

ROSE STATE COLLEGE  
NURSING SCIENCE PROGRAM  
STUDENT HANDBOOK



Welcome to the Nursing Science Program, Health Sciences Division, and Rose State College. You have chosen to pursue your education in a program that will assist you to gain the knowledge and skills necessary to become a registered nurse. The career that you have selected is both demanding and rewarding. We are glad that you chose to join us and hope you will find this experience a period of personal and professional growth and fulfillment.

We look forward to working with you and wish you success in reaching your goals as you pursue the study of your chosen career.

Sincerely,

Rose State College Nursing Science Program

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## Welcome to Rose State – Nursing Science

### VISION, MISSION, BELIEFS

#### Vision

The progressive Associate Degree nursing program of choice, promoting excellence in an atmosphere of dynamic education to serve the needs of the community.

#### Mission

To facilitate the growth and transition of the student into the role of the Associate Degree Registered Nurse practicing with integrity, accountability, excellence, passion, and a commitment to continued improvement.

#### Health Sciences Division Mission Statement

The Health Sciences Division supports the development of students through basic courses to provide opportunities to excel in a diverse selection of health disciplines and to prepare them to be entry-level health care practitioners.

#### Beliefs

**We believe** that a **person**, the recipient of nursing care, is defined as an individual, family unit or group. The person is dynamic in nature with human needs, actual or potential, which are influenced by culture, ethnicity, development, identity, spirituality, socio-economic status and environment. The person (patient) is to be included as an active participant in care and to be empowered as an equal partner with rights and responsibilities to promote and maintain an optimal state of health.

**We believe** that **health** is defined by a person in relation to their own values, personality and lifestyle and is not just the absence of disease. Lifestyle circumstances, which may include environment (both local and global), diet, physiological and psychological variables, can impact health positively or negatively. Health promotion and prevention, applied across the lifespan, enhances the journey for improved quality of life. In contrast, **illness** is an altered state in which health is diminished in comparison to a person's previous experience and may not be synonymous with disease. Illness impacts not only the physical dimension, but also the psychological, spiritual and social dimensions. To achieve favorable outcomes in care, nurses must assist ethically in promoting optimal environments in all human dimensions.

**We believe** that the **nurse** is a person who has been uniquely educated in the science and art of nursing to provide quality care for a patient in a compassionate and reflective manner. The nurse is an integral part of the interdisciplinary health care system serving a diverse community. The nurse possesses several distinguishing attributes to function in a complex role in providing quality care. As a caregiver, the Associate Degree Nurse

(ADN) advocates, teaches, communicates, and utilizes the nursing process to promote health and wellness for the patient. In addition, the nurse uses life-long learning skills to incorporate research, evidenced-based practice, and technological proficiency in the provision of safe and effective care. The nurse also facilitates the patient's goals through guidance, collaboration, mentoring and creative problem solving; all while empowering the person to make informed decisions. As a member of the profession, the nurse is a leader with integrity, accountability, and a passion for excellence who contributes to the voice of the profession through membership in a professional organization.

**We believe** that **education** is a dynamic process in which a partnership is developed between the educator and the student. Using innovative adult learning principles, a learning environment is created in which information can be accessed, assessed, used and managed. Measurable outcomes, appropriate to the discipline, are used to direct and evaluate the educational process. **Nursing education**, through the facilitation of this dynamic process, provides students with the scientific background, practice-based knowledge, clinical reasoning skills and ethical focus necessary to enter the practice of nursing safely and competently. The **nursing educator** is knowledgeable about the subject matter, motivated to promote the educational process in a respectful and compassionate manner, and willing to be a mentor to the student while encouraging a spirit of inquiry and continual improvement. The **nursing student** is motivated and willing to be a responsible, interactive partner in the educational process.

*Approved in Nursing Faculty Meeting 11.11.11*

## **PROGRAM OBJECTIVES**

By the end of the program, the graduate will be able to:

1. Create client-centered nursing care across the lifespan.
2. Collaborate within nursing and interdisciplinary healthcare teams in a variety of settings.
3. Implement safe evidence-based practices.
4. Integrate professional accountability within the field of nursing.

## **PREFACE**

This handbook is designed to support your understanding of the policies, procedures, and guidelines specific to the Rose State Nursing Science program. It serves as a supplement to the [Rose State College Policies & Regulations](#).

### **Introduction to Nursing Science**

## **PROGRAM OVERVIEW**

Generally, all HSNS theory classes meet twice a week. All HSNS laboratory sections meet once a week. Practicum sections also meet 1-2 times per week. Labs and practicums are typically scheduled on different days from theory classes.

## **PROGRESSION AND GRADUATION**

The progression and graduation policies of the Nursing Science Program are congruent with the policies of Rose State College. Graduation with an Associate of Applied Science

in nursing degree requires that the student meet the college requirements detailed in the [Rose State College Catalog](#).

In addition to college requirements, the Nursing Science Program requires that a grade of “C” or better be achieved in each nursing course; in HSNS courses a C is awarded for grades of 74%-79.9%.

Continued enrollment in the nursing program requires a 2.0 retention GPA and C or above in all HSNS courses. Extenuating circumstances will be evaluated by the faculty on a one-to-one, course-to-course basis.

## **COURSE FAILURE & ACADEMIC PROGRESSION PATHWAYS**

A student who fails a nursing course may request readmission within two (2) semesters, following the strict Readmission Policy and Guidelines listed in this handbook. If readmitted, the student will be placed on conditional status under a mandatory academic mentorship and success contract.

### **Permanent Program Dismissal**

Students are allowed only one (1) attempt to repeat a course or semester for the entire duration of the nursing program. A student will be permanently dismissed from their current track and will not be eligible for any future readmission, re-entry, or program placement within that track if they:

- Fail or withdraw from the same nursing course twice.
- Fail or withdraw from a repeated course or any subsequent nursing course after being readmitted.
- Do not successfully complete a readmitted course sequence.

### **Re-Entry After Two or More Semesters (Single Failures)**

If a student experiences a single course failure or withdrawal and allows two (2) or more semesters to pass without securing readmission, they may no longer simply petition for readmission. Instead, they must formally reapply to the program as a new applicant using the standard competitive point system.

- Retention of Prior Credits: Any nursing courses previously completed with a passing grade will remain valid and will not be forfeited.
- Placement Upon Re-Entry: Upon a successful application, the student will be placed directly into the specific advanced semester/course they need to complete (e.g., a student who previously passed HSNS 1118 but failed HSNS 1219 will reapply to compete for a slot directly in HSNS 1219).

### **Alternative Progression Pathway: The LPN Career Ladder Exceptions**

The Rose State College Nursing Science Program provides specific alternative pathways for students who experience academic hurdles, allowing them to utilize Practical Nursing (LPN) licensure to pivot or return to their education.

- **Traditional Track Step-Down (1118/1219):** Students who are unsuccessful in HSNS 1118 or HSNS 1219 are eligible to complete an external practical nursing program to earn their LPN credential. Once licensed, they may apply for admission into the Career Ladder Track as a new applicant under the standard competitive point system.
- **Mixed-Course Failures:** If a traditional student experiences a single course failure in the lower-level track (HSNS 1118 or HSNS 1219) and later experiences a single course failure in HSNS 2119, they have not exhausted their maximum two attempts for a single course. This student remains eligible to complete an external practical nursing program to obtain their LPN credential and apply for competitive entry into the Career Ladder Track.
- **The HSNS 2219 Advanced Placement Exception:** If a traditional student experiences a single course failure in HSNS 1118, 1219, or 2119 and later experiences a course failure in HSNS 2219, they have exhausted their maximum two program attempts. However, they may be eligible to sit for the NCLEX-PN exam based on the coursework they have already completed. Upon successfully obtaining their LPN license, the student may formally apply to the Career Ladder Track to compete for a placement slot directly back into HSNS 2219 for a final opportunity to complete their degree.

### **Absolute Program Caps & Retake Restrictions**

These LPN exceptions are strictly bound by the college's lifetime course-repeat policy:

- **The Two-Attempt Maximum:** No student may be granted a third (3rd) enrollment attempt in any single nursing course code.
- **Permanent Program Dismissal:** If a student fails or withdraws from the same exact course twice (e.g., two failures in HSNS 2119 or two failures in HSNS 2219), they are permanently academically dismissed from the Rose State College Nursing Science Program. A student who has exhausted both attempts at an upper-level course code cannot use an LPN license as a reset button to bypass this rule, as a third attempt at that course cannot be granted.

### **WITHDRAWAL**

To withdraw from the Nursing Science program for any reason a student is required to:

- Schedule and complete an exit interview with the Program Director
- Complete a Nursing Science Program/Course Withdrawal form

An official withdrawal from a course (W) carries significant weight regarding a student's academic standing and future progression within the program.

- **Withdrawal Counts as a Course Attempt:** A withdrawal counts as one (1) official enrollment attempt of that course. Because the program enforces a strict lifetime maximum of two (2) attempts per nursing course code, withdrawing from the same course twice results in permanent academic dismissal from that track.
- **The Two-Semester Readmission Window:** Students who withdraw from a course and wish to return within two semesters must follow the formal Requesting Readmission process and timeline. If approved, the student will enter on conditional status under a mandatory academic mentorship and success contract.
- **Re-Entry After Two or More Semesters:** If a student allows two (2) or more semesters to pass following a withdrawal, they forfeit their immediate readmission pathway. To return, they must formally reapply to the program through the standard competitive point system. Per program policy, previously completed nursing courses passed with a successful grade remain valid, and the student will compete for a slot directly back into their specific advanced semester placement.
- **Final Program Attempt:** Readmitted or re-entry students are permitted only one (1) remaining attempt to successfully complete the remainder of the Nursing Science Program curriculum. A subsequent failure or withdrawal from a repeated or downstream course will result in permanent program dismissal. The restriction of "one remaining attempt" is track-specific.

## **READMISSION**

A process for readmission is provided for eligible students but is not guaranteed. Readmission may be granted based on the guidelines below:

- **Course Enrollment Caps:** For HSNS 1118 and HSNS 2119, readmissions are strictly limited to a maximum of six (6) students per course, per semester. For HSNS 1219 and HSNS 2219, readmission capacity is not bound by a fixed number but is determined by available clinical roster space.
- **Academic Eligibility Threshold:** Students who earn a cumulative exam average below 65% in their previous attempt of any nursing course are ineligible to petition for readmission.
- **Ranking Matrix for Excess Applicants:** If the number of eligible readmission requests exceeds the maximum allowable cap (for HSNS 1118/2119) or exceeds the available clinical space (for HSNS 1219/2219), applicants will be ranked in

descending order based on their cumulative exam percentage average for that specific course during their previous attempt.

- Alternative Progression: Students seeking readmission into HSNS 1118 or HSNS 2119 (entry points) who do not rank high enough to secure one of the six (6) available slots may reapply as a new applicant to the beginning of the traditional or career ladder program pathways.
  - Students seeking readmission into HSNS 1219 or HSNS 2219 (non-entry points) who are denied due to clinical space constraints are eligible to reapply as a new applicant directly to that specific advanced semester pathway in a subsequent application cycle, rather than repeating the entire program from the entry point.
- Readmission is limited based on clinical space availability with a maximum of 8 students allowed in any one clinical group.
  - Clinical groups will not be added to accommodate readmissions.
- Students who are readmitted will be placed in an academic mentorship.
  - Students who fall in this category will only have one remaining attempt to be successful.

### **Requesting Readmission**

To request readmission, a student must submit a letter of petition to the Nursing Program Director and faculty. The petition must outline, from the student's perspective, the factors contributing to the previous withdrawal or course failure and detail the concrete, proactive steps the student has taken to ensure a successful return to the program.

