listed in the patient care plan.
f. Accurately describe assessments, subjective and objective, planning, implementation of the nursing plan of care, and evaluations of planning and care.

6. Safety—the PN student will:
   a. Be aware of environmental safety hazards.
   b. Promote safety to prevent harm to patients, peers, instructors, and staff.
   c. Protect the patient and self from thermal, mechanical, chemical, biological injury.

7. Medication:
   a. When assigned to medication administration, in a real or simulated situation, the student will:
      - Observe the six rights: right patient, medication, dose, route, time, and documentation.
      - Follow established hospital routine including: checking physician's orders; checking the orders along with the medication sheet(s) at the beginning of each shift and after physician's rounds, checking nursing notes and/or medication administration record when appropriate; replacing and/or ordering medication; accurately recording medication administrations; researching medication prior to administrations; and/or accurately computing dosage in all systems.
   b. When assigned to patient care, know what medications the patient is receiving, the desired effects, possible adverse reactions, and how that patient is responding to said medication. Be able to answer patient queries or refer the patient to the proper resource, i.e., doctor, charge nurse, etc.
   c. Perform IV therapy within guidelines specified by the Idaho State Board of Nursing, classroom lecture, textbooks, and clinical facility policy.

8. Evaluation – PN student will:
   a. Evaluate and document each client's response and progress.
   b. Continuously evaluate the quality of the nursing care the client is receiving.
   c. Identify own need for guidance by asking for help when needed.

VI. ISU Practical Nursing Program Preceptor Guidelines

I verify that I have read the following guidelines and agree to comply with them.

Name of Facility: _____

Instructor Signature: _____

Preceptor Signature: _____

Student Signature: _____

In an attempt to provide the student an opportunity to fulfill objectives provided by the Idaho Board of Nursing (IBN), it is occasionally necessary to physically separate the student from the facility where his/her clinical instructor is located – or place the student at the facility at a different time than the clinical instructor is there. When a student is placed with a nurse employed by an affiliating agency in the absence of the clinical instructor, this is called a preceptorship. The nurse is the preceptor and the student is the preceptee. Neither the preceptor nor the preceptee is compensated by ISU. The IBN sets strict criteria for clinical preceptorships:

The instructor's role is as follows:

1. The instructor is to act as a resource for both the preceptee and the preceptor.
2. The instructor must be available via telephone at all times the preceptee is with the preceptor.
3. The instructor will arrange with the preceptor and preceptee that the top of this document is completed (with the signatures of the preceptor, the preceptee, and the instructor) and returned.
4. The instructor will arrange with the preceptor and preceptee that the Clinical Observation Form is completed (with the signatures of the student and the preceptor).
   a. The instructor will provide to the preceptor the following documents prior to the first day of preceptorship.
      i. A copy of the clinical schedule listing the dates and times that the student(s) will be at the facility and contact information for the instructor.
      ii. A copy of the student's current immunization status.
      iii. Portions of the current student handbook, which contains the Practical Nursing program policies and the IBN objectives.
      iv. Portions of the current Practical Nursing clinical manual, which contains the facility specific expectations for the student.

   v.   A copy of the procedure forms for skills taught in learning lab.
5. The instructor must be able to demonstrate that the preceptor meets the IBN requirements for preceptor status.

Faculty Role and Responsibilities

- Assist and consult with the preceptor throughout the assigned clinical course experiences
- Assure that each preceptor has a copy of the clinical course description, objectives, and faculty contact information
- Communicate frequently with the assigned Practical Nursing students and clinical nurse preceptors; this communication includes on-going as well as mid-term and end-of-course connections
- In collaboration with clinical nurse preceptors, review responsibilities related to Practical Nursing student assignments
- In collaboration with clinical nurse preceptors, review the student performance via the student clinical summary form
- Provide all grading and evaluation of Practical Nursing student's clinical performance

Preceptor's Role

1. The clinical nurse preceptor must be a licensed nurse (LPN, RN, or APN) and must be employed by the affiliating agency. The student may work with other facility personnel, as long as it is understood that it is the nurse who is precepting that student. The student must leave the facility if a licensed nurse is unavailable as a preceptor.
2. The top of this document is to be signed by the preceptor at the start of the student's shift. The student will provide this.
3. The preceptor will advise the student concerning the facility/unit routines and policies on the first day of the rotation. Examples: patient admission process, exam room set ups, diagnostic procedures, etc.
4. The preceptor will monitor and supervise the student in the safe performance of medication administration and any invasive skill (injections, IV related activities, catheterization, blood draws, etc.) until such time as the preceptor believes the student is safe to perform the skill independently.
5. The preceptor will monitor and supervise student documentation for accuracy and relevance.

6. The preceptor will supervise the student's performance of clinical skills and work ethic according to nursing Standards of Practice and Code of Ethics.
7. The preceptor will serve as a role model to the student and will promote adherence to defined practical nurse scope of practice and practice standards such as are found in the Idaho State Board of Nursing Nurse Practice Act.
8. The preceptor will communicate with the student's clinical instructor on a daily basis or as needed.
9. The preceptor will immediately communicate concerns regarding student performance to the clinical instructor.
10. The preceptor will complete the provided observation of the student's performance on a daily basis. The preceptor observation form can be found within the handbook as well as the Practical Nurse Program Preceptor Handbook. This blank form and an envelope should be given to the preceptor, by the student, at the conclusion of each day of preceptorship. The document should be completed as follows:
    a. The preceptor will complete the observation form and discuss his or her observations with the student.
    b. Both the preceptor and the student will sign the preceptor observation form.
    c. The preceptor will place this form in the student-provided envelope for return to their instructor on the same day as the rotation.
11. Note: The licensed nurse is ultimately responsible for the patient and their care. Close supervision of the student is recommended.

Preceptor Qualities Include

Clinical expertise, leadership and communication skills (includes assertiveness), critical thinking and problem-solving skills, and interest in professional growth and the teaching/learning process, a non-judgmental attitude, sensitivity to students' needs, and finally, flexibility, adaptability, and a good sense of humor.

Preceptor responsibilities include:

- Professional:
  - Commitment to the preceptor role and a desire to supervise and share experience
  - Commitment to the leadership process in nursing
- Procedural:

- o Carefully read and study the PN Clinical Nurse Preceptor Information booklet prior to the experience as a clinical nurse preceptor; sign the form indicating this process.
- o Orientation and socialization of the precepted student to the clinical unit and facility
- o Supervising and monitoring of precepted nursing student(s)
  - ▪ Observation and review of the precepted student; on-going communication of these observations and reviews with the faculty member AND the student
- o Participate in site visits/conferences with the faculty member
- o Facilitate the clinical practice of the precepted student
- o Directly supervise patient care provided by the student and inform faculty member if any problems arise during the clinical rotation time period
- o Identify the student's ability to meet course objectives and validate the accomplishment of course assignments and objectives; at the completion of the clinical hours, prepare a summary of the student's performance related to course objectives using the clinical summary tool
- o Validate the student's level of preparation for the assigned patients and unit
- o Maintain strict confidentiality of all student-related information

The clinical nurse preceptor is an LPN, RN or NP who will serve as a willing supervisor for the PN student. The clinical nurse preceptor should be knowledgeable and competent in the direct application of the nursing process and critical thinking in caring for patients within her or his clinical area of expertise. The clinical nurse preceptor should show a keen interest in steering PN nursing students' growth and transition into the practical nurse practice role.

The assigned clinical nurse preceptor will directly supervise the activities of the PN nursing students within the clinical area. The preceptor will regularly communicate with faculty regarding student performance.

Preceptor Guidelines for Calling/Paging the Clinical Course Faculty Member

Immediate notification of the faculty member:

In the case of a sentinel event, the immediate notification of the clinical course faculty member is imperative. Notify the faculty member:

- When any event occurs that results in the use of an incident report
- When the student is absent or late for scheduled clinical experiences

- If you observe the student as being unsafe, unprofessional, or in violation of nursing practice standards and/or practical nurse scope of practice

Notations regarding the practical nursing student's (preceptee) role:

The PN student will work with the preceptor, in the same manner as outlined in the student handbook, for instructor-student relations.

1. The PN student preceptee will, with the assistance of the preceptor, seek out a variety of clinical experiences.
2. The PN student preceptee will carefully review and competently complete the clinical objectives for the assigned area and clinical course.
3. The PN student preceptee will follow guidelines listed within the practical nurse student handbook, clinical expectations, facility policy and procedure documents, and Standards of Practice set forth by the IBN and nursing textbooks.
4. The PN student preceptee will arrange for the instructor to sign the top of this document prior to the rotation and for preceptor to sign the top of this document at the start of the shift. The person signing the top of this document as preceptor must be a NURSE, at or above LPN status.
5. The PN student preceptee will arrange for the preceptor to complete the student observation form as stated in the guidelines and will participate in the clinical observation discussions as well as the signing of the clinical observation form. The nurse preceptor completes the clinical observation form.

PN Student Role and Responsibilities

- To be on-time, dependable, healthy, and adequately prepared for each clinical day and experience
- Appropriately document and report all pertinent information, and patient responses to teaching and care, according to standards of practice and unit/facility policy
- Immediately communicate significant findings and changes relative to patient status, to the clinical nurse preceptor and as appropriate, other members of the healthcare team
- Demonstrate knowledge of ethical/legal practice, communication, cultural diversity and lifespan, conservation of resources, evidence-based practice, pharmacology, pathophysiology, critical thinking, caring, and teaching/learning, when caring for assigned patients
- Discuss with the preceptor the actions, side effects, contraindications, required patient teaching, mathematical calculations, and recommended dosage ranges for all medications and treatments administered

- Demonstrate awareness of own strengths and weaknesses and describe methods for improvement during each clinical experience
- Request help and supervision from clinical nurse preceptor when unsure and when performing unfamiliar procedures
- Function within the practice and scope (no greater) of the pre-licensure practical nursing student during precepted clinical experiences.
- Move beyond the "comfort" level of familiar CNA practice and scope
- During clinical experiences, sign name as follows: Jane M. Doe, ISU, SPN (or according to clinical site requirements).

