



# **The Cincinnati State Bethesda School of Nursing Student Handbook**

---

**2021-2022**

**CINCINNATI STATE TECHNICAL & COMMUNITY COLLEGE**  
**| 3520 CENTRAL PARKWAY, CINCINNATI, OH 45223**

## Table of Contents

<b>Approval and Accreditation</b> .....	5
<b>Welcome Letter</b> .....	6
<b>Nursing Program Faculty and Staff Directory</b> .....	7
<b>Where to Turn?</b> .....	8
<b>Transfer Credit</b> .....	8
<b>Advising prior to first clinical term</b> .....	8
<b>Degree Audits/SAP Appeals for Financial Aid</b> .....	8
<b>Legal issues related to licensure and background check</b> .....	8
<b>Clinical Course Information</b> .....	8
<b>Health Excel Services</b> .....	8
<b>Counseling Services</b> .....	9
<b>Nursing Student Organization (N.S.O.)</b> .....	10
<b>Nursing Resource Center</b> .....	10
<b>Student Health Records</b> .....	11
<b>Potential Sites for Physical Exams and Immunizations</b> .....	13
<b>Ohio Board of Nursing Licensure Issues</b> .....	14
<b>Criminal History</b> .....	14
<b>Background Check at time of Licensure Application Ohio</b> .....	16
<b>Requesting NCLEX Testing Accommodations (Ohio)</b> .....	16
<b>Special Needs:</b> .....	17
<b>Clinical Site Requirements</b> .....	17
<b>Criminal Background Check</b> .....	17
<b>Timing of Background Check Completion</b> .....	18
<b>Procedure for Obtaining Background Checks</b> .....	18
<b>Types of Convictions that Would Make the Student Ineligible for Clinical Experiences:</b> .....	18
<b>Drug and Alcohol Screening Policy</b> .....	19
<b>Essential Functional Abilities</b> .....	20
<b>Mission Statement</b> .....	23
<b>Philosophy of the Associate Degree Nursing Program</b> .....	23
<b>Organizational Framework: Concepts and Outcomes</b> .....	25
<b>End of Program Student Learning Outcomes</b> .....	28
<b>Entry/Re-entry, Continuation, Promotion and Completion Policies</b> .....	28

Entry/Re-entry .....	28
Entry/Reentry Policy (Traditional tract) .....	28
LPN-to-RN Students (Non-traditional tract) Entry/Re-entry/Continuation Policies .....	29
Continuation Policy .....	30
Promotion Policy .....	32
Completion Policy .....	32
Nursing Program Competitive Admission Process .....	33
Selective Admission (Progression) Applicant Ranking Workshee .....	34
Class and Waiting List Policies .....	35
Grading Policy for Nursing (NUR) Courses .....	36
Nursing Courses with Multiple Components (Modules): .....	37
Testing Policy .....	38
Guidelines for the Promotion of Academic Honesty .....	40
Rules for the use of Calculators by Students during Tests .....	41
ATI Testing Policy .....	42
Final Program Requirement: .....	42
<b>ATI ASSESSMENT &amp; REMEDIATION GUIDELINES</b> .....	43
What is ATI? .....	43
Is ATI part of my course grade? .....	44
What is the ATI testing sequence for each NUR course? .....	44
ATI Proficiency Levels .....	45
How is Remediation using Focused Review done? .....	45
Math Testing Policy .....	46
Transfer/Military Credit Policy .....	46
Attendance Policy .....	46
Classroom Attendance: .....	46
Laboratory Experiences: .....	47
Student Illness in the Classroom or Clinical .....	48
Expectations for Student Behavior in all Clinical Experiences .....	50
Section A .....	50
Violation of Behaviors in Section A .....	52
Section B .....	52
Expectations for behavior in All Clinical Experiences .....	52

<b>Violations of Behaviors in Section B</b> .....	53
<b>Disclaimer</b> .....	53
<b>Nursing Program Dress Code</b> .....	53
<b>Nursing Curriculum and Clinical Placement</b> .....	56
<b>Articulation Information</b> .....	59
<b>Transferring General Education Courses</b> .....	59
<b>Residency Requirements</b> .....	59
<b>Regional Requirements</b> .....	59
<b>Transferring Nursing Credit Without Completing the Program</b> .....	59
<b>Moving on to a BSN</b> .....	60
<b>Title IX</b> .....	60
<b>Proctorio Testing Policy</b> .....	61
<b>OFFICE OF DISABILITY SERVICES:</b> .....	63
<b>The Bethesda Heritage</b> .....	64
<b>Alumni Association</b> .....	65
<b>History of the Nursing Program Pin</b> .....	65
<b>Student Problem Resolution Process</b> .....	66

# Approval and Accreditation

This Nursing Program is approved by:

The Ohio Board of Nursing  
17 South High Street, Suite 400  
Columbus, Ohio 43215-3413  
Telephone (614) 466-3947  
<http://www.nursing.ohio.gov/>

This Nursing Program is accredited by:

The Accreditation Commission for Education in Nursing, Inc.  
3343 Peachtree Road NE Suite 850  
Atlanta, Georgia 30326  
Telephone (404) 975-5000  
<http://www.acenursing.org/>

**Dear Students:**

**Welcome to the Nursing program! We are glad you have decided to begin the clinical courses. Stay in the program, do well, and you will graduate in five semesters, ready to take the national board exam (NCLEX) and become an RN.**

**This program is demanding and challenging. To do well, you will need the help of family and friends, and you will *really* need the support of others who are going through the program with you. Take a chance! Reach out and get to know other students. Your classmates will understand precisely what you are going through.**

**The faculty and advisors are here to help you be successful. Let us help you! When you have questions or concerns, TALK TO US! Use the resources available to you, which are listed on the next few pages.**

**During the next five semesters, you will learn to assess, diagnose, plan, implement, and evaluate nursing care for people with a variety of health care concerns. You will build upon the principles and theories you have been learning in science and humanities courses, as you learn the art and science of nursing. You will carry a heavy responsibility to provide appropriate, skilled nursing care. And in return, you will have the opportunity to assist people in critical or vulnerable moments of their lives.**

**Congratulations, and best wishes on your continued success!**

**The Faculty of the Nursing Program**

# Nursing Program Faculty and Staff Directory

Name	Office Number	Office Location
Marrē Barnette, MSN, RN, CNS Assistant Dean, Director of Nursing	569-1669	HPS 318
Dr. Janice Lockett, Ph.D, MSN, RN, Program Chair/Professor	569-1292	HPS 322
Sarajane Blatt, MSN, RN, Professor	569-1289	HPS 336
Janice Curry, MSN, RN, Professor	569-1285	HPS 313
Sheena Davis, MSN, RN, PCCN, Instructor	569-1674	HPS 332
Dr. Anne Dean, DNP, MSN-Ed, RN, Instructor	569-5802	HPS tbd
Kristen Dekok, MSN, RN, CPN, Instructor	569-1297	HPS 334
Dr. Beth Hamon, DNP, MSN, RN, CNE, Professor	569-1291	HPS 319
Dr. Nicole Horton, Ph.D., MSN, RN, CPN, Professor, Clinical Coord	569-1288	HPS 324
Dr. Daniel Lozier DNP, MSN, M.Ed., RN, Professor	569-1284	HPS 309
Lauren Murray, MSN, RN, CMSRN, Instructor	569- 1293	HPS 328
Dr. Connie Rose, DNP, RN-BC, CNE, Professor	569-1229	HPS 340
Dr. Lindsey Stewart, DNP, MSN, RN, Instructor	569-4229	HPS 330
Tricia Trimble, MSN, RN, CPN, Instructor	569-1295	HPS 326
Dr. JoAnne Worthington, DNP, RN-BC, OCN, Instructor	569-1290	HPS 338
Erlinda Chess, MSN, RN, Nursing Skills Lab Manager	569-1687	HPS 202/204
Adjunct Faculty	569-1670	*Leave a message

# Where to Turn?

Everyone needs a little help from time to time. Here is a list that might give you an idea of where to turn.

