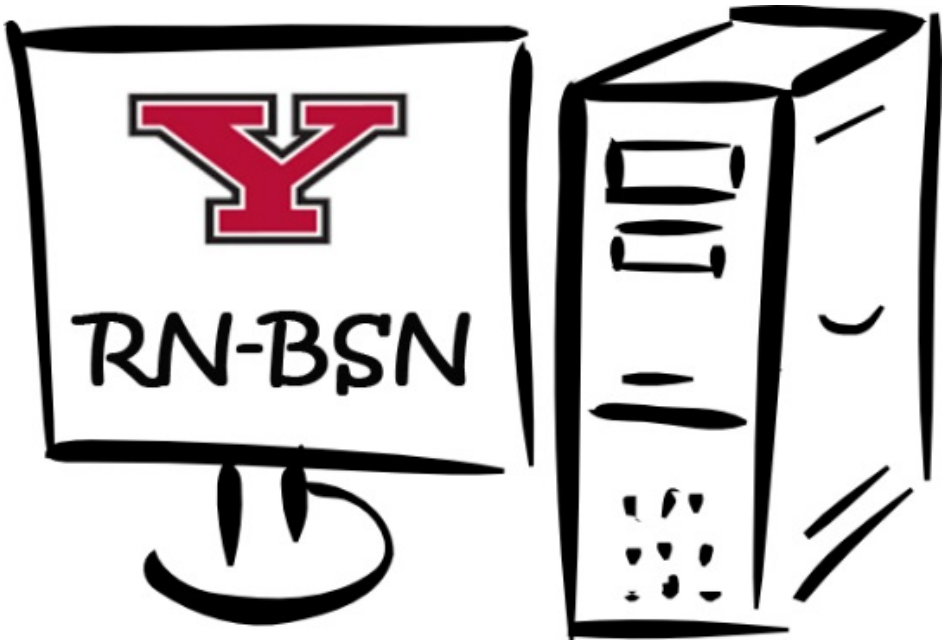
Department of Nursing
RN-BSN Student Handbook
2018 - 2019



Asynchronous Online Program

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INTRODUCTION

This handbook has been prepared for all Registered Nurses enrolled in the Asynchronous RN-BSN Nursing Program at Youngstown State University. It is our hope that this will assist you in obtaining your educational goal of a Bachelor of Science in Nursing degree from Youngstown State University.

Material included in this student booklet is intended to supplement the information in the *Youngstown State University Undergraduate Bulletin* regarding Mission and Goals, Student Requirements and Regulations, Grades and Grading, etc. Students are responsible for information in this handbook, the *Youngstown State University Undergraduate Bulletin*, and *The Code of Student Rights, Responsibilities, and Conduct*. All of these are accessible online via YSU's website: www.ysu.edu

The Department of Nursing, as part of the Dominic A. and Helen M. Bitonte College of Health and Human Services, has always maintained the highest standards and is proud of its record of preparing well-qualified professional nurses. We are confident that you will join us in maintaining this record and taking pride in your chosen profession and school.

ACCREDITATION

Youngstown State University's Undergraduate and Graduate nursing programs are accredited by the Accreditation Commission for Education in Nursing (3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; 1.404.975.5000; *www.**acen**ursing.org*) and the State of Ohio Board of Nursing (17 South High Street, Suite 400, Columbus, Ohio 43215-7410; 1.614.466.3947; www.nursing.ohio.gov).

HISTORY OF THE DEPARTMENT OF NURSING

Youngstown State University's Department of Nursing began in 1967, with a two year Associate Degree in Nursing (ADN) Program. The Department of Nursing was part of the new Technical and Community College (T&CC) within the University, which had recently changed from private to a state-supported institution. The first nursing class graduated in 1969 and received Associate in Applied Science (AAS) degrees. The program was accredited by the National League for Nursing (NLN) in 1973. The last Associate Degree class was accepted in 1987 and graduated in 1989.

In 1971, an RN-Completion Program was initiated and a Bachelor of Science in Applied Science (BSAS) with a major in nursing was awarded. With the initiation of this and other bachelor degree programs, the T&CC became the College of Applied Science and Technology (CAST). The Department of Nursing began reconstructing the completion program in 1978, and authorization was received from the Ohio Board of Regents to grant a Bachelor of Science in Nursing (BSN) degree in 1979. A grant from the Department of Health and Human Services provided supplemental funds to develop a freestanding BSN completion program. This program graduated its first class in 1981 and received an eight-year NLN accreditation in 1982.

Following a thorough study of community nursing needs by the Mahoning Shenango Area Health Education Network (now the Eastern Ohio Area Health Education Center), the Department developed a four-year BSN Program and submitted an in-depth change of program report to the NLN in 1984. The first four year entry-level BSN class graduated in 1988. The BSN program received an eight-year reaccreditation in 1990. In 1993, CAST became the College of Health and Human Services. The National League for Nursing Accrediting Commission (NLNAC), which was the accreditation arm of NLN, reevaluated the program and granted continuing accreditation for another eight years in 1998 and 2006.

Work began on development of a Master of Science in Nursing Program in 1988. In 1990, a proposal was submitted to the Ohio Board of Regents (OBOR). The program received favorable OBOR approval in 1996 and accepted its first class in September, 1997. The first MSN class graduated in the spring of 2000. This Clinical Nurse Specialist (CNS) Program in Chronic Illness received initial accreditation by the NLNAC in July, 2001. A Nurse Anesthetist Program, in conjunction with St. Elizabeth Health Center School of Nurse Anesthetist, Incorporated, was added in 2001. The charter class of 12 students was admitted in August, 2001, with 11 students graduating in August, 2003. MSN graduates are eligible to sit for the certification exam to become a certified Clinical Nurse Specialist (CNS) or Certified Registered Nurse Anesthetist (CRNA). Graduates from both the CNS and CRNA tracks are required to obtain a Certificate of Authority to practice as an Advanced Practice Nurse in the State of Ohio.

In spring of 1998, the Ohio Board of Education approved a School Nurse Licensure program offered through the Department of Nursing in conjunction with the College of Education. The curriculum can be taken by nurses as undergraduate or graduate credit. In 2005, a third option, school nursing, was added to the MSN program. Nurse Education and Family Nurse Practitioner options were added in 2011.

The Asynchronous online RN-BSN program was initiated in 2013 to meet the needs of working RN's in obtaining their Bachelor's degree and graduated its first class in 2014.

MISSION STATEMENT

The Department of Nursing supports the missions of Youngstown State University and the Bitonte College of Health and Human Services. The Department of Nursing provides high quality baccalaureate and graduate nursing programs that are responsive to the health care needs of society. The Department of Nursing values high standards of professional ethics; cultural, racial, and ethnic diversity; and student-faculty relations that foster excellence in teaching, learning, scholarship, and public service.

The program offers both a four year entry-level track for new or transfer students who do not have a diploma or degree in nursing or a RN-BSN completion track for Registered Nurses with a diploma or associate degree. The curriculum is designed to include a broad base in general education and a strong nursing foundation. Graduates are prepared to function as generalists with professional and technological competence in a variety of settings.

PHILOSOPHY

The following is the Department's beliefs about humanity, environment, health, professional nursing practice and learning. The human being is an interwoven unity influenced by cultural, biological, psychosocial and spiritual elements. Human functioning is a unique integration of these elements. Humans possess motivation, creativity, intellect and individual perceptions when functioning and interacting with the world around them. The individual should be considered an integrated whole that is unique and deserves respect.

The human being and environment form an integrated system. The environment that influences human function consists of internal and external components that affect individuals, families, groups and communities. The environment includes economic, political, social, spiritual and physical surroundings. Human beings can creatively change components of the environment that may increase their ability to achieve a desired level of human functioning.

The individual and society share the responsibility for one's health. Health is a state of wholeness or integrity of individuals. Health is a result of diverse cultural, biological, psychosocial, spiritual and environmental elements that exist on a continuum across the life span. Health demands are met by assisting individuals to participate in activities necessary to meet optimal health outcomes.

Nursing is a caring profession that exists to meet society's healthcare needs by assisting individuals, families, groups, and communities to identify and achieve their health goals throughout the life cycle. Nursing is an art that creatively uses knowledge from the sciences and humanities to plan and provide therapeutic interventions to meet the unique healthcare needs of society. Nursing is an evolving science that synthesizes concepts and theories through research and critical inquiry to develop an understanding of human responses to health needs. Nursing process is the basis of professional practice. Nursing assumes leadership roles in healthcare, legislation and public service to identify and implement changes in the delivery of healthcare.

Learning in the undergraduate and graduate nursing education programs is a continuous process involving cognitive, affective and psychomotor skills. Personal growth and self-discovery in the learning process are enhanced in an environment that encourages collegial relationships that stimulate a curious examination of the world. The results of the educational experience are the development of communication processes, critical thinking, analytic inquiry, creativity and professional judgment that prepares the student for future challenges in nursing practice.

Faculty serves as motivators and facilitators of learning. Faculty seeks to inspire an appreciation and desire in each student for new knowledge and life-long learning. Graduates of undergraduate and graduate programs will be an integral part of the continued development of the profession. The graduates will participate in endeavors to discover new knowledge and methods to meet the health needs of all individuals.

Youngstown STATE UNIVERSITY

Baccalaureate Nursing Student Learning Outcomes

The integration of nursing theory, clinical practice, and critical thinking serves as the foundation for the program and upon completion of the program, the graduate is able to:

1. Utilize the American Nurses Association Standards of Care when providing care for individuals, families, groups, and communities across the life span.

2. Utilize critical thinking in decision-making and problem-solving while adhering to the Professional Code of Ethics for Nurses.

3. Utilize effective and appropriate interpersonal communications and information technology.

4. Apply theories and research findings from nursing and other disciplines to provide evidence-based, clinically, competent care.

5. Provide culturally sensitive care and health education to individuals, families, groups, and communities.

6. Demonstrate leadership and apply management skills that promote accountability, legal and ethical conduct, and maintenance of standards of care.

