Keene
STATE COLLEGE

Wisdom to make a difference.

Nursing Program
Student Handbook
2019-2020

229 Main Street
Rhodes Hall – 1st Floor
MS3801
Keene, NH 03435

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Dear Keene State College Nursing Student,

The nursing faculty, staff and administration at Keene State College welcome you to the Nursing Program. Whether you are beginning or continuing your nursing education, your perseverance in previous coursework has brought you one-step closer to earning your Bachelor of Science in Nursing (BSN) degree and beginning a rewarding career as a Registered Nurse. We offer our knowledge and skill as educators to assist you in becoming a caring and compassionate nurse who will provide safe and effective care to people in need of healthcare.

The policies outlined in this Nursing Program Student Handbook apply to the BSN Program. Faculty developed this handbook to complement the Keene State College Undergraduate Student Catalog and the Keene State College Undergraduate Student Handbook. **We recommend that you use <u>all three documents</u> to provide guidance and serve as resources** throughout your educational experience in the Nursing Program.

Junior and Senior level nursing students receive a copy of the Nursing Program Student Handbook at the beginning of fall semester. Students are responsible for acquainting themselves with the contents of this handbook and abiding by the policies contained in the handbook. After reading the handbook, if questions arise, do not hesitate to call the Director of Nursing at (603) 358-2588 or a member of the nursing faculty for clarification.

We wish you the greatest success as you continue your nursing education at Keene State College!

Sincerely,

The Keene State College Nursing Faculty and Program Director

The Nursing Program Student Handbook is the official statement of rules and regulations in cases of discrepancy with the Undergraduate Student Handbook. All items contained in this Handbook are in effect at the date of publication, August 2019. All rules, regulations, and policies of Keene State College, including those set forth, described, or otherwise referenced in the Nursing Handbook, are subject to change, at any time and without further notice. All changes to the student handbook are processed through the appropriate departments, divisions, offices, and legislative bodies empowered by the constituencies, the President of Keene State College, and the Board of Trustees of the University System of New Hampshire.

Faculty will notify students of changes by e-mail and in writing if policies change during the course of their nursing program. Students are responsible for checking their email on a regular basis.

I. APPROVAL AND ACCREDITATION

New Hampshire Board of Nursing
121 South Fruit Street
Concord, NH 03301-2431
(603) 271-2323
The Nursing Program received initial approval status in May 2011 from the New Hampshire Board of Nursing. As of September 18, 2014, the Nursing Program received conditional approval. As of February 22, 2016, the Nursing program status is approved on probation. Further information is on the NH Board of Nursing website. http://www.nh.gov/nursing/

Commission on Collegiate Nursing Education (CCNE)
655 K Street NW Suite 750
Washington DC 20001
(202) 887-6791
The Keene State College Nursing Program received initial accreditation from the Commission on Collegiate Nursing Education in 2013. After self-study and site visit spring of 2018, the Nursing Program received 10-year national accreditation until 2028.
http://www.aacn.nche.edu/ccne-accreditation

II. ELIGIBILITY FOR LICENSURE

A.   New Hampshire Board of Nursing

Upon completion of the Nursing Program and graduation requirements, previously unlicensed nursing candidates are eligible for the National Council Licensing Exam for Registered Nurses (NCLEX-RN). The New Hampshire Board of Nursing provides guidelines and the application graduates will need to complete to take the NCLEX-RN. If you plan to test in the New Hampshire, you will have 6 months from graduation to submit your application and take the NCLEX-RN.

Students are encouraged to review the New Hampshire Board of Nursing website for criterion for licensure: https://www.oplc.nh.gov/nursing/licensure.htm **Do not call the NHBON** with questions about registering to take the NCLEX-RN, but rather direct your questions to a nursing faculty or the Program Director.

B.   The National Council of State Boards of Nursing

The purpose of NCSBN is to promote evidence-based regulatory excellence for patient safety and public protection and provide education, service, and research through collaborative leadership. To ensure public protection, NCSBN Member Board jurisdictions require a candidate for licensure to pass an examination that measures the competencies needed to perform safely and effectively as a newly licensed, entry-level nurse. The National Council of State Boards of Nursing (NCSBN) develops the National Council Licensure Examination for Registered Nurses (NCLEX-RN) used by all boards of nursing in making licensure decisions.

Graduates who plan to take the NCLEX-RN in a state other than New Hampshire should contact the Board of Nursing in that particular state for specific information. Students are encouraged to

review The National Council of State Boards of Nursing website for criterion for licensure and contact information for all state Boards of Nursing: https://www.ncsbn.org/index.htm

III. KEENE STATE COLLEGE MISSION & VALUES

Keene State College prepares promising students to think critically and creatively, to engage in active citizenship, and to pursue meaningful work. As the public liberal arts college of New Hampshire, we offer an enriching campus community and achieve academic excellence through the integration of teaching, learning, scholarship, and service.

Values
Our liberal arts mission dedicates us to the development of knowledge and skills necessary to meet the challenges of our changing world. As a public institution, we provide educational opportunities for all qualified students and continue our heritage of service to New Hampshire and the New England region.

We value
- All members of our community: students, faculty, staff, alumni, and friends.
- Strong relationships among students, faculty, and staff.
- Excellence in teaching, learning, and scholarship.
- Commitment to learning and cultural enrichment.
- Social justice and equity in our community and in our curriculum.
- Educational challenge and support for a wide range of learners.
- Physical and financial access and support.
- Balanced development of mind, body, and character.
- Diversity, civility, and respect.
- Civic engagement and service to the community.
- Environmental stewardship and sustainability.
- Partnerships that enhance the quality of life in the Monadnock region, New Hampshire, and the world.
- An attractive campus that inspires and supports inquiry, reflection, and social interaction.

IV. MISSION AND PHILOSOPHY OF THE NURSING PROGRAM

The Nursing Program's Mission and Philosophy is grounded in the Mission and Values of Keene State College.

Mission
The mission of the Keene State College Nursing Program is to educate future nurse leaders to provide quality, evidence-based healthcare. Building upon a strong science and liberal arts foundation, students develop the knowledge, skills and attitudes essential to providing quality care. Utilizing "The Essentials of Baccalaureate Education for Professional Nursing Practice" (American Association of Colleges of Nursing, 2008) and the "Nurse of the Future" standards and guidelines, faculty teach practices that promote the health and well-being of diverse individuals, families and communities. Graduates of the nursing program are prepared to make sound clinical judgments, communicate effectively and make practice decisions based on the best evidence available.

Philosophy
A solid base in liberal education provides the distinguishing cornerstone for the study and practice of professional nursing (American Association of Colleges of Nursing [AACN], 2008, p. 11). A strong foundation in liberal arts includes a general education curriculum that provides broad exposure to multiple disciplines and ways of knowing. As defined by the Association of American Colleges and Universities (AAC&U), a liberal education is one that intentionally fosters, across multiple fields of study, wide ranging knowledge of science, cultures, and society; high level intellectual and practical skills; active commitment to personal and social responsibility; and the demonstrated ability to apply learning to complex problems and challenges (AAC&U, 2008, p. 4). A liberal education includes both the sciences and the arts (AACN, 2008, p.10).

As a scientific discipline, nursing draws on a discrete body of knowledge that incorporates an understanding of the relationships among nurses, patients, and environments within the context of health, nursing concepts and theories, and concepts and theories derived from the basic sciences, humanities, and other disciplines. The science of nursing is applied in practice through a critical thinking framework known as the nursing process that is composed of assessment, diagnosis, planning, implementation, and evaluation. The steps of the nursing process serve as a foundation for clinical decision-making and evidence-based practice. Nurses use critical thinking to integrate objective data with knowledge gained from an assessment of the subjective experiences of patients and groups, and to apply the best available evidence and research data to the processes of diagnosis and treatment. Nurses use clinical reasoning to respond to the needs of the populations they serve and to develop strategies to support optimal outcomes that are most appropriate to the patient or situation while being mindful of resource utilization. Nurses continually evaluate the quality and effectiveness of nursing practice and seek to optimize outcomes (American Nurses Association [ANA], 2015.)

The art of nursing is based on a framework of caring and respect for human dignity. The art and science of nursing are inextricably linked, as a compassionate approach to patient care carries a mandate to provide that care competently. Competent care is provided and accomplished through delegated, independent and interdependent practice (Koloroutis, 2004, pp. 123-25), and through

collaborative practice (Tomey, 2009, p. 397) involving other colleagues and/or the individuals seeking support or assistance with their healthcare needs (ANA, 2015).

The distinctive focus of the discipline of nursing is on nursing actions and processes, directed toward human beings and take into account the environment in which individuals reside and in which nursing practice occurs (Fawcett & Garity, 2009). This distinctive focus is reflected in the metaparadigm of nursing, which identifies human beings (patients), the environment, health, and nursing as the subjective matter of interest to nurses (ANA, 2015). In the context of nursing knowledge, these constructs are defined as follows:

Human beings/patients/clients – the recipient of nursing care or services. These terms were selected for consistency and recognition and support of the historically established tradition of the nurse-patient relationship and recipients of nursing care. Patients may be individuals, families, groups, communities, or populations. Further, patients may function in independent, interdependent, or dependent roles, and may seek or receive nursing interventions related to disease prevention, health promotion, or health maintenance, as well as illness and end-of-life care. Depending on the context or setting, patients may at times more appropriately be termed clients, consumers, or customers of nursing services (AACN, 1998, p. 2).

Environment – the atmosphere, milieu, or conditions in which an individual lives, works, or plays (ANA, 2015).

Health – an experience that is often expressed in terms of wellness and illness, and may occur in the presence or absence of disease or injury (ANA, 2015).