Student Limitations

- Students are NOT permitted to administer any blood, blood products, radioactive agents, or IV chemotherapeutic medications
- Students are NOT permitted to function as code team leaders and may not intubate, insert central lines, or infuse medications via epidural route
- Students are not permitted to take independent verbal orders or sign off orders. Clinical nurse preceptors are encouraged to allow preceptees the opportunity to "listen-in" when telephone or verbal orders are needed and follow-up with the appropriate signature. This will allow students this opportunity without jeopardizing legal requirements
- Students are NEVER permitted to work as CNA's or follow CNA protocol or practice, during PN clinical experiences

Student: The staff nurse (or preceptor) the student worked most closely with is to complete a supervision/observation form on the student each clinical day. The daily observation form can be found within this clinical manual. The document should be completed as follows:

- The preceptor will complete the supervision/observation form and discuss these observations with the student.
- Both the preceptor and the student will sign the observation.
- The preceptor will place this form in the student-provided envelope for the student to return to their instructor, or the preceptor may mail the form to the nursing program

VII. College of Technology Resources and Services

Services for Students

Student Services: This office is located in two locations, the main floor of the Roy F. Christensen (RFC) Complex, Room 101, and the William M. and Karin A. Eames Advanced Technical Education and Innovations (Eames) Complex, Room 102. Student Services assists students with specific information about the programs at the College of Technology. Academic advisors are available to give students assistance with admissions, class and schedule advisement, academic resources, and specific information pertaining to a student's educational goals.

Hours are 7:30 am to 5:00 pm, Monday through Friday. Appointments can be made by calling (208) 282-2622. Appointments are recommended but are not required. Tours of the programs are available by appointment and can be set up by calling (208) 282-2800. isu.edu/tech/student-services

Tutoring Assistance: Students who are experiencing difficulties with their program instruction or classroom assignments may receive assistance. The student's instructorshould be contacted first, as many of the training programs have 'peer tutors' available who are familiar with the required curriculum and assignments.

Note: It is important to request assistance as EARLY in the semester as possible! At the point a student recognizes they are having difficulty, help should be sought immediately! Contact the TAP Center, (Tutoring, Academic support, Peer mentoring), located in Room 380 of the RFC Complex. Or telephone at (208) 282-3208 for an appointment to discuss specific tutoring needs. isu.edu/tech/tutoring

The Center for New Directions: Located within the RFC Complex on the third floor. The Center's telephone number is (208) 282-2454. Support programs are available at no costfor men and women who are interested in entering/re-entering the job market due to issues which might include: divorce; separation; death; or disability of a spouse. Servicesare available on job seeking skills, career information, self-esteem, self-confidence building, and personal counseling. The Center also provides a limited number of scholarships for single parents and for women and men interested in pursuing 'non-traditional' fields of training. isu.edu/cnd

Message from Center for New Directions

Success in this course depends heavily on your personal health and wellbeing.

Recognize that stress is an expected part of the college experience, and it often can be compounded by unexpected setbacks or life changes outside the classroom. You are encouraged to reframe challenges as an unavoidable pathway to success. Reflect on your role in taking care of yourself throughout the term, before the demands of exams and projects reach their peak. You are encouraged to reach out to the center about any difficulty you may be having that may impact your performance in this course. If you are experiencing stress in other areas of your campus life, the center will help you get in contact with other resources on campus that stand ready to assist you. In addition to your academic advisor, you are encouraged to contact the many other support services on campus that are available.

<u>Statement on Services</u>
- Students enrolled in the ISU College of Technology are eligible to receive free, confidential personal and career counseling from licensed professional counselors at **Center for New Directions (CND).** We offer individual counseling and Biofeedback. **Call 208-282-2454** Monday – Friday from 8am – 5pm to schedule an appointment or to speak immediately to a counselor if you are in crisis. www.isu.edu/cnd
- **ISU Counseling and Testing Services (CATS)** ISU Counseling and Testing Services (CATS) would like to remind all students who are enrolled in the current semester (part-time or full-time) they are eligible for free, confidential counseling services. CATS offers individual and group counseling, as well as Biofeedback Training. Crisis intervention services are available Monday – Friday from 8am – 5pm.

  To establish services:
  Please call 208-282-2130, Monday – Friday from 8am – 4pm.
  www.isu.edu/ctc

<u>Mental Health Services for Out of State ISU Students</u>
ISU Counseling and Testing Service (CATS) has partnered with LifeWorks, Inc. to bring the MySSP tool to ISU students while they are physically out of the state of Idaho. Through MySSP, students can access health assessments, real-time chat support, and free counseling from licensed mental health professionals.

<u>Accessing My SSP</u>
- Connect with My SSP by calling 1-866-743-7732 or visiting us.myissp.com. If calling from outside North America: 001.416.380.6578
- Download "My SSP" from the app store to use on your phone

Registration and Fee Collection Policy

- All students who are enrolled in semester-based programs must pay their

tuitionby the Friday before classes begin to avoid a $50 late fee. For tuition payment information, login to the ISU BengalWeb and go to the Finances tab.
- Students who are enrolled only in the eight-week classes (early and late), must paytuition by the first day of class.

Note: It is the individual student's responsibility, regardless of funding source, to seethat their tuition is paid on time and that they are officially enrolled at ISU. Students who do not pay tuition prior to the deadline may be disenrolled.

Financing Your Education

Students attending the ISU College of Technology can apply for federal financial aid bysubmitting a Free Application for Federal Student Aid (FAFSA) form each year they are enrolled at the University.   FAFSA applications are available on the web at:

studentaid.gov/fafsa

It is strongly recommended that students apply early. Keep the Financial Aid office notified of any changes in student status such as address change, marriage, etc.

Note: Students who leave school prior to successful completion may have to repay federal financial aid received. Call the ISU Financial Aid office immediately if you plan to withdraw from school, (208) 282-2756.   The website for financial aid is:

isu.edu/financialaid

Numerous scholarships are available to College of Technology students. The ISU Scholarship Department website lists those scholarships through the Bengal OnlineScholarship System (BOSS).

The most common scholarships are the Associated Students of ISU (ASISU) Need and Scholastic awards.   Funds for these scholarships come from a portion of the registration fees each student pays. Many scholarships are donated by business/industry, organizations, or individuals and have specific criteria, which must be met.

isu.edu/scholarships

Traffic and Parking

Note: Please refer to the ISU Parking web address at:

isu.edu/parking

Every motor vehicle on the ISU campus must be registered and display an appropriate ISU decal. Parking permits are available at the ISU Traffic Office located at the corner of South 5th and Humboldt Street, telephone (208) 282-2625.

Cost:

- General Lot: $110
- Reserved Lot: $331

Students may park only in the area their parking decal designates.   Students at the College of Technology may not park in the Cosmetology Patron parking spaces. The parking meters at the RFC Complex are reserved for visitors and new applicants inquiringabout school.   Students are NOT PERMITTED to park in metered spaces. Students should be aware of the ISU towing policy. Any vehicle will be towed at the owner's expense when it accumulates $50 in citations.

Any traffic tickets resulting in fines owed to the University must be paid or student's transcripts, certificates, and/or degrees will not be released upon completion of their training program.   In addition, registration for the next term will not be permitted until the fines and other financial obligations are paid or proper arrangements are made by the student.

VIII. Idaho State University Policies and Procedures

Student Conduct Rules and Regulations

The University encourages Students to approach personal decision making with the following expectations and principles. The following behaviors are considered violations and may be actionable under the Code:

A. Alcohol
   Illegal or unauthorized procurement, consumption, use, possession, manufacture, or distribution of alcoholic beverages. Alcoholic beverages may not, in any circumstances, be used by, possessed by, or distributed to persons under twenty-one (21) years of age.
   1. Regulations
      a. Consumption and possession of alcohol is prohibited in general use areas and all University residence halls. General use areas include all University owned, leased, or operated facilities, and campus grounds.
      b. Consumption and possession of alcohol, by persons of legal age, is only authorized in the University apartments and other areas designated by the President with the approval of the State Board of Education.
      c. Distribution of alcohol to a minor is prohibited.
      d. Possession and consumption of alcohol by a minor is prohibited.
      e. Possession and consumption of alcohol in areas that are designated as "alcohol free" is prohibited.
      f. Sale of alcohol, unless authorized by the State Board of Education and with the appropriate licenses and permits, is prohibited.
      g. It is prohibited for anyone of legal drinking age (21 or older) to consume alcohol in university residential facilities, in the presence of a minor, unless that minor is a roommate, spouse, or dependent.
   2. Enforcement of and sanctions for violations of the alcohol Code will be administered according to the procedures outlined in section VII of this policy.
B. Bullying
   Conduct considered severe, pervasive, and objectively offensive. Anything that undermines and detracts from another's educational experience and effectively denies access to university resources and opportunities.
C. Coercion
   The use or threat of physical violence or the improper use of actual or perceived

power, position, status, or influence to pressure others to do something against their will.

D. Dangerous Materials

Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on University Premises or use of any such item, even if legally possessed, in a manner that harms, threatens, or causes others to fear for their safety. The rare instances in which possession of firearms are allowed on campus is outlined in ISUPP *9000 Possession of Firearms*.

E. Destruction, Damage, or Misuse of University or Private Property

Any damage to or misuse of university or private property is a violation of this code.

F. Dishonesty, includes but is not limited to:

1. Furnishing false information to the University. This includes filing false, knowingly incomplete, or intentionally exaggerated reports or documents.
2. Forgery, alteration, or misuse of any University document, record, or instrument of identification.
3. Unauthorized possession, duplication, or use of keys or access codes to any University Premises or unauthorized entry to or use of University Premises.
4. Any acts that violate ISUPP 4000 Academic Integrity and Dishonesty for Undergraduate Students is a violation of this Code. This includes, but is not limited to plagiarism, cheating, and any other forms of Academic dishonesty. Possible violations of the ISU Academic Dishonesty Policy are administered separately by Faculty Members and Academic administrators. Certain behaviors may violate both the Academic Dishonesty Policy and this section, or others, of the Code. In that case, the Conduct Administrator will consult with the relevant department(s) and determine whether one process or both will be utilized.