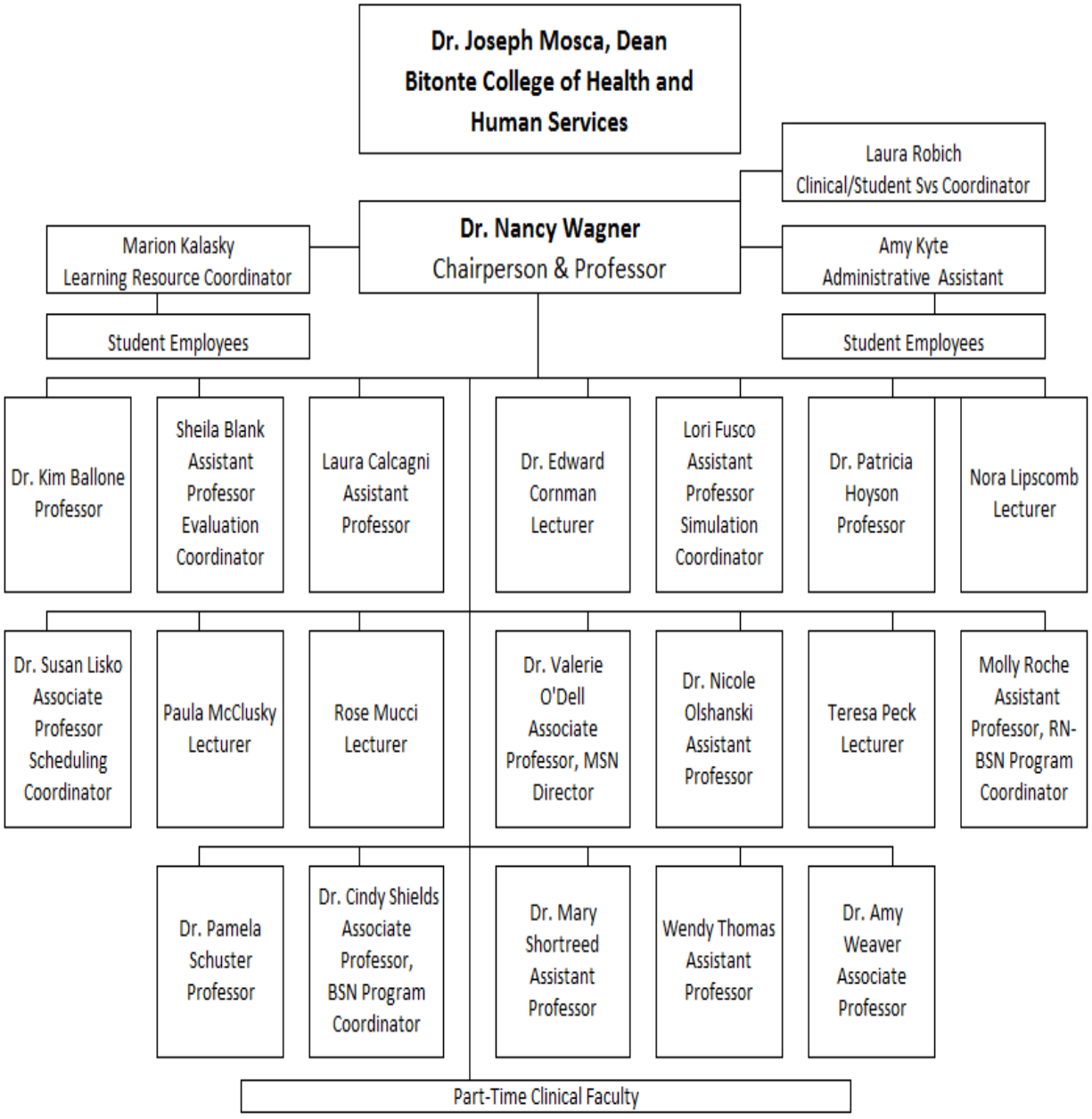
7. Collaborate with the interdisciplinary healthcare team in planning, coordinating, and evaluating outcomes for quality cost-effective care and continuous improvement of the healthcare system.

8. Manage human and material resources to provide access to healthcare for individuals, families, groups, and communities.

9. Advocate for public policy to provide and protect the health of the public.

10. Demonstrate commitment to life-long learning and service to the nursing profession.

DEPARTMENT OF NURSING ORGANIZATIONAL CHART



updated August, 2018

STUDENT ACADEMIC POLICIES FOR RN-BSN PROGRAM

I. General Academic Policy Statements

A. The general faculty organization of the Department of Nursing delegates to the Admission, Progression, and Graduation (AP&G) Committee the responsibility of implementing policies and procedures regarding admission, readmission, progression, and graduation. Following a review of grades each term, the AP&G Committee and the department chairperson act on student progression, readmission, and graduation matters according to established policies.

B. The AP&G Committee reserves the right to make recommendations concerning preference for readmission, progression, and graduation in order to preserve the high standards essential for approval by accrediting bodies.

C. The Department of Nursing reserves the right to implement changes in curriculum, schedules, and policies in order to preserve high standards essential for approval by accrediting bodies.

D. The Department of Nursing will inform students about policy and curriculum changes via their YSU email (student.ysu.edu) and class announcements.

E. The Department of Nursing reserves the right to dismiss a student for legal, ethical, academic, emotional, and/or physical reasons.

F. A decision to be absent from regularly scheduled theory and clinical classes, for whatever reason, including employment, does not excuse the student from the responsibility of examinations, assignments, or the knowledge acquired by attending class. Makeup of the class work, assignments, or examination(s) is the responsibility of the student, and will be determined by the faculty member.

G. Each student is individually responsible for adhering to the requirements of the nursing curriculum at the time of admission/readmission. **(See Appendix A: *Admission Policy & BSN Curriculum*)**

H. Students who have questions or concerns must adhere to the following steps:

- Students with general **academic concerns** must first consult with their faculty advisor**.**
- Students with concerns about a **nursing theory course** must first consult with the theory course faculty member.
- Students with concerns regarding **nursing clinical courses** must first consult with their clinical faculty member.

If questions or concerns are not resolved at the student-faculty level, the student or faculty member may request a joint meeting with the Chairperson of the Nursing Department.

I. The nursing student must practice within the boundaries of: 1) the Nurse Practice Act for the State of Ohio; 2) the Youngstown State University Department of Nursing Policies; 3) the clinical course objectives and guidelines; 4) the *Code of Student Rights, Responsibilities, and Conduct of Youngstown State University*; and 5) the policies and procedures of the health care agencies and community organizations.

J. Students are expected to abide by the following guidelines, "How to Avoid Disclosing Confidential Patient Information", developed for nurses by the National Council of State Boards of Nursing. (**See Appendix L: *Social Media Policy***).

K. Students should not do online or clinical coursework during scheduled work employment hours.

ADMISSION, READMISSION, AND WITHDRAWAL POLICIES

II. Admission Policy

Application Process

- Completion of Application to YSU and Required Fee.
- Completion of RN-BSN program application via: link: Nursing Program Application Form.
- Submitting to YSU Admissions an official transcript from any colleges attended including Nursing transcripts. Admission to the RN-BSN program cannot occur until all transcripts have been received.
- An active Registered Nurse license in the state where you will be completing clinical Practicum experiences is required. Nursing licenses are verified online at the Ohio Board of Nursing site by Department of Nursing personnel and copies kept in their Nursing office file.

Health Requirements/Immunizations, Drug Screening & Criminal Background Checks

- Health Requirements/Immunizations, Drug Screening and Criminal Background checks are only required as mandated by the Clinical Agency where Clinical hours are completed. Criminal Background checks and Drug screening clearance updates as required by clinical site's specific requirements. Additional immunizations or titers as required by clinical agencies may be needed. Students should contact the Education Department of their planned clinical sites before beginning Clinical experience.
- Malpractice insurance is required for all clinical nursing experiences and is provided by the University.

III. Military Credit

YSU has been designated as a "Military Friendly School" by G.I. Jobs, a magazine for military personnel transitioning into civilian life. At YSU, all military credit is awarded to a student, including the Joint Service Transcript. For questions regarding credit transfers, refer to Link to YSU Credit Evaluations. Classes may transfer as general credit, elective credit, or may apply to your degree.

Typically, the majority of credit is applied as elective hours unless the topic listed on the military transcript is equivalent to a nursing course offered at the University. Transcripts will be reviewed by the Department of Undergraduate Admissions and the Nursing AP&G committee. If requested by the Department of Veteran's Affairs, the Department Chairperson may be asked for final review.

The Student Veterans Resource Center is located at 633 Wick Avenue. They may be reached by phone at (330) 941-2523.

IV. Readmission Policy RN-BSN Students

A. Readmission Procedure as follows:

1. The student may need to reapply with the University Admission Office (See *University Undergraduate Bulletin*).
2. The student must submit a written request for readmission to the Admission, Progression and Graduation (AP&G) Committee. This letter must be received by the AP&G Committee no later than **March 1st** for Fall Semester readmission or **October 1st** for Spring Semester readmission.
3. Students are notified about their readmission status prior to the Last Day to Add a Class on the academic calendar.
4. Readmitted students must meet the curriculum requirements effective at the time of readmission.

V. Withdrawal Policy

A. Students withdrawing from the nursing program or any required course in the nursing curriculum **must:**

1. Inform the course faculty member (if withdrawing from an individual course)
2. Inform their individual nursing faculty advisor. Onsight and phone advising appointments are available upon request.
3. Notify the Admission, Progression and Graduation (AP&G) Committee in writing. This letter will be placed in the student's academic file. Failure to notify the committee will result in last preference for readmission.

PROGRESSION POLICIES

I. Grade Requirements

A. Students are responsible for adhering to the prescribed RN-BSN curriculum sequence, including but not limited to, course prerequisites and mandated sequencing of nursing classes. Deficiencies in prerequisite courses must be removed prior to taking sequential courses in nursing. Students must follow the RN-BSN Curriculum in the *Undergraduate Student Handbook* effective for the year of the student's admission/readmission to the nursing program (See **"Appendix A"** for a copy of the ***RN-BSN Curriculum Sheet***).

B. Students who register for courses not meeting pre-requisite requirements will not be permitted to remain enrolled in those courses. A student will be administratively removed from the conflicting course.

C. All pre-nursing, nursing, and nursing support courses (BIOL1560/L, FNUT 1551) *must* be taken for a letter grade. Electives, including general education elective hours, may be taken CR/NC. Only one course per term with a maximum of 12 semester hours in a baccalaureate degree program can be taken CR/NC. Refer to the *YSU Undergraduate Bulletin* CR/NC Policy and consult your nursing advisor before taking a course CR/NC.

D. Once admitted into the nursing program, students must maintain an overall cumulative GPA of 2.00 or above and a current RN unrestricted license.

E. The grading scale for the Department of Nursing is:

A=93-100 **B=**86-92 **C=**78-85 ***D**=70-77 ***F=**Below 70

* requires repetition in the nursing curriculum

F. A grade of "C" or better is required in all nursing courses and non-nursing support courses (BIOL 1560/L, FNUT 1551).

G. Students who receive an incomplete ("I") grade in a nursing or non-nursing support course (BIOL 1560/L, FNUT 1551) must remove the "I" with a grade of "C" or better prior to the beginning of the course for which it is a prerequisite. All "I" prerequisite course grades of incomplete must be removed for admission to the program.

H. When a student receives a grade of "D" or "F" in a nursing course or non-nursing support course, the course must be repeated. Once admitted into the nursing program, students may repeat only one required course in the nursing curriculum. Students who receive a grade of "D" or "F" in either a nursing or non-nursing support course (BIOL 1560/L, FNUT 1551) will be transferred out of the nursing program. The student must change their major to a major other than nursing or the major will be administratively changed to Undetermined/BCHHS and the academic file will be transferred to the BCHHS Dean's Office.

I. Students who receive a "D" or "F" in only one nursing (NURS) or non-nursing support course (BIOL 1560/L, FNUT 1551) may request readmission. Once admitted into the nursing program, students who earn a grade of "D" or "F" in more than one nursing course or nursing support course (BIOL 1560/L, FNUT 1551), must transfer to a major other than nursing and **will not** be readmitted into the nursing program. Students in this situation have the right to due process with the Admission, Progression and Graduation Committee.

J. Once admitted into the nursing program, students who earn a grade of "D" or "F" in more than one nursing course or nursing support course (BIOL 1560/L, FNUT 1551), must transfer to a major other than nursing and **will not** be readmitted into the nursing program. Students in this situation have the right to due process with the Admission, Progression and Graduation Committee.