The Admission, Progression, & Graduation (APG) Committee will review each petition. The student's historical performance during their previous enrollment will be heavily weighed using a holistic evaluation matrix. The Committee evaluates all petitions based on four specific core categories:

- Academic Readiness: Evaluation of nursing course grades (including, but not limited to cumulative exam average, cumulative clinical average, laboratory average, and homework average).
- Professional Behavior: Review of prior professional behavior records, adherence to the student handbook, safe and respectful communication with faculty and peers, and professional conduct in the classroom, lab, and clinical settings.
- Accountability & Insight: Assessment of the student's past classroom, lab, and clinical attendance and punctuality records, prior probationary status, historical responsiveness to faculty mentoring or remediation recommendations, and the level of self-awareness demonstrated regarding their previous failure or withdrawal.

- Likelihood of Successful Return: Evaluation of the student's proposed action plan and their readiness to adapt to the program's schedule.

The Committee reserves the right to mandate specific remedial criteria that the student must fulfill and document prior to being considered for readmission approval. These criteria are tailored to the student's individual areas of struggle and may include, but are not limited to:

- Exam Remediation: Completion of a structured review and rationale analysis of all major exams from the previous failed course attempt.
- Nursing-Specific Modules: Documented completion of independent remediation modules or skills lab proficiencies as designated by the course faculty.
- Department Tutoring Plan: Establishment of a documented preparation plan utilizing department-sponsored peer tutoring or student tutor cohorts prior to the start of the semester.

Students who are readmitted will receive only one (1) attempt to be successful in the remainder of the program. If the student fails a class they are repeating or a subsequent class, they will not be able to progress in the program and will not be eligible for further consideration for program placement. The restriction of "one remaining attempt" is track-specific.

## **STUDENT TRANSFER POLICY**

The Rose State Nursing Program may accept transfer students from another eligible college program.

To be eligible, transfer students must petition for transfer to the Rose State program within one year of failing their previous program.

- If more than one year has passed, transfer students must apply to their appropriate track and complete the full application process.
- If selected for admission, the student must start from the beginning of that track.
- A minimum retention GPA of 2.5 is required and transfer admissions are subject to space availability.

The Rose State Nursing Program will not accept transfer students who have been unsuccessful (earned a failing grade or a withdrawal) after two (2) attempts in another nursing program, or who have been unsuccessful across two (2) separate outside nursing programs.

Recognizing that transitioning between nursing programs presents unique institutional challenges, approved transfer students are granted the opportunity to remediate if needed:

- **The Two-Attempt Allowance:** If an approved transfer student is unsuccessful (earns a failing grade or a withdrawal) in a nursing course after transferring into Rose State, they are eligible to request readmission to repeat that course one (1) time, following the standard readmission guidelines and space availability.
- **Absolute Program Cap:** A second failure or withdrawal in the same course at Rose State, or a failure/withdrawal in a subsequent course, will result in permanent program dismissal with no further options for readmission or placement. This cap applies strictly by track as follows:
  - **Traditional Track Transfers:** Traditional transfer students who exhaust their two Rose State attempts are permanently dismissed from the Traditional Track. They are ineligible for standard traditional readmission, but they may utilize the Traditional Track Step-Down or Mixed-Course Failure pathways to complete an external practical nursing program and later apply to the Career Ladder track as a brand-new, competitive applicant.
  - **Career Ladder Track Transfers:** Because Career Ladder transfer students already hold an active LPN or Paramedic license, a second unsuccessful attempt (failing the same course twice, or failing a subsequent course) results in immediate, permanent dismissal from the Nursing Science Program with no alternative internal pathways or track-pivots available.

## GRADUATION

The [Application for Graduation \(PDF\)](#) should be submitted to the Graduation Office one semester prior to their expected graduation term, or when a student has accrued 45 credit hours toward his/her major. The degree check/application for graduation process takes approximately 3-4 weeks to complete and the results will be mailed to you. Forms are available online or in the [Graduation Office](#), Student Services Building, 106.

It is the student's responsibility to make sure that official transcripts from each college and/or university previously attended are on file in the Office of Admissions and Records before the graduation deadlines published in the [College Catalog](#).

There is one commencement ceremony held in May each year. Graduates from the previous fall semester and potential spring and potential summer graduates are eligible to participate. Information will be mailed to candidates in March.

Degrees are posted at the end of each semester, spring, summer, and fall. Please allow approximately four weeks after the end of the semester for degrees to be posted.

## LICENSURE INFORMATION

Students who are expecting to graduate from the Rose State College Nursing Program and apply for a license as a Registered Nurse in Oklahoma should be aware of the current qualifications for licensure. A copy of the licensure requirements and additional information regarding licensure can be found online via the [Oklahoma Board of Nursing](#). See appendix A for more information.

### Individual Responsibilities

## HEALTH INFORMATION

### Immunizations

The following immunizations and health records are required for program enrollment and clinical attendance. These records are subject to change as clinical agencies update their requirements. All requirements must remain current throughout the semester.

All clinical facilities require vaccines and many are not accepting exemptions. Being fully vaccinated will allow students to attend a variety of clinical experiences needed to complete the program. Alternate clinical experiences may not be available, which may interfere with your ability to progress in the program.

All nursing students must present proof of the following immunizations and health records. Immunizations can be obtained through your personal health care provider, area hospitals with employee health services, any free-standing medical clinic or the County Health Department in your community. These resources can answer your questions about these requirements.

#### Current Immunization Requirements

| Vaccine      | Notes                                                                                                                                                                                                              |
|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| TB Skin test | Must show proof of two negative skin tests given within the last 12-month period. Good for one calendar year. Tests must remain current throughout the semester. QuantiFERON-TB Gold is acceptable and due yearly. |
| MMR          | Two MMR vaccinations. Can be from childhood vaccinations OR three positive titers (one each) for measles, mumps, and rubella                                                                                       |
| Varicella    | Two varicella vaccinations OR one positive Varicella titer. Can be from childhood vaccinations.                                                                                                                    |

|             |                                                                                                                           |
|-------------|---------------------------------------------------------------------------------------------------------------------------|
| Hepatitis B | Three Hepatitis B vaccinations OR Hep B waiver OR one positive Hep B titer.                                               |
| Flu         | Seasonal vaccination documentation. You must wait for the vaccination to be available in late September or early October. |
| TDaP        | Adult dose after the age of 18 and every 10 years. Must show date the last vaccination was received.                      |
| COVID-19    | Per assigned clinical site.                                                                                               |

\* If titers are obtained in lieu of the vaccinations and the results are “negative” or “equivocal”, vaccinations will be required (TB should be negative).

NOTE: Beginning September 1, 2020, Individuals with a previous positive TB skin test or a history of receiving the BCG vaccination for TB MUST now submit proof they were formerly positive. Hospitals no longer accept the “Cleared for Public contact” letter, or Chest X-Ray without this step. IF YOU were previously positive, DO NOT repeat the TB skin test. Instead, obtain a TB Gold/or serum TB (serious damage to your skin can occur with a second skin test). If you have a positive TB Gold, you need to submit a chest X-Ray from the health department with treatment recommendations, a “Cleared for Public Contact” letter, and proof of starting TB medication or a waiver for the medication. NOTE: do not repeat a positive TB skin test or a positive TB blood test (once positive, always positive); these positive tests are to be submitted with the above documents listed.

### **Exposure to Blood Borne Pathogens**

Exposure to blood borne pathogens is a risk for all health care workers. Students are responsible for adherence to universal precautions in the practice lab and in all clinical agencies. Failure to adhere to universal precautions constitutes unsafe nursing practice.

If a student sustains a blood or body fluid exposure during the course of a laboratory or clinical experience, the student is responsible for notifying the professor immediately. An incident report must be completed within 24 hours. For exposures that occur during the course of a laboratory class, the student is responsible for any testing needed. For exposures that occur during a clinical experience, the clinical facility will be responsible for obtaining testing of the client and will provide the results to the student and the school.

The clinical facility and the school are not responsible for providing treatment and follow-up of the student. The student is responsible for seeking this treatment and follow-up from their primary health care provider and for the expenses incurred. Students are strongly encouraged to carry their own health insurance

## **Physical and Mental Qualifications**

To successfully progress through the nursing program and function as a safe, practicing nurse during the education process an individual must be able to perform and maintain certain levels of physical and mental fitness by meeting certain vocal, visual, olfactory, auditory, dexterity, social, and behavioral requirements. The nursing program has established standards to balance several competing interests specific to nursing such as: the rights of applicants and students; the safety of students, their peers, clients/families, and healthcare team members. These standards also support the significant clinical/practicum component of the program and the clinical agency contracts that allow the nursing program to place students in various healthcare facilities for clinical/practicum. Challenges meeting these requirements may prevent some nursing students from completing the program. Therefore, the following minimal physical and mental qualifications are necessary for a student's progression through the Rose State College Nursing Science Program.

### **Physical and Mental Standards include:**

- The ability to lift weights of up to 35% of recommended body weight independently.
- The motor ability necessary to ambulate independently in client's rooms and in work areas; to manipulate equipment and supplies and to utilize palpation and percussion in client assessment.
- Visual acuity sufficient to observe and assess client behavior, prepare and administer medications, and accurately read monitors.
- Auditory acuity sufficient to hear instructions, requests, monitoring alarms, and to auscultate heart tones, breathe sounds, and bowel sounds.
- The ability to speak, write, and comprehend the English language proficiently. Sufficient communication and language skills to interact with clients, family members, and the healthcare team.
- The ability to communicate effectively in English, as may be necessary for the client's interest and safety. Must be able to obtain information, describe client situations, and perceive nonverbal communication.
- The ability to interact with people from a variety of social, emotional, cultural, and intellectual backgrounds.
- The ability to communicate in a professional manner and establish rapport with clients and colleagues.
- The ability to think critically and use problem solving skills. Sufficient intellectual functions and emotional stability to plan and implement safe care for clients and

to promote effective communication with clients/families, peers, healthcare team, and faculty.

- The ability to measure, calculate, reason, remember, apply, and comprehend various types of data.
- Full utilization of intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the care of clients, and the development of professional and caring relationships with clients
- The ability to adapt to changing environments, display flexibility, and to learn to function in the face of uncertainties involving the clinical problems of many patients.
- The ability to resolve conflicts appropriately and function effectively under stress.

Overall, the physical and mental status of a nursing student must not pose a threat to the health or safety of the student or to others.

### **Risk of Exposure**

During Clinical rotations, students can expect to have direct or indirect contact with patients, both well and sick. Certain pre-existing health conditions and medications can cause suppression or deficiency of normal immunity, making certain students more at risk to acquire infections and transmit infections to others. Students with a pre-existing condition, should discuss risks associated with working in a health facility with their physician before considering application to any program that contains clinical rotations. Although infection control measures are in place at healthcare facilities, those with a weakened immune system are simply more at risk for catching serious diseases. Having such conditions does not exclude a person from seeking this career, but it should be entered with caution and careful risk/benefit analysis.

Rose State College will provide reasonable accommodations to persons with a disability in order for students to have access to educational programs and services. Appropriate accommodations are provided on the basis of the disability, its impact, and the course, program, activity, or facility. Students have the right (and responsibility) to self-disclose and make use of the services available. To begin this process, students are encouraged to contact [Student Access Services](#) to discuss what services, resources, and accommodations exist.

### **Student Health**

The nursing student **will not** attempt to attend class or clinical practicum when experiencing an illness considered contagious. A judgment in this respect will be

rendered by the nursing faculty, and/or within the policies of the clinical practicum agency, as necessary.

A nursing student who has been ill or injured may be required to submit a written statement regarding his/her health status from a healthcare provider. Faculty reserve the right to refuse to allow the student to attend the clinical practicum until the requested statement has been received. The use of prescription or over-the-counter medications that impair the student's ability to provide a safe and effective level of care in the clinical area is prohibited.

Any change in health status that results in a student's inability to meet the physical and/or mental qualifications as noted will not be allowed to attend clinical until a healthcare provider's note is received confirming the student can resume all activities. Examples include but are not limited to a recent surgical procedure or broken bone. If applicant/student is pregnant, she has the responsibility of notifying her clinical professor of her pregnancy.