Nursing – is the protection, promotion, and optimization of health and abilities, prevention of illness and injury, alleviation of suffering through the diagnosis and treatment of human response, and advocacy in the care of individuals, families, groups, communities, and populations (ANA, 2010).

REFERENCES

American Association of Colleges of Nursing. (2008). *The essentials of baccalaureate education for professional nursing practice* (2nd ed.). Washington, D.C.: Author.

American Nurses Association. (2015). *Code of ethics for nurses with interpretive statements*. Silver Springs, MD: Author.

American Nurses Association. (2015). *Nursing scope and standards of practice*. Silver Springs, MD: Author.

Association of American Colleges and Universities. (2008). *College learning for the new global century*. Washington, DC: Author.

Fawcett, J. & Garity, J. (2009). *Evaluating research for evidence-based nursing practice*. Philadelphia: F.A. Davis Company.

Koloroutis, M. (Ed.). (2004). *Relationship-based care: A model for transforming practice*. New York, NY: Springer Publishing Company.

Tomey, A.M. (2009). *Guide to nursing management and leadership* (8th ed.). St. Louis, Missouri: Mosby Elsevier.

The organizing framework of KSC's nursing curriculum is derived from the philosophy and rooted in the competencies defined by the *Nurse of the Future* (2016) available at http://www.mass.edu/currentinit/documents/NursingCoreCompetencies.pdf

The Nurse of the Future Nursing Core Competencies

- ► **Patient-Centered Care**
- ►**Professionalism**
- ►**Leadership**
- ► **Systems-Based Practice**
- ►**Informatics and Technology**
- ►**Communication**
- ►**Teamwork and Collaboration**
- ►**Safety**
- ►**Quality Improvement**
- ►**Evidence-Based Practice**

NURSE OF THE FUTURE CONCEPTUAL MODEL

BOARD OF HIGHER EDUCATION NURSING INITIATIVE
NURSING CORE COMPETENCIES©
The Science and Practice of Nursing
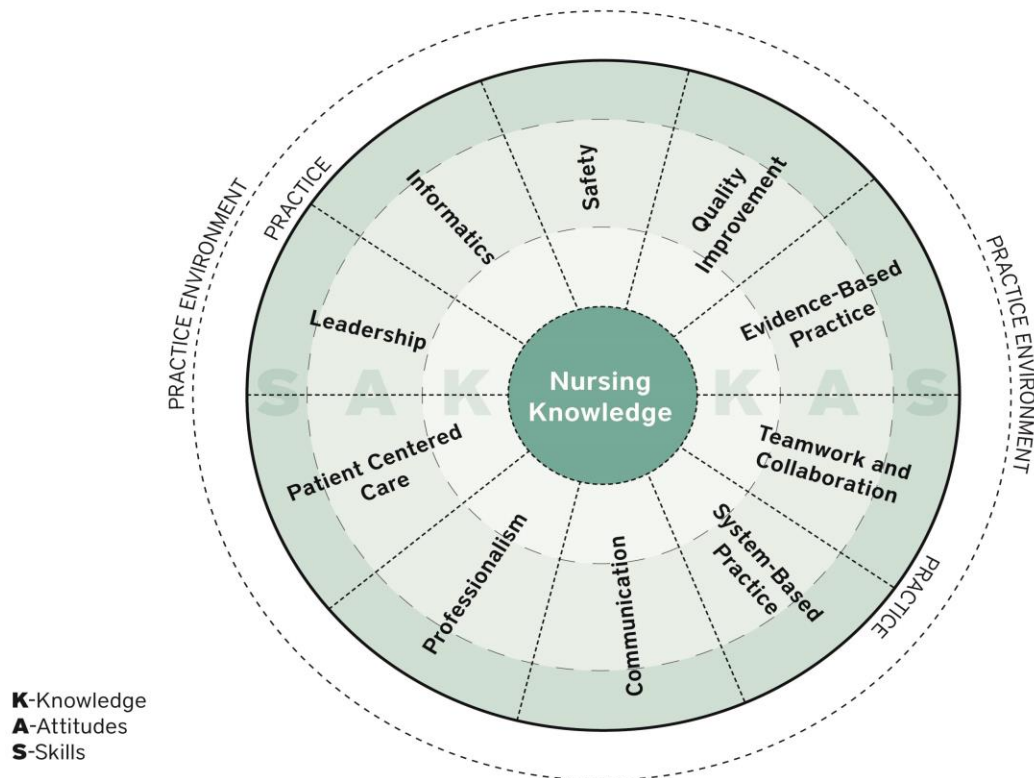
VI. BELIEFS ABOUT NURSING EDUCATION

Baccalaureate nursing education builds on a strong foundation in the liberal arts, humanities and sciences. Nursing education reflects the American Association of Colleges of Nursing (AACN) *Essentials of Baccalaureate Education for Professional Nursing Practice* (2008) and faculty beliefs about education and the profession. Nursing education prepares generalists to provide culturally sensitive nursing care across the lifespan and in diverse settings, provide leadership in inter-disciplinary health systems, make sound clinical judgments, advocate for change and quality care, and value lifelong learning. Baccalaureate nursing education reflects the ever-changing demands of the profession and prepares graduates to practice and pursue advanced nursing education.

Research evidence on education and human development informs nursing education, faculty and curriculum development, and the evaluation of learning. Nursing faculty acknowledge that nursing education and practice are challenging and recognize the importance of providing an appropriate balance of support for student learning and success. Nursing education is best when it is relationship-centered, interactive, experiential, reflective, respectful of learners and their development, and supports exploration and discovery. Faculty embrace the concept of self-regulated learning and provide tools that enable students to learn and grow in the nursing profession. Self-regulated learning is "about one's relationship with oneself and one's ability to exert the effort, self-control, and critical self-assessment necessary to achieve the best possible results – and about overcoming risk aversion, failure, distractions, and sheer laziness in pursuit of *real* achievement (Nilson, p. xxvii)

As a community of learners, faculty and students explore assumptions about education and knowledge, and consider these when co-creating learning experiences. Faculty are open to student development, student experiences, and student knowledge. Through meaningful learning context, faculty invite students to grow and develop complex reasoning that facilitate clinical decision-making. Through their interactions, faculty and students engage in active construction and reconstruction of knowledge and experience.

VII. STUDENT LEARNING OUTCOMES

Nursing Student Learning Outcomes (SLO)
At the completion of the program:

1. Demonstrate accountability for practicing nursing within established moral, legal, ethical, regulatory, and humanistic principles.
2. Demonstrate an awareness of and responsiveness to the larger context and system of health care and the ability to call on system resources effectively to provide care that is of optimal quality and value.
3. Use information and technology to communicate, manage knowledge, mitigate error, and support decision-making.
4. Identify, evaluate, and use the best current evidence coupled with clinical expertise and consideration of patients' preferences, experience, and values to make practice decisions.
5. Function effectively within nursing and interdisciplinary teams, fostering open communication, mutual respect, shared decision-making, team learning, and development.

6. Minimize risk of harm to patients and providers through both individual performance and system effectiveness.
7. Use data to monitor outcomes and care processes, and use improvement methods to design and test changes to continuously improve the quality and safety of health care.
8. Influence the behavior of individuals or groups of individuals within their environment in a way that will facilitate the establishment and acquisition/achievement of shared goals.
9. Deliver holistic nursing care, advocate for health promotion and disease prevention strategies at the individual, family, community, and global levels.
10. Demonstrate effective communication skills with clients that foster mutual respect and shared decision making to enhance patient satisfaction and health outcomes.

VIII. NURSING PROGRAM OUTCOMES

1. Seventy-five percent (75%) of nursing students will successfully complete the program.

2. Graduates will pass the NCLEX–RN on the first attempt at or above the national pass rate for RN graduates.

3. Ninety percent (90%) of nursing graduates who pass the NCLEX are employed as registered nurses within twelve months of graduation.

4. Eighty percent (80%) of nursing graduates who respond to the graduate survey are satisfied with the nursing program.

5. Ninety percent (90%) of employers responding to the survey are satisfied with nursing graduate performance.

IX. NURSING COURSE DESCRIPTIONS

NURS 301: Introduction to Professional Nursing (2 Credits)
The purpose of this course is to explicate the values and philosophy of the Nursing Program and helps students to develop an understanding of issues confronting professional nurses. Emphasis is on history, trends, policy issues and the inter-relatedness of these factors with socio-cultural forces affecting the quality, nature and delivery of basic nursing care.

NURS 302: Patient Centered Care (4 Credits)
This course introduces students to the theoretical foundations of practice and begins to establish the knowledge, attitudes, and skills required in the field. The course will emphasize the need for nurses to recognize and respond to patient values and needs with respect and compassion in a coordinated health care environment.

NURS 303: Nursing Pharmacology I (2 Credits)
This introductory nursing pharmacology course focuses on developmentally relevant pharmacodynamic and pharmacokinetics. These processes include drug therapy, which is essential to prevent adverse drug interactions and patient harm. This course explores basic physiological mechanisms underlying illness and disease, and the positive outcomes associated with health promotion and disease prevention.

NURS 304: Clinical – Patient Centered Care (4 Credits)
Pre-licensure nursing students are introduced to the holistic care of clients, beginning clinical decision-making, and therapeutic nursing interventions as the foundation of nursing practice. Nursing process, assessment, documentation, therapeutic communication skills, aseptic technique, and medication administration are included as well as other fundamental nursing skills. Graded Pass/Fail.

NURS 305: Psychosocial Nursing (4 Credits)
Students develop the knowledge necessary to identify, apply, and evaluate current evidence to support clinical expertise. Decision-making skills that demonstrate compassionate awareness of patient and family preferences, experience, and values will be developed. Therapeutic interventions for acute, chronic, and mental health alterations are presented.