**If you are in doubt about where to turn, just ask an instructor.**

## **Transfer Credit**

- Eileen Lanzilotta, Advisor 569-5776

### **Advising prior to first clinical term**

- Eileen Lanzilotta, Advisor 569-5776

## **Degree Audits/SAP Appeals for Financial Aid**

- Eileen Lanzilotta, Advisor 569-5776

## **Legal issues related to licensure and background check**

**Marrē Barnette, MSN, RN, CNS**  
**Associate Dean/Director of Nursing**

- **Clinical Course Information**
  - Semester 1: Dr. JoAnne Worthington 569-1290
  - Semester 2: Dr. Lindsey Stewart 569-4229
  - Semester 3: Dr. Dan Lozier 569-1284
  - Semester 4: Dr. Connie Rose 569-1229
  - Semester 5: Dr. Beth Hamon 569-1291

# Health Excel Services

## **Purpose:**

Health Excel provides Cincinnati State Health and Public Safety students with a comprehensive range of educational support services designed to enhance student success. This service is available at no cost.

## **Goal:**

To assist students in meeting their academic and career goals

## **Services:**

- Time Management
- Study Skills
- Test Anxiety
- Communication Skills
- Achieving Life Balance
- GPA Counseling
- Stress Management
- Choosing the Right Health Career
- Understanding Progression
- Academic Advising
- Encouragement and Support
- Assistance with the Book Loan Program



## **Getting Started Is Easy:**

- Students must be enrolled in a degree or certificate program in the Health and Public Safety Division.
- Students must schedule an appointment with a Health Excel Advisor. Appointments can be made via Starfish after logging into MYCSTATE or by stopping at the Health and Public Safety reception desk (HPB 312) or by calling 513-569-1670

**For more information on Health Excel Services contact:**

**Lisa Lucas**

**[lisa.lucas@cincinnatiastate.edu](mailto:lisa.lucas@cincinnatiastate.edu)**

**513-569-1224**

## **Counseling Services**

### **Purpose:**

To promote student learning and development by providing counseling and referral services that address the developmental career and mental health needs of Cincinnati State students. This service is available at no cost.

### **Services:**

- *Personal Counseling:* One-on-one short-term counseling that is voluntary and focuses on personal concerns that impair your ability to function in a classroom and clinical setting. Counseling services include but are not limited to mental health counseling and crisis intervention.
- *Career Counseling:* This service is intended to help students clarify interests and values, assess skills, learn about the world of work, and continuing education opportunities.
- *Referrals to Other Resources:* Every concern a student presents is not always served best by Counseling Services. If it is determined that students may be better served by social service agencies, the counselors will refer the student to a related community resource.

## Nursing Student Organization (N.S.O.)

All students in the Nursing Program are members of the Nursing Student Organization (NSO). The NSO is a virtual community for students supported by the Faculty-Student Committee of the Nursing Program. Officers are elected annually. The purpose is to encourage students and faculty to share information, program-specific issues, and concerns. The NSO link is located under the College Community tab on the college's Web site at MYCSTATE. Please check the website frequently for general nursing student updates, college and community activities and events, employment opportunities, and scholarship information.

## Nursing Resource Center

The Nursing Resource Center, located in Room 200-204 of the Health Professions Building, is open to all nursing students enrolled in the clinical nursing courses. Divided into a classroom area and an open lab area, the Center has bedside care stations, computers, nursing reference library, and interactive bulletin display boards. Student access to the classroom area is limited as nursing courses are scheduled in this portion of the Center. The open lab area, however, is available to all nursing students during all the Center's open hours. Scheduled open hours for the Center are posted on the entry door and will typically include weekday hours, early evening hours, and Saturday hours. The Center is not open for students to use on any holiday recognized by the college. The phone number for the Center is 569-1687.

The Center is staffed by a Lab manager during all of the posted open hours. The Lab manager assists students with practicing patient care skills, answer student questions, and assist students with using the Center's computers. The Lab manager does not teach, demonstrate, or do competency-testing of patient care skills unless she is teaching a session during that semester. Time spent in the Center does not substitute for participation in the nursing courses, but rather it provides an opportunity to expand knowledge of classroom content.

Both interactive software nursing programs and internet access are available through the Center's computers. Library reference textbooks can be used in the Center and can also be signed out for short-term periods through the Lab manager. All software programs, reference material, videos, tapes, and bulletin board displays, located in the Center, are designed to reinforce learning in the nursing courses.

The Lab Manager welcomes you to the nursing program. She looks forward to assisting you to use all the supportive learning resources available within the Center.

**Nursing Resource Lab Manager:** Erlinda Chess, MSN, RN  
Phone: 569-1687

# Student Health Records

A written report of a physical exam is **required** to clinical nursing courses. This exam must have been **within the past six months**. The written documentation on the immunizations and the tests listed here must include the actual dates for each immunization or test. Please note that all immunizations and tests listed on the report are required by clinical facilities where clinical laboratory experiences are scheduled. Students admitted for classes starting on or after August 2019 will receive directions to upload documents to CastleBranch, the organization that manages student compliance documents

**Students who do not submit the proper verification of immunizations/vaccines and tests will not be allowed to register for NUR clinical classes (NUR 102, 103, 106, 201 and 202) as the clinical placement will be denied.**

Some of the immunizations and tests listed here will require **periodic updates** while the student is in school. For instance, the series of Hepatitis vaccines takes six months to complete, and a tetanus booster is required every ten years. A PPD skin test and influenza vaccine are required **every year** while enrolled in NUR courses.

**Students who do not maintain current health records and who do not follow through with required periodic updates for immunizations or tests are not eligible for clinical placement.**

**Questions? Email to [Nursinghealthrecords@cincinnatiastate.edu](mailto:Nursinghealthrecords@cincinnatiastate.edu).**

## **Remember:**

**You cannot register for clinical nursing courses until all health records are completed.**

**You must keep immunizations and tests current to be able to continue in the program.**

## **IMMUNIZATIONS and TESTS**

### **Diphtheria/Tetanus**

Documentation of Tdap after 2005

Documentation of booster within last 10 years

A repeat booster will be required if the ten-year expiration date occurs while you are taking technical courses.

### **Measles, Mumps, Rubella**

Documentation

Proof of 2 doses (dates received) of MMR (measles, mumps, rubella) vaccine.

The 1<sup>st</sup> dose must have been given after the age of 12 months,

and at least one dose must have been given after 1967.

**or** titers (blood tests) to demonstrate immunity to each specific illness (measles, mumps, and rubella).

### **Tuberculin (PPD) Test**

Documentation is required of an initial 2-step PPD skin test (two separate injections, 1-2 weeks apart), and then proof of a yearly one-step PPD skin test every year thereafter.

The most recent skin test must be within 12 months of starting the clinical courses. If you cannot verify the dates that this has been done, you will need to obtain a new two-

step PPD skin test within six months of starting the clinical portion of the program.

\*\*A 1-step PPD skin test must be repeated each year to remain in the program. Written documentation with dates and results is required.

- Individuals with a **positive** PPD skin test result are required to have a chest X-ray (completed within the past year) to rule out active disease.
- Individuals who have received the BCG vaccine in the past should not take a PPD skin test. They are required to have a chest x-ray (within the past year).

\*\*\*Individuals with a positive reaction to the PPD skin test or those that have received the BCG vaccine must also complete a TB symptom questionnaire yearly while enrolled in their technical (clinical) courses. Students must obtain the TB symptom questionnaire from the nursinghealthrecords@cincinnati.state.edu

### **Hepatitis B**

Documentation of the completion of the series of three (3) Hepatitis vaccine injections, given over six months, as recommended by the Center for Disease Control (CDC) or **have** a Hepatitis titer (blood test) to determine the level of antibodies. A lab value of 10 IU indicates the titer is positive.

- For students beginning the injection series, completion of the **first two injections** (given one month apart) is **required prior to being allowed to register for technical courses**.
- The third injection must be obtained as recommended (within six months from the first injection), to remain in the program. Written documentation must be submitted that includes the dates of all three Hepatitis injections.

Students who do not complete the Hepatitis injection series correctly (three injections over a six month period) will be required to have a titer (blood test) done in order to demonstrate immunity status.

### **Chicken Pox**

Proof of documented of **two** vaccinations for chickenpox

If the individual's immune status is unknown, a titer (blood test) is required to demonstrate immunity.