Rose State College provides health services through the Wellness Center and students are encouraged to utilize these services to maintain and improve their own state of health. Counseling and mental Health services are also available to Rose State students through [The Counseling Center at Rose State College](#). Nursing students are encouraged to utilize these resources as needed.

### **Liability Insurance**

All students enrolled in nursing coursework with a clinical component must have Accidental Medical and Professional Liability Insurance. All students who enroll in these classes are charged \$15 for health program liability insurance. This charge is added to the student's tuition and fees.

### **CHANGE OF INFORMATION**

Any student who has a name change or change in telephone number or address must notify the Office of Admissions and Records and the Nursing Science Program Office immediately. This is necessary for emergency contacts, to ensure that grades are recorded accurately, and to maintain records with the Oklahoma Board of Nursing.

### **CPR REQUIREMENT**

Prior to enrollment in any HSNS course, students must be certified in American Heart Association Basic Life Support (BLS) Healthcare Provider CPR. Online CPR training is only acceptable if it includes both an online class and hands-on in-person skill check-off and is American Heart Association Healthcare Provider CPR. Training options through

the American Heart Association can be found on the [CPR & First Aid](#) page of the American Heart Association website. Please note, American Red Cross CPR certification or any other certification outside of AHA is not accepted by the Rose State Nursing program or hospital partners.

CPR certification is good for the period indicated on your card. However, it must be current for the entire semester in which you are enrolled. It is your responsibility to maintain your certification for the duration of the program. You must complete and show proof of completion PRIOR to beginning courses.

## **LEGAL OFFENSES**

### **Criminal History Records**

Due to clinical agency requirements, the Nursing Department requires a nationwide Background Report, which includes, but is not limited to, Oklahoma State Bureau of Investigation (OSBI) background searches for sex offender, violent offender, and criminal history. The student is responsible for the cost of the Background Report.

Clinical agency representatives review the reports with criminal history or reports that return results in their designated areas of concern. The agency can accept or deny clinical access to a student. If a student is denied access to clinical sites, he/she will be unable to successfully complete the course or the program.

The licensing agencies require that any criminal history or positive drug testing results be reported to the appropriate licensing agency. The report will be held confidential, however, information contained may be provided to a clinical agency at their request, as required in the provisions of the clinical affiliation agreement.

Any break in continuous enrollment will require another complete background report. Depending on the assigned clinical site, background checks may be required yearly.

### **Drug Testing Policy**

As an educational and public service institution, Rose State College recognizes its responsibility to promote a productive learning and work environment. As such, Rose State College follows a [Drug Free Campus Policy](#) that applies to university sponsored activities on and off campus including off-campus educational or clinical sites. When a Rose State student is involved in any activity that is part of the learning experience, the student is to be free of alcohol and all other drugs that affect coordination, behavior, judgment, and decision-making ability. The following drug screen policy applies to students enrolled in any and all HSNS courses.

All students must participate in mandatory drug screening immediately before or during their first semester of enrollment in nursing courses containing a clinical component. Students at any level in any program may be subject to random drug screens if there is reason to believe they may be under the influence of or using certain drugs or alcohol.

A facility specializing in drug testing will be designated by the Rose State College Nursing Department. The company will be responsible for collecting specimens, maintaining legal chain of custody, testing specimens, and determining whether specimens are negative.

If a student's specimen is non-negative, the specimen will be submitted for further testing and follow up by the medical review officer designated by the company. The Rose State Nursing Department will be notified of the results of all drug screens.

A student with a positive drug screen will not be allowed to attend clinical experiences and will be dismissed from the Rose State College Nursing program. If the student holds a license to practice nursing, Rose State College will notify the Oklahoma Board of Nursing of the positive drug screen.

A student may challenge the results of a confirmed positive test by requesting a re-test of the same sample. The student will be responsible for paying all costs associated with the requested testing prior to the initiation of the re-test.

Students will have no advance notification of the drug screening. Students who are absent on the day specimens are collected will have a 24-hour time frame in which to provide a urine specimen according to procedures designated by the testing company. Failure to submit the specimen within 24 hours may result in dismissal from the Nursing program.

As long as the student remains enrolled in the nursing program, the drug screen is not required to be routinely repeated. If the student is absent from the nursing program for any reason for the period of one semester or longer, a drug screen may be required prior to returning to the program.

If, however, the behavior of the student is such that faculty or health care professionals reasonably believe the student is functioning under the influence of drugs or alcohol, a drug screen may be required.

The following is a list of examples of behavior that may create a reasonable suspicion. This list is not exhaustive.

- Observable indications of actual use or impairment, such as slurred speech; lack of coordination; incoherence; and odors peculiar to marijuana, alcohol, and other controlled substances.
- Possession of drugs, apparent drug paraphernalia, or alcohol.
- Detailed, factual, and persistent reports of substance misuse by multiple individuals.

- Abnormal or erratic behaviors such as sudden outbursts, mood swings, hostility, or unusual anxiety that suggest possible drug use or alcohol misuse.
- Involvement in suspicious accidents on college or clinical sites.
- Apparent lapses in judgment or memory; unusual lethargy.
- Observable or unusual behaviors, health problems, or misconduct.
- Unexplained deterioration or variations in performance or attendance.
- Frequent unexplained absences from class or clinical assignments.
- Any other questionable behavior whereby College staff would suspect that the student is under the influence of an illegal substance or alcohol.

Students who display reasonable suspicion will be immediately removed from the educational site and will be required to submit to an immediate drug screening. Faculty will communicate the incident immediately with the Dean, Associate Dean, and/or Program Director to facilitate the screening process. Refusal to submit to drug screens is grounds for immediate dismissal from the program.

If a student is dismissed from the Nursing Program due to a positive drug screen, the student may be considered for reinstatement if the following conditions are met:

- submission of written documentation of successful completion of a rehabilitation program relevant to the offense,
- a minimum of one year has elapsed between the positive drug screen and the request for readmission, and
- a licensed drug rehabilitation specialist recommends the return to nursing school.

The Rose State College nursing program is not obligated to allow the student to return even if all of these conditions have been met. If the student is readmitted to the program, random drug screening may be required during the duration of the program at the student's expense.

## **TECHNOLOGY REQUIREMENTS**

All nursing courses are hybrid requiring that the student have access to a computer with appropriate technology either at home, on campus, or via a community resource. It is the student's responsibility to ensure access to adequate technology. Computers are available for student use in the Health Sciences Center as well as in the Learning Resources Center.

For assistance with the Learning Management System (Canvas), visit the [eLearning information page](#). Help desk requests can also be sent by students to Information Technology for issues such as help with campus email, software, etc. [Log in to SSO](#) and submit a SYSaid ticket for assistance or contact Information Technology at 405-733-7356.

## Academic Expectations

### **TEXTBOOK INFORMATION**

Textbooks and online resources will be purchased through the bookstore.

### **GRADING**

The goal of the Nursing Science Program is to ensure that the students who graduate from this Nursing Program are well prepared to administer safe nursing care and successfully complete the NCLEX-RN.

Course grades are composed of multiple factors including exam average, practicum average, and non-exam points. In order to successfully pass a course and progress in the program the overall course average must be a minimum of 74% AND the exam and practicum averages must also be a minimum of 74% independently.

Letter grades are assigned using the following scale:

|   |   |    |   |        |
|---|---|----|---|--------|
| A | = | 90 | - | 100.00 |
| B | = | 80 | - | 89.9   |
| C | = | 74 | - | 79.9   |
| D | = | 60 | - | 73.9   |
| F | = | 0  | - | 59.9   |

This grading scale applies to all HSNS courses including HSNS 1111 and HSNS 1214.

Grades will be carried out to the hundredth place and then rounded to the tenth place. The grade would only be rounded if the hundredth is a 5 or greater. For example, a grade of 71.49 would be rounded to 71.5. However, if the grade is 71.23 this would still be entered as 71.2. The grades posted in Canvas are aligned with this policy.

### **ACADEMIC MENTORSHIP**

Students that are unsuccessful in passing a course will be enrolled in an academic mentorship. Academic mentorship will continue until the student maintains an exam average of 80% or above. If a student falls back below an exam average of 80%, they will be placed back on academic mentorship.

## EXAM POLICIES

Examinations serve as a tool for evaluating a student's learning. Exam times may deviate from regularly scheduled class time, and students are required to be present at the scheduled date and time of the exam. Specific exam information for each course will be made available in the course syllabus and Canvas.

### Tardiness & No-Show Policy

Students must be physically seated and fully logged into the testing software prior to the official start time of the exam. Any student who is not completely seated and logged into the testing software by the scheduled start time is considered tardy. Tardy penalties are tracked per individual course and do not carry over or accumulate across separate courses.

- First Tardy: The student will receive a verbal warning. The student will be allowed to enter and begin the exam.
- Second Tardy: The student will be allowed to enter and take the exam, but will incur an automatic 10% deduction from their final earned score on that specific examination.
- Third Tardy: The student will not be permitted to enter the testing room or sit for the exam. This will be treated as an unexcused absence, resulting in a grade of zero (0) for that examination.

**Important Disciplinary Note:** Because a third exam tardy is defined as an unexcused absence, it automatically triggers the program-wide Disciplinary Action system. While the count for exam tardies resets with each course, any unexcused absence stemming from a third exam tardy will enter or escalate the student's status on the permanent, cumulative program-wide disciplinary track (Level 1, Level 2, or Level 3) which does not reset.

### Absences & Make-Up Exams

If a student will be absent from an exam the course coordinator must be notified by 8:00 a.m. on the test date. Only one make-up exam is allowed per student per semester. Make-up exams are offered for excused absences only and must be taken within seven days of the original exam date. A make-up exam will be a different version of the same content. When appropriate notification is received, arrangements will be made by the student with the Course Coordinator to take a make-up examination within the time frame designated by the Coordinator.

Failure to notify the instructor prior to the beginning of the examination may result in the student not being allowed to take a make-up exam and a grade of zero being earned. If

a student misses an exam for a non-excused absence, a grade of zero will be given and will result in disciplinary action.

If exam policies in the course syllabi differ, the stricter of the rules should be followed.

Each exam is administered only once to each student. There is no option to re-test for an exam that has already been administered.

If a student requires accommodations for testing, it is the student's responsibility to arrange testing accommodations prior to exam date. Information regarding accommodations for testing is available through [Student Access Services](#).

### Examination Protocol

Examinations are administered in a proctored setting on campus and all students will take the exam at the same time. The exam protocol will be as follows:

- One or more faculty members will be present in the room **at all times** during the administration of the exam.
- Mandatory Synchronous Start: All students must click "Start" on the testing software immediately when instructed to do so by the faculty proctor. Students are strictly prohibited from delaying the launch of their exam to write notes or "brain dump" on their scratch paper. Failure to start the exam immediately upon command disrupts the testing environment and downstream testing schedules, and may result in immediate forfeiture of the exam or disciplinary action.
- Should a student have a question about the exam, the student should raise their hand and wait for a faculty member to assist them.
- Any personal belongings, including purses, backpacks, and electronic devices (includes smart watches, smart glasses, and any other smart devices) brought into the testing room must be placed in an area of the classroom designated by the faculty proctor.
- A pencil, scratch paper and a basic calculator (within testing software) will be provided to each student by the faculty proctor. Students will sign and date the scratch paper and return all items to the exam proctor prior to leaving the testing area.
- Hats, scarves, headwear with visors, or outerwear may not be worn. Religious apparel worn as part of the traditional observance of the religious faith practiced by the student may be allowed.
- No eating or drinking is allowed during proctored exams.
- No talking once the exam has begun.
- Students should use the restroom prior to beginning an exam. Students may leave the testing room during the exam only with permission of the instructor and only in case of extreme situation.