G. Discrimination

Occurs when an individual or group of individuals is treated adversely (i.e., denied rights, benefits, equitable treatment, or access to facilities available to others) based on the individual's or group's actual or perceived membership in a Protected Class.

H. Disorderly and/or Irresponsible Conduct, including but not limited to:

1. Public Conduct that is objectively offensive, lewd, or indecent.
2. Breach of peace, or encouraging others to breach the peace on university property.
3. Conduct that endangers the health and safety of others and/or the public.

I. Disruptive Behavior During Instruction and Educational Activities

Faculty Members supervise classroom Conduct and may establish reasonable Conduct standards for their students through their syllabi or spoken directives.

Behavior that a reasonable person would deem as disruptive to the ability of a Faculty Member to teach a class or prevent other Students from receiving the benefits of instruction may be considered disruptive. If an instructor informs a student that a particular behavior is disrupting the learning activity or instructional interaction, the student should promptly stop the behavior. If a student continues the behavior, the instructor may refer the student to the Dean of Students or ask the student to leave the classroom. If a student is asked to leave, the student should leave the class quietly. If a student chooses not to comply or elevates the disruption by arguing about the request, Public Safety may be called to assist. Failure to comply with an instructor's request is a violation of this policy.

J. Disruptive or Obstructive Actions or Activities, include but are not limited to:
   1. Disruption or obstruction of teaching, research, administration, Conduct Proceedings, and includes speech that is manifestly unreasonable in time, place, or manner.
   2. Participating or leading others to participate in an on-or-off campus demonstration, riot, or activity that disrupts the normal operations of the University and/or infringes on the rights of other Members of the University Community.
   3. Obstruction of the free flow of pedestrian or vehicular traffic on University Premises or at university sponsored or supervised functions.
   4. Persistent speech, expression, or action that is so objectively offensive or concerning that it interferes with others' ability to live, learn, work, or pursue educational opportunities at the University.

K. Drugs
   Use, possession, manufacture, or distribution of controlled substances, as defined by the United States Department of Justice, and synthetic substances used as a substitute for controlled substances. Abusing prescription drugs is also prohibited.

L. Failure to Comply with Directions of University Officials, including but not limited to: ISU Public Safety officials, Residence Assistants or University employees acting in performance of their duties, and/or failure to identify oneself to these persons when requested to do so.

M. Harassment
   Unwanted or unwelcome behavior or Conduct toward an individual because of the individual's Protected Class that is sufficiently severe, persistent, or pervasive to have the impact of unreasonably interfering with a person's ability to live, learn, work, or recreate at the University.

N. Hazing
   An act that endangers the mental or physical health or safety of a student, or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. The express or implied consent of the victim will not be a

defense. Apathy or acquiescence in the presence of hazing is not a neutral act and are violations of this rule.

O. Intimidation

Behavior or Conduct intended to induce fear in others for the purpose of deterring them from acting or forcing them to act against their will. Pressure to obtain compliance may also be considered intimidation.

P. Invasion of Privacy

Making, using, disclosing, or distributing a recording or a photograph of a person in a location or situation in which that person has a reasonable expectation of privacy and is unaware of the recording or does not consent to it.

Q. Misuse of the Student Code of Conduct and Conduct Proceedings, include but are not limited to:
1. Failing to comply with a notice from a Conduct Officer, Conduct Board, or other University official to set an appointment or appear for a meeting or hearing.
2. Falsifying, distorting, or misrepresenting information before a Conduct Officer or Conduct Board.
3. Disrupting or interfering with Conduct Proceedings.
4. Submitting a complaint in bad faith.
5. Attempting to discourage others from participating in or using Conduct Proceedings.
6. Attempting to influence the impartiality of a Conduct Officer or a member of a Conduct Board prior to, and/or during the course of Conduct Proceedings.
7. Harassing or intimidating a Conduct Officer or a member of a Conduct Board prior to, during, and/or after a Conduct Proceeding.
8. Failing to comply with the sanctions imposed through a Conduct Proceeding.
9. Influencing or attempting to influence another person to commit an abuse of the Code.
10. Retaliating against any person for participating in a protected activity. The University considers the following activities protected:
    a. Making a report that alleges misconduct
    b. Speaking with University investigators about alleged misconduct
    c. Supporting a person who is participating in an investigation or Conduct Proceeding
    d. Sharing information with the University as a witness in an investigation or Conduct Proceeding

R. Misuse of Technology

Abuse of computer facilities and resources, including but not limited to:
1. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.

2. Unauthorized transfer of a file.
3. Use of another individual's identification and/or password or sharing one's identification and/or password with others.
4. Interfering with the normal operation of the University computing system or the work of another Student, Faculty Member, or University official.
5. Sending obscene, harassing, or threatening messages.
6. Downloading, sharing, and/or distributing copyrighted materials without the permission of the copyright holder and/or any other use of computer/network resources in violation of copyright law.
7. Any violation of the University Acceptable Use Policy and/or the Student Computing Contract.

S. Physical Violence

Any incident of physical violence is a violation of this code.

T. Sexual and Gender-Based Misconduct

Acts of sexual and gender-based misconduct are a violation of the Student Code. Allegations of sexual misconduct are investigated, processed, and appealed under ISUPP 1120 Sexual Harassment and Gender Discrimination.

U. Smoking/Vaping

The University maintains smoke-free campuses. Smoking/Vaping with any device or product, including e-cigarettes, is prohibited on University Premises unless a person is on a public street or sidewalk maintained by the surrounding municipality.

V. Theft

Acts of Theft are a violation of this code. Theft includes, but is not limited to:
1. Taking or removing others' property (including the University's), or attempting to take it without their knowledge or permission.
2. Assuming or appropriating the identity of another person for any reason.

W. Threats

Making statements or engaging in non-verbal acts that communicate clear intent to commit an act of unlawful violence to a particular person, persons, or property is a violation of this code.

Sanctions to Individuals for Violations of the Student Code of Conduct

May include educational and learning based outcomes as appropriate. The following sanctions may be imposed, singly or in combination, upon any Student found to have violated the Code:

A. Written Warning: A written notice that the student is violating or has violated University policy. A record of the warning is kept in the student's conduct file.
B. Probation: A written reprimand for violation of specified policy. Probation is for a

designated period of time. Sanctions may include loss of privileges or benefits. Additional sanctions up to and including suspension or expulsion may occur for additional violations of the Code.

C. Loss of Privileges: Denial of specified privileges for a designated period of time, including the privilege of representing the University in official capacities. However, decisions about eligibility to participate in NCAA intercollegiate competitions are administered by the Athletic Department.

D. Restitution: Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement. Financial penalties may be added to the Student's ISU financial account.

E. Discretionary Sanctions: Work assignments, essays, service to the University or the community, or other related discretionary assignments.

F. University Housing Suspension: Separation of the Student from University Housing for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

G. University Housing Expulsion: Permanent separation of the Student from University Housing.

H. University Suspension: Separation of the Student from the University for a definite period of time, after which the student is eligible to apply to return. Conditions for readmission may be specified and all sanctions must be completed prior to applying for re-admission. Suspension shall in no case be longer than two (2) calendar years. Suspension will be recorded on the Student's University transcripts.

I. University Expulsion: Permanent separation of the Student from the University. Expulsions will be recorded on the Student's University transcripts.

J. Revocation of Admission and/or Degree: Admission to or a degree awarded from ISU may be revoked for fraud, misrepresentation, or other violation of university standards in obtaining the degree, or for other serious violations committed by a Student prior to graduation.

K. Withholding Degree: ISU may withhold awarding a degree otherwise earned until the completion of the student conduct process set forth in the Code, including the completion of all sanctions imposed.

To see the full Student Code of Conduct ISUPP 5000 policy go to [Student Code of Conduct](#).

Substance Abuse Policy

The purpose of this policy, and the programs listed, is to work toward the prevention of substance abuse in the University community. Goals are to (1) present factual and accurate information regarding the dangers and hazards of drug and alcohol use, misuse and abuse; (2) offer recommendations for alternative behaviors; and (3) provide leadership in the dissemination of information. Through efforts in this area, the University wishes to encourage the creation of an educational environment for its students

conducive to making conscientious and healthy decisions when they are faced with the difficult choices associated with the use of legal and illegal drugs and alcohol and to provide a better working environment for the faculty and staff. Education efforts will be directed to all members of the University community: students, faculty and staff. It is the intention of the University to make drug and alcohol awareness and education an important part of the social and academic aspects of campus life.

In addition to the academic development of students, the University recognizes the importance of the health and safety of its students. To further enhance and improve opportunities for students in these areas, the University has developed the following policy and programs specifically related to substance abuse.

The University regards students as adults and as such expects them to take responsibility for their own actions. Many students are in an awkward position in that, for the most part, they are legally adults and have all of the rights and responsibilities thereof, except pertaining to the use of alcohol. The University is obligated to comply with State and Federal laws and to enforce rules and regulations adopted by the State Board of Education.

This policy is implemented for the purposes of enforcement and monitoring of the State Board of Education alcohol rule. The University cannot be responsible for the personal lives and decisions of students; however, if the use or abuse of alcohol threatens to cause disorder or danger to the members of the University community, others, or campus property, appropriate action will be taken. Enforcement and discipline shall be consistent and due process appropriate for the offense shall be applied in accordance with established University policies and procedures.

A. Rules and Regulations

Rules and regulations regarding drugs and alcohol are enumerated in the Student Code of Conduct; the section pertaining to drugs and alcohol is as follows:

1. Violations
   a. Possession or consumption of alcohol is prohibited on university property except as permitted in specified living quarters of persons of legal age (e.g., student apartments, but not individual residence hall rooms), and other areas designated by the President with the approval of the State Board of Education.
   b. Distribution of alcohol to a minor is prohibited.
   c. Possession of alcohol by a minor is prohibited.
   d. Possession or consumption of alcohol in areas that are designated as "alcohol free" is prohibited.
   e. If a student violates the Student Code of Conduct while under the influence of alcohol, this policy will also apply.
   f. Sale of alcohol, unless authorized by the State Board of Education and with the appropriate licenses and permits, is prohibited.