If the titer does not demonstrate immunity, the chickenpox vaccination is required.

### **Influenza Vaccine**

Documentation of annual influenza vaccination.

Acceptable documentation would be the Cincinnati State Influenza Form or other valid forms from the agency administering the vaccine.

### **Other Vaccinations:**

**Students may be required to receive other vaccinations at the discretion of our clinical partners. Failure to follow facility policy will result in the denial of clinical placement and may prevent progression through the nursing program. Note that seasonal flu vaccination is required by all of our clinical facilities.**

# Potential Sites for Physical Exams and Immunizations

If you do not have a primary care provider or health insurance, you may want to consider these facilities. Call the specific sites for details about eligibility, services, and fees. Note that you may need to provide proof of income or student status in order to receive services on a “sliding scale fee” basis.

For additional sites, you can look in the Yellow Pages under “clinics,” “public health,” or “health department.” Try the Government section under the City of Cincinnati – Health Centers or your local city or county. In some areas, it may be listed under Human Services or the Health Department. You can check with your city or county government for the availability of a local public health department.

Information provided here is subject to change at any time. Cincinnati State College is not connected to any of these organizations and is not responsible for any services provided by any of these sites.

**Also consider: Walgreen’s Take Care clinics and Kroger’s Little Clinic’s or other such offices**

<b>Cross Roads Clinic</b> 381-2247 5 East Liberty Street Physical Exam on sliding scale	<b>Drake Center – West Mitchell</b> 641-2010 64 West Mitchell Avenue
<b>Elm Street Clinic</b> 352-3092 Cincinnati Health Dept. (must be city resident) 1525 Elm Street Physical exam on sliding scale	<b>Hamilton County Dept. of Tuberculosis Control</b> 184 East McMillan 946-7600 PPD skin test and CXRs available
<b>Hamilton County Health Department</b> 946-7882 Offers monthly clinic in <i>Harrison, Ohio</i> <i>Call for dates and times</i>	<b>Mt. Auburn Health Center</b> 241-4949 2415 Auburn Avenue Physical Exam, vaccines, PPD all provided on sliding scale
<b>Mount Healthy Family Practice Clinic</b> 8146 Hamilton Avenue 522-7500 Physical Exam Vaccines and PPD	<b>Northside Health Center</b> 357-7600 Cincinnati Health Dept. (must be city resident) 3917 Spring Grove MMR, Tetanus vaccine, PPD Hepatitis vaccine
<b>Price Hill Health Center</b> 357-2700 Cincinnati Health Dept. (must be city resident) 2136 West Eighth Street Physical Exam, vaccines, PPD all provided on sliding scale	<b>University Health Services</b> 584-4505 University of Cincinnati Hospital Medical Clinic Must schedule an appointment Physical exam, Hepatitis vaccine, PPD skin test Sliding scale fees
<b>Walnut Hills-Evanston Medical Center</b> 3036 Woodburn Avenue 281-4116 Physical Exam, vaccines, PPD all provided on sliding scale	<b>West End Health Center</b> 621-2726 1413 Linn Street Physical Exam, vaccines, PPD all provided on sliding scale
<b>Clermont County Public Health</b> 732-7449 Call for information	<b>Warren County Health Clinic</b> 925-1228 416 South East Street Lebanon – <i>must be Warren County resident for services</i> Physical r sliding scale, PPD Hepatitis, Tetanus, MMR
<b>KY Covington Family Health Center</b> 859-491-7616 1132 Greenup Street, Covington, KY	<b>KY Dayton Family Health Center</b> 859-291-8515 615 6 <sup>th</sup> Street, Dayton, KY
<b>KY Dixie Pike Family Health Center</b> 859-655-8900 1100 Pike Street, Covington, KY	<b>KY Newport Family Health Center</b> 859-431-0779 741 Central Ave, Newport, KY
<b>Dearborn County Health Department</b> 812-537-8826 <i>Should be resident of Dearborn County, Indiana, or immediate vicinity</i> Call to set up appointment PPD, MMR, Tetanus vaccines available but Hepatitis series not available	

# Ohio Board of Nursing Licensure Issues

## Criminal History

All graduates who apply for licensure in Ohio will be completing an application form that requires acknowledgment of any felonies, misdemeanors committed in the course of practice, or any misdemeanor drug law violation. For information on this topic visit

<http://www.nursing.ohio.gov/Discipline.htm>

*If you have any questions about licensure issues, contact the Program Director, Marrē Barnette, MSN, RN, CNS Associate Dean/Director of Nursing as soon as possible.*

## Compliance Questions asked at the time of Licensure Application

The following questions will be asked of all applicants for licensure in the state of Ohio:

1. Have you EVER been convicted of, found guilty of, pled guilty to, pled no contest to, pled not guilty by reason of insanity, entered an Alford plea, received treatment or intervention in lieu of conviction, or been found eligible for pretrial diversion or a similar program for any of the following crimes? Including crimes that have been expunged, IF there is a direct and substantial relationship to nursing practice.
  - a) A felony in Ohio, another state, commonwealth, territory, province, or country?
  - b) A misdemeanor in Ohio, another state, commonwealth, territory, province, or country?

(This does not include traffic violations unless they are DUI/OVI)

2. Have you ever been found to be mentally ill or mentally incompetent by a probate court?  
**If you answered “Yes” to 1a,1b, or number 2 above, you are required to provide the Board with a written explanation of the events including the date, county, and state in which the events occurred (attach a separate sheet to this application), and a certified copy of the indictment(s) or criminal complaint(s), plea(s), journal entry(s) from the appropriate court. A copy of the court docket or case summary does not meet this requirement.**
3. Has any board, bureau, department, agency or other body, including those in Ohio, other than this Board, in any way limited, restricted, suspended, or revoked any professional license, certificate, or registration granted to you; placed you on probation; or imposed a fine, censure, or reprimand against you? Have you ever voluntarily surrendered, resigned, or otherwise forfeited any professional license, certificate, or registration?
4. Have you ever, for any reason, been denied an application, issuance, or renewal for licensure, certification, registration, or the privilege of taking an examination in any state (including Ohio), commonwealth, territory, province, or country?

5. Have you ever entered into an agreement of any kind, whether oral or written, with respect to a professional license, certificate, or registration in lieu of or in order to avoid formal disciplinary action, with any board, bureau, department, agency, or other body, including those in Ohio, other than this Board?
6. Have you been notified of any current investigation of you, or have you ever been notified of any formal charges, allegations, or complaints filed against you by any board, bureau, department, agency, or other body, including those in Ohio, other than this Board, with respect to a professional license, certificate, or registration?

**If you answered “Yes” to questions 3-6, you are required to provide the Board with a written explanation and certified copies of any documents.**

7. Have you ever been diagnosed as having, or have you been treated for, pedophilia, exhibitionism, or voyeurism?
8. Within the last five years, have you been diagnosed with or have you been treated for bipolar disorder, schizophrenia, paranoia, or any other psychotic disorder?
9. Have you, since attaining the age of eighteen or within the last five years, whichever period is shorter, been admitted to a hospital or other facility for the treatment of a bipolar disorder, schizophrenia, paranoia, or any other psychotic disorder?

**If you answered “Yes” to question 7-9, you are required to provide a written explanation, including date(s) of diagnosis or treatment, and a description of your present condition. Include the name, current mailing address, and telephone number of each person who treated you, as well as each facility where you received treatment, and the reason for treatment. Have each treating physician submit a letter detailing the dates of treatment, diagnosis, and prognosis.**

10. Are you currently engaged in the illegal use of chemical substances or controlled substances?

**Currently** does not mean on the day of, or even weeks or months preceding the completion of this application. It means recently enough that the use of drugs may have an ongoing impact on one’s functioning as a certificate holder or licensee or within the past two years. “**Illegal** use of chemical substances or controlled substance” means the use of chemical substances or controlled substances obtained illegally (e.g., heroin, cocaine, or methamphetamine) as well as the use of controlled substances, which are not obtained pursuant to a valid prescription, or not taken in accordance with the direction of a licensed healthcare practitioner.