II. Academic Honesty

A. The integrity of the academic enterprise of any institution of higher education requires honesty in scholarship and research. Academic honesty is therefore required of all students in the RN-BSN Program at Youngstown State University.

B. Academic dishonesty includes, but is not limited to:

- *Cheating* - intentional use, and/or attempted use of trickery, artifice, deception, breach of confidence, fraud and/or misrepresentation of one's academic work.
- *Fabrication* - intentional and unauthorized falsification and/or invention of any information or citation in any academic exercise.
- *Plagiarism* - knowingly representing the words or ideas of another as one's own work in any academic exercise. This includes but is not limited to submitting without citation, in whole or in part, prewritten term papers of another or the research of another, including commercial vendors who sell or distribute such materials. See Appendix P for Ethical Writing Policy for Online RN-BSN Program.

- *Facilitating dishonesty* - knowingly helping or attempting to help another commit an act of academic dishonesty, including substituting for another in an examination, or allowing others to represent as their own one's papers, reports, or academic works.

  http://www.umass.edu/dean_students/rights/

C. Students and faculty share joint responsibility to prevent cheating and plagiarizing by reporting any act of academic dishonesty. Any person who has reason to believe that a student has committed academic dishonesty should bring such information to the attention of the appropriate course instructor as soon as possible.

D. The student may receive a failing grade for a test, written assignment, or the course for participating in such acts. This action may affect the student's ability to progress in the nursing program. Also, refer to the Academic Honesty Statement in the *Youngstown State University Undergraduate Bulletin*, and Article III of the *Code of Student Rights and Responsibilities & Conduct* from the *YSU Student Handbook* (available on www.ysu.edu).

III. Clinical Risk

A. Students are required to perform clinical activities in a chosen health care agency during leadership in Nursing the last semester. Some risk is inherent to nursing students during their clinical education.

V. Clinical Requirements for Preceptor Experiences

The Department of Nursing reserves the right to dismiss a student whose clinical performance for any nursing course is deemed unsafe as characterized by dangerous, inappropriate, irresponsible, or unethical behavior. Student should begin planning this clinical experience and submit contract information during the semester prior to their Nursing Leadership course to allow planning and selection of preceptor and preparation of clinical site contracts. Contract information should be forwarded to Laura Robich, Clinical and Student Services Coordinator in the YSU Nursing Dept.

A. <u>ATTENDANCE FOR LABORATORY/CLINICAL COURSES IS MANDATORY</u>.

1. It is expected that students maximize their learning by attending all clinicals as planned. As part of professional responsibility, the student will notify the faculty and clinical agency preceptor in the event of absenteeism <u>prior to</u> their clinical start time.
2. It is expected that student attend all online classes and complete assignments during assigned time. Students are required to be active participants during online discussions.

B. Student Conduct

Students must adhere to the standards for safe nursing care set forth in Chapter 4723 of the Ohio Revised Code and the Ohio Board of Nursing rules adopted under that chapter, including, but not limited to the following:

1. A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the patient, and the patient’s response to that care.
2. A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.
3. A student shall not falsify any patient record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited

to, case management documents or reports, or time records, or reports, and other documents related to billing for nursing services.

4. A student shall implement measures to promote a safe environment for each patient.
5. A student shall delineate, establish, and maintain professional boundaries with each patient.
6. At all times when a student is providing direct nursing care to a patient the student shall:
    a. Provide privacy during examination or treatment and in the care of personal or bodily needs; and
    b. Treat each patient with courtesy, respect, and with full recognition of dignity and individuality.
7. A student shall practice within the appropriate scope of practice as set forth in division (B) of section 4723.01at *Link to Ohio Laws and Rules-Nurse Definitions* and division (B)(20) of section 4723.28 at *Link to Ohio Laws and Rules-Disciplinary actions* of the Revised Code for a registered nurse:

    "Practice of nursing as a registered nurse" means providing to individuals and groups nursing care requiring specialized knowledge, judgment, and skill derived from the principles of biological, physical, behavioral, social, and nursing sciences. Such nursing care includes:

a. Identifying patterns of human responses to actual or potential health problems amenable to a nursing regimen;
b. Executing a nursing regimen through the selection, performance, management, and evaluation of nursing actions;
c. Assessing health status for the purpose of providing nursing care;
d. Providing health counseling and health teaching;
e. Administering medications, treatments, and executing regimens authorized by an individual who is authorized to practice in this state and is acting within the course of the individual's professional practice;
f. Teaching, administering, supervising, delegating, and evaluating nursing practice.

8. A student shall use universal and standard fluid precautions established by *the Ohio Administrative Code at Link to Ohio Laws and Rules-Prevention of Disease Transmission;*

    During the delivery of healthcare, students shall be familiar with, observe, and rigorously adhere to the acceptable and prevailing standard precautions to minimize exposure to disease causing agents and prevent infection, including at least the following:

    - Appropriate use of hand hygiene;
    - Appropriate use of respiratory hygiene;
    - Effective disinfection and sterilization of equipment;
    - Safe injection practices;
    - Safe handling and disposal of needles and other sharp instruments;
    - Safe handling and disposal of blood and body fluid; and
    - Appropriate use of personal protective equipment, including wearing and disposal of gloves and other protective garments and devices.

9. A student shall not:
    a. Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a patient;

b. Engage in behavior toward a patient that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.

10. A student shall not misappropriate a patient's property or:
    a. Engage in behavior to seek or obtain personal gain at the patient's expense;
    b. Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient's expense;
    c. Engage in behavior that constitutes inappropriate involvement in the patient's personal relationships; or
    d. Engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient's personal relationships.

    For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.
11. A student shall not:
    a. Engage in sexual conduct with a patient;
    b. Engage in conduct in the course of practice that may reasonably be interpreted as sexual;
    c. Engage in any verbal behavior that is seductive or sexually demeaning to a patient;
    d. Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a patient.

    For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to sexual activity with the student.
12. A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:
    a. Sexual contact, as defined in section 2907.01 of the Revised Code at *Link to Ohio Laws and Rules-Crime Procedure;*
    b. Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.
13. A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section 4729.01 of the Revised Code at Link to Ohio Laws and Rules-Pharmacists, dangerous drugs definitions, in any way not in accordance with a legal, valid prescription issued for the student or self-administer, or otherwise take into the body any drug that is a schedule 1 controlled substance.
14. A student shall not habitually indulge in the use of controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.
15. A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of use of drugs, alcohol, or other chemical substances.
16. A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability;
17. A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance.
18. A student shall not misappropriate or attempt to misappropriate money or anything of value by intentional misrepresentation or material deception in the course of practice.
19. A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.

20. A student shall not aid and abet a person in that person's practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without a certificate issued by the board.
21. A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion;
22. A student shall not assist suicide as defined in section 3795.01 of the Revised Code at *Link to Ohio Laws and Rules-Assisted suicide definitions.*
23. A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the nursing program, its administrators, faculty, teaching assistants, preceptors, or to the board. http:/codes.ohio.gov/orc/4723-5-12.
24. A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the health care team for health care purposes only, shall access patient information only for purposes of patient care or for otherwise fulfilling the student's assigned clinical responsibilities, and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the student's assigned clinical responsibilities through social media, texting, emailing or any other form of communication.
25. To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.
26. For purposes of paragraphs (C)(5), (C)(6), (C)(9), (C)(10), (C)(11) and (C)(12) of this rule, a student shall not use social media, texting, emailing, or other forms of communication with, or about a patient, for non-health care purposes or for purposes other than fulfilling the student's assigned clinical responsibilities.

The student must demonstrate competency by responsible preparation, implementation and documentation of the nursing care of clients. In addition, the student must demonstrate respectful behavior toward all individuals (client, client's family, health team members, faculty, peers, and self) following the guidelines set forth by the American Nurses Association (ANA) Code of Ethics for Nurses. **(See Appendix K: *Code of Ethics for Nurses*)**

C. Unacceptable Clinical Behaviors

The Department of Nursing reserves the right to dismiss a student from the **Program** and/or **Clinical** who demonstrates unacceptable clinical behaviors that include, but are not limited to:

1. Failing to attend scheduled or planned clinical hours with their preceptor.
2. Attending clinical experiences under the influence of drugs and/or alcohol;
3. Refusing to care for an assigned client based on client's characteristics; e.g. race, culture, religious beliefs, or diagnosis;
4. Participating in acts of omission or commission in the care of clients, such as physical abuse; placing the client in a hazardous position, condition, or circumstance; mental/emotional abuse;

5. Disrupting client care or unit functioning related to poor interpersonal relationships with agency health team members, peers, or faculty;
6. Demonstrating behavior that affects one or more parameters of safe clinical practice and/or jeopardizes the well-being of the client, client's family, health team members, peers, or faculty;
7. Documenting dishonestly, breaching client confidentiality, soliciting of client for services leading to personal gain, and other behaviors listed under the Professionalism category of the clinical evaluation in the course syllabus.
8. Failing to adhere to OBN's rules as stated in Section V, B Student Conduct.

D. Due Process

1. A student who exhibits unacceptable clinical behavior and/or violates student conduct requirements set forth by the Ohio Board of Nursing will be given a verbal and written performance report by the clinical faculty member. The performance report becomes part of the student's academic file.
2. The faculty member will notify the AP&G Committee of the student's conduct, violation and/or unacceptable behavior for further consideration. The AP&G Committee will consider documented evidence from the student, faculty, or health team members when making recommendations regarding continuation of the student's participation in the program and/or clinical. The AP&G recommendation will be presented to the General Faculty and/or Chairperson of the Department of Nursing for the final decision.
3. The student will be notified of the decision, in writing, by the AP&G Committee.

E. Student Grievance Procedures - Grievances filed regarding academic matters must conform to the process described on the YSU website: Link to YSU catalog-academic grievances

Staff in the Department of Student Success will be available to the students for questions regarding conduct and grievances at 330.941.4703.

F. Dress Code/Name Badges

1. **Dress Code**

Shoes: Clean, white leather or vinyl shoes with white laces are to be worn. Open toes, open heels, high heels, canvas, tennis, or jogging shoes are unacceptable.

Jewelry: A plain wedding band and one small stud earring in each ear are the only jewelry that may be worn with the uniform. **No other body piercing jewelry is permitted.**

Grooming: Fingernails must be kept short, rounded, and clean. **Only clear, non-chipped nail polish is permitted**. Artificial fingernails/nail tips are **not permitted**.

Male and female hair must be worn in a style that is neat, well groomed, and off the collar. Long hair must be pulled away from the face with a headband or ponytail holder similar to the hair color. Plain barrettes or hair clips are also acceptable.

Hair is to be of a natural color. Unnatural hair colors (i.e. blue, purple, green, pink) are not acceptable.

Male students must be clean-shaven or maintain a beard style that reflects a neat, well-groomed appearance.

Make-up should be conservative and reflect a professional appearance. Perfume or cologne is **not** permitted.

All visible tattoos must be covered.

Gum chewing is not permitted while in the clinical laboratory.

Use of all tobacco products are prohibited during clinical hours.

YSU RN-BSN nursing students must also follow the clinical site policies, even if those policies are stricter or more specifically delineated than the policies stated above.

YSU RN-BSN students must wear professional clothes with lab coat or appropriate scrubs or uniforms as required by the clinical agency.