NURS 307: Clinical – Evidence Based Practice (4 Credits)
This clinical course provides the experience of applying evidence and skills in caring for adult clients, including the elderly. Clinical experiences promote disciplined decision-making, support effective communication, facilitate positive patient care outcomes, and strive for error reduction, using nursing informatics to document nursing care and outcomes of patient care, and communicate with others. Graded Pass/Fail.

NURS 308: Medical Surgical Nursing I /Acute (4 Credits)
This course addresses the nursing care of adults with life threatening conditions. Particular attention is paid to nursing care of patients with increasing complexity and acuity levels.

NURS 309: Nursing Research I (2 Credits)
The course prepares students to identify researchable clinical problems in healthcare settings, understand the research process, compare and contrast the processes of EBP and QI. Students develop skills to critically analyze research studies and apply research outcomes. Research studies are critically analyzed with regard to their implications for clinical practice.

NURS 311: Clinical Calculations (2 Credits)
This course prepares students to calculate dosage and solutions for beginning nursing practice. Students will learn how to make conversions between measurement systems, calculate drug and fluid dosages, and understand drug calculations for specialty areas.

NURS 312: Health Promotion and Physical Assessment (4 Credits)

Examine models of health in wellness promotion and illness prevention across the lifespan. Emphasis on the individual in context of family and environment. Focus on appraisal of risk and evidence-based reduction of risk. Students attain mastery of fundamental and advanced health assessment skills for diverse groups in the Simulation Lab.

II 333: Complementary Health Care Practices (4 Credits) *Elective*
This transdisciplinary course will explore health practices that emphasize the mind-body-spirit connection and complement conventional medicine. Students will examine western and complementary medical and psychological research analyzing health benefits, therapy risks, access issues, social factors and cultural factors. Selected complementary health practices will be demonstrated.

NURS 310: Healthcare Informatics (4 Credits) *Elective*
Integrates nursing science with computer technology and information science. Provides focus on the role of information systems in health care organizations. Emphasis is on technology-based health applications that support clinical, administrative, research, and educational decision making enhancing the efficacy of nursing endeavors.

NURS 401: Community Health Nursing (4 Credits)
Students learn to function as members of interdisciplinary teams to provide care. This course will support skillful integration of patient-centered care and evidence-based practice theories in decision-making. Students will also develop skills to foster open communication, ensure mutual respect, and engage in shared decision-making within teams. Prerequisite: NURS 307 or permission of instructor.

NURS 402: Specialty Nursing Practice (4 Credits)
Critical thinking and the nursing process are used to provide therapeutic nursing interventions to manipulate complex environmental factors while maintaining health and promoting wellness. Focus is on advanced assessment techniques and nursing skills, caring for the childbearing family, clients in schools, and the workplace.

NURS 403: Clinical – Specialty Settings (4 Credits)
Students apply nursing knowledge and skills in community health, occupational health, childbearing and child rearing agencies, and function as a member of a health care team to ensure positive outcomes. Clinical sites will include community clinics, rural hospitals, long-term care centers, senior centers, day care centers, schools, OB clinics and acute care including ante-partum labor/delivery sites, post-partum sites and newborn nursery sites. Graded Pass/Fail.

NURS 404: Nursing Leadership (2 Credits)
Students gain understanding of how nursing leadership influences patient care and team functioning in practice. The capstone course provides opportunities for students to synthesize knowledge and skills as a professional nurse, use data to monitor outcomes and develop methods to continuously improve the quality and safety of healthcare.

NURS 405: Nursing Research II (2 Credits)
This course prepares students to identify problems within a variety of practice settings, evaluate relevant research literature and evidence, and apply research evidence to support change processes in the clinical setting. Prerequisite: NURS 403.

NURS 406: Transition to Practice Clinical (4 Credits)
Catalog Description: This clinical immersion course fosters transition from student nurse to practicing professional nurse. Students participate in the interdisciplinary provision of quality

health care. Students will participate in management within health care organizations and test quality control methods that promote the application of research in nursing practice.

NURS 407: Medical Surgical Nursing II/Chronic (4 Credits)
Medical Surgical Nursing II continues to address restorative nursing care for adults with medical and surgical alterations in health status. Topics include pathophysiology of disease, therapeutic nursing interventions for acute and chronic manifestations of diseases in major organ systems.

NURS 408: NCLEX- RN Preparation and Review (2 Credits)
Provides students with the opportunity to review their mastery of nursing content, computer CAT test-taking skills and strategies, and the psychomotor aspects of high stakes testing in preparation for the NCLEX-RN.

NURS 410: Medical Surgical Nursing III (2 Credits)
The course incorporates case scenarios and patient simulation that actively engage students in critical-thinking and clinical decision-making. Students explore physiological and psychological principles of complex illnesses building upon knowledge from previous nursing courses. Focus is on collaborating with other healthcare professionals, managing patient care and quality improvement.

X. COLLEGE AND NURSING PROGRAM POLICIES

Policies in this Handbook reflect the policies of Keene State College (KSC). Certain policies, required by the Nursing Program, reflect standards set forth by the New Hampshire Board of Nursing and the Collegiate Commission on Nursing Education (CCNE). Nursing faculty develop policies and communicate those changes to students through this Handbook. Students are notified by e-mail and in writing if policies change during the course of their nursing education at KSC.

A.   Keene State College Non-Discrimination Policy
Please familiarize yourself with the Keene State College Discrimination and Discriminatory Harassment Policy. http://www.keene.edu/administration/policy/detail/discrimination/

1. Student Rights
To benefit most from their educational experience, students and, where appropriate, recognized student organizations at Keene State College, have the right to expect:

- Academic and co-curricular experiences that provide opportunities for intellectual and personal growth and promote the standards of academic integrity
- Faculty who are knowledgeable in their fields, effective in helping students learn, and diligent in providing appropriate and timely academic feedback
- Administrators and staff who are knowledgeable in their fields and who provide efficient/ timely service and appropriate feedback
- Faculty, administrators, and staff who treat them with respect
- A curriculum that broadly educates, encourages critical thinking, and promotes proficiency in a specific field
- Equipment and material appropriate to the field of study, including reasonable access to current technology
- A variety of services which support academic, personal, and social growth
- As safe and healthy environment as is reasonably possible

- An equitable and consistent enforcement of College policies with due consideration of the rights of all members of the College community

2. Student Responsibilities
Students should understand that their behavior in and out of the classroom could have positive and negative consequences for themselves and others. Students have a responsibility to:
- Take learning seriously: attend class, be prepared, participate in discussions, ask questions, and get assignments done on time
- Treat faculty, staff, and fellow students with respect
- Contribute to the enrichment of the College and the larger community
- Protect and preserve property belonging to others and the College
- Be aware of how lifestyle choices affect academic success and personal growth
- Be knowledgeable of and comply with the College policies as outlined in the Student Handbook, College Catalog, and course syllabi

To ensure that all students have access to the rights listed above, each student must honor his/her responsibilities and modify behavior to comply with the above stated expectations as requested by the institution or members of this learning community.

This Student Handbook is one of a number of College publications that outline the services Keene State College provides for students and the expectations the College has of students. The handbook has been organized to reflect the Statement of Student Rights and Responsibilities.

Direct questions regarding the statement, or any specific rights or responsibilities to the Dean of Students at (603) 358-2842.

B.   Leave of Absence and Withdrawal Procedure
Please refer to the KSC Student Handbook:
http://www.keene.edu/administration/policy/detail/handbook/campus-policies/#l

C.   Student Records
The Registrar's Office maintains records of all students as required by law. Additional information may be found at http://www.keene.edu/administration/policy/detail/student-records/

Nursing students may request a copy of their clinical evaluations by submitting a written request to the Nursing Program Director. Requests may take a minimum of two weeks to process.

D.   Admission
• *First-year students/freshmen* are admitted to the College as *Pre-Nursing* majors and must complete a Declaration of Major form in Nursing at the time of First-Year Orientation.
• *Admission as a Pre-Nursing major does not guarantee progression into the Pre-Licensure nursing course sequence. Each cohort is limited to 32 students per year.*
1. Admission Criteria – Pre-Nursing
Entering first-year students must meet minimum entry requirements of the college and have a minimum high school GPA of 3.25. Conditional admission into the Pre-Nursing track does not guarantee progression into the Pre-Licensure nursing course sequence. In the sophomore year, a

maximum of 32 students are accepted for progression into the Pre-Licensure nursing course sequence based on the admission criteria for the Pre-Licensure Nursing Major.

2. Admission Criteria – Pre-Licensure Nursing Major

- Attending a mandatory nursing orientation meeting in the sophomore year (the semester preceding progression into the Pre-Licensure Nursing course sequence).
- Successful completion of the ISP and Allied Discipline requirements by the end of the sophomore year.
- Successful completion of the nursing Basic Math Competency requirement. (See Section XII for information on the Basic Math Competency)
- A minimum overall GPA of 3.4.
- A minimum course grade of 3.0 (B) and a cumulative GPA of 3.25 in the following required science classes:
  - INCHEM 103 Introduction to Chemistry
  - BIO 230 Anatomy & Physiology I
  - BIO 232 Anatomy & Physiology II
  - HLSC 240 Microbiology for Health Professionals

- Completion of the Test of Essential Academic Skills (TEAS) scoring at the "Proficient" level or above by Reading Day at the end of the sophomore spring semester.
  - Applicants can take the TEAS two (2) times in a calendar year with a minimum of 90 days between attempts. Applicants choosing to retake the TEAS must retest on all sections of the test. The results from only one test will be considered.
  - Note: Students who do not meet all established criteria may be considered on a case-by-case basis if space in the Nursing program is available.
  - Information on the TEAS is available online at ATI.com

E.   Program Progression

Because of the professional nature of nursing and its responsibility to the public, the Nursing Program has established the following progression and graduation standards.