- Mandatory Green Screen Verification: Before leaving the testing room, every student must physically show their device's "Green Screen" (the successful upload confirmation screen) to a faculty proctor.
  - Failure to Verify: Walking out of the testing environment without presenting the green screen verification will result in immediate disciplinary action and may result in an automatic grade of zero (0) for the exam.
  - Non-Uploaded Exams & Technical Difficulties: If an exam file fails to upload due to a technical difficulty, the student must remain at their seat and immediately notify a proctor.
    - If a faculty proctor directly witnesses, verifies, and documents the technical issue inside the testing room, faculty will coordinate with IT/testing support to resolve the upload or determine an alternative remedy.
    - If a student logs out of the testing software, restarts/shuts down their computer, leaves the testing environment, or claims a technical difficulty after doing any of these actions, they will not be permitted to retake or make up the exam under any circumstances, and a grade of zero (0) will be assigned.
- Once students leave the testing room, they are expected to leave the area so as not to disturb those still testing.

### **Testing Accommodations**

Rose State College will provide reasonable accommodations to persons with a disability in order for students to have access to educational programs and services. Appropriate accommodations are provided on the basis of the disability, its impact, and the course, program, activity, or facility. Students have the right (and responsibility) to self-disclose and make use of the services available. To begin this process, students are encouraged to contact [Student Access Services](#) to discuss what services, resources, and accommodations exist.

It is the responsibility of the student to discuss with their instructor how accommodations will be implemented. It is essential that a student meet to discuss the logistics early enough to ensure the accommodations can be implemented. Student Access Services recommends talking with the professor a minimum of seven days prior to an exam; otherwise, it may be too little time to put things in place. The same is true for other accommodation needs such as accessible texts or sign language interpreters. Reasonable notice is necessary to ensure provision of accommodations. There is no deadline to request accommodations or send accommodation letters. However, there are no retroactive accommodations.

For accommodations regarding nursing exams, please follow the steps below:

- Provide Course Coordinator with approval for accommodations form from Student Access Services. This must be done each semester.
- Coordinator will reserve space for testing at the testing center as appropriate or instruct you to do so. If you reserve, you should reserve time concurrent with the classroom testing time. *You must stay in the testing center until the class period ends or until given approval by the faculty proctor to leave; you will be given an alternative test if testing outside the class period.*
- Contact the course coordinator/instructor a minimum of 24 hours prior to your planned date/time to remind him/her that you will be testing.

### **DRESS CODE REGULATIONS**

Dress code requirements exist to maintain professionalism and help identify you as a nursing student. Appropriate dress is expected within all Skills Lab and Clinical settings unless otherwise indicated. The Dress Code Policy has been developed to help assure that Rose State College's public image is of the highest standard and to support a productive work environment.

Uniforms help create a professional image and maintain a safe and sanitary environment while supporting healthcare safety standards. They are also helpful to patients and families as they make nursing students more easily identifiable. The selected uniforms provide the appropriate dress to perform all job related tasks.

The Rose State College Nursing Science Program dress code is outlined below.

**Clothing:** Clothing should be conservative, modest, neat, clean, pressed, in good repair, and appropriate for the setting. The student is expected to wear school approved galaxy blue slacks and top when in clinical and skills laboratory. Skirt/dress should be no shorter than knee length and no longer than mid-calf length. School emblem patches should be purchased in the Rose State Bookstore. Patches are to be sewn or attached with Velcro on the left sleeve, three inches below the shoulder seam, on the top and the jacket (if purchased). The jacket is an optional accessory to the uniform. If purchased, the student jacket must be a school approved galaxy blue. A solid white, grey or black, long or short sleeved, fitted t-shirt is allowed only if worn under the blue top. Undershirt, shoes, and socks must all be the same color: all white, all black, or all grey.

Appropriate undergarments must be worn at all times and are not to be visible at any time. The upper and lower torso must be covered at all times regardless of gender.

In some facilities special dress code regulations exist. You will be informed of this prior to entering the facility. If street clothes are to be worn, only conservative, business-like attire is appropriate. Further information on this will be given prior to clinical.

**Shoes:** Shoes should be clean or polished and in good repair. Shoes must be solid black, white or gray and must have a closed toe closed heel and must be puncture and fluid resistant and have non-skid soles. A small emblem or logo on the shoe is acceptable. Shoestrings should be kept clean. White, grey or black socks are worn.

**Jewelry and body piercing:** Jewelry should complement a professional appearance and be safe for both the student and patient. The only jewelry which may be worn are engagement and/or wedding rings, one pair of small gold or silver stud earrings for pierced ears with a maximum of one stud per ear. Nose rings, tongue studs, facial jewelry or any visible body piercings are not permitted and should be covered or removed in all clinical and lab settings.

**Nails:** Fingernails should be clean, not extend beyond the fingertips, and not interfere with job performance. Nails should be natural without polish.

**Tattoos:** Visible tattoos are not part of a professional look. Visible tattoos and body art must be covered at all times in clinicals and labs.

**Name Badges:** Photo identification badges are required and can be obtained at the Student Services Building. Photo identification badges are to be worn on the left side of the uniform at the neckline and in an upright, readable position at all times. Students are required to wear school scrub top for the ID photo. Stickers, decals, or pins cannot be placed on the photo identification badge unless officially issued by the clinical site.

**Hair:** A neat, natural hairstyle is an essential part of a well-groomed appearance. Hair must be kept off the shoulders and away from the face. Hair color must be maintained in a neutral or natural color. No fluorescent hair colors or adornments other than a clip or band. A simple headband may be worn and must be galaxy blue OR black, gray, or white to match other uniform pieces.

**Facial hair:** Facial hair must be clean, well-groomed, neatly trimmed and of a length that will not interfere with job performance. Facial hair must not interfere with proper mask fitting.

**False Lashes or Lash Extensions:** False eyelashes or Lash Extensions are not permitted in the lab or clinical settings.

**Makeup:** Foundation, blushers, eye makeup, and lipstick must be professional and conservative. Extremes in color and application are not allowed. No glitter.

**Hygiene:** High standards of cleanliness to prevent body odor are to be maintained. Due to close contact with others, deodorant or antiperspirant should be worn. Students should avoid all products that will result in an unpleasant or strong odor. Perfume, cologne, lotion, and/or after shave should not be worn in the clinical or lab area. If an odor is sufficiently strong to cause concern from others the student may be asked to leave the lab or clinical site. Students must maintain proper oral care.

**Violations:** The faculty retains the ultimate discretion for appropriate attire. Students who violate the dress code may be dismissed from clinical or lab and the student's grade may reflect lost clinical or lab time. Severe or continued disregard for the dress code will result in disciplinary action.

### EXCUSED ABSENCES

We recognize that there are times when students may be absent from clinical or laboratory because it is in the best interest of the student's well-being and patient safety, or due to a personal or family emergency.

Absences will only be excused under the following documented circumstances:

- Death or major illness in a student's immediate family. Immediate family may include: mother, father, sister, brother, grandparents, spouse, child, spouse's child, spouse's parents, spouse's grandparents, step-mother, step-father, step-sister, step-brother, step-grandparents, grandchild, step-grandchild, legal guardian and others as deemed appropriate by the faculty.
- Injury or illness of student or student's dependent that is too severe or contagious for the student to attend
- Participation in legal proceedings or administrative procedures that require a student's presence.
- Other extenuating circumstances evaluated by the faculty

### UNEXCUSED ABSENCES

An unexcused absence is unprofessional behavior. Unexcused absence includes a "no call, no show," failure to notify the instructor of absence within two hours of the scheduled lab or clinical, absence due to delay in registration or clinical compliance, or dismissal from a clinical shift. Each unexcused absence will result in disciplinary action.

Unlike minor tardies, unexcused absences are strictly cumulative across the entire duration of the Nursing Science Program and do not reset when a semester ends or when a student repeats a course. Unexcused absences escalate program-wide as follows:

- **1st Program Unexcused Absence:** Triggers an automatic **Level 1 Disciplinary Action** (Conference Form & Contract).

- **2nd Program Unexcused Absence:** Automatically escalates the student to **Level 2 Disciplinary Action** (Program Probation for the remainder of the program).
- **3rd Program Unexcused Absence:** Automatically escalates the student to **Level 3 Disciplinary Action** (Course Failure and/or Program Dismissal).

*Note: Per individual course policy, more than one unexcused absence within a single course may result in automatic course failure.*

## **NURSING STUDENTS' OUTSIDE EMPLOYMENT**

Nursing students are encouraged to work no more than 16-24 hours per week.

Nursing students who are employed by health care agencies to provide client care are employees of the respective agencies. As an employee, neither the faculty of the Department of Nursing nor the College are responsible for the student's performance in the employment situation. Students may not wear the attire adopted by the Department of Nursing to denote student status nor may they attach S.N. (Student Nurse) to their respective signatures.

## **CLASSROOM EXPECTATIONS**

### **Respect**

Proper college classroom etiquette is essential for creating a respectful and conducive learning environment. This includes arriving on time and being prepared for class, being attentive and actively engaged in the class by listening attentively, taking notes, and participating in discussions. Promptness is a professional attribute and is a responsibility of the student. The faculty expects that students will be on time to class. Tardiness in the classroom is disruptive to other students and to the faculty.

It is important to refrain from disruptive behaviors like talking loudly, using electronic devices for unrelated purposes, or monopolizing classroom conversations. Additionally, being respectful towards diverse perspectives and treating classmates and professors with courtesy fosters a positive and inclusive atmosphere that promotes effective learning. The use of appropriate academic language is expected and no cursing will be tolerated within the classroom or any other academic setting.

The learning experience provided by professors in the regularly scheduled class meetings is the most vital element in the student's success. Rose State Nursing Program utilizes a flipped classroom method of instruction for all theory classes. This means students are responsible for completing the assigned reading and pre-class assignments in preparation for class activities. The student is also responsible for any

and all information presented during all class periods. Therefore, regular attendance is expected.

### **Attendance**

Attendance is positively correlated with passing all nursing courses and progressing in the program. Punctual and regular class attendance is expected of all students. This is considered the responsibility of the student. It is also the responsibility of the student to consult with his/her professors when an absence must be excused. Professors are given the prerogative of determining the excusableness of student absences except absences for school-sponsored activities and legally required jury duty, which shall be deemed excusable.

A student is also responsible for all class work covered during his/her absence from class.

Attendance provides the opportunity for quality instruction to augment textual materials in the learning process for all students. In addition, records must be kept for students receiving financial aid of any type. Certain steps are necessary for full compliance with institutional policies and the additional regulations concerning attendance ([Rose State College Policies and Procedures Manual](#), 2022).

### **Visitors Policy**

No visitors are allowed in the classroom without the permission of the course coordinator. This includes guest speakers, children, family members, or other guests. If a guest arrives to the classroom without permission, they may not be permitted to enter.

No visitors are allowed in the laboratory.

## **SKILLS LAB EXPECTATIONS**

Simulation is a critical component of the nursing education program at Rose State College. The nursing laboratory is designed to be used for realistic medical training within emergency and nursing care. Manikins are to be treated with respect just as you would treat a human patient. Students are expected to act as a professional in all lab events and observe HIPAA guidelines.

In order to maximize the Skills Lab experience, the following expectations are in place:

- Arrive on time.
- Be prepared: homework, reading assignments etc. must be completed before lab.
- Be prepared to document nursing activities in a patient clinical record.
- Bring skills bag and required equipment to each lab meeting.
- Observe ALL dress code requirements during skills lab.

- Follow appropriate classroom etiquette.
- Students may not use personal electronic devices without express permission of the instructor.

### **Laboratory Attendance**

Attendance in Skills Lab and Simulation is required. Any content missed in Skills Lab due to absence may or may not be made up depending upon the availability and discretion of the faculty. Students are expected to remain in the lab for the duration of the scheduled class and utilize the time to practice and review.

A student who knows in advance of an absence from lab or simulation must notify the instructor and coordinator no less than two hours prior to the scheduled lab or simulation. For unplanned tardy/absences, the student will notify the instructor and coordinator as soon as possible.