3. **Identification Badges**

YSU ID must be worn when attending clinical agencies as RN-BSN, YSU Nursing Student. An additional ID may be required by the clinical facility.

G. Incident Report Procedure for Injury in the Lab or Clinical Setting

If a student becomes ill or injured in the lab or clinical setting, faculty will follow the agency's policy or procedure. It may be necessary for faculty to call 911. Any medical expenses incurred are the responsibility of the involved student. The YSU *Accident/Incident Report* must be completed and filed with the Environmental and Occupational Health & Safety Department in Cushwa, Room 2303. This form is in addition to any forms that may be required by the particular clinical agency.

Some risk is inherent to nursing students during their clinical education. The Department of Nursing, its faculty and clinical agencies endeavor to exercise care to minimize such a risk.

H. Medical Emergency in an Office or Classroom

For ANY medical emergency that occurs anywhere on campus **DIAL 911**from a **CAMPUS PHONE**. If using a cell phone dial **330.941.3527. The YSU Police dispatcher will answer the 911 campus call.** Please provide the dispatcher with your specific location and all details you can provide. **The YSU Police are the first on the scene for a campus medical emergency**. Please remain on site until the campus police arrive so that you may provide any further information they may require. The YSU Police dispatcher will call for an ambulance if it is needed.

I. Inclement Weather Policy

If it is announced that all University classes at Youngstown State University are cancelled for the day, all off-campus clinicals are also cancelled.

Keep in mind that winter weather may require students to leave early and travel at a slower speed to meet their destination. Prepare for such circumstances in order to arrive on time for clinical experiences.

Students are encouraged to sign up for YSU Alert for cancellations and other important alerts. Students may also check the YSU Website (www.ysu.edu), listen to local radio (official station WYSU-FM 88.5) or television stations for University cancellation announcements. Do not call the Department of Nursing or the Clinical Site. Online courses in the RN-BSN program are usually not affected or canceled due to weather conditions.

VI. Academic Advisement and Information

A. Course Sequencing

Students are responsible for following the nursing program curriculum exactly as outlined on the curriculum sheet. The required sequencing of courses as outlined is necessary so that all prerequisite courses are met prior to subsequent courses in the curriculum. Do not deviate from the required sequencing of courses, make any course substitutions, or take transient courses at another college or university without first consulting with your faculty advisor and the Program Coordinator of the RN-BSN Program.

B. Nursing Courses with a Clinical Lab Component

Nursing 4854, Leadership in Nursing and Nursing 4846, Community Health for RN's also have a clinical lab component and the student should register for 4854L and 4846L respectively when taking these courses. When registering for a course with a clinical lab component, you must register for **both** the lecture and the corresponding lab section of the course.

C. Change of Name, Address, or Phone Number

Nursing faculty and staff often contact students. It is each student's responsibility to keep the Department of Nursing, the University (Records Department), and his or her faculty advisor aware of any changes in name, address, or phone number.

D. YSU Email Address and Blackboard

Students must utilize their assigned YSU email addresses (name@student.ysu.edu) and Blackboard as sources of information and communication with nursing faculty and nursing advisors. It is helpful if the student includes a "signature" that includes the student's full name and contact information.

E. Faculty Advisors

Each student is assigned a faculty advisor upon admission to the nursing program. Students should see their advisor at registration time as necessary and when they have academic, curriculum, registration, or other concerns. For advising onsite, or by email/telephone, all registered nurses must have a transfer evaluation of credits done before beginning the nursing program. Ongoing advising is highly recommended to facilitate program progression and completion.

VII. Student Resources

A. Learning Resources

STUDENT SUPPORT SERVICES

TECHNICAL SUPPORT SERVICES & ACCESSIBILITY

- **YSU Tech Help Desk:** 330-941-1595
- **YSU Accessibility Guidelines**
- **Blackboard Accessibility Tools**

FREE TUTORING!

Tutoring is available to YSU students through the Center for Student Progress and the Ohio eTutoring Collaborative on the following subjects:

- Accounting
- Biology
- Chemistry
- Economics
- Engineering
- History
- Physics
- Psychology

For more information about online tutoring, see the eTutoring flyer

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STUDENT SUPPORT SERVICES

- **YSU Homepage**
- **Colleges and Programs**
- **Financial Aid and Scholarships**
- **YSU Disability Services**
- **YSU Center for Student Progress**
- **NCATE**
- **YSU Student Life**
- **YSU Student Code of Rights, Responsibilities, & Conduct**
- **YSU Office of Distance Education**
- **Maag Library and Resource Center**
- **YSU Online Bookstore**
- **YSU Ombudsman**

Senate resolution on Due Process: The Ohio public university presidents approved a resolution affirming that all Ohio public university students should be afforded due process. This process involves the student meeting with the instructor to discuss the complaint. If the student does not secure a satisfactory resolution at this meeting, then he or she may carry the complaint successively to the appropriate department chair, the dean, and the provost. If the complaint involves a grade for an assignment or a course, only the instructor will have the authority to make a change.

How to Navigate this Course

Introduction & Orientation

Bb9 provides you with "Blackboard On Demand Videos" and "Blackboard Help for Students". If you are taking your first online course at YSU, the Guides will help you become familiar with activities like course navigation, transferring of files, and participating in class discussions. It is strongly advised that all first-time online students review this material which takes approximately one to two hours to complete.

Accommodations for Students with Disabilities

In accordance with University procedures, if you have a documented disability and require accommodations to obtain equal access in this course; please contact me privately to discuss your specific needs.You must be registered with the Center for Student Progress Disability Services, located at 36 West Wood Street, and provide a letter of accommodation to coordinate reasonable accommodations.You can reach CSP Disability Services at 330-941-1372.

Non-Discrimination Statement

Youngstown State University does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity and/or expression, disability, age, religion or veteran/military status in its programs or activities. Please visit Link to YSU ADA accessibility for contact information for persons designated to handle questions about this policy.

Policy for Distance Learners

Throughout the documents found in the "Course Information" section of your course map, you'll find syllabus-like information (Welcome, Course Readings and Materials, Course Schedule, etc.). These documents should be read in the order that they appear. After reading through the Course Information documents, you should get a clear picture of my expectations for the course. You may want to print some of the documents if you are more comfortable with hard copies.

The following policy for online learners defines the minimal standards for online faculty and their students:

The Student's Role in this Class

- **Maximizing Your Learning:** You will get the most out of this study if you are able to do two things: Learn in your own way for most of the time and devote as much time as you can find thinking about what you are reading and applying it to your own experience. That said, there will be methods of learning that are more or less easy for you. Your instructor wilI always consider a students' holistic performance, but expect everyone to participate in each method of learning.
- **Multiple Modalities of Learning:** To assist you in maximizing your learning, you will be expected throughout your academic career to participate in several modalities of

learning that could include: 1) locating and absorbing information by researching, reading, and responding to validate your comprehension of the course material; 2) engaging in an electronic version of a dialogue about a topic by participating in group discussions; 3) applying and explicating your knowledge through written assignments and a final project, and 4) reflecting on your learning by evaluating your performance, your expectations of the study, and your own learning.

- **Managing Your Time:** This is always a difficult thing, particularly for adult students, as many of you are, with other responsibilities that are or may become more important than your learning in this study. You probably should know that the general thinking is that approximately 12 hours per week is the optimum time for successful completion of a 4-credit study. In addition, it is important for you to have as regular a schedule as you can manage to meet the deadlines for assignments.
- **Participating in Group Discussions:** Provide input of your own and respond thoughtfully to your fellow students comments. While your instructor will facilitate the discussion and provide direction, the discussions are dependent on you contributions. Respond to both the original discussion items and to each others' responses. Your instructor can only know that you are involved in a discussion if your contribute, not just "visit" to see what others are saying. Each of you have a contribution to make, and there is much research on the benefits of peer learning--please don't be shy. If you tend to be a more quiet participant, make sure you meet the minimum requirements for participation.
- **"Netiquette":** Please observe proper "Netiquette" in discussions and emails. A fellow colleague once said it this way--don't write anything public that you would not be comfortable seeing in a newspaper headline. Please treat your fellow classmates with respect, even if you strongly disagree with their postings. There is room for all opinions in our forums or emails--we are here to share and learn, together. All YSU online learners are expected to minimally comply with the following netiquette guidelines.
- **Keeping in Contact:** Please maintain contact with your instructor. Ask questions when needed and please do not let problems go unresolved! Your instructor will check his/her mail or the message folder regularly for confidential messages.
- **Timeliness:** The course schedule is provided to assist you in working through each module in a timely manner. Generally, each module builds on the previous one(s). Let your instructor know if you will be late in meeting a deadline for an assignment. And although we wish it were different, your instructor is not able to respond in any detail or provide feedback for late assignments, only evaluate.
- **Extensions:** Contact your instructor as soon as you can if you fall behind. Extensions are not automatic; they must be requested and meet the criteria of having provided sufficient work for me to be able to state you are successful thus far.
- **On Your Honor:** Your instructor takes academic integrity very seriously and because they are highly trained, are quick to notice when something doesn't seem quite right about an assignment. They will expect you to turn in all assignments written by you, in your own words, citing any references you may have used. When in doubt, cite! You are expected to uphold the fundamental values of honesty, trust, fairness, respect and responsibility that characterize academic integrity. Be sure to cite any and all sources correctly so that your academic integrity is not called into question (see Student Code of Conduct).
- **Check your YSU e-mail:** Your instructor will sometimes have a need to email you with important information about your course so you should get used to checking your YSU email often.

- **Check your Course Announcements:** Get into the habit of checking your course announcements every time you enter your course. Often your instructor will place important course information there.

The Instructor's Role in this Class

- **Instructor's Role:** Your instructor is here to assist you in meeting your educational goal of learning about this topic. Your instructor will do that by answering questions, encouraging dialogue, responding to your written assignments, and addressing concerns. Your instructor will be checking emails or the Blackboard course messages folder frequently and get back to you in a timely fashion.
- **Comments:** Your instructor is expected to monitor the Discussions Area. Response to each comment is not possible and indeed, would not be desirable. Instructors tend to jump in periodically, but may not if the discussion is going well. Research has found that sometimes an instructor's contributions inhibit discussions, but know that even if you do not see a post from your instructor, he (she) will be observing. Software allows your instructor to view all of your comments and to determine when and how you posted a response. Your evaluation for discussion participation is based on the quality of your responses, and on your participation. If discussions are graded, a rubric that will clearly define expectations will be provided by your instructor for a more clear picture of the discussion requirements. Individual instructors do things differently, but most try to return work in a timely fashion. Check syllabus for more information.
- **Logistics:** Your instructor expects that you can determine how you are doing by his (her) feedback on your work, thus, formal interim reports may not be provided. However, if you have any questions, feel free to contact your instructor.
- **Cancellation Policy:** If your class is being canceled for because of instructor illness, or other reasons, a notice will be sent to the student's ysu address as soon as possible.