- Basic math competency test given by the Math Center is required for progressing into the nursing program. It must be completed by end of freshman fall semester. A student who is not successful in the basic math competency test must enroll in MATH 102 – Math for Management
- Students must successfully complete NURS 301 – Introduction to Professional Nursing and NURS 311 – Clinical Calculations with a minimum grade of B (83%) to progress to the pre-licensure program.
- Students may not pass medications on their assigned clinical unit until they have successfully demonstrated competency in medication math calculations.
- Students must earn a B (83%) or higher in each required nursing course in order to continue in the nursing course sequence.
- Students must provide proof of immunization prior to clinical placement. Immunizations include: Tb, Varicella, MMR, Hepatitis B series (HEPVAC). HEPVAC requires that the series start around the time of application submission to ensure the six-month series is entirely completed before clinical practice begins.
- Documentation of all medical requirements, BLS for healthcare providers certification, and drug screening is maintained with CastleBranch. https://www.castlebranch.com/ It is

the responsibility of the student to provide this documentation prior to starting their nursing clinical.

- Compliance for all health requirements must be kept current at all times. Students receive an email notification as well as an alert on their CastleBranch profile, 21 days in advance of the requirement's expiration. Students are then alerted once a week until a new document is uploaded.
- If certification expires, student will not be allowed to attend clinical until certification is up to date and loaded on CastleBranch.
- Students must provide proof of Basic Life Support (BLS) for healthcare providers at the point of application and must maintain certification until after graduation.
- Students must have a satisfactory background check which results in no findings that could preclude clinical placement eligibility

F. Drug and Alcohol

Students are not allowed in class or clinical practice settings if under the influence of drugs or alcohol. Students in violation of this policy may be expelled from the nursing program. The KSC Nursing program expects all students to comply with the policies of our clinical partners.

If alcohol or drugs are suspected by the faculty/instructor/preceptor and/or have the potential or have led to unsafe practice by the student, the student will be asked to undergo immediate laboratory testing in accordance with the policies and procedures of the clinical agency. Costs of the laboratory testing will be assumed by the student. Refusal to submit to laboratory testing or a positive laboratory test will result in suspension from the Nursing Program pending a full investigation.

G. Recommended Work

Students commit time, energy, and money to become nurses. The faculty recommends that nursing students will maintain a realistic work schedule that will allow them the opportunity to succeed in nursing.

The faculty recommend the following guidelines for student employment:
- Students should allot 3 hours of study time for each hour of theory class per week
- Students should not plan to work full time.
- Students are encouraged to not work more than 16 hours per week to maximize success in nursing courses.
- Students are encouraged not to work from 11:00pm-7:00am the night before class, clinical, or examinations.
- Students are encouraged not to work from 7:00am-3:00pm (or any overnight shift) before a 3:00pm-11:00pm clinical.
- Students should not schedule themselves to work immediately following class, lab, or clinical. Instructors cannot guarantee that students will be released on time.

H. Change in Health Status

When a student's health status has changed, the student must provide documentation from a health care provider that clearly states the limitations or the ability of the student to fully participate in all activities before the student may continue in class, laboratory or clinical experience. Continuation of attendance in clinical experiences following a change in health status will be in accordance with policies of our clinical partners.

Health status changes include, but are not limited to:
- Injury
- Pregnancy/Delivery (requires physician's note)
- Major illness i.e., physical or emotional
- Communicable disease(s)
- Splint/brace/cast/sling, etc.

I. Academic Advising

Pre-nursing and Pre-Licensure students are assigned a nursing faculty advisor Students are encouraged to meet with their advisors at least once during each semester or at any time questions or concerns arise.

Nursing Faculty and the Director work with nursing students to advise and assist them with successful completion of the nursing program. Students continue with the same nursing faculty advisor throughout the program.

1. *Academic Performance Counseling*

Students scoring less than 83% on any NURS exam should meet with faculty to develop an Academic Learning Contract. The student, faculty or Director of the Nursing Program may initiate a counseling conference. The purpose of a counseling conference is to provide an opportunity for the student, instructor or Director to discuss areas of concern.

2. *Clinical Performance Counseling*

When a student is not meeting performance criteria in the clinical or laboratory settings, the student may be removed from a clinical course and/or dismissed from the nursing program. If the student's conduct or action is considered by the faculty of the nursing program to be appropriate for remediation the student will meet with clinical faculty, to develop a Clinical Learning Contract. The Clinical Learning Contract will include a plan for remediation. Students not meeting the Clinical Learning Contract agreement will result in failure of the clinical course.

J. Additional Program Expenses

Additional expenses associated with the Nursing program include the following:
- Differential fees for clinical courses
- Transportation to clinical learning experiences which includes outside of the Keene area
- Nursing apparel/uniforms
- Stethoscopes with a bell
- Bandage scissors
- Watch with a second hand
- ATI materials/resources at the KSC Bookstore each semester
- Expenses associated with CastleBranch criminal background check, completing health requirements and immunizations, and drug testing
- BLS Healthcare Provider Certification

K. Professional Behavior

Nursing students are expected to follow the College undergraduate student code of conduct. Refer to the *Keene State College Undergraduate Student Handbook* for *Undergraduate Student Code of Conduct*.   http://www.keene.edu/administration/policy/detail/handbook/code/

In addition, students are expected to conduct themselves in a professional and respectful manner at all times in the classroom, laboratory and clinical area when interacting with faculty, clinical and lab instructors, staff, peers client, client's family and all members of the allied health team. Noncompliance with KSC and nursing policies and/or standards of behavior will result in a review by nursing faculty and the Director of Nursing. Dismissal from the Nursing Program may be an outcome for noncompliance. Behaviors that will not be tolerated include:

- Profanity
- Disrespectful and unprofessional behaviors or communication
- Breach of confidentiality and academic dishonesty (grounds for dismissal from the Nursing Program)

Students are to be knowledgeable of and adhere to the American Nurses Association *Code of Ethics*, available at   http://www.nursingworld.org/codeofethics

L. Assignments

- All assignments must be handed in on the due date.
- The nursing faculty reserves the right to not accept late assignments and/or deduct 10% (for that particular assignment) per day for late assignments unless previous approval was granted by faculty of record.
- Written assignments must be typed or completed on a word processor or computer. Exceptions will be made for work assigned during class time.
- APA format is standard for the Nursing Program (i.e., Times New Roman 12 point font, double spaced, etc.).

M. Examination

- Students are required to be present for all examinations.
- Students missing examinations must contact the instructor on the day of the examination prior to the examination via telephone or email. Failure to do so will result in a zero for that examination.
- Students must arrange with the instructor to make up the missed examination.
- The examination must be completed on the day the student returns to class after the absence of the missed examination date.
- The faculty will determine the testing method, which may differ from the method used for the original exam.
- The nursing faculty reserves the right to not have the student take the examinations and/or deduct 10% of the grade on make-up examinations.
- Examinations are retained by nursing faculty and may be reviewed by appointment.

N. Grading

Grades will be available on Canvas - the Learning Management System (LMS) for each individual course. Grades will not be posted elsewhere to ensure the student's privacy.

O. Recording Classes

Students may use a recorder in class, **only with the prior permission** of the faculty member teaching the class.

P. Reproduction of Course Materials

Unauthorized reproduction of any class materials is prohibited.

Q. Electronic Media

Use of electronic devices for social media and personal communications is prohibited in the classroom, nursing lab, and clinical settings. Students can use electronic devices while in the classroom and nursing lab for course related purposes. If a student uses an electronic device for social media and personal communications while in class or lab, the electronic device will be taken from the student and stored in a safe place until the class or lab is completed. Second offence of this policy, the student will be asked to leave the class and is responsible for making up any missed work from class.

R. Social Media

Students must be compliant with HIPAA regulations at all times, including social media. Please see the National Council of State Boards of Nursing Social Media Policy: https://www.ncsbn.org/NCSBN_SocialMedia.pdf

S. Attendance/ Classroom Conduct

The Nursing Program and faculty follow the Keene State College Attendance Policy. Review the College attendance policy: http://www.keene.edu/administration/policy/detail/attendance/
The nursing faculty expect behavior to show respect and consideration for faculty and classmates by:
- Attending all classes;
- Arriving on time;
- Being prepared for class by completing assignments listed in the course syllabus, handouts and/or communicated on Canvas;
- Engaging in active learning during class time;
- Notifying instructors by phone or email if unable to attend class;
- Accepting accountability for make up any content missed due to absence.

T. ATI Assessments and Review Policy

Students purchase the ATI product code each semester during the junior and senior years. Along with the access code, you receive a set of ATI textbooks. The Access code allows you to use the many learning resources provided by ATI. Each semester, faculty will assign chapters to review in the textbooks, skills modules, Real Life RN virtual patient scenarios, practice assessment tests and proctored assessments.

Students are required to take proctored ATI competency exams throughout the nursing program related to specific mastery content components of each nursing course. Individual course syllabi will delineate specific ATI requirements for that nursing course.

Each ATI proctored exam grade will be a combination of completing practice assessments, achieving a proficiency level, and remediation (focused assessment). The grade for the comprehensive exam will be based on the percentage grade plus completing the practice assessments and remediation. **Please refer to each course syllabus for the percentage that ATI proctored exam will account for in your final course grade**.