2. Enforcement

      a. All incidents of alcohol violations shall be reported to the Public Safety Office.

      b. All reports of incidents involving alcohol will be forwarded to the Director of Student Life.

      c. The Director of Student Life or their designee will be responsible for the following:

1. Determining if an incident reported constitutes a violation of the University alcohol policy.
2. Recording and tracking all students involved with alcohol violations.
3. Notification of the criminal justice system, when warranted, of the behavior of an individual involved in an incident.
4. Enforcing sanctions described.

3. Sanctions

    a. Minimum sanctions

    The sanctions described are minimum sanctions and do not limit the disciplinary power of the University in any matter involving Code of Conduct violations.

    b. Infractions and Mandatory Sanctions

1. First infraction of the Academic Year.
Student must attend an alcohol education class and will be placed on university conduct probation.

2. Second infraction in the Academic Year without injury or conduct likely to lead to injury.
Student is placed on disciplinary probation and, at the student's expense, must submit to a substance abuse evaluation administered by a qualified authority. The student will provide the evaluation results or authorize the release of the evaluation results to the Student Affairs Office.

3. Second infraction in the Academic Year with injury or conduct likely to lead to injury. Student is placed on disciplinary probation, and, at the student's expense, must submit to a substance abuse evaluation performed by a recognized authority. The student will provide the evaluation results or authorize the release of the evaluation results to the Student Affairs Office. The Director of Student Life or their designee may share all records of the incident with the Pocatello Police Department or other appropriate law enforcement agencies as deemed necessary.

4. Third infraction in the Academic Year without injury or conduct likely to lead to injury. Student is suspended from the University for one academic semester.

5. Third infraction in the Academic Year with injury or conduct likely to lead to injury. Student is suspended from the University for at least one academic year and all records involving the incident may be shared with the Pocatello Police Department or other appropriate law enforcement agencies as deemed necessary by the Director of Student Life or their designee.

    c. Recording Cycle for Violations is One Academic Year. The academic year begins the first day the residence halls open for the fall semester and will continue through the day prior to the residence halls opening for the next academic year.

    d. Right of Appeal. The student may appeal to the Director of Student Life or to the University Student Conduct Board. The procedure described in the Student Handbook will apply. On-campus residents who live in residence halls and who violate the alcohol policy in on-campus housing will be governed by the policy and appeals process described in the Standards of Residence.

Students who violate the Student Code of Conduct are subject to disciplinary action through the Residence Hall and/or the University Student Conduct Code. Students may also be subject to arrest and prosecution in cases where state laws have been violated. Sanctions up to and including expulsion may be imposed for drug or alcohol violations. A conviction for violation of state or federal drug laws may jeopardize federal financial aid.

The University will attempt to help students who have a problem and wish to receive assistance in dealing with that problem. The University will not, however, condone illegal activity; continued violation of drug or alcohol policies may result in expulsion.

The University Counseling and Testing Services shall serve as the department for referral for treatment of substance abuse problems. Upon referral or voluntary contact, the Center will evaluate each situation and either provide counseling and treatment or refer students to other appropriate agencies.

To see the full policy in the Student Handbook go to page 20 of the Student Handbook.

Smoke Free Policy

Idaho State University is committed to promoting a healthy and safe environment for students, faculty, staff and visitors. This policy is intended to reduce the health risks related to smoking and secondhand smoke for the campus community. Smoke and tobacco-free policies are becoming a national standard in order to foster a healthy

environment in all communities.

A. Smoking is prohibited on all property owned, leased or operated by Idaho State University ("University"). This consists of all buildings, including residence halls, all grounds, including exterior open spaces, parking lots, on-campus sidewalks, University-owned streets, driveways, athletic and practice facilities and recreational spaces; and in all University-owned or leased vehicles.
B. This smoking ban does not apply to public rights-of-way (sidewalks, streets) on the perimeter of the campus.
C. All University of University students, faculty, staff, contractors and visitors must comply with this policy. Individuals observed smoking on the campus will be informed and asked to stop.
D. Violators of this policy may receive a written violation and warning for a first offense. A second violation will receive a $35 fine and a third violation will receive a $100 fine. Violators may be offered the option of community service in lieu of a fine, at the discretion of Public Safety. In addition, repeat offenders who are visitors may also receive a trespass citation; faculty and staff may be referred to their supervisor and students may be referred to Student Affairs for appropriate actions under this policy.
E. Persons engaging in smoking and/or the use of Smoking Products in violation of this policy may be subject to the following:
    1. Students will be referred to the student conduct office. Violation of this policy is a violation of the Student Code of Conduct.
    2. Employees will be referred to their supervisor and/or appointing authority for appropriate action.
    3. Contractors will be referred to their respective employers for appropriate action.
    4. Visitors will be required to leave the campus if they fail to conform to the policy when advised.
F. Posted "No Smoking" signs shall not be obscured, removed, defaced, mutilated, or destroyed.
G. The sale, distribution, and sampling of all tobacco products and tobacco-related merchandise is prohibited on all university-owned and operated property and at university-sponsored events. Littering campus with remains of smoking products is prohibited.

To see the full Smoke Free Campus Policy ISUPP 2370 go to Smoke Free.

Academic Integrity and Dishonesty Policy

Policy Statement

Academic integrity is expected of all individuals in academe. Behavior beyond reproach must be the norm. Academic dishonesty in any form is unacceptable.

    A. Academic dishonesty includes, but is not limited to, cheating and plagiarism.

    B. This policy applies to all forms of university educational activities, including but not limited to, classroom, lab and online formats.

    C. Instructors are encouraged to include specific information in the course syllabus on academic integrity and dishonesty guidelines specific to the course format and evaluation activities, as well as the link to this policy.

    D. Students should not assume that any materials or collaborative learning activities are authorized unless explicitly stated by the instructor in the course syllabus.

Authority and Responsibilities

The Academic Dishonesty Policy is administered and supervised by Academic Affairs. Instructors are responsible for addressing suspected incidents of academic dishonesty within their respective courses. Deans serve as appellate officers when students challenge the findings and outcomes determined by instructors. Revisions and modifications to this policy are managed by the Office of the Provost and Vice President for Academic Affairs.

Definitions

    A. CHEATING is defined as using or attempting to use materials, information, or study aids that are not permitted by the instructor in examinations or other academic work.

    Cheating includes, but is not limited to:

        1. Obtaining, providing, or using unauthorized materials or devices for an examination or assignment, whether verbally, visually, electronically, or by notes, books, or other means.

        2. Acquiring examinations or other course materials, possessing them, or providing them to others without the explicit permission of the instructor. This includes buying or selling an assignment or exam, or providing any information about an examination in advance of the examination.

        3. Taking an examination in place of another person or arranging for someone else to take an examination in one's place.

        4. Submitting the same work or substantial portions of the same work in two different classes without the explicit prior approval of the instructor.

        5. Fabricating information for any report or other academic exercise.

        6. Fabricating or misrepresenting data.

        7. Copying down answers when provided during course testing or other standardized testing and giving them to other students who have not taken

the test. This includes using smartphones to photograph and transmit restricted test materials.
8. Removing the test instrument or test information from the testing room or other location without the instructor's explicit permission.
9. Assisting another student without the instructor's permission.
10. Deceiving instructors or other university officials about academic work.
11. Altering grades on one's own or another student's work.
12. Offering money or other remuneration in exchange for a grade.

B. PLAGIARISM is defined as presenting or representing another person's words, ideas, data, or work as one's own.
Plagiarism includes, but is not limited to:
1. The exact duplication of another's work and the incorporation of a substantial or essential portion without appropriate citation.
2. The acts of appropriating creative works or substantial portions in such fields as art, music, and technology and presenting them as one's own.

The guiding principle is that all work submitted must properly credit sources of information. In written work, direct quotations, statements that are paraphrased, summaries of the work of another, and other information that is not considered common knowledge must be cited or acknowledged. Quotation marks or a proper form of identification shall be used to indicate direct quotations. Students should be aware that most instructors require certain forms of acknowledgement or references and may evaluate a project on the basis of proper form.

C. ACADEMIC as used in this policy is synonymous with "scholastic" and refers to school-related endeavors, whether the school is vocational or academic.

D. INSTRUCTOR/FACULTY MEMBER as used in this policy is defined as a person who is responsible for the teaching of a class or laboratory or other instruction. These terms include professors regardless of rank, instructional staff, graduate assistants, visiting lecturers, and adjunct, affiliate or visiting faculty.

To see the full Academic Integrity and Dishonesty Policy for Undergraduate Students Policy 4000 go to Academic Integrity.

Computer Misuse

Inappropriate use of the computer is considered computer misuse. All usage is to pertain to class instructional purposes. The supervisor of each lab will determine what is deemed "inappropriate use" for their particular lab. For specific computer lab policies, see individual lab instructor. Inappropriate use may result in denial of computer lab access at

the College of Technology. Refer to the Student Handbook Student Code of Conduct section, for additional information.

Idaho State University Student Handbook

The following policies fall under the guidance of the Idaho State University Student Handbook.

For more information on each topic, please find the policy and descriptions using the handbook link.

1. Students Rights and Responsibilities (page 4)
2. Withdrawal (page 6)
3. Academic Standing (page 10)
4. Petitions (page 16)
5. Sexual Harassment (page 18)
6. Student Complaints and Grievances (page 18)

isu.edu/StudentHandbook

Additional Idaho State University policies:

1. FERPA
   - isu.edu/ferpa
2. Title IX
   - isu.edu/titleIX
3. Satisfactory Academic Progress
   - isu.edu/satisfactory-academic-progress

IX. Idaho State University Resources and Services

Disability Services

Mission Statement

The mission of Disability Services (DS) is to increase equal opportunities and equal access to all programs and services sponsored or funded by Idaho State University. DS isdedicated to creating an accessible environment for students, employees, and community members with disabilities. In achieving this, DS:

Works collaboratively with University Partners to foster a welcoming, diverse, andinclusive University community.