- a. **If you answered “Yes” to question 10**, are you currently participating in a supervised rehabilitation program or professional assistance program which monitors you in order to assure that you are not illegally using chemical substances or controlled substances? If you answered “Yes,” you are required to provide a written explanation.

b. If you are participating in a monitoring program, you are required to notify the respective program to provide information detailing your participation in and compliance with the program.

11. Are you currently listed on the Sexual Civil Child Abuse Registry established by the Ohio attorney general pursuant to section 3797.08 of the Revised Code? Have you been notified of any proceeding to determine whether your name may be listed on the Sexual Civil Child Abuse Registry?
12. Are you required to register under Ohio law, the law of another state, the U.S., or a foreign country, as a sex offender?

**Note: for full information visit <http://www.nursing.ohio.gov/>**

## **Background Check at time of Licensure Application Ohio**

Candidates who wish to sit for the NCLEX-RN examination will be required to submit their fingerprints to the Bureau of Criminal Identification and Investigation (BC&I). More information will be distributed to all students towards the end of the curriculum. The Ohio Board of Nursing Rules and Regulations are available at [http://www.nursing.ohio.gov/Law\\_and\\_Rule.htm](http://www.nursing.ohio.gov/Law_and_Rule.htm)

### **Kentucky**

A background check is required by the state of Kentucky. Information is available at <http://kbn.ky.gov/license/>.

## **Requesting NCLEX Testing Accommodations (Ohio)**

For candidates with disabilities as defined by the American Disabilities Act (ADA), accommodations are made only by the Ohio Board of Nursing (OBN) and the National Council of State Boards of Nursing authorization. The OBN recommends that the applicant notify the OBN, in writing, six months prior to program completion. The applicant is required to submit documentation:

- Letter from the applicant
- Letter from the program director
- Diagnostic report from an appropriate professional practitioner (evaluation must have taken place within three years prior to application)

Contact the OBN and request “Process for Obtaining Accommodations in the NCLEX Examination Administration Procedures” for detailed information. You may download the information from <http://www.nursing.ohio.gov/pdfs/Accommodations.pdf>



## **Special Needs:**

Any student with a disability necessitating accommodation prescribed by the Americans with Disabilities Act or Section 504 of the Rehabilitation Act must meet with the Special Needs Counselor prior to participating in classroom or laboratory activities. The advisor will be the primary resource to determine what accommodations are necessary to provide the appropriate learning opportunity for the student. The Disabilities Services number is 569-1773.

# **Clinical Site Requirements**

## **Criminal Background Check**

Successful completion of a criminal background check is required for admission and continuation in the nursing program.

### **Disclaimers**

- Successful completion of a criminal background check for the Health and Public Safety (HPS) program does not ensure eligibility for licensure or future employment.
- Clinical agencies can establish more stringent standards, if they so desire, to meet regulatory requirements for their facility.
- Clinical agencies can conduct additional background checks at their discretion.
- If a student is found to be ineligible for clinical placement at any time during the program, the student is unable to meet clinical learning objectives and will be withdrawn pending resolution of the situation.

The use of background checks for individuals working in clinical settings is one of the means agencies use to help protect their patients. While obtaining background checks is not new for clinical agencies, The Joint Commission has recently added to their Human Resources standards (HR.1.20) a section related to criminal background checks. The Joint Commission standard requires agencies to include nursing students in criminal background checks when required by state law, regulation, or hospital policy (<http://www.jointcommission.org/>).

Ohio is one of the many states in the country to mandate criminal background checks for employment. In 1993, Senate Bill 38 (SB 38) was passed and codified in Section 3701 of the Ohio Revised Code (ORC). SB 38 requires a criminal records check for potential employees working in positions of responsibility for the care, control, or custody of children. Senate Bill 160 (SB160), effective January 27, 1997, requires entities to request a criminal records check of each applicant under final consideration for a position that involves care to a person age 60 and older. The law requires record checks to be requested from the Bureau of Criminal Identification and Investigation (BCII). The law prohibits hiring an applicant who has been convicted of certain offenses or who fails to provide the information necessary for a records check.

## **There are three primary reasons for performing these checks:**

1. A criminal record may prevent you from receiving a professional license upon completion of an educational program. Most state licensing boards perform a criminal background search as part of the licensure process, and it would be unfortunate to complete an education, yet be unable to be granted a license.
2. Hospitals in which you work as part of your clinical rotations are required to have a background check report on file for all providers of hands-on care, whether they are employees of the hospital or not (this included nursing students).
3. There have been cases where the person may have a criminal record and is not aware of it. For instance, an old conviction that is eligible to be purged from the student's record must be expunged following a written request; if the student does not submit the written request, then the conviction will remain on the student's record even though it is eligible for removal. Such a conviction could prevent licensure or future employment. Finding out now allows the student to take the necessary steps to make proper amends. Also, if it is not possible to remove a conviction at present, it is recommended that the conviction be disclosed so that employment or licensure is not denied for providing false information.

## **Timing of Background Check Completion**

Background checks must be completed by all nursing students by the date given to each class prior to the start of NUR 101. It is initiated after the application for Health Program Progression. If a background check was completed greater than twelve months before starting this course, the background check must be repeated.

## **Procedure for Obtaining Background Checks**

All background checks must be submitted through Castlebranch, an online service that tracks background checks, drug tests and health records. Dr. Nicole Horton, the program Clinical Coordinator will provide instructions on completion after selection to the program.

## **Types of Convictions that Would Make the Student Ineligible for Clinical Experiences:**

Any conviction that would bar you from licensure will exclude you from the nursing program.

### **Refer to **Compliance Questions Asked at time of Licensure Application****

Additionally, any of the following may bar you from clinical:

- Felony convictions
- Violent offenses
- Domestic Violence offenses
- Assault offenses
- Drug offenses
- Theft offenses
- More than one conviction of the same classification or type of

misdemeanor/felony offense.

The program director will review the record and the decision made based on **The Criminal Records Check Law in Ohio**. The decision to deny admittance to the nursing program will be reviewed by the Dean of the Health & Public Safety Division.

The clinical sites to which you will be going have the right to require additional background checks and urine drug testing. A felony or a repeated misdemeanor may prevent clinical placement. A positive urine test will prevent clinical placement. If either or both of these occur, the student will be dismissed from the program.

***Any questions about these requirements should be addressed to  
Marrē Barnette, MSN, RN, CNS Associate Dean/Director of Nursing***

## **Drug and Alcohol Screening Policy**

Students enrolled in any Health and Public Safety program have placed themselves into a relationship where there is a special concern relative to the possession or use of drugs, alcohol, or controlled substances. If a student in a Health and Public Safety program appears to be functioning in an impaired manner, exhibiting inappropriate behavior in the classroom or clinical setting, or demonstrating any unprofessional conduct or negligence, the faculty or clinical affiliate representative responsible for that student, using professional judgment, will remove the student, document the circumstances and report the alleged violation immediately to the Dean of Student Enrollment Services and the Dean of the Health and Public Safety Division.

Clinical facilities may require Health and Public Safety Division students to undergo drug and alcohol screening prior to placement. Refusal to submit to screening when requested will result in dismissal from the Health and Public Safety Division program due to the inability to progress in the curriculum. The screening will be done by a third-party administrator. Instructions regarding when and how to complete a drug screen will be issued to students by their faculty member. Students will be responsible for the cost of the drug screen. Results of the drug screen will be forwarded directly to the Health and Public Safety Records Compliance Manager. Confirmation of a positive drug screen will result in the student being immediately withdrawn from the clinical course and may result in dismissal from the program of study.

# Essential Functional Abilities

The National Council of State Boards of Nursing has identified the following skills and activities as common to all practicing nurses. The Cincinnati State nursing faculty believes that student nurses should be able to perform these core skills and activities, with or without reasonable and appropriate accommodations.

**Prior to beginning NUR 101 or NUR 105, students who perceive that they may have difficulty meeting these requirements will need to:**

- (1) Submit documentation to the Office for Disability Services regarding:
  - Medical and other factors related to the disability.
  - Specification of the reasonable and appropriate accommodations needed
- (2) Develop a disability accommodation plan in conjunction with the college's Counselor/Special Needs.
- (3) Schedule an appointment to review this plan with the Nursing Program Director.

In the event that a student currently in clinical courses becomes permanently disabled and unable to perform core skills and activities, the same process outlined above must be followed.