Punctuality is essential in nursing. For lab and simulation, tardy is defined as arriving 1 minute or more after the scheduled starting time. For a tardy greater than 5 minutes in lab (or failure to report to a scheduled simulation on time), the student will be sent home. If there is another lab available, they may be required to attend another lab per the discretion of the faculty.

Tardy counts for lab and simulation courses are tracked within each individual semester and reset to zero at the start of a new semester. They escalate within a single semester as follows:

- 1st Tardy: Sent home; nonformal verbal warning.
- 2nd Tardy: Triggers Level 1 Disciplinary Action (Conference Form & Contract).
- 3rd Tardy: Treated as an unexcused absence, which immediately enters the student into the permanent, cumulative program-wide Unexcused Absence track.

*Note on Repeat Offenses: A student may receive a Level 1 warning for tardiness in separate semesters. However, if a student triggers a Level 1 for tardiness in two consecutive semesters, or three times total throughout the program, their disciplinary status will automatically escalate to Level 2.*

Only one absence (excused or unexcused) in a single course will be allowed. More than one absence in a course may result in failure of the course.

### **Lab Availability**

The laboratory will be available to students for practice during scheduled open laboratory periods. This time is for practice of skills on the manikins; an instructor will be available but is not there to provide formal teaching.

## CLINICAL EXPECTATIONS

### Attendance

Attendance in Clinical is required. Students are expected to attend all clinicals to meet the objectives of the program and legal requirements for licensure. If a student will be absent from clinical, they must notify the instructor and coordinator no less than two hours prior to the scheduled clinical.

In the case of illness, it is important that students not compromise their health or the health of their patients. If there is any doubt about whether to attend clinical, the student should consult with the course coordinator.

Only students with documented excused absences will be eligible to make up an assignment. Students with excused absences will only be able to make up one absence. Students who have clinical absences must meet with the course coordinator to determine how clinical objectives can be met. Failure to make up a missed clinical for any reason will result in a grade of incomplete (I), thus delaying or interrupting progression to the next level of the curriculum.

An unexcused absence cannot be made up and will result in a “0” for that clinical assignment. More than one unexcused absence in a single course is excessive and will result in course failure.

More than two absences, whether they be excused or unexcused, in a single course will result in course failure.

A physician’s release statement specifying the extent to which the student may participate in clinical activities is required in the following situations:

- Inability or restricted ability to perform clinical activities safely (i.e., back injury, fractures, birth of a baby, surgery, or other disabilities). A full release statement is required when there are no longer activity restrictions.
- Personal illness or injury resulting in clinical absence of more than one week

For clinicals, a tardy is defined as arriving 1 minute or more after the scheduled starting time. For a tardy greater than 15 minutes, the student will be sent home and this will immediately be considered an unexcused absence.

Clinical tardy counts and their outcomes are handled as follows within the disciplinary system:

- 1st Tardy (< 15 minutes): Nonformal verbal warning. The student is allowed to stay and complete the clinical shift.
- 2nd Tardy (< 15 minutes in the same semester): Triggers Level 1 Disciplinary Action (Conference Form & Contract).
- 3rd Tardy (< 15 minutes in the same semester): Treated as an unexcused absence, which immediately enters the student into the permanent, cumulative program-wide Unexcused Absence track.

*Note on Repeat Offenses: A student may receive a Level 1 warning for tardiness in separate semesters. However, if a student triggers a Level 1 for tardiness in two consecutive semesters, or three times total throughout the program, their disciplinary status will automatically escalate to Level 2.*

**Important Rule for Major Tardiness:** Any single clinical tardy greater than 15 minutes results in the student being sent home and issued an Unexcused Absence. This single event automatically bypasses the minor tardy track and enters the student into the permanent, program-wide cumulative Unexcused Absence track at Level 1 Disciplinary Action (or escalates an existing disciplinary status to the next consecutive level).

### **Unsafe Nursing Practice Policy**

The definition of unsafe nursing practice includes any action that jeopardizes a client's life, health, safety or welfare. The American Nurses Association policy outlines these behaviors. Please review this policy located in Appendix B.

### **Dismissal of Clinical for Adverse Conditions**

The President of Rose State College has the sole authority to dismiss classes. For closing information check Raider Mail for e-mail messages, check Canvas, or listen to the news media (radio and TV). The Rose State College webpage will also use a banner alert message at the top of the page to provide information such as this to website visitors. If the college is closed because of weather or other adverse conditions, clinicals will be cancelled. Alternate arrangements may need to be made in order for students to meet clinical objectives. If classes are delayed (late start) on a clinical day, the student should wait for communication from the instructor. Students are urged to use personal judgment about safety in times of inclement weather, and are expected to communicate with course and clinical faculty in a timely manner.

Rose State uses a text alert system called Raider Alert to notify students, faculty and staff about school closings and emergencies directly impacting the campus. You may

register for Raider Alerts and have notifications of sent via text or email. When you register, you may add multiple contact phone numbers and email addresses if you wish.

### **Clinical Assignments and Preparation**

See the course syllabus for specific instructions related to clinical assignments and preparation. If not prepared, the student will not stay on the nursing unit or care for the assigned client and will be relieved of duties for that clinical time. This will be an automatic unexcused absence, and the incident will be reflected in the clinical evaluation component.

Clinical grade will be based on the Rose State Department of Nursing Clinical Evaluation Tool. The clinical learning objectives are standardized for all clinical courses across the curriculum, yet areas of emphasis are individualized to each clinical course. The Department of Nursing Clinical Evaluation Tool can be found on Canvas for each clinical course.

### **Individual Evaluation**

The student's performance in the clinical area is evaluated by the Rose State Clinical Evaluation Tool. Other clinical evaluation tools may be utilized as part of pilot projects.

### **Safety in Clinical Area**

Rose State College does not provide personal health insurance for students injured while participating in clinical rotations and skills labs. This should be covered by the student's own personal health policy. Any treatment received in a facility during clinical (for illness or injury) will be billed to the individual student. Universal precautions are advocated throughout the program for the safety of the student, as well as the client.

Rose State College and the Department of Nursing are not responsible for any loss or damage of personal property during clinical or skills lab. Students are advised to keep valuables at home or secured in their cars when indicated. Students are further advised to refrain from entering and/or exiting any clinical situation at which they perceive physical harm may occur. The student is to notify his/her clinical instructor immediately if this occurs.

### **Standard Precaution Procedures**

All patients present in a health care setting with a known diagnosis of an infectious disease will continue to be placed in proper category-specific isolation, and the student will use the precautions mandated by the clinical agency's policies. All patients' blood, body fluids or tissues will be considered to be potentially infectious, and Standard

Precautions will be used on all patients regardless of other isolation status. Standard Precautions are to include the following procedures:

- All nursing students will routinely use appropriate barrier precautions to prevent skin and mucous membrane exposure when contact with blood or other body fluids of any patient.
- Gloves will be worn when touching blood and body fluids, mucous membranes, or nonintact skin of all patients, for handling items or surfaces soiled with blood or body fluids and for performing venipuncture and other vascular access procedures. Gloves will be changed after contact with each patient. Masks and goggles or face shields will be worn during procedures that are likely to generate splashes of blood or other body fluids.
- Hands and other skin surfaces will be washed immediately and thoroughly with an antimicrobial soap if contaminated with blood or other body fluids. Hands will be washed immediately after gloves are removed.
- All nursing students will take precautions to prevent injuries caused by needles, scalpels, and other sharp instruments or devices during procedures; when cleaning used instruments; during disposal of used needles; and when handling sharp instruments after procedures. To prevent needle-stick injuries, needles will not be recapped, purposely bent or broken by hand, removed from disposable syringes, or otherwise manipulated by hand. After they are used, disposable syringes and needles, as well as discontinued IV equipment, scalpel blades, and sharp items will be placed in puncture-resistant containers which should be located as close to the patient care area as possible.
- Nursing students who have exudative and/or open lesions or weeping dermatitis will report this to appropriate faculty and may be required to refrain from all direct patient care and from handling patient care equipment until the condition resolves.
- Any needle stick, mucous membrane or cutaneous blood/body fluid exposure to a nursing student will be reported promptly to the faculty person and be reported to Employee 51 Health Service promptly so investigation and any necessary follow-up can be instituted. All testing and follow-up care for the student will be at the student's expense.
- If a nursing student sustains a splash of blood or other body fluid on his/her uniform or lab coat, the student will remove the soiled clothing and apply a scrub uniform from the clinical area. The student will carry soiled clothing home in a plastic bag and will wash any soiled uniforms/lab coats separately in the appropriate wash cycle. If the fabric can be bleached, an additional safeguard is to launder in a 1:10 bleach/water solution.
- All students and faculty will use Universal Precautions guidelines in determining when barriers are needed.
- Education on Standard Precautions will be provided for all new students prior to their first clinical rotation and updates will be provided each year for all students through completion of the NESAs exam. Students caring for clients in the

community setting will use protective gear as indicated by the nature of the care and as specified by the clinical agency: gloves, masks, goggles, gowns/aprons, disinfectant hand cleanser, plastic bags

### **Clients with Infectious Diseases**

The faculty of the Department of Nursing at Rose State College believes that all clients are entitled to quality nursing care, regardless of diagnoses. The faculty also believe that all health care workers should be knowledgeable about matters pertaining to self-protection and potential transmission of infectious diseases. Nursing students with a confirmed pregnancy, who are immunocompromised, or have an infection should consult with a licensed healthcare provider to determine appropriate clinical activities. Other nursing students are expected to care for clients with any infectious disease (including AIDS & HBV), using the guidelines developed by the Center for Disease Control (CDC). All nursing students and faculty are expected to utilize Universal Precautions in the care of all clients. Nursing students are expected to notify the appropriate nursing faculty of any of the aforementioned health care situations.

### **Guidelines to Follow During Clinical Rotations**

Clinical rotations are meant to help students connect classroom/lab learning with real life experiences. Students are not to perform any procedures unless they have been checked off first in the lab, and by their clinical instructor(s).

Students are not allowed to pass medications unless they have successfully passed the required Dosage Calculation pre-clinical exam, and have been successfully checked-off during lab practice times.

### **Travel**

Travel arrangements to clinical practicum are the student's responsibility. Students must make their own arrangements for travel in terms of learning experiences. Parking permits may be required at some institutions.

### **Academic Integrity**

### **CHEATING**

As a profession, nursing is concerned with maintaining high ethical standards among its members. In the Nursing Science Program, the faculty is equally concerned with assisting students to develop those same ethical standards. In addition, the public has

the right to feel assured that the nurses who are caring for them have earned their degree fairly and are knowledgeable and competent.

For these reasons, the Nursing Science faculty expects that students in the program will demonstrate ethical conduct. Cheating on examinations or assignments will not be tolerated. Acts of cheating may include, but are not limited to, the following:

1. Copying from another person's examination or assignment.
2. Stealing an exam or utilizing questions from a stolen exam.
3. Copying exam questions to use for the student's own purposes or to give to another student to use.
4. Bringing material into an examination without permission, to use to answer the exam questions.
5. Sharing questions that were included on an examination with students who have not yet taken the examination.
6. Accepting credit for participating in a group assignment when such credit is unjustified or allowing another student in the group to receive such credit.
7. Submitting another person's work as the student's own.
8. Copying or paraphrasing material from a book, journal, or online reference, without citing the reference.
9. Falsifying client data on client records or for written assignments.
10. Impersonation of another student or nurse will lead to expulsion from nursing program. Students who cheat will be subject to the campus policies regarding this behavior; and expelled from the nursing program.

Furthermore, Rose State College expects students to understand and follow basic standards of academic integrity including, but not limited to, plagiarism, cheating on examinations of any kind (quizzes, tests, midterms, finals, etc.), presenting work completed for one course as original work for another, and other forms of dishonest performance on college assignments, as explained below.