Please refer to the chart below for all proctored exams except comprehensive predictor:

Practice exam	Proficiency on Proctored Exams	Remediation
Practice exam A with a minimum of 1 hour of remediation (include an active learning templates for topics missed or identify 3 critical points to remember = 2 points	Proficiency Level 3 = 4 points	A minimum of 1 hour of remediation (include an active learning templates for topics missed or identify 3 critical points to remember = 2 points
Practice exam B with a minimum of 1 hour of remediation (include an active learning templates for topics missed or identify 3 critical points to remember = 2 points	Proficiency Level 2 = 3 points	A minimum of 2 hours of remediation (include an active learning templates for topics missed or identify 3 critical points to remember = 2 points
	Proficiency Level 1 = 1 point	A minimum of 3 hours of remediation (include an active learning templates for topics missed or identify 3 critical points to remember = 2 points
	< Proficiency Level 1 = 0 points	A minimum of 4 hours of remediation (include an active learning templates for topics missed or identify 3 critical points to remember = 2 points

Grading:
10/10 points = 100%
9/10 points = 90%
8/10 points =80%
7/10 points = 70%
6/10 points = 60%

Proficiency levels described:
Proficiency Level **3**—indicates a student has a high level of knowledge in this area and
    may exceed NCLEX-RN standards in this content area.
Proficiency Level **2**---indicates a student has a satisfactory level of knowledge in this area
    and may be fairly certain to meet NCLEX-RN standards in this content area.
Proficiency Level **1**---indicates a student has minimal knowledge in this area and may
    just meet NCLEX-RN standards in this content area.
Below Proficiency Level **1**---indicates that the student does not have an adequate level of
    knowledge in this area. May not meet NCLEX-RN standards in this content area.

Grading rubric for **the Comprehensive Predictor** proctored exam:

Practice exam	Proficiency on Proctored Exams	Remediation
Practice exam A with a minimum of 1 hour of remediation (include an active learning templates for topics missed or identify 3 critical points to remember) = 2 points	95% or above Passing predictability = 4 points	A minimum of 1 hour of remediation (include an active learning templates for topics missed or identify 3 critical points to remember = 2 points
Practice exam B with a minimum of 1 hour of remediation (include an active learning templates for topics missed or identify 3 critical points to remember) = 2 points	90% or above Passing predictability = 3 points	A minimum of 2 hours of remediation (include an active learning templates for topics missed or identify 3 critical points to remember = 2 points
	85% or above passing predictability = 1 point	A minimum of 3 hours of remediation (include an active learning templates for topics missed or identify 3 critical points to remember = 2 points
	84% or below passing predictability = 0 points	A minimum of 4 hours of remediation (include an active learning templates for topics missed or identify 3 critical points to remember = 2 points

Please note: Points for the ATI comprehensive predictor will be added to your course grade if you achieve 72.7% or above. You have two attempts to achieve the required 72.7%. If after two attempts you have not achieved a 72.7, faculty will submit an "Incomplete" grade (I) for the course and you will be required to enroll in the ATI Virtual Tutor. When you receive the "green light" from the ATI tutor, your grade will be changed to reflect what you earned in the course.

U.   Grading
Numerical grades and percentages used for letter grades in Nursing Courses are recorded as:
- A (4.0 or 93-100%)
- AB (3.5 or 87-92%)
- B (3.0 or 83-86%)
- BC (2.5 or 78-82%)
- C (2.0 or 73-77%)
- CD (1.5 or 68-72%)
- D (1.0 or 60-67%)
- F (below 60%)
- P   Pass
- F   Fail
- W   Withdraw
- I   Incomplete

U.   Grading (continued)

- Clinical learning experiences are graded on a Pass/Fail basis.
- Any student receiving a Failing clinical or laboratory grade will receive an "F" for that course.

Please refer to the Grade Appeals Policy on the Keene State College website.
Keene State College Academic Policy on Grade Appeals:
http://www.keene.edu/administration/policy/detail/grade-appeals/

V.   Rounding Final Grades

The Nursing Program grading policy is to eliminate decimal points and to assign whole numbers to the final grade for the course. The 'rounding up' of the grade is based on a 0.50 or above. Example: a student grade of 79.49, or less, rounds to 79; conversely, a student grade of 79.50, or above, rounds to 80.0.

W.   Readmission to Nursing Program

Nursing students who are unsuccessful in the program as a result of an academic and/or clinical failure, or withdraw from the program, have one opportunity for readmission. Individuals seeking readmission must submit a written request to the Nursing Program Director. The Director and nursing faculty determine eligibility for readmission after reviewing individual requests. Readmission decisions are based on seat availability, prior academic and clinical performance.

X.   Background Review

Purpose

The Keene State College Nursing Program is committed to providing the public with nurses and nursing students who demonstrate personal and professional behaviors consistent with the standards of the nursing profession. The purpose of nursing licensure is to safeguard life, health, and the public welfare of the people of this state. In order to protect the people of the State of New Hampshire from the unauthorized, unqualified, and improper application of services of individuals in the practice of nursing, a criminal background check on all nursing students and any nurse not licensed by the State of New Hampshire is required.

Scope

This policy applies to all pre-licensure undergraduate students.

Policy

Satisfactory results of a background review are required to progress in the nursing program. Cases will be reviewed by the nursing faculty if there are findings on the record. Refusal to provide consent for investigation will result in exclusion from nursing courses and from the nursing major.

Background review information released to the Nursing Program will be used only for purposes of assisting in making decisions about continued matriculation in the nursing major.

If a background review includes information that the student claims is untrue or inaccurate, these concerns or issues must be addressed by the student to the Bureau of Criminal Identification for resolution.

Students have an obligation to report any civil and/or criminal conviction to the Director of Nursing within thirty (30) days of its occurrence, while enrolled as a nursing student.

The Director of Nursing and the nursing faculty will review the results of all background reviews. If adverse information deemed to be relevant to the applicant's suitability for nursing student status is obtained, the Director of Nursing will notify the student in writing.

The student will have fourteen (14) days to respond to the decision either in writing or, if appropriate, by meeting with the Director of Nursing.

If a student is disciplined through the Office of Conduct and Mediation, the student must notify the Director of Nursing within thirty (30) days.

Background reviews are non-transferrable.

Convictions
The existence of a conviction does not automatically terminate an individual from the nursing major. Relevant considerations may include, but are not limited to: the date, nature and number of convictions; the relationship the conviction bears to the duties and responsibilities of nursing; and successful efforts toward rehabilitation.
http://www.nh.gov/nursing/enforcement/application-review-threshold.htm

Any decision to terminate a student with a conviction is at the discretion of the Director of Nursing.

Students who are refused clinical placement due to Background Review issues will be dismissed from the nursing program.

STUDENT INSTRUCTIONS FOR KEENE STATE COLLEGE - NURSING

About CastleBranch .com

CastleBranch is a secure platform that allows you to order your background check online. Once you have placed your order, you may use your login to access additional features of **CastleBranch** including document storage, portfolio builders and reference tools. **CastleBranch** also allows you to upload any additional documents required by your school.

Order Summary

➢ **Required Personal Information -** In addition to entering your full name and date of birth, you will be asked for your Social Security Number, current address, phone number and e-mail address.

➢ **Drug Test (LabCorp) -** Within 24-48 hours after you place your order, the electronic chain of custody form (echain) will be placed directly into your CastleBranch account. This echain will explain where you need to go to complete your drug test.

➢ **Immunizations -** Document trackers provide secure online storage for all of your important documents. At the end of the online order process you will be prompted to upload specific documents required by your school for immunization, medical or certification records.

➢ **Payment Information -** At the end of the online order process, you will be prompted to enter your Visa or MasterCard information. Money orders are also accepted but will result in a $10 fee and an additional turn-around-time.

Place Your Order

Go to: https://www.castlebranch.com/ and click on **"Place an Order"** then enter package code:

KE54 – Background Check, Drug Test & Document Tracker

You will then be directed to set up your **CastleBranch** account.

View Your Results

Your results will be posted directly to your CastleBranch account. You will be notified if there is

any missing information needed in order to process your order. Although 95% of background check results are completed within 3-5 business days, some results may take longer. Your order will show as **"In Process"** until it has been completed in its entirety. Your school's administrator can also securely view your results online with their unique username and password.

Immunization Requirements

- ➢ **Physical Examination Form -** Provide your completed Keene State College Nursing Program Physical Exam Form signed and dated by your healthcare provider. **This form can be found at http://www.keene.edu/academics/programs/nursing/forms/**

- ➢ **Immunization Record -** Provide your completed Keene State College Nursing Program Immunization Record signed and dated by your healthcare provider. Please do not submit print out from doctor's office. Immunizations should be submitted on this form. **This form can be found at http://www.keene.edu/academics/programs/nursing/forms/**
- ➢ **Immunizations:**
    - o **Measles (Rubella) -** There must be documentation of one of the following:
        - 2 vaccination dates
        - Positive antibody titer (lab report required)
    - o **Mumps -** There must be documentation of one of the following:
        - 1 vaccination date
        - Positive antibody titer (lab report required)
    - o **Rubella -** There must be documentation of one of the following:
        - 1 vaccination date
        - 2 vaccination dates
        - Positive antibody titer (lab report required)
    - o **Polio -** There must be documentation of one of the following:
        - Completed primary series, there must be a record of at least 3 dates of vaccinations
        - Positive antibody titer (lab report required)
    - o **Varicella (Chicken Pox) -** There must be documentation of one of the following:
        - 2 vaccination dates
        - Positive antibody titer (lab report required)
        - Physician verification of history of chicken pox
    - o **Diphtheria, Tetanus & Pertussis (Td/Tdap) -** There must be documentation of one of the following:
        - Td booster within the past 10 years
        - Tdap vaccination within the past 10 years
    - o **Meningococcal Quadrivalent -** Provide documentation of your meningitis vaccination.
    - o **Influenza -** Provide documentation of a flu shot administered during the current flu season.
    - o **Hepatitis B -** There must be documentation of one of the following:
        - 3 vaccinations
        - Positive antibody titer (lab report required)

- o **Tuberculosis (TB) Screening/Testing form -** Provide your completed Keene State College Center for Health and Wellness Tuberculosis (TB) Screening/Testing Form signed and dated by your healthcare provider. On that form, you must have provided one of the following within the past 12 months: negative 1-step TB Skin Test **OR** negative Interferon Gamma Release Assay (IGRA) test OR if either of those is positive, a Chest X-Ray. The renewal date will be set for 1 year from date of latest test.