Common Plug-Ins Needed for Online Courses

Common Plug-ins that are commonly required to view handouts and media files:

- **Adobe Acrobat Reader:** This plug-in is required to view many documents and course materials. It is available free of charge at: Get Adobe Reader
- **RealPlayer:** This plug-in allows playing of Real video files. Available free at: Real Player. Just follow the links for downloading the free RealPlayer.
- **QuickTime Player:** This plug-in allows playing of QuickTime movie files and some QuickTime VR files. It is available free of charge at: Quick TIme Player.
- **Adobe Flash Player**: This plug-in allows playing of Flash movie files. It is available free of charge at: Adobe Flash Player.
- **Microsoft Office Converters and Viewers:** These converters and viewers allow you to view Microsoft Office files if you have different versions of office software installed, or do not have Microsoft Office installed on your computer. Converters and viewers are available free of charge at: Microsoft Office Coverters and Viewers.

B. Support Services

1. **Students are encouraged to program the YSU Police Department emergency contact number (330-941-3527) into their cell phone for immediate access.**

2. Students have access to a wide variety of academic and non-academic support services on campus. These services include, but are not limited to, Center for Student Progress, Disability Services, Math Assistance Center, Reading & Study Skills, Writing Center, Career & Counseling Services, International Studies and Programs, and the Student Health Clinic.

The Student One Stop is an enrollment resource on campus established to help students access and manage their academic record and student accounts. Please visit the Student One Stop or call (330) 941-6000 for assistance with financial aid, records, registration, and tuition charges/billing. The Student One Stop is located on the second floor of Meshel Hall.
For questions about the Student One Stop, please email: **onestop@ysu.edu**.

For more detailed information about services available to students, refer to any of the following:

1. *YSU Bulletin*
2. YSU website at www.ysu.edu and follow links to Academics, Academic Advising, Undergraduate Bulletin and/or follow links to Center for Student Progress.
3. Contact your nursing faculty advisor or an academic advisor.

C. Nursing Faculty Access

Online or phone contact and office hours are listed in the individual faculties course syllabus. Refer to the ***Department of Nursing Faculty directory*** (**Appendix M**) section of this student handbook for individual faculty phone numbers, office numbers and email addresses.

Laura Robich, Student Services and Clinical Services Coordinator, can be contacted for information about the program and requirements needed for admissions and course selection. Individual advising appointments with a Nursing faculty can be scheduled by phone, email, or on site as needed. Phone: 330.941.2179. Email: lkrobich@ysu.edu.

VIII. Program Evaluation

A. Survey Questionnaires

The nursing department's Evaluation Committee surveys all senior students upon graduation (senior evaluation) and again at one and five years after program completion (alumni evaluations).

Responses on these questionnaires are very important for the success of our program. The results are used for program evaluation, assessing student academic outcomes, making necessary revisions in our program, and meeting the criteria for program accreditation by the Accreditation Commission for Education in Nursing.

GRADUATION POLICIES

I. Graduation Policies

A. Students are expected to adhere to the policies governing graduation as set forth in the *YSU Undergraduate Bulletin*.

A. The Bachelor of Science in Nursing (BSN) degree will be granted to the student who has successfully completed all required course work in the baccalaureate nursing curriculum with a minimum grade point average of a 2.00.

C. Students must file an *Intent to Graduate* form prior to graduation. All graduation information including how to apply for graduation and dates and deadlines can be found at: Link to YSU graduation application. The application to graduate must be filed online in the first week of the semester prior to graduation. By following the prescribed nursing curriculum, you will have met all University, College, and Department requirements for graduation. Any changes in the curriculum because of committee approved course substitutions, waivers, or transfer credit must be carefully reviewed by the student and their advisor to be certain all graduation requirements are met.

STUDENT ORGANIZATIONS

I. National Student Nurses Association (NSNA)

The National Student Nurses Association is the only national organization for nursing students.

A. The Purposes of NSNA are to:

1. Assume responsibility for contributing to nursing education in order to provide for the highest quality of health care.
2. Provide programs representative of fundamental and current professional interest and concerns.
3. Aid in the development of the whole person, his/her professional role and his/her sense of responsibility for the health care of all people in all walks of life.

B. This organization functions at the national, state, and local level. Youngstown State University has an active local chapter in which nursing students may apply for membership. The Ohio Student Nurses Association (OSNA) participates with other states in the NSNA.

C. The focus of the local chapter of Student Nurse Association (SNA) is the promotion of professional nursing goals. The SNA officers consist of a President, Vice President, Secretary, Treasurer, Historian, and Junior and Senior Class Representatives. Various activities such as fund-raisers, social activities, mentorship programs and extra-curricular programs are conducted by the SNA organizations.

D. The SNA chapter has two faculty advisors. Membership meetings are scheduled throughout the academic year for the SNA membership.

E. Information regarding NSNA and SNA local chapters, including class officers, is posted on the SNA bulletin board outside the Nursing office.

II. Sigma Theta Tau International Honor Society (STTI) of Nursing

Sigma Theta Tau International Honor Society of Nursing is the only international honor society for nursing. This organization is a member of the Association of College Honor Societies.

The founders chose the name Sigma Theta Tau from the initials of the Greek words Storga, Tharos, Tima, meaning "love," "courage" and "honor." The mission of the Honor Society of Nursing, Sigma Theta Tau International is to support the learning, knowledge, and professional development of nurses committed to making a difference in health worldwide. The vision of the Honor Society of Nursing, Sigma Theta Tau International is to create a global community of nurses who lead in using knowledge, scholarship, service and learning to improve the health of the world's people.

A Nursing Honor Society was initiated in 1990 at YSU in order to meet requirements for establishing a local chapter of Sigma Theta Tau. Under the direction of Chapter Officers, Members and interested faculty students followed Sigma Theta Tau guidelines to structure this organization, develop by-laws, and select members to achieve its purpose. Sigma Theta Tau approved the establishment of Youngstown State University's Xi Xi Chapter and the first chapter induction occurred in June 1994.

Membership is by invitation to baccalaureate and graduate nursing students who demonstrate excellence in scholarship, and to nurse leaders exhibiting exceptional achievements in nursing. Sigma Theta Tau International sends students who meet eligibility criteria an invitation to join in the spring semester of each academic year. The Xi Xi induction ceremony is generally held on campus in the spring.

YSU's Xi Xi Chapter established a scholarship in 2006 for chapter members. Applications are available through the Youngstown State University Foundation.

STUDENT PARTICIPATION

I. Student Representatives on Committees

A. RN's wishing to participate as a student representative should make their wishes known to the RN-BSN Program Coordinator and may serve on the following committees:

- BSN Curriculum Committee
- Evaluation Committee
- BSN Orientation, Honors, and Awards Committee

B. The Nominating Committee is responsible for selection and notification of committee appointments.

C. Student representatives/alternates are notified of scheduled committee meetings by the appropriate Committee Chairperson or Co-Chairs.

D. Student representatives are not permitted to attend meetings or participate in discussion of information regarding student grades or confidential data.

E. A list of Student Representatives is maintained in the Nursing Department. Students are encouraged to forward questions or concerns related to the above committees through the appropriate student representative.

APPENDIX A

Note: This form is a guide to assist you in program planning. Transfer credits are determined by the Admissions Office and the Department of Nursing.

ONLINE BSN-RN TRACK CURRICULUM AND DEGREE REQUIREMENTS

I.	**Prerequisites for Admission**	**Total 32 hours**
	BIOL 1551/L, 1552/L, and 1560/L (NS)	**11**
	CHEM 1505/L (NS)	**3**
	PSYC 1560 (SS) **and 3758** (S&PA) **(or 755, 756 & 757)**	**6**
	ENGL 1550, 1551 (GER Writing course)	**6**
	FNUT 1551 (S&PA)	**3**
	SOC 1500 (SS)	**3**
II.	**Nursing Credit Escrow Hours awarded after completion of NURS 3720, NURS 3730, and NURS 3735 with a cumulative GPA of 2.00** **Equates to the following courses:** **NURS 2645/L, NURS 3731/L, NURS 3741/L, NURS 3710/L, NURS 3743/L, NURS 4832/L, NURS 4840/L, NURS 4842/L**	**Up to Total 44 hours**
III.	**Required Support Courses**	**Total 18 hours**
	STAT 2625 Statistics & Critical Reasoning (Math GER)	**4**
	***ART/HUMANITIES** (GER AH)	**6**
	CMST 1545 (Comm GER)	**3**
	***ELECTIVES** (GER)	**5**
III.	**Required Nursing Courses**	**Total 26 hrs + escrow**
	NURS 3720 Professional Nursing	**3**
	NURS 3725 Nursing Informatics	**2**
	NURS 3730 Culture in Nursing	**3**
	NURS 3735 Health Promotion across the Lifespan	**3**
	NURS 4804 Health Assessment RNs	**3**
	NURS 4846/L Community Health for RNs	**4**
	NURS 3749 Evidence Based Practice	**3**
	NURS 4852 Senior Capstone Seminar	**1**
	NURS 4854/L Nursing Leadership	**4**
	NURS electives or Individual Studies (only if hours needed)	**0**

V. Additional Academic Courses to meet the following minimum requirements:
120 minimum program hours for graduation with at least 48 hours in upper-division courses (3700 & 4800 level).

A Bachelor of Science in Nursing degree will be granted to the student who has completed the required baccalaureate nursing curriculum with a minimum grade point average of 2.00.

GER key/number of courses:

AH – Arts and Humanities – 2	Writing - 2
NS – Natural Science – 2 (4 req'd)	Mathematics - 1
SS – Social Science - 2	Comm (Speech) - 1
S&PA – Social & Personal Awareness - 2	

General Education Elective (any AH, NS, SS or SPA) – 1-2
Escrow – previous Nursing coursework (up to 44 hours)

APPENDIX B

Course Rotation

RN to BSN ONLINE COMPLETION PROGRAM
COURSE ROTATION--FALL ENTRY

FALL (first year)	HRS		SPRING (first year)	HRS		SUMMER1 (end of first year)	HRS		SUMMER2	HRS
NURS 3725--Nursing Informatics (first seven weeks)	2	( )	**NURS 3735**--Health Promotion Across the Lifespan	3	( )	**NURS 4846L**--Community Health for RN's (Clinical hours individually planned assessing your own community	4	( )	Required support courses as needed	
NURS 3720--Professional Nursing (last 8 wks)	3	( )	**NURS 4804**--Health Assessment RN's	3	( )					
NURS 3730--Culture in Nursing	3	( )								
Total	**8**		**Total**	**6**		**Total**	**4**			

FALL (second year)	HRS	
NURS 3749--Evidence Based Practice	3	( )
NURS 4854L--Nursing Leadership for RN's. *60 hours clinical required working with an RN Nursing leader of your choice. There must be an official written contract between YSU Nursing and the Agency/Hospital you choose and all contracts must be completed before clinical starts.*	4	( )
NURS 4852--Senior Capstone	1	( )
Total	**8**	

GRADUATE IN DECEMBER OF SECOND YEAR

REQUIREMENT	HRS
Prerequisites	**32**
Nursing Credit Escrow, up to	**44**
Required Support Courses	**18**
First Year including summer	**18**
Second year (one semester)	**8**
Total	**120**

RN to BSN ONLINE COMPLETION PROGRAM
COURSE ROTATION - SPRING ENTRY

			SPRING 2017	HRS		SUMMER1	HRS		SUMMER2	HRS
			NURS 3725--Nursing Informatics (first seven weeks)	2	( )	**NURS 4846L**--Community Health for RN's (Clinical hours individually planned assessing your own community	4	( )	Required support courses as needed	
			NURS 3720--Professional Nursing (last 8 wks)	3	( )	**Total**	**4**			
			NURS 3730--Culture in Nursing	3	( )					
			Total	**8**						

FALL 2017	HRS		SPRING 2018	HRS	
NURS 3735--Health Promotion Across the Lifespan	3	( )	**NURS 3749**--Evidence Based Practice	3	( )
NURS 4804--Health Assessment RN's	3	( )	**NURS 4854L--**Nursing Leadership for RN's. *60 hours clinical required working with an RN Nursing leader of your choice. There must be an official written contract between YSU Nursing and the Agency/Hospital you choose and all contracts must be completed before clinical starts.*	4	( )
Total	**6**		**NURS 4852**--Senior Capstone	1	( )
			Total	**8**	

GRADUATE IN of SECOND YEAR

REQUIREMENT	HRS
Prerequisites	**32**
Nursing Credit Escrow, up to	**44**
Required Support Courses	**18**
Spring and Summer	**12**
Second year (one semester)	**14**
Total	**120**

APPENDIX C

RN-BSN - Course Descriptions - NURSING COURSES – 26 HRS:

NURS 3720 PROFESSIONAL NURSING FOR RNs Concepts related to professional nursing practice for graduates of ADN and diploma programs. Prereq: Valid RN license. Concurrent NURS 3725 and NURS 3730. (3 s.h.)