Plagiarism means the use of the thoughts, ideas, words, phrases or research of another person or source as one's own without explicit and accurate credit to the original author. Cheating on examinations of any kind includes copying another student's answers; exchanging information; using notes, books or technology unless expressly permitted to do so by the instructor; or gaining access to examinations prior to the actual taking of such examinations.

Other examples of academic dishonesty include, but are not limited to, copying or preparing another person's work; or buying prepared papers. Assisting anyone to engage in any of the violations described above qualifies as academic dishonesty.

The professor shall have authority over the grades assigned to students. If it is established beyond reasonable doubt that cheating or plagiarism has occurred the following actions may be taken.

- The professor may take appropriate disciplinary action, which may include the awarding of an “F” on the particular assignment or in the course.
- The professor may make a report of the incident and of action taken, if any, to his/her own division dean.
- The student may appeal the grade to the Academic Grade Appeals Committee.
- If the division dean feels that the academic consequences are insufficient in any particular case or if the student has a repeated pattern of academic dishonesty, then the division dean may forward the incident report to the Office of Student Conduct for review.
- If the Office of Student Conduct determines that the Student Code of Conduct has been violated in addition to the violations of academic dishonesty, then they shall determine appropriate additional penalties and the incident shall follow the procedures for Student Conduct which are described in detail in the [Rose State College Student Handbook](#).

## **CONDUCT**

Rose State College and the Nursing Science Program are dedicated to ensuring a positive learning environment is maintained in the classroom, laboratory and clinical environments. The faculty believes this positive environment is essential to student success. Conduct expectations are also described in the [RSC Student Handbook](#). Students are considered ambassadors of the school when representing the school in a clinical or community activity. Professional conduct is essential to successful practice as a Registered Nurse. Detrimental personal behavior reflects adversely on the reputation of the individual, the school, the profession of nursing, and peers. Additional details on the code of conduct are included in Appendix C.

## **DISCIPLINARY ACTION**

The Rose State College Student Handbook outlines reasons and procedures for disciplinary action. In addition to the reasons listed in that Handbook, disciplinary action may also be taken if a nursing student does not consistently and appropriately meet standards of safety and professional behavior. These standards include, but are not limited to:

1. Meet the physical and mental qualifications designated earlier in the handbook.
2. Recognize the need for assistance and seek supervision from the clinical staff members and Nursing Science faculty to ensure safe practices in the clinical area.
3. Follow the rules set forth in this handbook and in the Rose State College Student Handbook, including the [Rose State College Drug-Free Campus Policy](#).

4. Follow the Nurses' Code of Ethics in the [Oklahoma Nurse Practice Act](#) .This includes conduct and professional behaviors appropriate to the role of the nurse.
5. Maintain compliance with federal HIPAA laws.

Maintaining the safety of patients and colleagues in the clinical area is a high priority. Unsafe behavior is that which places the patient, other students, or staff in either physical or emotional jeopardy. Physical jeopardy is the risk of causing physical harm. Emotional jeopardy means the student creates an environment of anxiety, distress, or uneasiness for the patient, other students, staff, or family of the patient. Unsafe behavior may be a single occurrence of a very serious nature or may be a pattern of behavior involving unacceptable risk. Unsafe behavior in the clinical area will lead to disciplinary action.

The procedure for disciplinary action is as follows:

- Level 1** - The student receives a **verbal warning** from the faculty member and a conference form is completed. A contract will be established outlining the expectations.
- Level 2** - The student and faculty member meet with the Program Director, and the student is placed on probation for the remainder of the program.
- Level 3** - The student is failed in the course or dismissed from the program. The decision for failure or dismissal will be made by nursing faculty in consultation with administration.

Students may enter the system of disciplinary action at any of the given levels, based on the severity of the offense. Once a student enters the disciplinary action system at any Level (Level 1, 2, or 3), that status remains active, tracked, and cumulative for the entire duration of the student's enrollment in the Nursing Science Program. Disciplinary levels do NOT reset at the end of a semester, nor do they reset if a student steps out of the program and returns, or repeats a course.

While minor individual tardy counts reset at the start of each semester, any resulting formal Disciplinary Levels (Level 1 or Level 2) or any Unexcused Absences carry forward. Any subsequent attendance infraction, unexcused absence, or safety violation that occurs while a student is on an active disciplinary level or probation will result in immediate escalation to the next consecutive disciplinary level, up to and including Level 3 Program Dismissal.

## COMPLAINTS/GRIEVANCES

Any student, while in the Nursing Science Program, who believes that he/she has been mistreated or has a complaint regarding the Nursing Science Program must first talk to the professor about his/her concern. If the student is not satisfied with the outcome of the discussion, the student must then meet with the Director of Nursing and present a written, dated, and signed statement indicating the nature of the complaint. The Director of Nursing will address the complaint, as he/she deems appropriate. If the student is still

not satisfied that the concern was addressed, he/she should then make an appointment with the Health Science Division Dean.

### **ACADEMIC APPEALS**

The [Rose State College Student Handbook](#) delineates the procedure to appeal a course grade. A student who feels that he/she has received an unfair grade or evaluation in a nursing course should first talk to the professor about his/her concern. If the student does not feel satisfied that the concern was addressed, he/she should then make an appointment to talk with the Nursing Science Program Director. If the student is still not satisfied that the concern was addressed, he/she should then make an appointment with the Health Science Division Dean.

### **Forms**

The following forms are required to be submitted to the Rose State Nursing Department. Please read and review carefully:

- Nursing Science Program Liability Waiver
- Confidentiality/Non-Disclosure Agreement
- Conduct Contract
- Release of Information Form
- Use of Technology and Social Media
- Photo, Video, and Audio Release Form
- Liability Release Form
- Acknowledgement of Receipt of Handbook



**NURSING SCIENCE PROGRAM  
Liability Waiver**

I acknowledge and understand that many hazards are associated with participating in laboratory and clinical rotations as a student in a Health Science Program including, but not limited to, needle sticks, inhalation of microorganisms, and contact with infected body fluids.

I further acknowledge that I am solely responsible for following universal precautions and other infection control guidelines in the laboratory and clinical facilities, maintaining safe practice, and providing my own health insurance.

In the event I am injured, sustain an exposure to blood-borne pathogens, or become ill during the course of my student activities, I will immediately notify my professor. The professor will notify the program director. Notwithstanding the above, I acknowledge that the decision to seek medical attention, and the resulting financial responsibilities are mine alone.

I further acknowledge that any and all costs associated with compliance with the Policy for Suspected Abuse by Students are my financial responsibility alone.

I agree to hold harmless Rose State College and its agents, representatives, and employees, from any and all claims, damages, losses, and expenses, including reasonable attorney's fees, in case it shall be necessary to file an action arising out of performance and participation in laboratory or clinical activities as a student in a Health Science Program for bodily injury, illness, or death.

I further acknowledge that I have read the Rose State College Nursing Science Program Student Handbook, and will abide by the policies set forth in this handbook.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_



**NURSING SCIENCE PROGRAM**  
**Confidentiality/Non-Disclosure Agreement**

Confidential information is valuable, sensitive, and protected by law as well as by hospital policies. The intent of these laws and policies is to assure that confidential information will remain confidential and will be used only as necessary to accomplish hospital business. Failure to keep confidential information confidential could cause harm to the patient, family, or the hospital and could also result in a lawsuit against the hospital and/or the employee who disclosed the information.

Through my affiliations with the hospitals, I may gain access to confidential information including, but not limited to, patient information both written and spoken, financial information, employee personnel records and/or salary information, strategic business initiatives, quality improvement activities, or other information. Accordingly, as a condition of my affiliation and in consideration of my privilege to access confidential information, I agree to abide by the following:

1. I will not access confidential information for which I have no legitimate need to know. Accessing information without a job-related need is prohibited.
2. I will not at any time during or after my hospital rotations divulge, copy, release, sell, loan, review, alter or destroy any confidential information except as specifically authorized by the law, or hospital policy.
3. I will not disclose my computer password to anyone else for any reason, nor will I utilize another user's password in order to access the computer system. I accept the responsibility for all activity occurring under my password.
4. I understand that all electronic communications may be monitored and are subject to audits.
5. I understand that disclosing confidential information could result in damages being sought against myself and/or the hospital. I agree to indemnify and hold the hospitals harmless against any loss of liability (including costs and expense of litigation) resulting from my unauthorized disclosure of confidential information.
6. I understand that failure to comply with this agreement will result in disciplinary action, which may include, but is not limited to, termination of my hospital rotation and expulsion from the program.

I HAVE READ AND UNDERSTAND ALL OF THE ABOVE AGREEMENT AND PROMISE THAT I WILL ABIDE BY THE TERMS AND WILL MAINTAIN CONFIDENTIAL INFORMATION AT ALL TIMES. I UNDERSTAND THAT VIOLATION OF THIS AGREEMENT MAY RESULT IN DISCIPLINARY ACTION OR DISMISSAL FROM THE PROGRAM.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date Signed

\_\_\_\_\_  
 Printed Name



**NURSING SCIENCE PROGRAM  
Conduct Contract**

Rose State College and the Nursing Science Program have established expectations regarding student conduct in the classroom/campus environment and/or clinical setting. These expectations are described in both the Rose State College Student Handbook and the RSC Nursing Science Student Handbook.

I, \_\_\_\_\_, have been informed of these expectations and the possible consequences if I decide to step outside these expectations. I recognize that I, alone, am responsible for my actions and am willing to accept the consequences of choices I make in my actions.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_



**NURSING SCIENCE PROGRAM  
Release of Information Form**

I, \_\_\_\_\_, acknowledge that I have provided information, and copies of document(s) as needed, and am aware that this information will be shared with clinical agencies while I am a student in the Nursing Science Program. My signature below indicates my consent to allow the sharing of this information to facilitate my eligibility for participation in clinical experiences.

Check all that apply. Items 1-8 required to be able to attend clinical.

- |                                                                   |       |
|-------------------------------------------------------------------|-------|
| 1. Immunization Information                                       | _____ |
| 2. CPR certification records                                      | _____ |
| 3. Federal Background Check                                       | _____ |
| 4. Drug Screening Results                                         | _____ |
| 5. PPD Screening Results                                          | _____ |
| 6. Chest X-Ray Results                                            | _____ |
| 7. Professional Liability Insurance                               | _____ |
| 8. Annual training (OSHA, HAZMAT, restraint, TB safety and HIPAA) | _____ |
| 9. Other                                                          | _____ |

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date



**NURSING SCIENCE PROGRAM**  
**Use of Technology and Social Media**

Nurses and nursing students are held in high regard and seen as role models in the community. Nurses and nursing students have a responsibility to portray our profession and college in a positive manner at all times. In accordance with the Rose State College Student Code of Conduct policy, conduct either on or off campus should be of such nature as not to reflect adversely on the reputation of the individual or Rose State College. Students will be held accountable for information shared in online activities including breaches of HIPAA federal privacy rules. Maintaining client confidentiality is the student's moral and legal duty at all times. Examples of inappropriate or offensive behavior concerning participation in online communities may include depictions or presentations of the following:

1. Posting photos, videos, comments, or posters showing personal use of alcohol, tobacco, or drugs.
2. Posting photos, videos, or comments that are sexual in nature. This includes links to websites of a pornographic nature or other inappropriate material.
3. Using inappropriate or offensive language in comments, videos, or other posting including threats of violence or derogatory comments against race, gender, the College or any of its employees.

To facilitate professional and appropriate relationships, faculty and staff members are not allowed to establish online relationships with current nursing program students on social media sites such as Facebook. Therefore, students should refrain from "friending" a faculty or staff member affiliated with the program while a student in the program.

**Technology in the Classroom**

Inappropriate use of technology such as phone texting or computer use that disrupts the learning environment will not be tolerated. All personal technological devices are prohibited during testing including cell phones.