- ➢ **Personal Health Insurance** – Proof of personal health insurance is required. A copy of both the front and back of your card must be uploaded.

- ➢ **Certification -** Sign and provide <u>both</u> sides of:
  Basic Life Support for Healthcare Providers from either
  - o American Heart Association BLS for Healthcare Providers
  - o American Red Cross BLS for Healthcare Providers

IF YOU NEED HELP!
If you need assistance please contact **CastleBranch.com** at **888-666-7788** or
<u>studentservices@CastleBranch.com</u> and a Student Support Representative will be available
Monday-Thursday 8am-8pm, Friday 8am-6pm and **Sunday 12pm-8pm** EST

There are many services offered by Keene State College to promote your success as a student as well as enrich your college experience. Some of these services include financial aid, counseling, and disabilities support service. Please refer to the *Keene State College Undergraduate Catalog* and the *Keene State College Undergraduate Student Handbook* for more information. Both publications are available on the Keene State College website.

A.   Disability Support Services

(First floor, Elliot Center) The Office of Disability Services (ODS) coordinates academic accommodations for students and provides accommodations for students with documented disabilities.   http://www.keene.edu/office/disabilitysvs/   It is the student's responsibility to work with the Office of Disability Services and faculty to facilitate appropriate accommodations for learning.

B.   Library Resources

Mason Library at Keene State College has excellent resources for the nursing program. Students and nursing faculty have access to the library and research materials both on and off campus, and have access to reference services and information literacy instruction on campus.
Mason Library provides access to nursing materials appropriate for the curriculum needs of the students. This includes current print and online sources, historical materials on nursing, and databases with a health or nursing focus. There are over 8,000 monograph titles in the library in relation to nursing. These titles are in the categories of: Health Facilities, Nursing and History; Health Professions and Public Health; Medicine; Medicine by body system; Medicine by discipline; and Preclinical Sciences. There are also more titles within Biology. The seventy-nine (79) health titles that were recommended for purchase in support of the River Valley Community College Associate Degree program in Nursing have been updated to reflect the most up to date information in health sciences. Mason Library has access to a variety of health sciences databases including CINAHL plus with Full Text, Up-to-date, Biological Abstracts, Web of Science, Health Source Nursing/Academic edition from Ebsco, Medline, and Psyc-Info. Practice materials for the NCLEX-RN are available in the Learning Express Library database. The entire health sciences collection at Mason Library is continually assessed to develop the most appropriate materials in support of the entire campus curriculum around health sciences. This is in accordance with the Mason Library collection development policy. Librarians considering materials for the health sciences follow standards stating that books older than ten (10) years are considered for withdrawal. There are exceptions that include titles about history of nursing, minorities in nursing, men in nursing, biographies of nurses, and nursing theories. Titles also considered for exception include those written by a major nursing association or titles not available anywhere else within the state. Outdated materials within an evidence-based clinical nursing program may mean inaccurate information. When patient health is involved this is a critical component considered by librarians. Collaborating with faculty outside the library also helps the library maintain an up-to-date and relevant collection for curriculum needs.

The library also provides technology to access nursing materials from the library and the Internet as well as physical spaces for studying and learning collaboratively. There are resources that are not available through our partnership agreements, such as a specific databases and materials for the main book collection, and reference and media collections to bring our materials into

alignment with peer institution holdings for BSN programs and to maintain currency for existing holdings. To complement the library resources available through Keene State College a partnership has been established with Cheshire Medical Center Dartmouth Hitchcock Keene.

C. Nursing Student Governance

Once per month, a student representative is invited to attend the nursing faculty meeting to share concerns and accomplishments.

D. Technology Resources

The Information Technology (IT) Group *(Second floor, Elliot Center)* provides a wide range of technology services and support for the students, staff, and faculty of Keene State College. KSC students use information technology to complete the requirements of their coursework, to access class lectures and syllabi, to carry out research, and to communicate electronically. All students are provided with a MyKSC account, a Canvas account, KSC McAfee anti-virus software and anti-spyware, and software to register on the KSC network. Students also have access to HelpDesk support, LAN/WAN and Internet connections, and public computing facilities. Read a more detailed overview of the services and support IT provides to students as well as the responsibilities and expectations of students using IT resources.

Technology is used throughout healthcare. The faculty expects all students to use the technology that is available to them on campus and in the clinical area. There are multiple computers available for student use across KSC.

Faculty will utilize electronic mail (e-mail) for communication with students. The student is responsible for accessing their KSC e-mail frequently and in a timely manner. Students may communicate with faculty via KSC e-mail. Students may not use personal email addresses when communicating with faculty.

E. ATI Assessment Resources

Assessment Technologies Institute® (ATI) offers an assessment driven review program designed to enhance student NCLEX-RN success. Keene State College integrates ATI as a comprehensive assessment and review program for all nursing students.

The comprehensive program offers multiple assessments and remediation activities. These include assessment indicators for academic success, critical thinking, learning styles, online skills modules, online practice testing, Review Modules (books), and proctored testing over the major content areas in nursing.
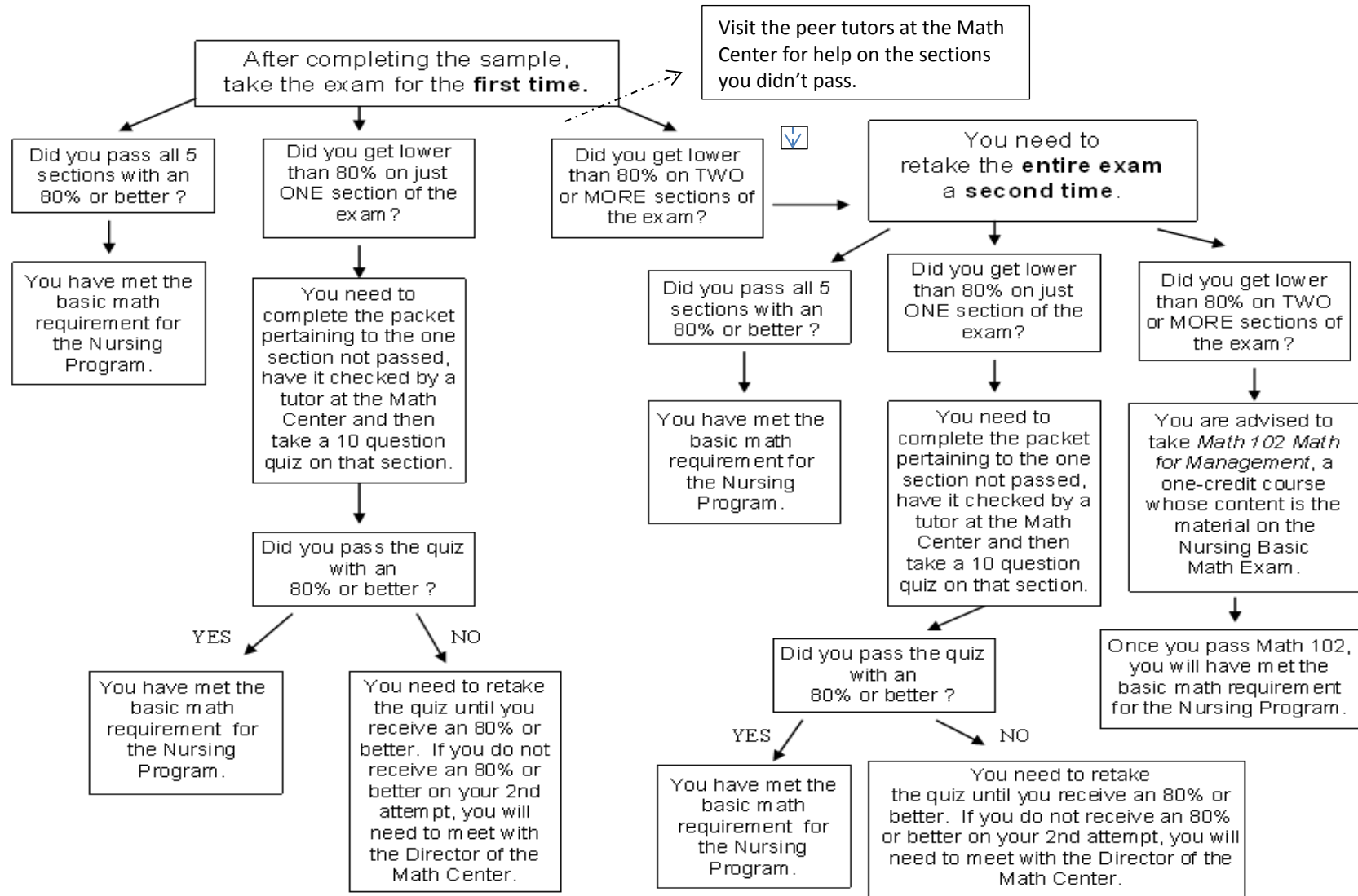
These ATI tools, in combination with the nursing program content, assist students to prepare more efficiently, as well as increase confidence and familiarity with nursing content.