All students are reminded that the Ohio Board of Nursing has very specific requirements for anyone seeking modifications of the NCLEX examination procedures. The process to be followed may be found on the Board's web site:

<http://www.nursing.ohio.gov/pdfs/Accommodations.pdf>.

Any student who has questions about whether disability services might be appropriate is encouraged to work with the Office for Disability Services personnel as soon as possible.

**Functional ability categories** that affect your ability to practice nursing and require accommodation(s) to allow you to perform essential functions fall into four (4) categories: Physical, sensory, cognitive, and interactive

## PHYSICAL

- Gross Motor Skills
- Move within confined space
  - Sit and maintain balance
  - Stand and maintain balance
  - Reach above shoulders (IVs)
  - Reach below waist (plug-ins)

- Fine Motor Skills
- Pick up objects with hands
  - Grasp small objects with hands
  - Write with a pen or pencil
  - Key/type (use a computer)
  - Pinch/pick or otherwise work with fingers (syringe)
  - Twist (turn knobs with hands)
  - Squeeze with fingers (eyedropper)

- Physical Endurance
- Stand (at client-side during a procedure)
  - Sustain repetitive movement (CPR)
  - Maintain physical tolerance (work entire shift)

- Physical Strength
- Push and pull 25 pounds (position clients)
  - Support 25 pounds of weight (ambulate client)
  - Lift 25 pounds (transfer client)
  - Move light objects up to 10 pounds
  - Move heavy objects weighing from 10 to 50 pounds
  - Defend self against a combative client
  - Carry equipment/supplies
  - Use upper body strength (CPR, restrain a client)
  - Squeeze with hands (fire extinguisher)

- Mobility
- Twist
  - Bend
  - Stoop/squat
  - Move quickly
  - Climb (ladder, stools, stairs)
  - Walk

## **SENSORY**

### Visual

- See objects up to 20 inches away
- See objects up to 20 feet away
- See objects more than 20 feet away
- Use depth perception
- Use peripheral vision
- Distinguish color
- Distinguish color intensity

### Tactile

- Feel vibrations (pulses)
- Detect temperature
- Feel differences in surface characteristics (skin turgor)
- Feel differences in sizes, shapes (palpate vein)
- Detect environmental temperature

### Smell

- Detect odors from client
- Detect smoke
- Detect gases or noxious smell

### Hearing

- Hear normal speaking level sound
- Hear faint voices
- Hear faint body sounds (BP)
- Hear in situations not able to see lips (when using masks)
- Hear sound alarms

## **COGNITIVE**

- Reading
  - Read and understand written documents
  
- Arithmetic Competence
  - Read and understand columns of writing (flow sheets)
  - Read digital displays
  - Read graphic printouts (I&O)
  - Calibrate equipment
  - Covert numbers to/from metric
  - Read graphs (vital sign sheets)
  - Tell time
  - Measure time (duration)
  - Count rates (pulse rate)
  - Use measuring tools (thermometer)
  - Read measurement marks (scales)
  - Add, subtract, multiply, divide
  - Compute fractions (medication dosages)
  - Use a calculator
  - Write numbers in records
  
- Analytical Thinking Skills
  - Transfer knowledge from one situation to another
  - Process information
  - Evaluate outcomes
  - Problem solve
  - Prioritize tasks
  - Use long term memory
  - Use short term memory
  - Identify cause and effect relationships
  
- Critical Thinking Skills
  - Plan/control activities for others
  - Synthesize knowledge and skills
  - Sequence information
  
- INTERACTIVE**
  
- Interpersonal Skills
  - Negotiate interpersonal conflict
  - Interact respectfully with individuals, families, and groups
  - Relate to clients, families, and co-workers with caring and sensitivity
  
- Communication Skills
  - Communicate in English with accuracy and clarity
  - Convey oral and written information efficiently
  - Demonstrate computer literacy
  
- Emotional Stability
  - Establish therapeutic boundaries
  - Provide client with emotional support
  - Adapt to changing environment/stress
  - Deal with unexpected (crisis)
  - Focus attention on task
  - Monitor own emotions
  - Perform multiple responsibilities concurrently
  - Handle strong emotions (grief)

# Mission Statement

The Cincinnati State Bethesda School of Nursing program's mission statement is to prepare competent, caring, and culturally sensitive nurses who value life-long learning. The faculty is committed to providing a student-centered learning environment, preparing graduates for safe, effective nursing care in a complex healthcare system.

## Philosophy of the Associate Degree Nursing Program

The philosophy of the nursing program is consistent with the mission statements of the Cincinnati State Technical and Community College. Nursing education is an interactive process by which the learner, upon successful completion of the program, is prepared to apply nursing knowledge and skills in the care of patients. The teaching and learning process involves joint participation between faculty and student in planned activities which utilize the cognitive, psychomotor, and affective domains. Students are adult learners with various learning styles. Learning is motivated by the individual's own needs and goals and is evaluated by both the learner and the teacher. Students and educators bring to the educational experience their own unique knowledge and experiences. A positive exchange of ideas between students and educators is facilitated by mutual respect, which enhances the teaching-learning process. The educational program is responsive to changing health care issues and to the changing needs of the community and students. The program relies upon the use of specific objectives and outcome-based evaluation. The outcomes of the program are derived from the Quality, and Safety Education for Nurses Competencies which are defined by that agency are as follows:

1. **Patient-Centered Care:** Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs.
2. **Teamwork and Collaboration:** Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.
3. **Evidence-Based Practice:** Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care.
4. **Quality Improvement:** Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.
5. **Safety:** Minimizes the risk of harm to patients and providers through both system effectiveness and individual performance.
6. **Informatics:** Use information and technology to communicate, manage knowledge, mitigate error, and support decision making.

Additionally, the development of behaviors consistent with the values of the nursing profession is expected of students completing the program.

The nursing program curriculum recognizes that each person is constantly adapting to an environment that is challenging and constantly changing. The interaction of the individual with her/his internal and external environment results in the state of health for that person. The nurse responds to people's health needs through the utilization of the nursing process.

The Nursing Program utilizes the American Nurses Association (ANA) definitions for the following concepts:

1. **Patient:** Recipient of nursing practice. The term patient is used to provide consistency and brevity, bearing in mind that other terms, such as *client, individual, resident, family, group, community, or population*, might be better choices in some instances. When the patient is an individual, the focus is on the health states, problems, or needs of the individual. When the patient is a family or group, the focus is on the health state of the unit as a whole or the reciprocal effects of the individual's health state on the other members of the unit. When the patient is a community or population, the focus is on personal and environmental health and the health risks of the community or population (ANA, 2004, p 49).
2. **Health:** An experience that is often expressed in terms of wellness and illness, and may occur in the presence or absence of disease or injury (ANA, 2004, p 48).
3. **Nursing:** Nursing is the protection, promotion, and optimization of health and abilities, prevention of illness and injury, alleviation of suffering through the diagnosis and treatment of human responses, and advocacy in the care of individuals, families, communities, and populations (ANA, 2003, p 6). Nursing practice requires critical thinking and the application of specialized knowledge and skills to promote patient health.

Learning is a lifelong process that continues past the completion of the formal nursing education program. Continued education towards the next professional degree is supported by the nursing faculty.



# The Cincinnati State Bethesda School of Nursing

## Organizational Framework: Concepts and Outcomes

Concept	Semester 1	Semester 2	Semester 3	Semester 4	Semester 5
<b>Collaboration</b>	Describes the roles of the members of the health care team.	Displays effective interdisciplinary communication in the health care setting.	Communicates effectively with nursing and interdisciplinary teams to meet the needs of individuals, families, and groups.	Facilitates communication within nursing and interdisciplinary teams to achieve quality health care outcomes for individuals, families, and groups.	Collaborates effectively within nursing and interdisciplinary teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.
<b>Evidence-Based Nursing Practice</b>	Utilizes resources to locate evidence of best practices in nursing.	Utilizes credible resources and guidelines to provide individualized patient care.	Utilizes credible resources and patient/family preferences in the delivery of nursing care.	Apply Applies patient/family preferences and values in the delivery of optimal healthcare based on current evidence based practice.	Integrates best current evidence with clinical competence and patient/family preferences and values for delivery of optimal health care.
<b>Safety</b>	Explains the rationale for mechanisms in place to protect patient safety.	Utilizes patient safety standards in planning and delivery of patient care.	Adheres to institutional processes to protect the safety of patients.	Participates in institutional safety plan while providing nursing care that minimizes risk and protects patients and health care personnel.	Promotes safety of both patients and health care providers through individual performance and system effectiveness.