NURS 3725 NURSING INFORMATICS This course explores nursing and health care informatics and its application to nursing practice and nursing education. Includes technology strategies to access, evaluate and document information and apply skills to patient care in the nursing profession. Development of computer skills to be successful in the online teaching format are included. Prereq: Admission to program or permission of program coordinator. (2 s.h.)

NURS 3730 CULTURE IN NURSING Students will develop cultural awareness, assessment, communication and intervention techniques for various Cultures. The application of Culture to the practice of Nursing will be emphasized. 3 s.h. Prereq: Valid RN license. Concurrent NURS 3720 and NURS 3725. (3 s.h.)

NURS 3749 EVIDENCE BASED PRACTICE Process of research using reasoning and scientific rigor in critical analysis of nursing research. Prereq: MATH 2625 or equivalent statistics course. Concurrent NURS 4854L and NURS 4852. (3 s.h.)

NURS 3735 HEALTH PROMOTION ACROSS THE LIFESPAN This course provides the student with a theoretical foundation for wellness, health promotion and disease prevention across the lifespan. The role of the nurse as a health educator and patient advocate for health care and maintenance of health for patients of various ages, their families and groups will be explored. Students will develop a plan of care to ensure healthy lifestyles and promotion of wellness. Prereq: Valid RN license. Concurrent NURS 4804. (3 s.h.)

NURS 4804 HEALTH ASSESSMENT FOR RN'S Increase clinical knowledge and skills in health assessment of various age groups and the reporting and recording of findings. Prereq: Valid RN license. Concurrent NURS 3735. (3 s.h.)

NURS 4846/L COMMUNITY HEALTH NURSING FOR RNs A synthesis of nursing and public health sciences emphasizing health of communities through assessment analysis of at-risk population groups. Includes nursing role in healthcare policy. Three hours online and a population-focused clinical experience totaling 60 hours. Prereq: Valid RN license. (4 s.h.)

NURS 4852 SENIOR CAPSTONE SEMINAR Provides students with opportunities to integrate and synthesize nursing knowledge through research, writing, and presentations on current topics and issues. Prereq: Valid RN license & in last semester of the program. Concurrent NURS 4854L and NURS 3749. (1 s.h.)

NURS 4854/L NURSING LEADERSHIP Analysis, synthesis, and evaluation of care delivered by the healthcare team with emphasis on development of leadership and research roles for the registered nurse. Three hours online and a clinical experience totaling 60 hours. Prereq: Completion of all other curriculum requirements & concurrent with NURS 3749, NURS 4852. (4 s.h.)

APPENDIX D

RN-BSN PREREQ'S – 32 HRS:

BIOL 1551 - Anatomy and Physiology 1 -

Structure, function, and clinical applications of the integument, musculature, skeletal, and nervous systems. Targeted for students in nursing and associated health professions. Three hours of lecture. Not applicable to the Biology major. Prereq.: High school biology, CHEM 1501 or equivalent, and MATH 1501 or equivalent. 3 s.h.

BIOL 1551L - Anatomy 1 Laboratory for Health Professions

Anatomical study of skeletal, muscular, and nervous systems. For students in nursing and associated health professions. Two hours of laboratory per week. Not applicable to the Biology major. BIOL 1551 must be taken either previous or concurrent. 1 s.h.

BIOL 1552 - Anatomy and Physiology 2

Structure, function, and clinical applications of the endocrine, cardiovascular, respiratory, renal, digestive, and reproductive systems. Targeted for students in nursing and associated health professions. Three hours lecture, two hours lab. Not applicable to the Biology major. Prereq.: BIOL 1551. 4 s.h.

BIOL 1552L - Anatomy and Physiology 2 Laboratory

Anatomy and Physiology 2 Laboratory. 0 s.h.

BIOL 1560 - Microbiology for the Health Professions

Characteristics, epidemiology, and pathology of viruses, bacteria, and protozoa of medical significance. Other topics dealing with the control of microorganisms and food microbiology will be covered. Not applicable to a biology major. Two hours of lecture. Must be taken concurrent with BIOL 1560L or substitute. 2 s.h.

BIOL 1560L - Microbiology Laboratory for Health Professions

Microscopy, cultivation, and identification of bacteria. Microbiology of foods. Disinfection techniques. Not applicable to a biology major. Three hours of laboratory per week. Must be taken concurrent with BIOL 1560. 1 s.h.

CHEM 1505 - Allied Health Chemistry 1

Introduction to the principles of chemistry including atomic structure, bonding, nomenclature, chemical calculations, chemical reactions, gas laws, solutions, acids and bases, and equilibrium. Intended for majors in allied health and other applied sciences. Two hours lecture, three hours lab-discussion. Prereq.: CHEM 1501 or equivalent, MATH 1507 and Math 1508 or equivalent. Concurrent CHEM 1505L. 3 s.h.

CHEM 1505L - Allied Health Chemistry 1 Laboratory

Allied Health Chemistry 1 Laboratory. 0 s.h.

PSYC 1560 - General Psychology

An examination of scientific and clinical approaches to understanding the relationships between ones physical, mental, and emotional well-being, and quality of life, including the basic principles governing the growth and maintenance of behavior, emotion, and cognition. 3 s.h.

PSYC 3758 - Lifespan Development

Study of theory and research on development from conception to death. Focus upon psychological, physiological, social and cultural influences. May not be taken for credit if the student has received credit for two or more of PSYC 755, 756, 757, 3755, 3756, 3757. Prereq.: PSYC 1560. 3 s.h.

ENGL 1550 - Writing 1

Strategies for writing as a means of critical inquiry, with focus on writing processes and on the roles of writer, audience, and purpose as they affect writing. Students divide their time between regular classrooms and computer classrooms, where they have the opportunity to acquire and develop basic word-processing and electronic communication skills. Open to students on the basis of Composition and Reading Test results or successful completion of ENGL 1509, ENGL 1539 or ENGL 1540. Grading is ABC/NC. 3 s.h.

ENGL 1551 - Writing 2

Practice in writing with emphasis on the process of investigation: exploration of topics, formulation of tentative theses, collection of data from suitable primary and secondary sources, and clear and appropriate presentation of the results of these inquiries. Students divide their time between regular classrooms and computer classrooms, where they have the opportunity to perform research on the World Wide Web. Grading is ABC/NC. Prereq.: ENGL 1550 or ACT English score of 28 or higher, or appropriate Composition and Reading Test results. 3 s.h.

FNUT 1551 - Normal Nutrition

The fundamentals of normal nutrition as they apply to health; nutritional needs during various stages of the life cycle; dietary guides and their application to the selection of adequate diets; problems of nutritional deficiencies and excesses. Prereq.: CHEM 1500 or high school equivalent. 3 s.h.

SOC 1500 - Introduction to Sociology

An introduction to the science of human societies and groups: analysis of the structures, functions, and processes that bring about changes in societies, groups, communities, classes, and institutions. 3 s.h.

APPENDIX E

RN-BSN REQUIRED SUPPORT COURSES – 18 HRS:

STAT (MATH) 2625 - Statistical Literacy and Critical Reasoning

An introduction to statistics and its applications. Topics include descriptive statistics, experimental design, probability sampling distribution, statistical inference, correlation and regression. Emphasis on applications, critical reasoning, and data analysis using statistical software. Prereq.: MATH 1501 or at least Level 20 on the Mathematics Placement Test. Credit will not be given for both MATH 2623 and 2625. 4 s.h.

CMST 1545 - Communication Foundations

Theories, strategies, and skills for competent participation in interpersonal, group, and public communication situations. Application exercises in interpersonal, group, and public communication. Prereq.: Qualified to take ENGL 1550. 3 s.h.

ARTS & HUMANITIES 6 HRS

ELECTIVES – GER 5 HRS

APPENDIX F

Youngstown State University
Department of Nursing

Nursing Student Essential Functions/Abilities for Admission and Progression

Certain functional abilities are essential for the nursing student to deliver safe, effective nursing care. These abilities are essential because they constitute core components of nursing practice, and there is a high probability that negative consequences will result for patient/clients under the care of nurses who fail to demonstrate these abilities. Essential functions/abilities are listed below, but this list is not meant to be exhaustive.

Visual Ability	Acute visual skills necessary to detect signs and symptoms, body language of patient, color of wounds and drainage, and possible infections anywhere. Interpret written word accurately, and read small characters or numbers on a syringe or medication package.
Hearing Ability	Auditory ability sufficient for observation and assessment necessary for nursing care. Examples include ability to hear monitor alarms, emergency alarms, auscultatory sounds, and cries for help.
Tactile Ability	Sense of touch sufficient to perform physical assessment without an intermediary. Examples include sensitivity to heat, cold, pain, pressure, and ability to collect assessment data through palpation and percussion.
Motor Abilities **Fine motor** **Gross motor**	Gross and fine motor abilities including physical ability, coordination and dexterity sufficient for providing safe and effective nursing care without an intermediary. Ability to execute motor activities in a confined space reasonably required to provide physical care and to provide emergency treatment to patients. Examples include administering intravenous, subcutaneous, enteral, medications; venipuncture; using sterile technique to insert urinary catheter; calibrating or using equipment; applying and removing protective equipment; and performing CPR.
Mobility	Physical ability, flexibility, and endurance to stand for prolonged periods of time, move from room to room(up to 8-12 hours), respond quickly to an emergency situation and perform cardiopulmonary resuscitation. **Ability to lift loads in excess of twenty-five pounds with appropriate lifting technique.** Assist patients in transferring, ambulating, and/or move equipment without injury to self or others.
Cognitive Ability **Critical Thinking**	Critical thinking ability sufficient for problem-solving and clinical judgment. Identify cause-effect relationships in clinical situations and develop nursing care plans.