XII. NURSING BASIC MATH EXAM INFORMATION

❑ Successful completion of this exam is **required** for all pre-nursing students in their first year at Keene State College. The exam is given throughout the fall and spring semesters at the Math Center. To schedule an appointment to take the exam, please contact the Math Center at (603) 358-2023 or www.keene.edu/mathctr

❑ The exam is a five-part diagnostic exam testing your knowledge and skills in the following areas. Each part contains 10 questions, for a total of 50 questions.
   1) Fractions
   2) Decimals
   3) Ratios and Proportions
   4) Percentages
   5) Measurements

❑ Use of a calculator will <u>not</u> be allowed while taking this exam.

❑ Basic conversions <u>should be memorized</u>. They will not be given on the exam. A sample exam can be found at
http://www.keene.edu/academics/programs/math/mathctr/testing/nursing-basic-exam/.

❑ You will be given exactly ONE HOUR to complete this exam.

❑ The results of the exam will be emailed to you within two weeks of taking the exam via your <u>ksc.keene.edu</u> email address.

❑ The FIRST time you TAKE the EXAM, there are 3 OUTCOMES:

1. If you answer **at least 8 out of 10** questions **correctly** (at least 80%) on **each of the five topics** listed above on your first attempt, then you have passed the exam and have met the basic math requirement for the Nursing Program.

2. If you **score less than 80% on 1 of the topics** listed above on your first attempt, you will need to complete the assigned review work on that topic, have the work checked by a tutor at the Math Center, and then take a quiz on that topic. Each quiz contains 10 questions. **Once you pass the quiz by answering at least 8 out 10 questions correctly**, you have met the basic math requirement for the Nursing Program.

3. If you **score less than 80% on 2 or more of the 5 topics** listed above on your **first attempt** at the exam, you must take the **ENTIRE EXAM** a second time. There is no carryover of results from your first attempt. You should seek help from the peer tutors at the Math Center for help on the sections you did not pass.

❑ If you need to RETAKE the EXAM, there are 3 OUTCOMES:

1. If you answer **at least 8 out of 10** questions **correctly** (at least 80%) on **each of the five topics** listed above on your second attempt, then you have passed the exam and have met the basic math requirement for the Nursing Program.

2. If you **score less than 80% on 1 of the topics** listed above on your second attempt, you will need to complete the assigned review work on that topic, have the work checked by a tutor at the Math Center, and then take a quiz on that topic. Each quiz contains 10 questions. **Once you pass the quiz by answering at least 8 out of 10 questions correctly**, you have met the basic math requirement for the Nursing Program.

3. If you **score less than 80% on 2 or more of the topics** you will be advised to **take and pass** *Math 102 Math for Management,* **a six week, one-credit course**, which covers the material on the exam and gives the basic math exam as the final exam for the course. Once you pass the course, you will have met the basic math requirement for progression into the Nursing Program. Students may retake Math 102 once to achieve a passing grade. Failure to do so will result in withdrawal from the nursing program.

❑ If you have any questions regarding this exam, please contact Math Center.

Progression through the Nursing Basic Math Exam

After completing the sample, take the exam for the first time.

Visit the peer tutors at the Math Center for help on the sections you didn't pass.

Did you pass all 5 sections with an 80% or better?
→ You have met the basic math requirement for the Nursing Program.

Did you get lower than 80% on just ONE section of the exam?
→ You need to complete the packet pertaining to the one section not passed, have it checked by a tutor at the Math Center and then take a 10 question quiz on that section.
→ Did you pass the quiz with an 80% or better?
  - YES → You have met the basic math requirement for the Nursing Program.
  - NO → You need to retake the quiz until you receive an 80% or better. If you do not receive an 80% or better on your 2nd attempt, you will need to meet with the Director of the Math Center.

Did you get lower than 80% on TWO or MORE sections of the exam?
→ **You need to retake the entire exam a second time.**

Did you pass all 5 sections with an 80% or better?
→ You have met the basic math requirement for the Nursing Program.

Did you get lower than 80% on just ONE section of the exam?
→ You need to complete the packet pertaining to the one section not passed, have it checked by a tutor at the Math Center and then take a 10 question quiz on that section.
→ Did you pass the quiz with an 80% or better?
  - YES → You have met the basic math requirement for the Nursing Program.
  - NO → You need to retake the quiz until you receive an 80% or better. If you do not receive an 80% or better on your 2nd attempt, you will need to meet with the Director of the Math Center.

Did you get lower than 80% on TWO or MORE sections of the exam?
→ You are advised to take *Math 102 Math for Management*, a one-credit course whose content is the material on the Nursing Basic Math Exam.
→ Once you pass Math 102, you will have met the basic math requirement for the Nursing Program.

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XIII . NURSING LABORATORY POLICIES

It is the responsibility of the student to notify the lab coordinator and clinical faculty of any condition that may alter the student's ability to perform lab skills. Students are required to wear the student uniform. Attendance at all laboratory experiences is mandatory. Should an emergency occur and the student is unable to attend lab, the student is to contact the faculty member prior to the start of the lab. Arrangements must be made with the faculty to make up the missed lab time. Students must demonstrate competency in all required skills by the end of the semester to meet course objectives and pass the lab component of the course. Use of the nursing lab/simulation center is in accordance with published policy and procedures for that center.

Keene State College, Nursing Simulation Lab Policies and Procedures
A.   General Policies
1. In order to preserve costly equipment, no food is allowed in the Simulation Lab and beverages are to be contained in desk cup holders only.
2. Nursing uniforms or proper attire are required for all activities in the Simulation Lab.
3. All users of the Simulation Lab must be courteous and professional.
4. The Simulation Lab attempts to maintain a latex free environment; however, it is imperative that anyone with a latex allergy notify the Lab Staff or the Faculty/Instructor prior to the simulation/lab experience.
5. No photographs or video will be taken by unauthorized personnel inside the lab at any time. Equipment and supplies may not be removed from the Simulation Lab.
6. Damage to the equipment or supplies should be reported immediately to the Lab staff.
7. Markers, pens, or betadine are not permitted near the mannequins or beds.

B.   Student Use Policy
1. Students are required to sign a video/audio recording consent form prior to the start of the simulation when audio/video is utilized.
2. Students will be held responsible for damage to the equipment as a result of not following Simulation Lab policies and procedures.
3. Students are not permitted in the computer control room without permission of nursing faculty or staff.
4. Students will maintain confidentiality and HIPPA regulations regarding the performance of other students in the simulation lab.

C.   Sharps Disposal Policy
1. Students and Faculty/Instructors are responsible for placing hypodermic needles and other "sharps" equipment into the red biohazard bins and wall-mounted containers.
2. Lab staff are responsible for ensuring adequate disposal space in the red biohazard bins and wall-mounted containers.
3. Faculty/Instructors are responsible for communicating any full red biohazard bins to the lab personnel.

D.   Simulation Video Recording
1. A variety of simulation learning experiences are incorporated into the clinical and laboratory portions of the nursing courses.
2. The simulation learning experiences are video recorded for post-simulation debriefing.
3. All students are expected to participate in simulation learning experiences that are video recorded and debriefing sessions.

XIV. CLINICAL POLICIES

- Dates and times of clinical assignments may change without notice.
- Clinical experiences may take place during weekdays and/or weekends during the day and/or evening hours.
- Attendance at all Clinical experiences are mandatory.
- Failure to attend a clinical learning experience for any one clinical course (ie. NURS 304, NURS 307, and NURS 403) will result in the instructor issuing a clinical warning. Students missing clinical for any reason must contact the instructor prior to the beginning of the clinical day.
- Students are required to make up all missed clinical learning experiences. The make-up clinical is determined by the clinical faculty member in conjunction with the affiliating agency.
- Students are expected to follow policies of the clinical agency,
- When students are in a clinical setting, they are representatives of Keene State College and the Nursing Program. Students are expected to act, behave, and dress in a professional manner (In accordance with the American Nurses Association (ANA) standards). The term "professional" in this context refers to the expectation that the student will be dressed in a clean, neat, tidy, and conservative manner when acting in a student capacity. (See *Student Clinical Dress Code Policy*.) Students must also comply with the dress policy for each institution in which they practice as a student nurse.
- Students are not allowed to leave clinical without the permission of the KSC faculty.
- Students are required to arrive at the specified time to the clinical site and be prepared to safely care for assigned clients. If a student is deemed unprepared by the clinical faculty, they will be dismissed from clinical and required to make up the missed clinical time.
- Students are expected to utilize available learning resources and opportunities throughout the clinical day.
- Students granted computer access in a clinical setting are allowed that access only when at that facility in a student capacity. Access is limited to their client's record only. Students who have computer access by virtue of employment status at that site may not utilize that access via employee status.
- Health Insurance Portability and Accountability ACT (HIPAA) of 1996 requires students, to comply with federal patient privacy regulations. No client identifying information may be removed from the clinical facility. Students who violate confidentiality may be withdrawn from the program.
- Students are not allowed to accept gifts from clients.
- Students are not allowed to give gifts to nursing faculty.
- Faculty or staff RN (with instructor's permission) must be present during any invasive, sterile, or wound management procedure.
- Written assignments are part of a student's clinical performance. Handing in assignments late or incomplete may prevent students from meeting course objectives.
- In the event of illness or injury in the clinical area, students will be referred for treatment by the clinical instructor in accordance with the policy of the clinical site. The student is responsible for payment.
- Students must demonstrate the ability to consistently and safely perform previously learned skills.