Collaborates with and empowers individuals who have documented disabilities by working together proactively to determine reasonable accommodation(s).

Promotes a culture of self-advocacy, responsibility, and agency.

Ensures compliance with the Americans with Disabilities Act Amendments Act (ADAAA) and other current legislation.

Readily responds to grievances and advances inclusion through the removal of identifiedinformational, physical, and/or attitudinal barriers.

Advocates for Universal Design (UD) as a crucial framework to support the diverse needsof students, faculty, staff, and community members.

Develops partnerships with external community members/groups to support theadvancement of equity and inclusion at the local, state, and national levels.

Provides institution-wide advisement, consultation, and training on disability-related topics, including but not limited to: legal and regulatory compliance and universal design.

Accommodation of Students with Disabilities

   A. Compliance and Services
      The Americans with Disabilities Act (ADA) is the civil rights guarantee for persons with disabilities in the United States. It provides protection for individuals from discrimination on the basis of disability. The ADA

extends civil rights protection for people with disabilities in matters that include transportation, public accommodations, accessibility, services provided by state and local government, telecommunication relay services, and employment in the private sector.

B. Idaho State University, in the spirit and letter of the law, will make every effort to make reasonable accommodations, according to section 504 of the Rehabilitation Act of 1973 and the ADA. ISU will not discriminate in the recruitment, admission, or treatment of students or employees with disabilities.

C. Grievance Procedures
    Students who feel they have been discriminated against based upon a disability and wish to file a grievance shall file such complaints with the Office of Equity and Inclusion. The investigation and grievance procedures established for acts of illegal discrimination shall apply

Contact Information

Disability Services; Division of Student Affairs

Rendezvous Complex, Room 125
921 South 8th Avenue, Stop 8121
Pocatello, ID 83209-8121
Phone: 208-282-3599
Fax: 208-282-4617
VP for ASL: 208-417-0620
Email: disabilityservices@isu.edu

Office of Equity & Inclusion

Mission Statement

The Office of Equity & Inclusion is committed to creating and maintaining a safe and respectful learning and working environment for all staff and students at Idaho State University by providing leadership, expertise and education in our mission to create anenvironment where all members of the ISU community can thrive.

Our webpage will detail the specifics of each of our areas of service to the campus community including:

- EEO policy and procedure
- Civil Rights including harassment and discrimination
- Title IX compliance
- Gender Resource Center
- Diversity Resource Center
- Training, workshops and events

Our helpful and friendly staff are available to work with any member of the university community. We look forward to serving you.

<p align="center">Contact Information</p>

<p align="center">**Office of Equity and Inclusion**</p>

<p align="center">Rendezvous Complex, Room 157
921 South 8th Avenue, Stop 8315
Pocatello, ID 83209-8315
Phone: 208-282-3964
Fax: 208-282-5829</p>

Additional Resources and Services

The following are Idaho State University resources and services to help our students succeed.

For more information on each topic, please use the links given.

1. Career Services
   - isu.edu/career
2. Commencement
   - isu.edu/graduation
3. Counseling and Testing Services
   - isu.edu/ctc
4. Disability Services
   - isu.edu/disabilityservices
5. Health at ISU
   - isu.edu/health

6. Parking Services
    - isu.edu/parking
7. Student Resources
    - isu.edu/student-resources
8. Tutoring
    - isu.edu/tutoring

Idaho State University | College of Technology

HANDBOOK SIGNATURE FORM

I acknowledge that I have received, read and understand the Practical Nursing Handbook.   I have also reviewed the Idaho State University Student Handbook and understand the privileges and responsibilities of attending Idaho State University.

_____   _____
PRINTED NAME   DATE

_____   _____
SIGNATURE   BENGAL ID #

_____
INSTRUCTOR SIGNATURE

CONSENT FOR PHOTOGRAPH RELEASE

I understand that my photograph may be used for educational purposes. I also understand that these photographs may be used in classroom discussions, reproduced to facilitate written and digital formats (including online), and/or be used in promotional materials (brochures, pamphlets, flyers, etc).

If there are limitations, please check one of the following boxes:
☐ Photographs must be altered to ensure facial identity is hidden.
☐ Do NOT use my photo for promotional or educational use.

_____   _____
PRINTED NAME   DATE

_____
SIGNATURE

XI. Computer Usage Policy

Idaho State University | College of Technology

COMPUTER USAGE POLICY

Person(s) using any of the ISU computing resources for personal gain, violation of security/privacy or whootherwise compromise the integrity of the hardware and/or software shall be prosecuted to the full extentof the law.

Legitimate use of a computer or computer network does not extend to whatever you are capable of doing with it. Although some rules are built into the system itself, these restrictions cannot limit completely what you can do and can see. In any event, you are responsible for your actions whether or not rules are built in, and whether or not you can circumvent them.

Inappropriate use of the computer is considered computer misuse. The supervisor of each lab will determine what deemed "inappropriate use" for their particular lab. For specific computer lab policies, see individual lab instructors. Inappropriate use may result in denial of computer lab access at the College of Technology.

The misuse of this computing account, or use of an account belonging to another, may result in the loss of your computer privileges. Where computing is required to complete course work this may effectively require transfer to a non-computer related program and/or hinder your pursuit of a degree. Examples of misuse are: sharing your personal account with another individual, using unauthorized passwords, use for financial gain or business purposes, sending offensive electronic mail or internet correspondence, chain letter, or other such correspondence, unauthorized transfer of computer programs or data, attempts to circumvent established procedures, computer security breach or attempts to break security.

I have read the entire student computing contract. I acknowledge and agree to use the ISU computing resources solely for university instructional, administrative, or research activities in accordance with above policy. I further acknowledge that any abuse of the above privilege may result in loss of computing privileges whether or not such privileges are necessary for continued enrollment in my present course of study.

_____   _____

PRINTED NAME   DATE

_____   _____

SIGNATURE   BENGAL ID #

XII. Educational Warning & Documentation Record

Idaho State University | **College of Technology**

Practical Nursing Program

Student Name⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯ Date⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯

Course Name and Number⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯

Professor/Instructor⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯

Subject of Educational Warning:⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯

Persons Attending Meeting⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯

⎯⎯⎯⎯⎯⎯Educational Warning Signed

⎯⎯⎯⎯⎯⎯Refer to Educational Warning for methods to improve, resources, remediation, etc.

⎯⎯⎯⎯⎯⎯Options Discussed:

⎯⎯⎯⎯⎯⎯Chooses to continue in course

⎯⎯⎯⎯⎯⎯Withdraw from Class [Deadline to withdraw from a class is one week after the official midterm grade reporting deadline as shown in the current ISU Academic Calendar.]

⎯⎯⎯⎯⎯⎯Withdraw from Program/ISU (circle one)

⎯⎯⎯⎯⎯⎯See Academic Advisor and/or Program Director

⎯⎯⎯⎯⎯⎯Read Student Handbook

⎯⎯⎯⎯⎯⎯Referred to College Dean or Department Chair

⎯⎯⎯⎯⎯⎯Referred to Student Services Advisor/Counselor

NOTE: Reentry into nursing courses includes space availability and Program/Instructor approval. Facility approval may also be needed for clinical courses.

Comments:

⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯   ⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯

Student's Signature   Date

⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯   ⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯⎯

Instructor's Signature   Date

Educational Warning & Documentation Record

Idaho State University | College of Technology

Practical Nursing Program

Student Name_____Date_____

Course Number and Title_____

Semester/Year_____

Reason(s) for concern regarding course requirements, objectives and/or ADRN program
policies/requirements/expectations:_____

_____

_____

Plan of action, on behalf of the student, to address concern(s) (i.e., the student will…):_____

_____

_____

Plan of action, on behalf of the faculty member, to address concern(s) (i.e., the faculty member will…):_____

_____

_____

_____

Benchmarks (when actions will be completed and/or evaluated):_____

_____

_____

Consequences of inaction or lack of improvement:_____

_____

_____

Faculty member's signature and date:_____

Date this Educational Warning was presented to the student:_____

Student's signature and date:_____

CC: Student, Student's Advisor, Program Director, Student File

XIII. Informed Consent and Release to Allow ISU to Use Student's Criminal Background Investigation, Drug Screen, and Any Other Applicable Reports

Idaho State University | **College of Technology**

Practical Nursing Program

Instructions: This form is to be used when a student is: 1) applying for admission to a program, 2) applying for field-based experience, or 3) requesting to complete a health care program's clinical requirement. Questions may be directed to the Office of General Counsel at (208) 282-2683.

I am submitting this form in conjunction with my: *(check one applicable item)*

_____1. Application for admission to the ISU College of Technology PNUR program.

_____2. Application for field-based experience with the ISU College of Technology PNUR program.

_____3. Request to participate in health care clinical education for the ISU College of Technology PNUR program.

I hereby authorize the University, any qualified agent, and/or clinical affiliate/agency to receive and use in connection with the program checked above any of the following information including, but not limited to: criminal background information, including copies of my past and present nationwide law enforcement records; drug screen reports; insurance; Social Security number trace for previous residencies, employment checks, Office of Inspector General (OIG) Sanctions List, General Services Administration's Excluded Parties Listing System (GSA/EPLS), violent sex offender and predator registry search, applicable state exclusion list, US Treasury Office of Foreign Assets Control (OFAC), and the list of specifically designated nationals. I will purchase an ISU approved criminal background investigation from the designated third party vendor for the purpose of assisting the Program and/or the clinical affiliate/agency in evaluating my suitability for admission to a program, field-based experience, or participation in a clinical internship experience. The release of information pertaining to a background investigation is expressly authorized.

I understand that information contained in the criminal background report or any additional reports may result in: 1) my being denied full admission to the Program and, consequently, dismissal from the Program; or 2) my being denied or dismissed from the field-based experience and, consequently, denied admission to or dismissal from the Program; or 3) my being denied a clinical assignment and, consequently, dismissal from the program. I also understand that I will be afforded the opportunity to be heard before any such withdrawal from the Program.