At the discretion of faculty, students may be allowed to bring audio or video recording equipment or cameras into the classroom. If recordings or photographs are allowed, they should be used for personal use only and cannot be shared or posted in any public place including social media websites unless prior written authorization from all parties involved has been received by the Program Director or designated representative. The student is subject to the policy of the clinical facility regarding use of electronic devices in the clinical setting.

If a student's online activities or use of technology are found to be in noncompliance with the above stated policy, he/she will be subject to disciplinary action which could include dismissal from the program.

I, \_\_\_\_\_ understand and agree to comply with the above policy.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date



**NURSING SCIENCE PROGRAM**  
**Photo, Video, and Audio Release Form**

I authorize the Nursing Science Program, Rose State College and those acting pursuant to its authority to:

1. Use my photographic image in promotional materials and/or publicity related to the program of nursing. I understand that my photograph may be used in publications, advertisements, direct mail, electronic media (e.g. video, CD-ROM, DVD, flash drive, Internet/WWW), or other forms of electronic media for promotion of the nursing program.
2. Record my participation in high fidelity simulations or other nursing program activities and /or classroom events, exercises on DVD, audio, or any other medium.
3. Exhibit the recording using secure private digital video network, or to select student audiences, in whole or part without restrictions or limitations for any educational purpose which the program of nursing deems appropriate.
4. I hereby release and discharge Rose State College, its officers, employees and agents from any and all claims and demands arising out of or in connection with the use of such photographs, film or audio, including but not limited to any claims of defamation or invasion of privacy.
5. I hereby consent to the release of video, audio tape, film, photography or any other medium for the above stated purposes and in accordance with the terms stated above, pursuant to the consent provisions of the Family Educational Rights and Privacy Act, 20 U.S.C. 1232.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Address \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Date \_\_\_\_\_



**NURSING SCIENCE PROGRAM**  
**Liability Release Form**

I, the undersigned student at Rose State College, acknowledge the contagious nature of COVID-19 and voluntarily assume risk that I may be exposed to or infected by COVID 19 during clinical rotation activities. I understand and acknowledge that I may be exposed to patients who are ill with known or unknown diseases. I am willing to assume that risk in order to complete my clinicals. I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any illness or injury I may incur at clinical rotations. I understand and agree that I will indemnify, save, defend, and hold harmless each of the Releasees from any litigation expenses, attorney fees, loss, liability, damage or cost that may incur, as the result of anyone on my behalf making a claim against any of the Releasees,

The undersigned has carefully read the liability release form and understand that I have the opportunity to review the waiver of liability with the legal counsel of my choice prior to signing.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Rose State ID Number \_\_\_\_\_



**NURSING SCIENCE PROGRAM**  
**Acknowledgement of Receipt of Handbook**

I acknowledge that I have reviewed and know how to access the Rose State College Nursing Science Program Student Handbook and I understand that I will be subject to the policies contained within until I graduate. I also understand that if I withdraw from the program for any reason and am readmitted, I will be subject to the policies under which the students in that class are subject.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

## APPENDIX A

The Rose State College Nursing education program is approved by the Oklahoma Board of Nursing. Graduates of this state-approved program are eligible to apply to write the National Council Licensure Examination (NCLEX) for (registered or practical) nurses. Applicants for Oklahoma licensure must meet all state and federal requirements to hold an Oklahoma license to practice nursing. In addition to completing a state-approved nursing education program that meets educational requirements and successfully passing the licensure examination, requirements include submission of an application for licensure, a criminal history records search, and evidence of citizenship or qualified alien status. Applicants for practical nurse licensure must also hold a high school diploma or a graduate equivalency degree (G.E.D.) [59 O.S. §567.5 & 567.6]. To be granted a license, an applicant must have the legal right to be in the United States (United States Code Chapter 8, Section 1621). In addition, Oklahoma law only allows a license to be issued to U.S. citizens, U.S. nationals, and legal permanent resident aliens. Other qualified aliens may be issued a temporary license that is valid until the expiration of their visa status, or if there is no expiration date, for one year. Applicants who are qualified aliens must present, in person, valid documentary evidence of:

1. A valid, unexpired immigrant or nonimmigrant visa status for admission into the United States;
2. A pending or approved application for asylum in the United States;
3. Admission into the United States in refugee status;
4. A pending or approved application for temporary protected status in the United States;
5. Approved deferred action status;
6. A pending application for adjustment of status to legal permanent resident status or conditional resident status.

The Board has the authority to deny a license, recognition or certificate; issue a license, recognition or certificate with conditions and/or an administrative penalty; or to issue and otherwise discipline a license, recognition or certificate to an individual with a history of criminal background, disciplinary action on any professional or occupational license or certification, or judicial declaration of mental incompetence [59 O.S. §567.8].

These cases are considered on an individual basis at the time application for licensure is made, with the exception of felony convictions. An individual with a felony conviction cannot apply for licensure for at least five years after completion of all sentencing terms, including probation and suspended sentences, unless a presidential or gubernatorial pardon is received [59 O.S. §567.5 & 567.6]

Potential applicants to state-approved education programs, with a criminal history, may obtain an initial determination of eligibility for licensure or certification from the Oklahoma Board of Nursing for a fee. The initial determination of eligibility for licensure petition can be accessed at <http://nursing.ok.gov/initialdeterm.pdf>.

Failure to submit the above information in a timely manner may result in a delay in processing the application. After Board staff reviews this information, the applicant will be notified of any additional action that must be taken. The applicant may be required to appear before the Board. Additional documentation that may be requested prior to this appearance, includes, but is not limited to, letters

of reference from a clinical faculty member, the director/dean of program, a probation officer, employer or others. Please be aware that an applicant may **not** be eligible for licensure or endorsement to surrounding states due to individual states' restrictions, even if the applicant is able to be licensed in Oklahoma. Individuals who plan to apply for licensure in other states must check with that state's board of nursing to obtain information on requirements.

Emergency Rules Effective November 1, 2019

## CHAPTER 10. LICENSURE OF PRACTICAL AND REGISTERED NURSES

### SUBCHAPTER 11. DISCIPLINARY ACTION

#### 485:10-11-4. Licensure or Certification of Individuals with Criminal History

(a) Purpose and Applicability. This section establishes the criteria utilized by the Board in determining the effect of criminal history on eligibility for nursing licensure or Advanced Unlicensed Assistant (AUA) certification and implements the requirements of Oklahoma Statutes Title 59 Sections 567.1. et seq. and 4000.1 (2019). This section applies to:

- (1) all currently licensed nurses and holders of an AUA certificate;
- (2) all individuals seeking to obtain a nursing license or AUA certificate; and
- (3) all individuals seeking an initial determination of their eligibility for nursing licensure or AUA certification.

(b) The felonies listed below in subsection (c) disqualify an individual from retaining licensure or becoming licensed as a nurse or retaining certification or becoming certified as an AUA in Oklahoma. However, subsection (c) is not an exhaustive or exclusive list of crimes, both felonies and misdemeanors resulting in a conviction or a deferred sentence, that may result in discipline from the Board of Nursing, up to and including revocation. The felonies listed in subsection (c) disqualify an individual because they substantially relate to the practice of nursing and pose a reasonable threat to public safety for the reasons stated below.

- (1) The practice of nursing is a unique profession. Licensees and certificate holders practice nursing autonomously in a wide variety of settings and provide care to patients who are, by virtue of their illness or injury, physically, emotionally, and/or financially vulnerable. These patients often include the elderly, children, those with mental or cognitive disorders, sedated or anesthetized patients, and/or disabled or immobilized individuals. Individuals who have engaged in criminal conduct place patients, healthcare employers and employees, and the public at risk of harm.
- (2) Crimes involving fraud and/or theft. Licensees and certificate holders often have unfettered access to patients' privileged information, financial information, and valuables, including but not limited to medications, money, jewelry, credit cards/checkbook, and/or sentimental items. The practice of nursing continues 24 hours per day in all healthcare settings, including those where there is often no direct supervision of the individual. Patients in these healthcare settings are particularly vulnerable to the unethical, deceitful, and illegal conduct of a licensee or certificate holder. When an individual has engaged in criminal behavior involving fraud and/or theft, the Board is mindful that similar misconduct may be repeated in healthcare settings, thereby placing patients, healthcare employers and employees, and the public at risk. As such, crimes involving any type of fraud and/or theft are highly relevant to an individual's ability to provide safe nursing care.
- (3) Crimes involving sexual misconduct. Licensees and certificate holders frequently provide nursing care to partially clothed or fully undressed patients, who are particularly vulnerable to exploitation.

Due to the intimate nature of nursing care, professional

Revisions September 2025

boundaries in the practice of nursing are extremely important. When an individual has engaged in criminal behavior involving any type of sexual misconduct, the Board is mindful that similar misconduct may be repeated in healthcare settings. As such, crimes involving any type of sexual misconduct are highly relevant to an individual's ability to provide safe nursing care.

(4) Crimes involving lying, falsification, and/or deception. Licensees and certificate holders are required to accurately and honestly report and record information in a variety of places, such as medical records, pharmacy records, billing records, nursing notes, and plans of care, as well as to report errors in their own nursing practice. When an individual has engaged in criminal behavior involving lying, falsification, and/or deceptive conduct, the Board is mindful that similar misconduct may be repeated in healthcare settings, thereby placing patients, healthcare employers and employees, and the public at risk of harm. As such, crimes involving any type of lying, falsification and/or deception are highly relevant to an individual's ability to provide safe nursing care.

(5) Crimes involving drugs and/or alcohol. Licensees and certificate holders have a duty to their patients to provide safe, effective nursing care and to be able to practice safely. Individuals who have a substance use disorder may have impaired judgment and motor skills and are at risk for harming their patients and/or the public. Licensees and certificate holders have access to many medications and drugs and those with substance use disorders may misuse or steal drugs. Individuals affected by a substance use disorder may be unable to accurately assess patients, make appropriate judgments, or intervene in a timely and appropriate manner, thus putting their patients at risk. This danger is heightened when the licensee or certificate holder works in an autonomous setting where other healthcare providers are not present to intervene for the patient or the public. As such, crimes related to the use or possession of drugs or alcohol are highly relevant to an individual's fitness to practice.

(6) Crimes involving violence and/or threatening behavior. Licensees and certificate holders provide care to the most vulnerable of populations, including patients who often have no voice of their own and cannot advocate for themselves. Further, patients are dependent on the caregiver-patient relationship for their daily care. When an individual has engaged in violent or threatening criminal behavior, the Board is mindful that patients may be at risk for similar behavior in a healthcare setting. As such, crimes involving violence and threatening behavior are highly relevant to an individual's fitness to practice.

(c) All crimes listed in this subsection are as described in Titles 21, 47 and 63 of the Oklahoma Statutes. In addition, the Board recognizes and gives similar treatment to similar offenses charged in other jurisdictions. Felony convictions that disqualify an individual from retaining licensure or becoming licensed as a nurse, or retaining certification or becoming certified as an AUA in Oklahoma include:

(1) Crimes involving fraud, theft, lying and/or falsification.

(A) Robbery 21 O.S. § 791 et seq.

(B) Falsely personating another to gain money or property 21 O.S. § 1532.

(C) Identity theft 21 O.S. § 1533.1.

(2) Crimes involving sexual misconduct.

(A) Human Trafficking 21 O.S. § 748.

(B) Trafficking in children 21 O.S. § 866.

(C) Incest 21 O.S. § 885.

(D) Forcible sodomy 21 O.S. § 888.

(E) Indecent exposure, indecent exhibitions, obscene material or child pornography, solicitation of minors 21 O.S. § 1021.