Clinical Judgment	Assess risks and provide for patient safety. Consider multiple priorities and make effective decisions quickly.
Mental Alertness	Constant mental awareness necessary to be attentive to the patient's clinical condition and the environment in which the nurse is functioning in at all times to: work with potential hazards (blood borne pathogens and tuberculosis), follow standard precautions to prevent exposures, provide patient care safely and effectively in environment with excessive auditory and visual stimuli (e.g. an intensive care or emergency department with audible and visual alarms).
Comprehension	Comprehend and process instructions readily. Engage in written and oral directives related to patient care, focusing and remembering information given by faculty to assimilate and apply to patient care. Perform math calculations.
Communication Ability **Verbal** **Nonverbal**	Communicate effectively in interactions with others verbally, nonverbally and in written form. Examples include effective reading and writing skills for patient communication, patient education, record keeping, and professional healthcare team interaction.
Behavioral Ability **Emotional** **Function Under Stress**	Behavior demonstrating the emotional health required for full use of intellectual abilities; exercising good judgment; completing responsibilities promptly; developing a mature, sensitive, and effective relationships with patients and families; adapting to changing environments; and function effectively under stress.
Interpersonal Ability **Social** **Emotional** **Cultural** **Intellectual**	Interpersonal abilities sufficient to interact with individuals, families and groups from a variety of social, emotional, cultural, and intellectual backgrounds.

According to clinical agency where you are doing your preceptor clinical experience they may require some or all of the following CPR, Criminal Background Check, Drug Screening and Health Requirements:

History and Physical Exam	Exam* by Primary Health Care Provider or Student Health Service on the Department's H&P form	Due by the first Monday in November after admission
Measles, Mumps, Rubella (MMR) Immunity	**Positive Titer for measles, mumps, and rubella virus**	Waived if student born before 1957
Varicella (Chicken pox) Immunity	**Positive Varicella Titer Test**	
Hepatitis B Immunity	**Positive Hepatitis B surface Antibody (HBs AB) Titer** If it is negative, begin Hepatitis B Series:* First dose upon admission Second dose 1 month after dose #1 Third dose 6 months after dose #2	If HBsAb is negative, a second series of 3 Hepatitis Vaccine injections or a booster is required. Then, a positive HBsAB titer 1-2 months after 3rd dose of vaccination is required.u
Tdap	Tdap* (Tetanus, Diphtheria, and Pertussis) Vaccine is required one time. This needs updated every 5 years.	If pregnant, need to get repeat doses of Tdap with each pregnancy
Influenza	Seasonal Flu Vaccine	Required by first Monday in November and every year thereafter
TB test	Mantoux TB test* If positive, follow-up with a health care provider and a negative chest x-ray result is required.	**Required on admission:** Two-step testing (1-3 weeks apart). For sophomores ONLY! Then one TB test is required annually thereafter.
CPR	Basic Life Support (BLS) Certification for **Health Care Provider**. This includes adult, child, infant and AED training.	Required on admission and must be kept current.
Drug Screening	Negative Drug Screen	On Admission **AND** every year thereafter.
Criminal Background Check	Fingerprinting for BCI & I & FBI checks	Required on admission **AND** every year thereafter

* Available through the Student Health Center at YSU. The above requirements are due before the clinical experience.

APPENDIX H

Department of Nursing

I have read the attached document, "The Criminal Records Check Law in Ohio", pages one (1) through six (6), and I declare the following by **placing an "x" in the appropriate box**:

THE FIRST SCREEN FOR EMPLOYMENT

☐ I have been convicted or pled guilty to one of the offenses listed under the first screen for employment. I have placed a check mark next to the appropriate offenses(s) on pages 2 and 3 of the document.

OR

☐ I have NOT been convicted or pled guilty to any of the offenses listed under the first screen on pages 2 and 3 of this document.

THE SECOND SCREEN FOR EMPLOYMENT

☐ I have been convicted or pled guilty to one of the offenses listed under the second screen for employment. I have placed a check mark next to the appropriate offense(s) on page 4 of the document.

OR

☐ I have NOT been convicted or pled guilty to any of the offenses listed under the second screen for employment on page 4 of this document.

THE THIRD SCREEN FOR EMPLOYMENT

☐ I have been convicted or pled guilty to one of the offenses listed under the third screen for employment. I have placed a check mark next to the appropriate offense(s) on pages 5 and 6 of the document.

OR

☐ I have NOT been convicted or pled guilty to any of the offenses listed under the third screen for employment on pages 5 and 6 of this document.

I understand that if I have been convicted or pled guilty to any of the offenses that are considered an absolute bar, I am NOT eligible to participate in the student nurse clinical experience within the Bachelor of Science in Nursing program at Youngstown State University at this time. I also understand that some lesser offenses may impede my placement at a clinical site which will affect my ability to progress in the program.

I further understand that placing false or inaccurate information on this statement will lead to my subsequent removal from the student nurse clinical experience and/or from the Bachelor of Science in Nursing program.

In the event that I plead guilty to or I am convicted of any offenses after today's date, I understand that it is my responsibility to inform the Chairperson of the Department of Nursing. Failure to do so will result in immediate removal from the student nurse clinical experience and/or Bachelor of Science in Nursing program.

Please print your name: _____

Student Signature: _____ Date: _____

APPENDIX I

Criminal History and Effect on Nursing Education Program Enrollment, License Eligibility and Employment

Can I go to nursing school if I have a Domestic Violence conviction?" "Am I able to get a nursing license if I have a couple of misdemeanors on my record?. . . What if I have a felony conviction?" " I already have a nursing license and I've recently been convicted of a criminal offense. Will I lose my nursing license?" "How is it that I was able to get my nursing license with a few older misdemeanor convictions, but I can't get a nursing job at a long-term care facility?' These are just some of the questions the Ohio Board of Nursing frequently receives. Although criminal records are reviewed on a case-by-case basis, the Board has posted general information that may address many of these questions on its website. See the *Criminal History Fact Sheet* at *Link to Ohio Board of Nursing - Discipline and Compliance*.

Attending a nursing program

The Board will not provide information as to whether a person, because of his or her criminal conviction history, is eligible to enroll in a particular nursing program. This is because nursing education programs, while regulated by the Board, are free to establish individual admissions criteria, which may include consideration of criminal background. Potential students are encouraged to contact the nursing program that they are interested in attending to determine their eligibility. Nursing programs vary in regard to enrollment criteria in part due to the variety of facilities the programs contract with in order for students to perform clinical rotations. If a person has been informed by a particular nursing program that he or she is ineligible to attend/enroll in that program, the person may wish to contact other programs to review eligibility criteria. A complete list of approved programs is posted on the Board's website at Link to Ohio Board of Nursing - Education.

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Obtaining a nursing license and/or maintaining current nursing license

If a person has been convicted of one of eleven felonies, the Board cannot consider an application submitted from that person. These convictions are commonly referred to as "absolute bars" and include the following offenses (or substantially similar offenses in other jurisdictions): Aggravated Murder, Murder, Voluntary Manslaughter, Felonious Assault, Kidnapping, Rape, Sexual Battery, Aggravated Robbery, Aggravated Burglary, Gross Sexual Imposition, and Aggravated Arson. If a person has been issued a nursing license and is later convicted of one of these absolute bars, the Board is required to *automatically suspend* the nurse's license, effective as of the date of his or her conviction, guilty plea or finding of guilt.

Aside from the above-noted absolute bars, the Board *may* refuse to grant a license, revoke a license or otherwise discipline a license for any felony, any drug-related misdemeanor, any misdemeanor involving gross immorality or moral turpitude, or any misdemeanor occurring in the course of practice. Regarding whether crimes involve gross immorality or moral turpitude, there is no statute or rule describing which crimes meet this legal description. Rather, the Board reviews each case individually based on the underlying acts and circumstances involved, as well as by referring to existing case law.

The Board will not issue a decision (or provide a written or verbal opinion) regarding the effect of a person's criminal history on his or her licensure application before the Board receives an

application and all relevant information is reviewed. This means, for example, that the Board cannot inform a nursing student, or potential nursing student, as to whether the student will receive a nursing license or have discipline imposed on a license granted to him or her because of the student's criminal history. Similarly, the Board cannot inform a nurse as to what, if any, disciplinary action will be taken on his or her license if he or she is convicted of a particular offense.

Before making a determination on a license application or a disciplinary recommendation on an existing license, the Board reviews information including but not limited to court records, police reports, witness statements and any written explanation provided by the applicant or nurse. If a person has submitted a license application, or a nurse has submitted a renewal application, and a plea of guilty, conviction, or grant of intervention in lieu of conviction has been reported, the applicant (or nurse) is requested to provide court documents *and* a written explanation. If these items are not provided, a delay in processing the application will occur, as Board staff will contact the applicant or nurse requesting that these materials be provided.

Just because an applicant or nurse is required to report a criminal offense does not mean that the applicant's application will be denied, or that the nurse's license will be disciplined. The Board considers a number of factors when determining whether disciplinary action should be taken on an application or nursing license. The factors include, but are not limited to: when the offense occurred in relation to the application date, if the applicant or nurse has had other convictions or disciplinary action, the acts underlying the offenses, and whether restitution has been made and/or probationary terms have been completed.

Sometimes, applicants are confused or frustrated when disciplinary action is proposed or taken on their applications. Applicants may express the belief that because they were able to enroll in and complete a nursing program (with the program's knowledge of the student's criminal conviction), the criminal conviction should have no bearing or effect on the Board's application process. This is simply not true, as the Board has jurisdiction to deny an application or discipline a license based on criminal history as discussed above. As with most, if not all professional licenses, completion of an educational program does not guarantee the professional license sought.

Obtaining employment in certain settings

Sometimes a person who has been convicted of one or more criminal offenses and who has been granted a nursing license finds that he or she is precluded from working in certain settings, such as elder or pediatric care. This is because Ohio law, enacted pursuant to Senate Bill 38 (in 1993) and Senate Bill 160 (in 1997), not only requires background checks for potential employees in certain settings, but also establishes "disqualifying offenses." For example, a person who has two misdemeanor theft convictions that occurred ten years prior to the date of submitting a nursing license application may, after review by the Board, be granted a nursing license without disciplinary action. Yet based on the convictions the individual may be disqualified according to SB 38 or SB 160 from working in a facility and providing direct care to older adults. The issuance of a nursing license does not guarantee nursing employment. For more information regarding disqualifying offenses, please see Chapter 3701-13, OAC.

In addition to Ohio law, federal law mandates criminal records checks with respect to work in facilities or settings that receive federal funding. For example, the 2010 Patient Protection and Affordable Care Act (P.L. 111-148), Section 6201, requires the Secretary of Health & Human Services to carry out a nationwide program for states to conduct national and statewide criminal background checks for direct patient access employees of nursing facilities and other providers.

Because the state and federal laws related to criminal backgrounds apply to any employment in certain settings, and not just nursing employment, and because the Board does not enforce these laws and has no jurisdiction regarding employability in these settings, Board staff will not provide information or advice as to whether a person, given his or her criminal background, is hirable or eligible for employment with a particular facility or agency.

The informed approach

Because a criminal history can have different effects at the educational, licensure, and employment levels, when a person is considering pursuing a nursing career, it is best to have as much information as possible prior to deciding to enroll in a nursing program. The Board encourages individuals who have criminal histories and who are interested in pursuing a nursing career to: (1) Contact approved nursing education programs and ask about the programs' enrollment criteria with respect to criminal convictions; (2) Review the criminal history information available on the Board's website (www.nursing.ohio.gov); and (3) Contact healthcare facilities and inquire about hiring criteria with respect to criminal convictions

From Ohio Board of Nursing website, May 2012

APPENDIX J

Health Risk Information

Youngstown State University
Bitonte College of Health and Human Services
Department of Nursing

Students choosing a program of study in dental hygiene, emergency medical technology, medical assisting technology, medical laboratory technology, medical technology, respiratory care, or nursing are advised that some risk is inherent to students during their clinical education. These risks include, but are not limited to, exposures to human immunodeficiency virus (HIV), Hepatitis B virus (HBV) and other communicable diseases.