<b>Concept</b>	<b>Semester 1</b>	<b>Semester 2</b>	<b>Semester 3</b>	<b>Semester 4</b>	<b>Semester 5</b>
<b>Informatics</b>	Discusses principles that guide the use of patient information.	Utilizes information and technology appropriately in providing patient care.	Utilizes current technology to document care, promote safety, and support clinical decisions.	Use information and technology to share information, manage knowledge, and maximize benefits for patients, families, and groups.	Use information and technology to communicate, manage knowledge, prevent error, and support decision-making.
<b>Clinical Reasoning</b>	Utilizes knowledge of economic, social and political factors influencing patients' healthcare choices.	Utilizes clinical reasoning to provide effective nursing care for patients with common health problems.	Uses effective Evidence-Based Practice to provide nursing care for patients with chronic and acute health problems.	Demonstrates clinical reasoning, critical thinking, and effective teaching practices in providing nursing care for patients with acute and chronic health care problems and psychosocial or maternity issues.	Demonstrates effective clinical reasoning skills, critical thinking skills, teaching practices, and cost-effective nursing strategies.

<b>Concept</b>	<b>Semester 1</b>	<b>Semester 2</b>	<b>Semester 3</b>	<b>Semester 4</b>	<b>Semester 5</b>
<b>Professional Behavior</b>	Describes significant rules and agencies that regulate the delivery of health care.	Demonstrates integrity, personal responsibility, and accountability in the student nurse role.	Adheres to standards of professional nursing practice by applying legal, ethical, and regulatory frameworks to nursing care.	Advocates for patients, families, and vulnerable populations.	Applies principles of leadership in managing patient care and in planning for professional development in nursing.
<b>Caring</b>	Analyzes the potential impact of diversity and communication skills in developing a helping, trusting, caring relationship with peers, faculty, patients, and families.	Demonstrates a holistic perspective by assisting with basic physical, emotional, social, and spiritual human needs.	Uses creative problem-solving methods for caring decision-making.	Analyzes the development of one's own caring nursing practice.	Creates a healing environment for the physical, psychosocial, and spiritual well-being which demonstrates respect for human diversity and dignity.

# End of Program Student Learning Outcomes

At the completion of the Cincinnati State Bethesda School of Nursing Program, students will be able to:

1. Apply knowledge related to the physical, psychosocial, and spiritual well-being to the care of all patients.
2. Utilizes critical thinking and clinical reasoning skills to facilitate sound decision making.
3. Apply leadership principles that facilitate interdisciplinary collaboration and teamwork.
4. Examine own attitudes and behaviors to promote professional values of the nursing discipline and improve the quality and safety of their healthcare system.
5. Create a healing environment that demonstrates caring and respect for values, preferences, cultural beliefs, and healthcare needs of all individuals.
6. Design, implement and evaluate a plan of care based on best practices and institutional policies with consideration given to the patient and family preferences.
7. Utilize health information technology to enhance communication, manage knowledge, minimize error, and support decision-making.
8. Promote a safe environment for patients by minimizing risk factors and recognizing and meeting patient priority needs.

## Entry/Re-entry, Continuation, Promotion and Completion Policies

### Entry/Re-entry

#### Entry/Reentry Policy (Traditional tract)

Students Must Meet the Following Criteria to Enter the NUR 101:

1. Receipt of a letter offering admission into NUR 101 from a designated program faculty member or an administrator. Admission will be determined based upon the Health Program Progression Policy as implemented by the nursing program (see below).
2. Initiation of Caslebranch Account, and completion of FBI/BCII background checks..
3. Proof of current American Red Cross (Professional Rescuer) or American Heart Association (Healthcare provider) CPR certification received by the designated H & PS personnel by the published deadline.
4. Attendance at program orientation.
5. Students re-entering NUR 101 must meet all of the entry policy criteria Students re-entering the program must also meet the curriculum requirements effective at the time of readmission.

## **LPN-to-RN Students (Non-traditional tract) Entry/Re-entry/Continuation Policies**

1. Students applying for admissions to the LPN-to-RN tract must have an active, unencumbered Ohio LPN license.
2. Admission will be determined based upon the Health Program Progression Policy as implemented by the nursing program (see below). The NUR requirement that all students be state tested nurse aides is waived for the LPN. All other requirements for admission to the NUR technical sequence must be met.
3. Students must successfully complete Semester 1 courses with a 'C' or higher.
4. Upon successful completion of NUR 105 and NUR 106, students are eligible to apply for advance standing credit (NUR 150), which will be completed by the NUR 202 faculty.
5. Students successfully completing NUR 105 and NUR 106 will join the traditional nursing students in the last two semesters of the nursing program.
6. Students may attempt NUR 105 and NUR 106 courses one time. Students who fail or withdraw from NUR 105 or NUR 106 are considered to have attempted the course. Students who unsuccessfully attempt the course may seek admission to the NUR program. Students may not re-enter the LPN-to-RN tract.
7. A student in the LPN-to-RN tract who is unsuccessful during two semesters (NUR 201 or NUR 202), will be dismissed from the nursing program. Review the "Dismissal for Academic Reasons Policy" below.
8. Students that successfully complete NUR 105, but fail NUR 106 may apply for progressive admission to the NUR program. Upon admission to the NUR program, NUR 105 will be substituted for NUR 101, allowing the student to begin the program with the second nursing course, NUR 102. The student will not incur a semester failure for NUR 106.
- 9. Effective Spring Semester 2018. Licensed Practical Nurses (LPNs) applying to The Cincinnati State Bethesda School of Nursing associate degree nursing program, must select either the NUR tract or the LPN to RN track.**
- 10. If a student admitted to the NUR program prior to Spring Semester 2018 switches to the LPN to RN tract and is unsuccessful, the student must reapply to the NUR program.**

# Continuation Policy

## A. Grade Point Average

1. A grade point average of at least 2.0 is required in order to remain in and graduate from the nursing program.
2. Students with less than a 2.0 GPA may not remain in or register for nursing courses. Neither can they be placed on waiting lists to re-enter nursing courses until their GPA improves to at least a 2.0. A "nursing course" is defined as those courses listed in the college catalog beginning with the prefix "NUR."

## B. Courses other than NUR courses required in the curriculum

1. All courses required in the curriculum must be completed with a grade of "C" or "S."
2. Students are not eligible to be placed on waiting lists for a nursing course until all pre-requisites are completed with a grade of "C" or "S."
3. Co-requisites must be taken either before or in the same term as the nursing course for which they are required.
4. Co-requisites become pre-requisites for the next term's nursing course.
5. It is each student's responsibility to review the courses that they have remaining in the curriculum to make sure they complete general education courses before or during the semester they are listed in the curriculum.

## C. Nursing Courses (All Students)

1. Minimum grades of "C" or "S" are required to successfully pass all nursing courses. Although a grade of "D" may be given, it is not considered a passing grade.
2. Students must pass all modules of nursing courses to achieve a passing grade for the semester.
3. A specific nursing course can only be attempted twice by a student. Students who fail or withdraw are considered to have attempted the course.
4. Annual documentation verifying the absence of active pulmonary disease and proof of current certification in CPR must be maintained throughout the clinical coursework.

## D. Dismissal for Academic Reasons Policy

1. Students admitted to the program, even if not currently enrolled in nursing courses, can be dismissed from the program and the college for not complying with the Academic Policies and Student Code of Conduct of the College and/or Division as stated in the College Catalog and Division Handbook.
2. A student who is unsuccessful during two semesters of NUR courses will be dismissed from the nursing program. For example, if a student fails NUR 102, then fails the course when it is repeated, they will be dismissed. If a student fails NUR102,

then Fails NUR 103, this constitutes two-semester failures, and the student would also be dismissed.

3. Withdrawing from a course after the drop period would also constitute an unsuccessful completion of the course/semester.