- (F) Procure, cause the participation of a minor in any child pornography, buys, or knowingly possesses, procures, manufactures, or causes to be sold or distributed child pornography 21 O.S. §§ 1021.2 and 1024.2
- (G) Commercial sale or distribution of pornography 21 O.S. § 1040.13.
- (H) Soliciting/offering sex with minor 21 O.S. § 1040.13a.
- (I) Offering or transporting one under 18 for sex 21 O.S. § 1087.
- (J) Child Prostitution – unlawful detainment in prostitution house 21 O.S. § 1088.
- (K) Lewd or indecent proposals to minor, sexual battery of minor 21 O.S. § 1123.
- (L) Knowingly engaging in acts likely to spread Human Immunodeficiency Virus 21 O.S. § 1192.1 .
- (3) Crimes involving drugs and/or alcohol.
- (A) Causing, aiding, abetting minor to commit controlled dangerous substance crimes 21 O.S. § 856.1.
- (B) Drug trafficking 63 O.S. § 2-415.
- (4) Crimes involving threats, violence and/or harm to another individual.
- (A) Assault, battery, or assault and battery with a dangerous weapon 21 O.S. § 645.
- (B) Aggravated assault and battery 21 O.S. § 646.
- (C) Aggravated assault and battery on a law officer 21 O.S. § 650.
- (D) Aggravated assault and battery on medical personnel with firearm or other dangerous weapon 21 O.S. § 650.5.
- (E) Murder, first or second degree 21 O.S. §§ 701.7 and 701.8.
- (F) Manslaughter, first degree 21 O.S. § 711.
- (G) Kidnapping 21 O.S. § 741.
- (H) Extortionate kidnapping 21 O.S. § 745.
- (I) Malicious intentional intimidation or harassment based on suspect classification 21 O.S. § 850.
- (J) Desertion – abandonment of child under ten 21 O.S. § 851.
- (K) Child endangerment by permitting child abuse 21 O.S. § 852.1.
- (L) Rape first or second degree 21 O.S. §§ 1111 and 1114.
- (M) Peeping Tom – personally or electronically 21 O.S. § 1171.
- (N) Stalking 21 O.S. § 1173.
- (O) Endangering or injuring a person during arson or attempt 21 O.S. § 1405.
- (P) Failure to stop after fatal accident 47 O.S. § 10-102.1.
- (Q) Mingling poison, drugs, or sharp objects with food, drink 21 O.S. § 832.
- (5) Crimes involving harm to property.
- (A) Violation of Oklahoma Antiterrorism Act 21 O.S. §§ 1268 et seq.
- (B) Arson, first, second or third degree 21 O.S. §§ 1401, 1402, and 1403.
- (C) Burglary, first degree 21 O.S. § 1431.
- (d) To obtain an Initial Determination of Eligibility, the required form shall be completed and filed with the Board. The fee for an Initial Determination of Eligibility shall be \$95.00 and shall be submitted with the required form.
- (e) The Executive Director is authorized to close a file requesting initial determination of eligibility when the person seeking determination of eligibility for licensure has failed to respond to a written request from the Board for information, within sixty (60) days of the written request.

## APPENDIX B

**Unsafe practice means jeopardizing a client's life, health, or safety by conduct that shall include, but not be limited to, the following:**

- a. Failure to supervise adequately the performance of acts by any person working at the nursing student's direction; or
- b. Delegating or accepting the delegation of a nursing function or prescribed health care function when the delegation or acceptance could reasonably be expected to result in unsafe or ineffective client care; or
- c. Unauthorized alterations of medications; or
- d. Failure to utilize appropriate judgment in administering safe nursing practice based upon the expected level of nursing preparation.
- e. Failure to exercise technical competence in carrying out nursing care; or
- f. Performing new nursing techniques or procedures without proper education and preparation; or
- g. Failure to report through the proper channels the unsafe or illegal practice of any person who is providing nursing care; or
- h. Engaging in activities which do not fall within the realm of standardized nursing practice; or
- i. Endangering the welfare of the client through own physiological or mental health status.
- j. Failing to prepare for clinical adequately;
- k. Attending clinical without adequate time for sleep or allowing a minimum of 12 hours between shifts; or
- l. Scheduling clinical shifts longer than 12 hours.

**Unprofessional conduct** is nursing behavior (acts, knowledge, and practices) which fails to conform to the accepted standards of the nursing profession and which could jeopardize the health and welfare of people which *shall include but not be limited to the following:*

- a. Inaccurate recording, reporting, falsifying or altering client records; or
- b. Verbally or physically abusing clients; or
- c. Falsely manipulating drug supplies, narcotics or client records; or
- d. Appropriating, without authority, medications, supplies or personal items of the client or agency; or

- e. Falsifying documents submitted to the Rose State Nursing Department; or
- f. Leaving a nursing assignment without properly advising appropriate personnel; or
- g. Violating the confidentiality of information or knowledge concerning the client; or
- h. Conduct detrimental to the public interest; or
- i. Discriminating in the rendering of nursing services; or
- j. Aiding and abetting the practice of practical nursing, registered nursing or advanced practice nursing by any person not licensed as a Licensed Practical Nurse, Registered Nurse or recognized as an Advanced Practitioner; or
- k. Impersonating a licensed practitioner, or permitting another person to use her/his nursing student identification for any purpose; or
- l. Aiding, abetting or assisting any other person to violate or circumvent any law, rule or regulation intended to guide the conduct of a nurse or nursing student.
- m. Forging a prescription for medication/drugs; or
- n. Presenting a forged prescription; or
- o. Selling or attempting to sell a controlled dangerous substance or otherwise making such drugs available without authority to self, friends, or family members; or
- p. While caring for a client, engaging in conduct with a client that is sexual or may reasonably be interpreted as sexual; in any verbal behavior that is seductive or sexually demeaning to a client; engaging in sexual exploitation of a client; or
- q. Obtaining money, property or services from a client through the use of undue influence, harassment, duress, deception or fraud; or
- r. Engaging in fraudulent billing practices, including violations of federal Medicare and Medicaid laws or state medical assistance laws; or
- s. Allowing own value system to interfere with client care/well-being.
- t. Having repeated episodes of tardiness without notifying faculty and/or preceptor as appropriate in advance; or
- u. Failing to attend clinical on the assigned days and times without notifying faculty in advance.

**Unethical behavior** is a violation of Code of Ethics for Nursing Students or the ANA Code of Ethics for Nursing and *shall include, but not be limited to*, the following:

- a. Lack of respect for human dignity and the uniqueness of the client, restricted by

considerations of social or economic status, personal attributes, or the nature of health problems.

b. Fails to safeguard the client's right to privacy.

c. Fails to act to safeguard the client and the public when health care and safety are affected by the incompetent, unethical, or illegal practice of any person.

d. Fails to assume responsibility and accountability for individual nursing judgments and actions.

e. Fails to exercise informed judgment and use individual competence and qualifications when seeking consultation, accepting responsibilities, and delegating nursing activities to others.

***“A pre-RN nursing student is a student and not a nurse and is therefore subject to the academic standards review of the Unsafe/Unprofessional/Unethical Nursing Practice Policy. A violation of the Unsafe Nursing Practice Policy is a violation of academic standards. Conduct which falls under the Unsafe Nurses Practice Policy may also be subject to disciplinary action under the applicable Rose State conduct code.”*** (Adapted from the Nurse Practice Act of the State of Oklahoma and the Code of Ethics for Nurses by the American Nurses Association)

Nursing faculty will take the following actions if concerns about unsafe practice by a nursing student are raised:

- Provide a detailed, progressive, and written evaluation of the unsafe practice.
- Clearly identify problems with failure to meet standards for safe practice.
- Document specific recommendations for achieving student improvement in collaboration with the student.
- Provide definitions of expectations of the clinical experiences that are not being met.
- Communicate with the Chair of the appropriate academic program to inform of potential student problems and seek consultation and support.

If a nursing student demonstrates unsafe or unprofessional behavior in a course or courses, the nursing faculty may impose any of the following sanction(s):

- A grade of “Clinical Failure” for the assigned shift. Three such failures will result in failure of the course.
- Immediate suspension from the setting
- Additional learning assignments designed by the faculty to contribute to the achievement of course objectives and change unsafe behavior
- Failing grade for the course
- Immediate dismissal from the course
- Dismissal from the Rose State College Nursing Program

### **Confidentiality of Patient Information**

Data transcribed from patients' charts may be used for educational purposes as long as there is no name, number, or information that could be used to relate that information to a specific patient. Printouts of patient information may not be taken from the clinical facility.

Patient information in assignments submitted to fulfill course requirements should use nondescript identification, such as Patient A, Patient B, Mr. B, Ms. B, and so forth. Names should not be used

unless fictitious. Any student paper that contains identifying patient information shall not be returned to the student and shall be destroyed by the faculty member. Students are responsible for protecting confidentiality of those who participate in the student's research according to guidelines provided in the National Institutes of Health website and the Rose State Institutional Review Board.

A breach of patient confidentiality will result in immediate dismissal from the Rose State College Nursing Program. .

## APPENDIX C

### Professional Concerns Report

#### Integrity & Honesty

- ☐ The student provided false information in an academic, professional or administrative setting.
- ☐ The student acted outside the scope of his/her role in an academic, professional or administrative setting.
- ☐ The student presented the work of others as his/her own.
- ☐ The student used his/her professional position for personal advantage.
- ☐ The student used the physical or intellectual property of others without permission or attribution.
- ☐ Other behavior that demonstrated lack of integrity:

#### Patient-Centered Care & Patient-Safety

- ☐ The student did not act in the best interest of the patient.
- ☐ The student did not demonstrate sensitivity to the needs, values or perspectives of patients, family members or caregivers.
- ☐ The student did not establish appropriate rapport with patients, family members or caregivers.
- ☐ The student did not demonstrate openness/responsiveness to the patient's ethnic and cultural background.
- ☐ The student did not respond to patient needs in a timely, safe or effective manner.
- ☐ Other unprofessional behavior related to Patient Centered Care:

#### Respect

- ☐ The student did not demonstrate respect for the rights of others in academic or professional settings.
- ☐ The student did not demonstrate respect in interactions with others.
- ☐ The student did not establish or maintain appropriate boundaries with patients, family members, fellow students, faculty or staff.
- ☐ The student did not demonstrate equal respect for all persons, regardless of, race, gender, religion, sexual orientation, age, disability or socioeconomic status.
- ☐ The student did not demonstrate respect for the confidentiality rights of patients, research participants or others.
- ☐ Other behavior that demonstrated lack of respect:

#### Service & Working within the Team

- ☐ The student did not function, collaboratively within the healthcare team.
- ☐ The student did not demonstrate sensitivity to the requests of the healthcare team.
- ☐ The student did not demonstrate the ability to collaborate with students, faculty and staff in a learning environment.

- ☐ Other behavior that impeded collaboration:

#### Responsibility

- ☐ The student was tardy, absent, and/or misses deadlines/appointments.
- ☐ The student was disruptive or rude.
- ☐ The student needed continual reminders in the fulfillment of responsibilities.
- ☐ The student did not accept responsibility for his/her actions, recommendations or errors.
- ☐ The student could not be relied upon to complete his/her responsibilities in a timely manner.
- ☐ The student did not adhere to policies, procedures and/or instructions.
- ☐ The student did not dress in attire appropriate for the setting.
- ☐ The student failed to follow, and/or manipulated clinic policies, including those for patient assignment and management.
- ☐ The student failed to adhere to protective equipment and/or infection control guidelines.
- ☐ Other irresponsible behavior:

#### Responsiveness, Adaptability & Self-Improvement

- ☐ The student was resistant or defensive when provided with constructive feedback.
- ☐ The student did not demonstrate awareness of his/her own limitations and/or willingness to seek help.
- ☐ The student resisted adopting recommendations from faculty or others to improve learning or performance.
- ☐ The student did not demonstrate adaptability in a patient care, classroom or laboratory environment.
- ☐ The student did not correct his/her errors when were brought to his/her attention.
- ☐ Other behavior that impeded self-improvement:

A student who commits conduct violations will be subject to disciplinary action as outlined in this Handbook and the RSC Student Handbook, some actions could lead to being expelled from the program.

Students attempting to impersonate another student or nurse will be expelled from the program.