I understand that I have online access to the vendor's results to review the same information that the Program receives in a criminal background investigation. I understand that reasonable efforts will be made by ISU to protect the confidentiality of the information it receives. I further understand that the results of the criminal background check and other reports may be reviewed by the following individuals and entities when evaluating my suitability, including but not limited to: the applicable dean, chair, program, department, the Office of General Counsel, and clinical affiliates or agencies.

If adverse information is contained in my report(s), I understand that I can view my own results and may be

asked to provide more information in writing to the Program. I understand that admission decisions made by the Program are not subject to appeal.

I hereby give the Program permission to release my criminal background report and any other reports to affiliates and/or agencies to which I am assigned for clinical or educational experience prior to beginning the assignment and regardless of whether such affiliates and/or agencies have required the background check or other reports. I understand the affiliates or agencies may refuse me access to their clients/patients based on information contained in the criminal background check or other reports and that the affiliates'/agencies' criteria may differ from that of the Program.

I hereby release and hold harmless the State of Idaho, the University, its agents, officers, governing board, employees and/or the affiliates and agencies from any liability or damage in providing and disclosing such background information or any other reports. I agree that a photocopy of this authorization may be accepted with the same authority as the original.

I understand the University is not responsible for the accuracy and content of the background information provided by the third party vendor or any other reports and I hereby further release and hold harmless the State of Idaho, the University, its agents, officers, governing board, and employees from any and all claims, including but not limited to, claims of defamation, invasion of privacy, wrongful dismissal, negligence, or any other damages of or resulting from or pertaining to the collection of background information.

Additionally, I understand that the background check, drug screen, additional reports, program admission, field experience, and placement are subject to the requirements of the ISUPP Student Affairs.

I understand that I am responsible for all costs associated with this process.

My signature below show that I have carefully read this document and understand and agree to its contents:

_____   _____
Student's Signature (Student or Parent/Legal Guardian if under 18)   Date

_____   _____
Student's Name (Print)   Student Date of Birth

Please print or type all names you have used in the past (use other side of page if necessary):

_____

_____

- -

_____   _____
ISU Witness   Date

_____   _____
Printed Name   Department

XIV. Background Check with CastleBranch

Order Instructions for:

CastleBranch

Idaho State University College of Technology Health Occupations

1. Go to mycb.castlebranch.com
2. In the upper right hand corner, enter the Package Code that is below.
   - Package Code **ID41**

ABOUT

About CastleBranch:

Idaho State University College of Technology Health Occupations and CastleBranch – one of the top ten background screening and compliance management companies in the nation – have partnered to make your onboarding process as easy as possible. Here, you will begin the process of establishing an account and starting your order. Along the way, you will find more tailed instructions on how to complete the specific information requested by your organization. Once the requirements have been fulfilled, the results will be submitted on your behalf.

Order Summary

Payment Information:

Your payment options include Visa, Mastercard, Discover, debit, electronic check, and money orders. Note: Use of electronic check or money order will delay order processing until payment is received.

Accessing Your Account:

To access your account, log in using the email address you provided and the password you created during order placement. Your administrator will have their own secure portal to view your compliance status and results.

Contact Us:

For additional assistance, please contact the Service Desk at 888-666-7788 or visit mycb.castlebranch.com/help for further information.

XV. Medical History and Physical Examination

Idaho State University | College of Technology

Practical Nursing Program

College: _____ Department: _____

921 South 8th Avenue, MS_____

Pocatello, Idaho 83209-_____

Program of Study_____

Fax Number: _____ ATT: _____

STUDENTS PLEASE COMPLETE

BEFORE GOING TO YOUR PHYSICIAN FOR EXAMINATION

REPORT OF MEDICAL HISTORY

				M/F
Last Name	First	Middle		Sex

Home Address: Number & Street   City   State   Zip   Date of Birth

PERSONAL HISTORY

Please check those which **you have had or now have**

Have You Had	Yes	Date	Comments	Have You Had	Yes	Date	Comments
Head Injury with Unconsciousness				Tuberculosis			
High or Low – Blood Pressure				Heart Condition			
Back Problems				Jaundice			
Stomach, Intestinal, Gallbladder Trouble				Disease or Injury of Joints			
List All Operations:				Kidney Disorder			
				Allergy: Asthma			
List All Current Medications:				Hay Fever			

I hereby declare that I have no illnesses or emotional problems not discussed with my physician that will interfere with my enrollment in the program. I hereby grant permission for the information requested on this form to be released to the

_____ OF _____

_____   _____

Applicant's Signature   Date

PHYSICIAN PLEASE COMPLETE

REPORT OF HEALTH EVALUATION

BP   Height   Vision – Right 20/   Left 20/

Pulse   Weight   Corrected – Right 20/   Left 20/

ARE THERE ANY ABNORMALITIES?	YES	NO	DESCRIBE
1. Head, Ears, Nose, or Throat			
2. Respiratory			
3. Cardiovascular			
4. Gastrointestinal			
5. Hernia			
6. Eyes			
7. Genitourinary			
8. Musculoskeletal			
9. Metabolic/Endocrine			
10. Neuropsychiatric			
11. Skin			

HEPATITIS B	INFLUENZA	MMR	Tdap	VARICELLA	TB
+ Positive Titer -Negative Titer Attach lab result	Yearly Vaccine August – March	2 documented doses OR proven serologic immunity to all three	Booster as an adult within the last 10 years	2 documented doses OR proven serologic immunity	Skin Test (PPD) Mm induration (>10mm is +) OR IGRA + or −
Negative titer requires further evaluation		Attach copy of vaccine administration record OR attach lab result	Attach copy of vaccine administration record	Attach copy of vaccine administration record OR attach lab result	Attach copy of document PPD mm reading or IGRA lab result If positive* CXR attach report from radiology
Please refer to ISU screening recommendations for details about serologic immunity, vaccines, and *TB screening					

Is the patient now under treatment for any medical or emotional condition? Yes_____No_____
Does this person have any limitations regarding lifting and moving of people and or equipment?
Yes_____No_____
In your opinion, does this applicant have the mental and physical health to meet the requirements of being an active and successful student in the _____Department as well as for being employed professionally following graduation? Yes_____No_____
Comments:

_____   _____   _____

Physician's Signature   Date   Address

_____   _____

Print Name   Phone

XVI. Nursing Programs Email Etiquette Policy

Idaho State University | College of Technology

Practical Nursing Program

Please be advised faculty will NOT look at emails that are not professionally done and lack professional email etiquette. We are socializing you into a profession where emails are used daily. Not using correct email etiquette can delay a response. Below are some useful tips to use in your emails for years to come!!

- All emails **must** be from your Idaho State University email account; no other email addresses will be allowed. Please ensure you are using your @isu.edu account i.e. jenniebrumfield@isu.edu.
- Make sure your subject line is clear. In the event you have no subject line, emails will not be answered. Appropriate subject lines give the theme of the email and gives faculty an idea of the importance of your email. Make subject line as specific as possible. Invest an extra minute in a specific subject line, and it may make the difference between being ignored and answered quickly.
- Most professionals receive numerous e-mail messages each day, yet they may have little time to respond. Many people prioritize answering e-mails based on the subject line. A <u>blank subject</u> line is not useful to the reader.
- Here are a few examples of ineffective and effective subject lines:

Ineffective Subject Lines	Effective Subject Lines
Question	Question about Application Activity #1 – Inflammation
Request	Recommendation Letter Request
Class	Missing Class Due to Illness
Meeting	Meeting with you for extra help after class 1/28/20
Thank you	Thank you for your help in hesi remediation
Late	Coming to class at 11:00 am – 1:00 pm
Early	Leaving class at break 10:00 am

Salutation

- A salutation is a professional greeting such as Dear Professor XXX, Greetings Professor XXX. When choosing a salutation, consider the audience.
- Do not use first name only with an individual in a position of authority unless invited to do so. For example, you would address faculty as *Professor Name.*

The message

- Keep it brief and to the point. Use three-part structure of introduction, body, and conclusion.
    - Introduction: state purpose of the message
    - Body: supply the necessary details
    - Conclusion: Close with a courteous statement

E-mail Content, Organization, and Formatting Tips

- Provide all details the reader may need.
- Avoid stream-of-consciousness messages. In other words, don't just write words as they come to you; read it from the recipient's perspective and edit accordingly before you click "send."

Watch your tone and be respectful, especially if you're frustrated when you send the e-mail. Here are some useful tips!!

- Poor Tone: *"I tried to access the link to the Opposing Viewpoints database you recommended, but it won't go through! How am I supposed to complete this assignment?!"*
- Diplomatic Tone: *"I tried to access the link to the Opposing Viewpoints database, but I got a message that the server was unavailable. Is there a different database with similar information that I could use?"*
- Unprofessional Tone: *"Sorry for submitting the components of internship application separately. The requirements were really hard to find on your website, and I just now realized that I hadn't submitted one of them."*
- Professional Tone: *"Attached is the personal statement required for the internship application. I sent the personal information form and recommendations on May 4, so this submission should complete my file."*
- Do not use phrases such as: *"everyone is"*, *"its not just me"*. Emails should specifically address the question that YOU have. Please do not speak for everyone.
- Do not use threatening language such as: *"if this is not addressed I will go to the dean"* Emails that are received containing threatening language will be forwarded to the Director of Nursing Programs and the Dean of Students for review of code of conduct concerns.
- Use proper paragraphing. Many writers make the mistake of lumping all the content of an e-mail message into one long paragraph. Short paragraphs lend themselves well to skimming, a practice that most e-mail readers use.
- Add a space between paragraphs to provide a visual clue as to where a new paragraph starts.
- Use Standard English. Text language is unacceptable.

- Run a spell-check. In fact, consider writing important or lengthy messages in a word processing program. When you're satisfied with the draft, you can copy and paste it to the email program.
- Make sure that any attachments you intend to send are truly attached. Also, refer to the attachment in the message itself to alert the reader to its presence.
- E-mail is an excellent academic and professional tool you as students can use to your benefit. Extra time spent crafting effective e-mail messages is an investment in a practical and valuable communication skill.