As part of the clinical education process, students are required to engage in a variety of clinical activities. Although a student's competency in any particular skill has been previously achieved, students perform clinical skills in situations where inherent risk exists.

Therefore, be it known, that Youngstown State University wishes to advise the student upon admission into this restricted health care delivery education program, of the aforementioned risk. Also, refusal to engage in clinical educational procedures or treatments may result in the student's dismissal from the nursing program.

Youngstown State University is also required to disclose the health status of its students seeking clinical affiliations at various hospitals, clinics, and other health care delivery systems. The University is not responsible for any student unable to complete a program's educational requirements due to the student's inability to be accepted for clinical learning because of health policies of an affiliated health care agency or the policies of the appropriate licensing boards.

APPENDIX K

Code of Ethics for Nurses

1. The nurse, in all professional relationships, practices, with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nurse's primary commitment is to be patient, whether an individual, family, group or community.
3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
6. The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision through individual and collective action.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
9. The profession of nursing, as represented by associations and their members, is responsible for articulation nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

2001 American Nurses Association, Code of Ethics for Nurses with Interpretive Statements, Silver Spring, MD.

APPENDIX L

Social Media Policy

Social media can benefit the learning experience of students. However, this media must be used appropriately with confidentiality and privacy maintained at all times.

No personal phone calls or texting are permitted while in patient areas or in the classroom. If an emergency arises during class, the student is asked to leave the room to respond to the phone call or text.

Clinical resources (e.g. Drug Handbook, Lab values) may be accessed on a cell phone or PDA during clinical. Permission to use these resources must be obtained from faculty and the clinical facility. If these resources are on a cell phone, it is expected that the cell phone will be silenced.

Use of computers (PDAs, Notebooks, iPads, etc.) in the classroom are restricted to note taking and classroom activities. Other use is distracting to fellow students and those in close proximity.

No pictures or videotaping may be taken of faculty or fellow students without their consent.

No pictures or videotaping may be taken of patients/patient families.

Students are expected to abide by the following guidelines, "How to Avoid Disclosing Confidential Patient Information", developed for nurses by the National Council of State Boards of Nursing:*

> With awareness and caution, nurses [nursing students] can avoid inadvertently disclosing confidential or private information about patients. The following guidelines are intended to minimize the risks of using social media:
>
> - Nurses [nursing students] must recognize that they have an ethical and legal obligation to maintain patient privacy and confidentiality at all times.
>
> - Nurses [nursing students] are strictly prohibited from transmitting by way of any electronic media any patient-related image. In addition, nurses [nursing students] are restricted from transmitting any information that may be reasonably anticipated to violate patient rights to confidentiality or privacy, or otherwise degrade or embarrass the patient.
>
> - Nurses [nursing students] must not share, post or otherwise disseminate any information or images about a patient or information gained in the nurse/patient relationship with anyone unless there is a patient-care-related need to disclose the information or other legal obligations to do so.
>
> - Nurses [nursing students] must not identify patients by name, or post or publish information that may lead to the identification of a patient. Limiting access to posting through privacy settings is not sufficient to ensure privacy.
>
> - Nurses [nursing students] must not refer to patients in a disparaging manner, even if the patient is not identified.

- Nurses [nursing students] must not take photos or videos of patients on personal devices, including cell phones. Nurses [nursing students] should follow employer [clinical facility] policies for taking photographs or videos of patients for treatment or other legitimate purposes using employer-provided devices.

- Nurses [nursing students] must maintain professional boundaries in the use of electronic media. Like in-person relationships, the nurse [nursing student] has an obligation to establish, communicate and enforce professional boundaries with patients in the online environment. Use caution when having online social contact with patients or former patients. Online contact with patients or former patients blurs the distinction between a professional and personal relationship. The fact that a patient may initiate contact with the nurse [nursing student] does not permit the nurse [nursing student] to engage in a personal relationship with the patient. Nurses [nursing students] must consult employer [clinical facility] policies or an appropriate leader within the organization for guidance regarding work related postings.

- Nurses [nursing students] are legally responsible for individual postings and may be subject to liability of individual posting are found defamatory, harassing, or in violation of any other applicable law.

- Nurses [nursing students] are legally liable for postings on your own site and on the sites of others. This includes commentary deemed to be copyrighted, defamatory, or obscene (as defined by the courts).

- Students who share confidential or unprofessional information do so at the risk of disciplinary action including failure in a course and/or dismissal from the program.

- Nurses [nursing students] must promptly report any identified breach of confidentiality or privacy.

- Nurses [nursing students] must be aware of and comply with employer [university/clinical facility] policies regarding use of employer-owned computers, cameras and other electronic devices, and use of personal devices in the workplace.

- Nurses [nursing students] must not post content or otherwise speak on behalf of the employer [university] unless authorized to do so and must follow all applicable policies of the employer [university].

*Reprinted with the permission of the National Council of State Boards of Nursing
A Nurse's Guide to the Use of Social Media
National Council of State Boards of Nursing; Chicago, IL 60601
How to Avoid Disclosing Confidential Patient Information, pp.12-13

Violation of this policy will result in removal from the course and associated clinical.

FACULTY

APPENDIX M

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APPENDIX N

TUITION ESTIMATOR:

In-State:

Academic Period:	**Fall Semester**
Number of Credit Hours:	**3 Hours**
Program:	**Bachelor of Science in Nursing**
Residency Status:	**Ohio Resident**

Your estimated tuition for the Fall semester is **$840.00**

Included in this figure are the following costs:

Instructional Fee: $810.00
Information Services Fee: $30.00

WEB-BASED COURSE FEE

There is a $75 web-based course fee assigned to each web-based class. To accurately reflect a tuition estimate, add $75 to the total provided, for every registered web-based course (per semester).

Out-of-State:

Academic Period:	**Fall Semester**
Number of Credit Hours:	**3 Hours**
Program:	**Bachelor of Science in Nursing**
Residency Status:	**Out of State**

Your estimated tuition for the Fall semester is **$1,638.60**

Included in this figure are the following costs:

Instructional Fee: $810.00
Information Services Fee: $30.00
Out of State Surcharge: $798.60

WEB-BASED COURSE FEE

There is a $75 web-based course fee assigned to each web-based class. To accurately reflect a tuition estimate, add $75 to the total provided, for every registered web-based course (per semester).

APPENDIX O

Youngstown STATE UNIVERSITY

Bitonte College of Health and Human Services
Department of Nursing
Cushwa Hall, Room 2332
Phone: 330.941.3293

BACHELOR OF SCIENCE IN NURSING

Advanced Standing Policy for Transfer Students

Applicants considered for advanced standing include transfer students who were in good standing at the previously attended nursing program. Admission for advanced standing applicants is on a space available basis. Once admitted, advanced standing students must follow the curriculum sequence in effect at the time of admission and adhere to the student academic and progression policies designated in the *RN-BSN Undergraduate Student Handbook.*

Transfer applicants must submit an official copy of their transcripts, course descriptions and course syllabi to the Admission, Progression, and Graduation Committee for credit evaluation of nursing courses completed and determination of placement in the Nursing Program. Each request for advanced standing is reviewed on a case-by-case basis.

Some courses in the curriculum can be challenged, by exam, for credit. Course credit available through credit-by-exam is determined by individual departments. For example, a student may request credit-by-exam for anatomy and physiology through the Biology Department or chemistry through the Chemistry Department. Students should contact the specific department for the course they are requesting credit-by-exam for availability. Fees are assessed by the University for credit-by-exam.

Developed October 2008; Revised March 2009 & December 2011 & August 2013 (effective 2015-16 Academic Year)

APPENDIX P

Ethical Writing Policy for Online RN-BSN Program

RN-BSN Online Learning nursing students must copy the following statement and attach it as the last page to all submitted online assignments. (The weekly Discussion Board is not included)
You may want to copy and save this statement in your computer so you can copy and paste this document with each assignment throughout the Nursing Online RN-BSN Program.
I have read the Honesty and Cheating Policy at YSU as outlined online under the YSU Student Code of Rights, Responsibilities and Conduct that can be reviewed at Link to YSU-the code
By attaching this statement, I certify that I have not cheated or plagiarized in the process of completing this required assignment. If it is determined that cheating and/or plagiarism have taken place, I understand that the consequences of this action may be carried out as explained in the Student Conduct Code at Youngstown State University.
I will use APA Guidelines as a resource in giving others credit for their work and citing sources utilized.
Your typed full name will serve as your signature.

_____
Printed Name

_____
Signature

Date

APPENDIX Q

Dept	Course #	Course Title	Hours
AFST	2601	Introduction to Africana Studies II	3
ART	1540	Masterpieces of World Art	3
ART	1541	Survey of Art History 1	3
ART	1542	Survey of Art History 2	3
DNCE	2698	Survey of Dance	3
ENGL	1590	Introduction to Literature	3
ENGL	2603	Journ Ethics and Social	3
ENGL	2605	Journalism as Literature	3
ENGL	2610	World Literature	3
ENGL	2617	Women in Literature	3
ENGL	2618	American Literature and Diversity	3
ENGL	2631	Mythology in Literature	3
ENGL	2665	Introduction to Film Study	3
ENGL	2615	Science Fiction and Fantasy Literature	3
FNLG	2610	Topics in Foreign Film	3
JOUR	2603	Journ Ethics and Social	3
JOUR	2605	Journalism as Literature	3
MUHL	2621	Music Literature and Appreciation	3
MUHL	2616	Survey of Jazz	3
MUHL	2617	Film Music	3
MUHL	2618	Rock n' Roll to Rock	3
MUHL	2622	Popular Music in America	3
MUHL	3771	Music History and Literature I	3
MUHL	3772	Music History and Literature II	3
MUHL	3773	Music History and Literature III	3
MUHL	3774	Music History and Literature IV	3
PHIL	1560	Introduction to Philosophy	3
PHIL	2608	The Examined Life	3
PHIL	1561	Technology and Human Values	3
PHIL	2610	Global Ethics	3
PHIL	2625	Introduction to Professional Ethics	3
PHIL	2626	Engineering Ethics	3
PHIL	2627	Law and Criminal Justice Ethics	3
PHIL	2628	Business Ethics	3
PHIL	1565	Critical Thinking	3
PHIL	3711	General Ethics	3
PHIL	2635	Ethics of War and Peace	3
REL	2601	Introduction to World Religions	3
REL	2605	Myth, Symbol, and Ritual	3
REL	2610	Global Ethics	3
REL	2617	Introduction to Asian Religions	3
REL	2621	Religion and Moral Issues	3
REL	2631	Religion and the Earth	3
THTR	1512	Survey of Musical Theater	3
THTR	1560	Understanding Theater	3
THTR	1590	History of Motion Pictures	3
THTR	2690	The Art of Motion Pictures	3

Academic Integrity:
Link to YSU-student conduct appendix