A.   Faculty Cancellation of Clinical

Oftentimes students are in the clinical area by 6:30am. Without an official school announcement of cancellation of classes, the faculty will make an internal decision.

- Students are responsible for making their own decision regarding travel during inclement weather conditions based on local weather conditions.
- A clinical instructor may make the decision to cancel or delay the start of the clinical shift due to inclement weather. Every effort will be made to make the decision two (2) hours before the beginning of the clinical shift. The instructor will notify the clinical agency and contact the student of changes in regularly scheduled clinical times.
- When students are already in the clinical area, the instructor will determine the appropriate time to dismiss students.
- Clinical will be made up at the discretion of the faculty.

B.   Unsafe Practice in Clinical Setting

The KSC Nursing Program adheres to the State of New Hampshire Nurse Practice Act and its rules, regulations and sanctions. Although students are not licensed, when nursing students practice in the clinical setting, they do so in accordance with the rules and regulations that pertain to registered nurses under the Nurse Practice Act (RSA 326-B).

At the discretion of individual clinical faculty and/or instructor and/or preceptor the student may be removed from the clinical site. Any one of the clinical faculty/ instructors/ and/or preceptors have the responsibility of determining when a student can practice at a safe level and when a student is unable to function at a safe level in the clinical area. If it is determined that a student is unsafe to practice, the faculty/instructor/preceptor has the obligation to remove the student from clinical practice. The removal of a student from the clinical site for a safety violation may result in a dismissal from the Nursing Program, depending on the nature of the safety issue, the student may be asked to leave the clinical site. Safety violations include, but are not limited to misconduct, dishonesty, and failure to maintain oneself in an alert and sober manner and not impaired by drugs or alcohol. Poor clinical judgement and the inability to accept and respond to supervision are also considered safety violations.

If alcohol or drugs are suspected by the faculty/instructor/preceptor and/or have the potential or have led to unsafe practice by the student, the student will be asked to undergo immediate laboratory testing in accordance with the policies and procedures of the clinical agency. Costs of the laboratory testing will be assumed by the student. Refusal to submit to laboratory testing or a positive laboratory test will result in suspension from the Nursing Program pending a full investigation.

Within 24 hours of any incident requiring the dismissal of the student from a clinical setting, the clinical faculty/instructor/preceptor will contact the faculty and/or the Director of Nursing. Within 48 hours of the incident, the clinical faculty/instructor/preceptor, course coordinator, or the Director of Nursing will schedule a conference with the student. At that time, the student will have the opportunity to explain or defend the unsafe behavior and if appropriate, a Clinical Learning Contract will be developed. The Clinical Learning Contract will only be given when the safety issue arises from a specific skill that can be addressed and remediated. The Nursing Program has both the right and responsibility to dismiss from the program any student whose

health, conduct or academic standing make it unsafe for that student to remain in a nursing course or the nursing major.

C.   Clinical Skills Remediation

Students must demonstrate the ability to consistently and safely perform previously learned skills. Students who are unable to perform clinical skills satisfactorily in the clinical area will review skill performance materials and practice skills in the KSC Simulation Lab on their own time during ***open lab hours***. The student must demonstrate skills competence to the clinical instructor within two weeks. A Clinical Learning Contract will be developed for failure to demonstrate competence within two weeks.

D.   Clinical Evaluation

Clinical experience is graded on a pass/fail basis. Students receiving a failing clinical grade will receive an "F" for the course.
- Nursing faculty evaluate students during preceptor clinical experiences.
- Students who do not meet the critical clinical behaviors outlined in the course evaluation tool will be dismissed from the nursing program.
- Students may pursue the grade appeal process outlined in the Keene State College handbook.

E.   Clinical Dress Code

- Nametags are required and are provided by the Nursing Program. There may be times when a photo ID is required by a clinical facility.
- In clinical agencies that do not require a uniform, students must wear the KSC Nursing Program black Polo Shirt with clean pants, free of stains, rips, or wrinkles.
- Shoes must be clean and polished. Shoes must have closed toes and closed heels.
- No tank tops, T-shirts, jeans of any color, sweat pants, shorts, leggings, spandex, or stretch pants are allowed. Colored undergarments that are visible through clothing are prohibited.
- A shirt may be worn under uniform scrub top.
- No chewing gum (class, lab or clinical).
- No smoking, vaping, E-cigarettes or use of chewing tobacco products of any kind during class, lab or clinical.
- Hair should be fastened back away from the face. Hair must be worn in a neat controlled style. It must be clean, and no ribbons or decorative hair clips or scarves can be worn. No unnatural hair dye colors are allowed.
- Beards and mustaches must be clean, short, and closely trimmed.
- The only jewelry permitted are: wedding bands (plain, no stones) and small studded earrings.
- Light makeup only. Perfumes and after-shave are not allowed due to potential allergic reactions. Basic cleanliness, free from offensive odors is expected.
- Fingernails are to be clean and short. The nail is not to be visible when facing the palmar surface of the hand toward the face. No acrylic nails, no decorations, or nail polish are permitted.
- Tattoos and other forms of body art are to be covered at all times.

Nursing Program
ACADEMIC LEARNING CONTRACT

NURS _____

Student Name: _____   Date of Occurrence: _____

PROBLEM	EXPECTED OUTCOME
Exam grade < 83%	Student will achieve exam grade to maintain $\geq$ 83% for course
Attendance/Tardiness	Student will attend all classes and arrive on time per Nursing Program Student Handbook
Assignment(s) not submitted	Missing assignment will be submitted by_____. All subsequent assignments will be completed and submitted on time.
Other	

REMEDIATION PLAN

**Faculty
Signature:** _____   **Date:** _____

**Student
Signature:** _____   **Date:** _____

EVALUATION

Date: _____

Student has met expected outcome(s)   ☐
Student has not met expected
outcome(s)*   ☐

* Refer student to Director of Nursing

Keene STATE COLLEGE

Wisdom to make a difference.

Nursing Program

CLINICAL LEARNING CONTRACT

Evaluation is based upon the student's performance of stated clinical objectives. When the student is not successfully meeting performance criteria and is at risk for clinical failure, the clinical instructor will meet with the student to establish a plan.

Student Name: _____ Date of Occurrence: _____

Unsatisfactory clinical performance applies when:
- A nursing action is determined to be unprofessional, or unsafe in a way that places the student, client and/or other's well-being in jeopardy.
- The student is not meeting the responsibilities related to Clinical/College laboratory experience.

Clinical objective(s) not met and summary of incident:

REMEDIATION PLAN

Objective:	Lab referral ☐ if applicable	Re-evaluation date: _____ Met ☐ Unmet* ☐
Objective:		Re-evaluation date: _____ Met ☐ Unmet* ☐

* Refer to Director of Nursing

Faculty Signature: _____ **Date:** _____

Student Signature: _____ **Date:** _____

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Nursing Program

*   TECHNICAL STANDARDS FOR NURSING STUDENTS

The nursing faculty have identified certain technical standards which are essential abilities required to meet the objectives of the nursing program, subject to disability law.

Motor skills	
Motor skills	Fine motor skill sufficient to perform skill such as picking up, grasping, manipulating small objects with hands, and writing with a pen or pencil.
Mobility	Physical mobility and strength sufficient to move about a nursing unit and participate in client care.
Activity tolerance	Physical stamina sufficient to perform client care for the entire length of a clinical experience (612 hours).
Senses	
Hearing	Auditory ability sufficient for assessment of client health and to hear normal conversation.
Vision	Visual acuity sufficient for observation, assessment, and performance of safe nursing care.
Tactile	Tactile ability sufficient for physical assessment.
Intellectual	
Reading	Reading ability sufficient to understand the written word at a minimum of tenth grade level.
Arithmetic	Arithmetic competence that would allow the student to read and understand columns and/or writing, tell time, use measuring tools, and add, subtract, multiply, and divide.
Cognitive	Analytical thinking sufficient to transfer knowledge from one situation to another, problem solve, prioritize tasks, and use long-term and short-term memory.
Critical thinking	Critical thinking ability sufficient to exercise sound nursing judgment through the sequencing of information and the identification of cause and effect relationships.
Communication	
Communication	English communication skills sufficient to teach others, explain procedures, interact with others and convey information in writing.
Interpersonal relationships	Interpersonal skill sufficient to establish rapport with clients and co-workers and respect the rights of others and the differences of clients.
Psychosocial	
Psychosocial	Emotional stability sufficient to assume responsibility and accountability for actions, provide client with emotional support, adapt to environmental stress, and monitor own emotions.
Behavioral	
Behavioral	Possess personal attributes of compassion, integrity, motivation, empathy, honesty, and concern for others

AGREEMENT & CONTACT INFORMATION
(Rev. August 2017)

I acknowledge that I have read and understand the contents of the Keene State College Nursing Program Student Handbook. I agree to abide by all of the policies that are articulated in the Handbook.

KSC Student ID#: _____

Print Full Legal Name: _____

Local Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Mobile Phone: _____

KSC Email Address: _____

Student Signature: _____ **Date:** _____

Witness: _____ **Date:** _____

The Student Handbook is the official statement of rules and regulations. All items contained in this Handbook are in effect at the date of publication. All rules, regulations, and policies of Keene State College, including those set forth, described, or otherwise referenced in this Handbook, are subject to change, at any time and without further notice, through the appropriate departments, divisions, offices, and legislative bodies empowered by the constituencies, the President of Keene State College, and the Board of Trustees of the University System of New Hampshire.

Any change in the items contained in the Student Handbook will be published in the revised annual nursing student handbook. Students are notified by e-mail if policies change during the course of their nursing program.

If questions arise, do not hesitate to call the Director of Nursing for clarification or assistance, (603) 358-2588.