**I acknowledge that I have read and understand the Email Etiquette Policy. If you have questions, pleases do not hesitate to seek clarification. **

_____   _____
Student Signature   Date

_____   _____
Faculty Signature   Date

XVII. Nursing Programs Student Acknowledgment of Professional Conduct Expectations

Idaho State University | College of Technology

Practical Nursing Program

Professional Behavior: Professionalism is defined as behaviors that demonstrate the ability to make independent and sound judgments. Professionalism in nursing reflects the American Nurses Association Code and is expected from all students enrolled in the College of Technology Nursing Programs. Professionalism also encompasses traits that project an image. This includes attitude, ethics, honesty, integrity, mannerisms, appropriate communication skills (verbal, non-verbal, written, electronic), personal hygiene, and the ability to remain effective under stress.

Professional behavior applies to both the clinical and classroom settings. Faculty strive to provide and encourage a supportive environment that optimizes learning. Respectful behavior and communication (oral, electronic or written) towards fellow students and faculty is expected as the standard. This includes active participation and attentiveness during lecture and classroom activities. Disruption of the learning environment with distraction such as side conversation or texting on phones, surfing the internet, working on other assignments etc. is unacceptable. The use of personal communication devices including, but not limited to, cell phones, ipads, ipods, iwatch etc. is distracting and not allowed during class lecture, clinical or lab periods. Students may make or send any necessary calls, texts or email during breaks and/or give prospective callers the phone number of the PN program instructional assistant (208) 282-2864, or the number of the clinical facility or clinical instructor.

Punctuality is also part of the professionalism to be maintained in a learning environment by all students. Being on time to all clinical settings, classroom lectures, lab experiences and any other learning activity is expected. It is assumed that adult learners will make appropriate decisions regarding unavoidable absences. Absences should be communicated to faculty as soon as possible.

Netiquette: When meeting via Zoom, consistent professional behavior, courtesy and etiquette is expected equally. Be on time and plan to give your attention and presence for the entire meeting. Be mindful of distractions and background noise that can occur, using mute or excusing yourself as needed. Recording or photographing of the session is not allowed without permission.

Accountability: Practical nurse students are *accountable and responsible* for their own nursing actions and decisions. Students interact within legal aspects of the practical nurse role in terms of confidentiality, honesty and integrity, medication administration and treatments as prescribed by healthcare providers, documentation, and maintaining safe and effective practical nursing care. Practical nurse students are also accountable and responsible for maintaining a level of physical and mental health that allows them to function safely and competently. This is a board of nursing, as well as a program requirement. Please reach out to faculty about any difficulty that may impact your performance in the program. If you are experiencing stress in other areas of your life, instructors will get you in contact with other resources on campus that stand ready to assist you.

Academic Honesty: Honesty and integrity are essential qualities in the profession of nursing. Dishonest conduct is unacceptable. In cases of academic dishonesty, such as cheating or plagiarism, students will be dismissed from class, given failing grades and risk dismissal from the program. Any student found to be cheating on an exam, quiz or other assessment will receive a zero for the course. If you are unsure if a practice might be considered cheating, please check with the instructor and/or do not engage in that practice.

_____   _____
Student Signature   Date

XVIII. Drug Screening Letter of Introduction

Please see the attached Idaho WorkCare Drug Screening Letter of Introduction.

![Idaho Workcare logo] ![Idaho State University logo]

Idaho State University
College of Technology Health Occupations
921 S. 8th Ave., Stop 8380, Pocatello, ID 83209-8380
ATT: Sheri Kunkel
Phone: (208) 282-4370 Fax: (208) 282-3975

Letter of Introduction
<mark>Students will **SELF-PAY** at Collection Site</mark>

Failure to report to a collection site listed below, and provide results as instructed, before _____
may be considered a refusal to test. Students are responsible to make appointments for testing as
necessary. Please retain a copy of your results.

Program: **Practical Nursing**   Date Scheduled: _____   Time: _____

Student Name: _____   ID#:_____

Reason for test: **Type:**
__X_____Pre-Practicum   __X_____Instant 10-Panel
_____Random   _____Breath Alcohol
_____Post-Accident
_____Other:_____

Collection Facilities Idaho Workcare

Idaho Falls	Blackfoot	Twin Falls	Rexburg
Legacy Health Partners	Ellis Chiropractic	Canyon Springs Chiropractic	Orchard Chiropractic
203 N Holmes	512 W Judicial	2167 Village Park Ave, #100	160 E Valley River Dr. #3
Idaho Falls, ID 83401	Blackfoot, ID 83221	Twin Falls, ID 83301	Rexburg, ID 83440
(208) 522-2591	(208) 782-9793	(208) 737-1430	(208) 656-8883

Other Collection Facilities

Meridian	Pocatello	Pocatello
Unity Health Center	ISU Student Health Center	Portneuf Medical Center Work-Med
745 S Progress Ave	990 Cesar Chaves Ave	500 S 11th Ave, #500
Meridian, ID 83401	Pocatello, ID 83209	Pocatello, ID 83201
(208) 895-6729	(208) 282-2330	(208) 239-1940
COST $35	**COST $20**	**COST $38**

Student: By signing below you are requesting that the testing facility and/or Idaho Workcare release your
results to Idaho State University College of Technology Health Occupations Department. This information
will be used to determine your practicum eligibility. These results will be protected, and will only be shared
with parties with an educational need to know as allowed by FERPA. By signing below, you agree to allow
testing facility and/or Idaho Workcare to release this personal health information.

Student Signature: _____   Date:_____

All Testing SITES: If further testing is required, please contact ISU. A clear readable copy of this release and
the screening results must be sent to: ATT: Sheri Kunkel at fax: (208) 282-3975, or email: kunksher@isu.edu
Idaho Workcare Testing SITE: The Associate Degree Registered Nurse student is responsible to pay to have
one Pre-Practicum, instant, 10-panel drug screen test completed at the contracted $25 rate. A clear,
readable, copy of this release and the screening results must be sent to: ATT: Sheri Kunkel at fax: (208) 282-
3975, or email: kunksher@isu.edu

Collector Printed Name_____   Signature:_____
Date result sent to ISU:_____   Time sent to ISU:_____Method: Fax/Email/Student

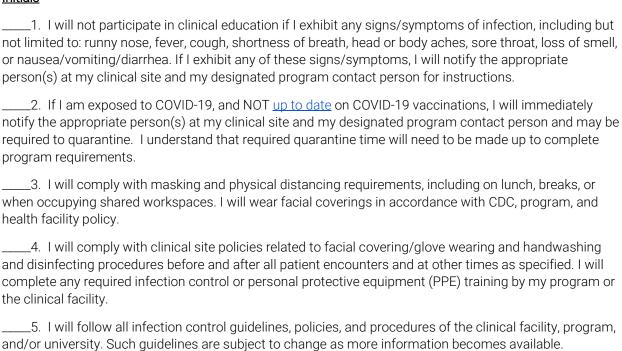# XIX. Clinical Education Assumption of Risk

Practical Nursing Program

Participation in clinical education, including clinical simulations in didactic (classroom) settings, is required by professional accreditation standards for health sciences programs. Participation in such activities, including any placement in a healthcare facility or clinical site (including hospitals, clinics, pharmacies, or other such entities) for the purpose of clinical education entails certain risks, including the risk of exposure to infectious diseases and other personal injuries. Similarly, there exists some level of risk in didactic settings. While every effort will be made to minimize risks to students, staff, and faculty, the elimination of all such risks is beyond the control of the program or university. Vaccination for many infectious diseases, including COVID-19, may be required by a healthcare facility for placement in clinical education. If unvaccinated, restrictions upon student activities by the program or site may be imposed. Placement at certain healthcare facilities or sites may be contingent on vaccination status and requirements may change without advanced notice. Educational opportunities missed due to lack of vaccination may delay graduation and/or result in additional educational expenses.

I freely and voluntarily accept the health risks and potential facility requirements described above to complete my clinical educational requirements. I also understand that COVID-19 vaccination is recommended, but not required by Idaho State University. I understand that COVID-19 vaccination may be required by some health facilities or clinical sites to participate in certain aspects of clinical education. If I choose NOT to be vaccinated for COVID-19, I may be required to adhere to additional guidance based on CDC recommendations. Before engaging in clinical education, please read, initial, and sign the following:

<u>Initials</u>

_____1. I will not participate in clinical education if I exhibit any signs/symptoms of infection, including but not limited to: runny nose, fever, cough, shortness of breath, head or body aches, sore throat, loss of smell, or nausea/vomiting/diarrhea. If I exhibit any of these signs/symptoms, I will notify the appropriate person(s) at my clinical site and my designated program contact person for instructions.

_____2. If I am exposed to COVID-19, and NOT up to date on COVID-19 vaccinations, I will immediately notify the appropriate person(s) at my clinical site and my designated program contact person and may be required to quarantine. I understand that required quarantine time will need to be made up to complete program requirements.

_____3. I will comply with masking and physical distancing requirements, including on lunch, breaks, or when occupying shared workspaces. I will wear facial coverings in accordance with CDC, program, and health facility policy.

_____4. I will comply with clinical site policies related to facial covering/glove wearing and handwashing and disinfecting procedures before and after all patient encounters and at other times as specified. I will complete any required infection control or personal protective equipment (PPE) training by my program or the clinical facility.

_____5. I will follow all infection control guidelines, policies, and procedures of the clinical facility, program, and/or university. Such guidelines are subject to change as more information becomes available.

_____6. I recognize the dangers to myself and others of acquiring infectious diseases during clinical education, including the possibility of health-related consequences of such diseases. I recognize that vaccination for COVID-19 and other infectious diseases is recommended to decrease the risk of these consequences.

_____7. I have the right to feel safe during clinical education. I have the ability to talk to my clinical instructor regarding any concerns I may have related to breaches in infection control measures or public health recommendations at any clinical education site.

_____8. I recognize I have the right not to participate in clinical education because of potential risks to myself and/or members of my household. I recognize that any missed clinical education time due to lack of participation will need to be made up to complete program requirements and may delay my graduation.