4. A student may re-apply for admission to the program no earlier than one year after dismissal occurs.
5. Students who withdraw or do not achieve a final course grade of 75% must contact the course coordinator to discuss future plans.
6. If a student is unsuccessful in a course (first unsuccessful attempt) and wishes to be placed on the waiting list, the request for this must be made prior to the start of the next semester. Please contact the course instructor for more information.
7. When a student has passed the theory and clinical component of the NUR 202 course and has not passed the ATI Comprehensive Exit exam on the third attempt, this constitutes a failure for the course.
  - If this student has another failure or withdrawal in the curriculum, she/he will be allowed to repeat NUR 202 one time.
  - If the student fails the theory or clinical component of the NUR 202 course, they must repeat NUR 202 regardless of their score on the ATI Comprehensive Exit exam.
  - If the student's theory or clinical failure in NUR 202 is the second-semester failure, the student will not be permitted to repeat NUR 202 regardless of her/his score on the ATI Comprehensive Exit exam.
8. If a student receives an unsuccessful grade for the semester and the student believes that the failure is related to a medical/traumatic event, the student must notify the Program Chair as soon as possible after the event or the end of the semester, to be considered for an exception to this policy. Students must arrange an appointment to meet with the Program Chair within two weeks after the final course grades have been posted.

\*The college policy for an "Appeal for a Dropped Course Refund" must be followed, and the appeal granted, for a one-time exception to be considered.

## **E. Dismissal for Non-Academic Reasons Policy**

1. Students waiting to enter NUR 101 may decline entry one time with the permission of the designated program personnel. If permission is not granted, the student may reapply for admission at a later time.
2. Students on the waiting lists for re-entry into NUR 102, NUR 103, NUR 201, or NUR 202 may decline re-entry one time. A second declination will result in the student being dismissed from the program.
3. Students admitted to the program, who are convicted of possession and/or distribution of controlled substances will be automatically dismissed from the program. These students are not eligible for re-admission consideration to the program for five years.
4. Students who test positive for controlled substances on required clinical facility drug screens, for which there is no reasonable explanation for the results, will automatically be dismissed from the program. If these students enter and successfully complete a chemical dependency rehabilitation program, they may request readmission to the program one year after the rehabilitation program is completed. The Program Director will consider each request on an individual basis.
5. Students who have not complied with obtaining required physicals, immunizations, and medical tests by stated deadlines will be dismissed from the program.
6. Students who fail to keep their certification current in CPR will be dismissed from the program.
7. Students who do not keep their health records, CPR certification, and health insurance updated will not be permitted to attend clinical. This will result in an unsatisfactory grade for the course if the number of absences stated is exceeded.
8. Students who fail to follow the Student Code of Conduct, as stated in the College Catalog, may be dismissed from the College.

## **Promotion Policy**

Students are promoted from one semester to the next when they have completed all semester course requirements with a grade of at least a "C" or "S" and have maintained the required grade point average to enter into, remain in and graduate from the program.

## **Completion Policy**

The following criteria must be met for program completion:

- All required courses within the curriculum must be completed with at least a grade of "C" or "S."
- The minimum overall GPA must be at least 2.0.



# Nursing Program Competitive Admission Process

As of September 5, 2011, students who declared nursing (NUR or NURP) as their academic major will be admitted to the program based upon the Health Program Progression (HPP) policy. Students will be given an opportunity to apply to the program two times a year. Applicants will be rank-ordered based using the following criteria. Those who are admitted will be notified in writing and given deadlines to respond and complete the requirements as listed in the program’s entry policy (see above). Specific dates for application deadlines and dates that students will be notified regarding their admission status will be publicized on the program website and within the college.

## NURSING: SELECTIVE ADMISSION (PROGRESSION) PROCESS

CHECKLIST CRITERIA	REQUIRED*
Current listing on Ohio Nurse Aide Registry OR Unencumbered LPN license (LPN licensure <b>REQUIRED</b> for LPN-to-RN program)	<b>Yes or No</b>
Overall GPA 2.750 at Cincinnati State	<b>Yes or No</b>
Any required Academic Foundations of Math and Academic Foundations of Language courses already completed	<b>Yes or No</b>
Attended Progression Information Session or met with a nursing advisor	<b>Yes or No</b>
Minimum TEAS test scores in <b>EACH</b> category at or above “Basic level,” as shown here. Reading Comprehension: 47.6% Mathematics: 46.7% Science: 33.3% English language and usage: 40.0%	<b>Yes or No</b>
TEAS <b>overall</b> score at or above “Proficient level” of 58.7%	<b>Yes or No</b>
Required science courses must have been completed within the past seven (7) years with a minimum grade of ‘C.’	<b>Yes or No</b>
Talked with Financial Aid to clarify the amount of assistance left to complete 5 semesters/42 credit hours in NUR or 3 semesters/29 credit hours in the LPN to RN program, and the policy for the disbursement of financial aid.	<b>Yes or No</b>
A criminal background check (FBI and Ohio BCII fingerprints) has been initiated- need to provide a <b>copy of the receipt</b> as proof	<b>Yes or No</b>

**\*Applicant must have a “Yes” on ALL criteria above, in order to apply.**

# The Cincinnati State Bethesda School of Nursing

## Selective Admission (Progression) Applicant Ranking Worksheet

Name \_\_\_\_\_ Date \_\_\_\_\_

CRITERION	POINTS																				
<p><b>I. TEAS V Assessment Overall score</b> <span style="float: right;">Maximum possible points = 25</span></p> <p style="text-align: center;">90.7% or above = 25 points 78% - 90.6% = 20 points 58.8% - 77.9% = 10 points</p>																					
<p><b>II. TEAS V Proctored Assessment Scores: Points for each Category*</b> <span style="float: right;">Maximum possible points = 60</span></p> <table style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 20%; text-align: center;"><u>Reading</u></th> <th style="width: 20%; text-align: center;"><u>Mathematics</u></th> <th style="width: 20%; text-align: center;"><u>Science</u></th> <th style="width: 30%; text-align: center;"><u>English and Language Usage</u></th> </tr> </thead> <tbody> <tr> <td><b>Proficient</b></td> <td style="text-align: center;"><b>5</b></td> <td style="text-align: center;"><b>5</b></td> <td style="text-align: center;"><b>5</b></td> <td style="text-align: center;"><b>5</b></td> </tr> <tr> <td><b>Advanced</b></td> <td style="text-align: center;"><b>10</b></td> <td style="text-align: center;"><b>10</b></td> <td style="text-align: center;"><b>10</b></td> <td style="text-align: center;"><b>10</b></td> </tr> <tr> <td><b>Exemplary</b></td> <td style="text-align: center;"><b>15</b></td> <td style="text-align: center;"><b>15</b></td> <td style="text-align: center;"><b>15</b></td> <td style="text-align: center;"><b>15</b></td> </tr> </tbody> </table> <p><b>*Points are awarded based on student's performance in each of the above categories.</b></p>		<u>Reading</u>	<u>Mathematics</u>	<u>Science</u>	<u>English and Language Usage</u>	<b>Proficient</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>Advanced</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>Exemplary</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>15</b>	
	<u>Reading</u>	<u>Mathematics</u>	<u>Science</u>	<u>English and Language Usage</u>																	
<b>Proficient</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>																	
<b>Advanced</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>																	
<b>Exemplary</b>	<b>15</b>	<b>15</b>	<b>15</b>	<b>15</b>																	
<p><b>III. Experiential</b> <span style="float: right;">Maximum possible points = 25</span></p> <p><i>*See Selective Admission FAQs for details on necessary documentation.</i></p> <p><i>CIRCLE applicable points below.</i></p> <ul style="list-style-type: none"> <li>a. Prior Degree from Accredited College Program = 7 points</li> <li>b. Health Care Experience, 1000 hours = 3 points <i>*see FAQs and comments below**</i></li> <li>c. Cincinnati State Honors Program = 7 points <i>*see FAQs</i></li> <li>d. Military Service / honorable discharge = 3 points <i>*see FAQs</i></li> <li>e. Active LPN license = 5 points</li> </ul>																					
<p>In the event the applicants receive the exact same number of total points, the TEAS "overall" score will be used to rank order those students for progression.</p> <p>Comments/Notes from Reviewer(s):</p> <p>Due to the disruption in Nurse Aide training classes and testing in Spring and Summer 2020, students will be considered for provisional acceptance into the Nursing Program contingent on placement on the Nurse Aide Registry prior to the first day of Fall 2020 and Spring 2021.</p>	<p><b>TOTAL SCORE:</b></p> <p>_____</p>																				

# Class and Waiting List Policies

## Special Nursing Course Waiting Lists

### Eligibility

1. Students must meet the criteria of the Continuation Policy to be eligible for placement on a specific course waiting list.
2. Students requesting nursing transfer credit or nursing advanced standing credit must be unconditionally admitted to the program. Students must meet the waiting list criteria as determined by the curriculum committee and the nursing program's *Entry and Continuation Policies* before they are eligible for placement on a specific course waiting list. Students re-entering the program must also meet the curriculum requirements effective at the time of re-entry.