_____9. If I test positive for COVID-19, I will notify my program's clinical coordinator and follow their instructions.

_____10. I will follow all ISU or health facility-related screening requirements.

11. Vaccination status. Please initial one of the following and provide dates if applicable:

_____   I have been fully vaccinated* with an FDA-approved COVID-19 vaccine. **Date(s):**_____, _____

_____   I have been fully vaccinated* with an FDA-approved COVID-19 vaccines, including being up to date with the recommended   boosters. **Date(s):** _____,_____,_____ ,_____

_____   I have not received an FDA-approved COVID-19 vaccine, but will be fully vaccinated* within 6 weeks.

_____   I will not be receiving an FDA-approved COVID-19 vaccine.

*Fully vaccinated means that you have met the vaccine recommendations included on the CDC webpage which is kept up to date.

Documenting Exemptions:

Students may request an exemption to a clinical facility or site's vaccination requirement for valid medical or religious reasons. If a student chooses not to be vaccinated for a medical or religious reason and seeks an exemption from the vaccination requirement imposed by a clinical site, further documentation may be required by the site. Some sites may facilitate the religious exemption request themselves and the student will need to complete the site's appropriate form. Other sites may ask the university to help facilitate this process. Decisions to accept an exemption request are generally up to the clinical site.

Medical exemption requests: Students should work with the ISU Office of Disability Services for disability accommodations. Students can fill out a Student Request for Services Form or call (208) 282-3599 (Pocatello), (208) 373-1723 (Meridian), or email disabilityservices@isu.edu. Upon the conclusion of the accommodation process, the Office of Disability Services will email a letter to the student with the decision of the medical exemption request for submission to any requesting clinical site.

Religious exemption requests: Students should work with the Office of Equity and Inclusion for a religious exemption request by completing the Religious Exemption Request Form. The Office of Equity and Inclusion will email a letter to the student with the decision of the religious exemption request for submission to any requesting clinical site. Students can reach the Office of Equity and Inclusion at (208) 282-3964 or email taysshir@isu.edu to request the form.

Opt-out Guidelines:

In general, satisfactory progression through professional curricula requires that students complete clinical and didactic course requirements in the semester in which they are enrolled. Programmatic requirements are based on professional accreditation standards and licensing board requirements, and include clinical education activities. Should a student be unable to complete requirements due to illness or CDC-recommended isolation/quarantine, make-up work may be allowed if congruent with programmatic or university policies for other medically-related absences. Should a student choose not to complete any course or program requirement related to clinical education, the student is responsible for contacting the course instructor and providing a rationale for "opting out." Opt-out policies may vary between programs; students should contact their individual programs for specifics on process. Delays in progression and/or graduation may occur due to quarantine time and/or if a student chooses to opt-out of any aspect of required coursework or clinical education.

_____   _____

Student Signature   Date

_____

Student Printed Name

This assumption of risk is in effective for the course of the program of study or until a new document is signed, whichever is greater.

Updated 5/17/23 CTO   Reviewed by ISU General Counsel

XX. ATI Testing & Remediation Rubric

Complete Practice Assessment A = 1 point			
Remediation: (uploaded to Moodle) • For each Content Area missed, utilizing ATI Focused Review/Critical Points Template, identify at least three critical points to remember, written in your own words with rationale. **1 point** • Take the Post-Quiz. **1 point** • Take a screen shot of your Individual Performance Profile and a screen shot of your content areas report (this may be the same screen but require two screen shots to capture all data), **1 point**			
Proctored Assessment			
Level 3 = 4 points	Level 2 = 3 points	Level 1 = 2 Points	Below Level 1 = 1 points
Remediation: (uploaded to Moodle) • For each Content Area missed, utilizing ATI Focused Review/Critical Points Template, identify at least three critical points to remember, written in your own words with rationale. **.67 points** • Take the Post-Quiz. **.67 points** • Take a screen shot of your Individual Performance Profile and a screen shot of your content areas report (this may be the same screen but require two screen shots to capture all data) **.67 points**			
Retake optional	Retake optional	Retake required	Retake required
Points Earned for Course Grade			
10/10 points	9/10 points	8/10 points	7/10 points
Retake Improvement			
After completion of the retake exam, scores will be adjusted to reflect an increase of 1 point for an increase in level achievement or an increase of .5 points for improved percentage achievement.			

XXI. ATI Policy Regarding Post-Graduation Study

Idaho State University | College of Technology

Practical Nursing Program

The nursing faculty strives to promote the successful passage of the PN-Licensure Examination (NCLEX-PN) on the first attempt. Students are responsible for their own learning and must work to achieve the passing standard by fully engaging in the experiences that are provided by ISU's nursing program. Students are also responsible for independent study upon completion of the program. Students are encouraged to take the NCLEX as soon as possible after program completion to increase the likelihood of success.

To ensure NCLEX-PN success, the Practical Nursing faculty has put the following policy in place:

Students must complete to the 50% mark of Virtual ATI NCLEX-PN Review (VATI) before the affidavit of program completion is sent to the Board of Nursing if the following criteria are met:

 1) They have received any below level one on any exam excluding the Nutrition exam,
 2) They have received 3 or more level ones, excluding the Nutrition exam,
 3) They score less than 85 or lower predicted probability on the comprehensive predictor.

Once the 50% mark is completed (med-surg module is completed), the program will submit the affidavit of graduation to the Board of Nursing.

Please initial:

 I am aware of this policy _____

 I understand that my official graduation date is August _____, and that I am encouraged to complete VATI (if required) prior to this date. _____

 I understand that regardless of the number of level ones, or my comprehensive predictor score, I am highly encouraged to utilize VATI in order to increase my chances for success on the NCLEX-PN_____

 I recognize that the VATI guidelines are available to me in Moodle PNUR 0140, and that I have reviewed them_____

Initial **ONE**

 I am required to complete the VATI based on my exam and/or comprehensive predictor scores _____

 I am NOT required to complete the VATI based on my exam and/or comprehensive predictor scores _____

Student Name: _____ Date: _____

XXII. Student Informed Consent

Idaho State University | College of Technology

Practical Nursing Program

STUDENT INFORMED CONSENT FOR SHARING OF PERSONAL INFORMATION AND COURSE WORK, AND ACKNOWLEDGMENT OF PROGRAM POLICIES AND PROCEDURES

SHARING OF PERSONAL INFORMATION - As a Practical Nursing student, I will be providing faculty, staff, preceptors, and peers with personal information such as my telephone numbers, mailing and email addresses, photographs, and other contact and informational data. For the purposes of interactive distance learning, connections, and communication, I agree to share this information. I further agree to keep all personal information given to me in strict confidence and to use this information only within a professional, ethical, and legal framework.____ (initials)

PRACTICAL NURSING COMPETENCY Policy - As a condition of progression and completion of the PRACTICAL program, nursing competency will be assessed each term. Students will be required to take nationally normed examinations throughout the curriculum and make a satisfactory score on such examinations. In the last term of the curriculum, students will be required to take a nationally normed comprehensive exam and make a satisfactory score on such exam prior to graduation._____
(initials)

SHARING COURSEWORK WITH PROGRAM REVIEWERS - I hereby provide permission to my instructors and ISU representatives to show my work in this program, only on a need to know basis and only for the purpose of course and program evaluation. In signing this form, I recognize that my rights to confidentiality will be preserved. _____ (initials)

CONFIDENTIALITY STATEMENT As a practical nursing student, I will be working with patient information that is confidential. Charts and records of patients are to be seen only on a "need to know" basis. Federal and state statutes and regulations regarding the private and confidential nature of patient medical records protect patient information. Due to the ethical and legal standards of a patient's right to privacy, I understand that information I may be exposed to during the course of my clinical affiliations may not be discussed or shared in any way outside the health care facility and should only be discussed within the facility if necessary to assure the health and safety of patients.

Violation of the confidentiality rights of a patient may result in liability, including monetary damages.

I understand that any violation of confidentiality will result in immediate dismissal from the Practical Nursing Program.____ (initials)

CONSENT FOR INVASIVE Procedures - As a student in the practical nursing program at Idaho State University, I give my consent to receive and to administer the following invasive procedures:

1. Physical Assessment _____ (initials)
2. Fingerstick blood glucose testing _____ (initials)

The clinical sites, state, or university may require other similar invasive procedures _____(initials)

LIMITATIONS ON INVASIVE PROCEDURES I understand that any invasive procedures I perform are limited to being attempted or accomplished only while under the direct supervision of a qualified
professional nurse._ (initials)

BLOODBORNE PATHOGEN EXPOSURE- As a practical nursing student, I have been informed of the blood-born pathogen exposure protocol to be followed should I have an exposure incident and I agree to follow this protocol to the best of my ability. I have also been trained in universal precautions. _____
(initials)

VIDEO/AUDIO/PHOTO RECORDING - As a student in the practical nursing program at Idaho State University, I understand that photos/video/audio recording of laboratory or other performance checks may be required. I give my consent for the program faculty/classmates/preceptors to record clinical performance and other activities that I participate in, and to show those recordings to other students or
view/listen to those recordings to augment learning experiences. (initials)

I recognize that I am personally accountable for my own practice in the clinical area within the boundaries of the Idaho State Nurse Practice Act as defined for the practical nurse and must also follow the policies and procedures of the health care agency(s) to which I am assigned during my time as a
student of the Practical Nursing Program at Idaho State University. (initials)

I understand that I may be held legally and ethically liable for any injury or damage done to patients/families/communities for whom I care in the clinical setting if I deviate or if I fail to follow the guidelines provided by the health care facility, clinical manuals, regional/national standards of practice, and/or the policies and guidelines contained in this Practical Nursing Program Student Handbook. _____
(initials)

I understand that the practical nursing program (and its faculty, staff, and administrators) reserves the right to revise policy guidelines and requirements of the Program at any time for improvement of the Program (including the learning experiences of students in the

program). I will be notified of the changes along with the date of implementation and will be expected to adhere to the new policies and requirements._   (initials)

I further acknowledge that I have received and read the current Practical Nursing Program Student Handbook and the current Idaho State University Student Handbook. I understand and agree that these are the policies I will comply with during my Practical Nursing Program education at Idaho State University._____ (initials)

_____   _____
Student's Signature   Date

_____
Student's Name (Print)