### Procedure

1. Students who wish to be placed on course waiting lists must first schedule a counseling session with the appropriate course Coordinator/Lead Instructor.
2. The Coordinator/Lead Instructor will verify the student's eligibility for the course waiting list.
3. During the counseling session, the Coordinator will inform the student of his/her eligibility.
  - Students who are not eligible to be placed on waiting lists will be counseled to meet with the Program Chair to discuss options available to continue their academic studies.
  - Students who are eligible to be placed on waiting lists will meet with the Clinical Coordinator to discuss the waiting list process and complete the *Course Waiting List Request Form*.
  - Students re-entering the program must also meet the curriculum requirements effective at the time of re-entry.
4. When there is space in the course, the Clinical Coordinator contacts the student at the top of the course waiting list. Once informed of the opening, the student must accept or reject the offer at the time of initial contact. As most openings occur due to course failure, the student often has less than one week's notice before placement. Therefore, a student may decline entry one time. A second decline results in dismissal from the program.
5. Students who are unsuccessful in two semesters of clinical nursing courses are not eligible for the waiting list. The student may complete the application process for progression into the program after one year. The student will be subject to the policies, procedures, and curriculum in effect during the semester they are readmitted.

# Grading Policy for Nursing (NUR) Courses

**Minimum Passing Grades:** A minimum grade of “C” or “S” must be earned in all nursing courses.

## **Grading Scale:**

A = 90.00% - 100%

B = 81.00% - 89.99%

C = 75.00% - 80.99%

D = 70.00% - 74.99%

F = below 70.00%

S = at least 75.00% achievement of total course points and 100% achievement of clinical or contract objectives.

U = less than 75.00% achievement of total course points and less than 100% achievement of clinical or contract objectives.

**The final grades for NUR 101, 102, and 103 are weighted. The course syllabi for these courses will explain this in more detail.**

## **Formula for calculating grades for NUR 201 and NUR 202**

Achieved Points

----- = % = Grade

Possible Course Points

For all courses, no “bonus points” will be awarded.

**No rounding of points will be done.**

## **Nursing Courses with Multiple Components (Modules):**

Nursing courses, except NUR 101, have two or more modules within the same course. Students will be assigned one letter grade for the entire semester course, regardless of the number of modules. The course requirements and grading criteria are listed in the syllabus.

A failing grade in theory, clinical, or college lab constitutes a course failure, regardless of the level achieved in the other modules. The letter grade earned in the failed module will be the student's final grade for the course. If a clinical module is failed, the grade earned is an "F."

### **College Grade Codes:**

Refer to "Other Academic Policies," in the current college catalog.

If a student believes the grade recorded is incorrect, it is the student's responsibility to contact the instructor for the course.

### **Instructor Feedback:**

Students will be provided feedback about their theory, clinical, and college lab grades in a timely manner. Clinical evaluations are completed by the instructors and shared with students weekly, at the mid-point in a module and during the final conferences.

### **Faculty Responsibilities:**

Instructors are responsible for consistent application of the grading policy and for following grading procedures. Course instructors who wish to change grading policy or deviate from it in any way must submit proposed changes with documentation to the Curriculum Committee. Any proposed change or deviation in this policy must be recommended by the Curriculum Committee and presented to Faculty Organization for approval.

Students must be informed of how they will be evaluated at the beginning of each course via the course syllabus. A portion of each first class of each course will be used to explain the evaluation methods stated in the syllabus.

Grades will be submitted to the Registrar in accordance with the college policy.

The Lead Course Instructor must maintain an up to date electronic grade book via Blackboard for each course. A record of clinical absences, make-ups, and the last date of attendance is also to be maintained by the course faculty teaching in the nursing courses.

# The Cincinnati State Bethesda School of Nursing

## Testing Policy

### I. Test Construction

- A. The test “time” is calculated as 1.5 minutes per multiple-choice item in the following courses: NUR 101, NUR 102, and NUR 103. Test “time” is calculated as 1 minute per multiple-choice item in NUR 201 and 202. Short answer timing should not exceed 3 minutes.
- B. A minimum of fifteen percent of test items should be an alternate format. Examples of alternate format items include “*select all that apply*,” “*identify the landmark or location*,” or “*short answer responses*.” Other alternative format items consistent with the current NCLEX practices are also acceptable. The fifteen percent does not include math test items. Students should refer to the ATI Nurse Logic Module: Testing and Remediation for examples of alternate format test items and practice questions.
- C. Each time a test is administered, either as a make-up or during a different semester, a minimum of 5% of the test items must be altered or revised.
- D. All courses will publish a test blueprint for students before the first exam of the course.

### II. Test Administration- In-person testing

- A. During testing in NUR 101, NUR 102, and NUR 103 faculty will respond to student questions regarding the meaning of non-medical, non-nursing words by defining the word or providing a Webster’s Non-Medical Dictionary for students to access at the proctor’s desk. Definitions will not be provided for students in upper-level courses.
- B. In NUR 101, NUR 102, and NUR 103, faculty will permit students who identify English as their second language to leave a Non-Medical standard dictionary in their language and English on the faculty desk beside the Webster’s dictionary. If the Webster’s Dictionary is not made available to students, the ESL native language dictionary will not be permitted either, and faculty will define the word. The native language dictionary should be inspected by faculty to ensure that it is free of writing/notes. Faculty will only permit “clean” copies of dictionaries to be utilized for reference and only at the proctor’s desk.
- C. Students who request to leave the testing room will be advised to leave their cell phone on the desk and to “return quickly.” Students should be informed that they “will not be permitted to change any answers that have already been recorded after they leave the testing room.” The faculty will collect the student’s Parscore form (#1) when they leave. The Parscore form will not be returned to the student; however, it will be maintained by the faculty member. When the student returns, they will receive a new Parscore form (#2) with an indication to begin with a specific test item number. Answers marked on the initial Parscore form will take precedence over any answers recorded on the second Parscore form. The answers from Parscore form #1 will be transferred to Parscore form #2 at a later time by the faculty member. Both Parscore forms will be maintained for future reference.

\*\*\*\*\*In the event that there is On-line testing. See Addendum regarding using Proctorio

### **III. Post Exam**

- A. Test grades will be posted on Blackboard within seven calendar days of the administration of the exam.
- B. Faculty will provide students with the opportunity for test review within two class meetings following the exam. (See guidelines for test review)

### **IV. Test Review- for In-person testing**

- A. Test review will be offered within two class meetings following the administration of an exam.
- B. Faculty will ensure that all desks are cleared, and cell phones and electronic devices are put away before distributing the test for review by students. Students may not write or take notes during the test review.
- C. Faculty will provide each student with their exam and their test score report at the start of the test review. Should a student wish to see their Parscore form, faculty will facilitate and oversee the process.
- D. Students are permitted to participate in test item appraisal in the following way:
  - Rebuttal or request for an appeal of a test item is only permitted in written format
  - The rebuttal must be submitted within three business days of test review
  - Request for consideration of a rebuttal must include two documented resources which support the rebuttal. These resources must either be course materials or a resource deemed credible by the course faculty.
  - Faculty will respond to a student's request for test item appraisal within three business days. Should a test item be successfully rebutted, all students within the course module will receive credit, and the test item will be revised prior to retesting.

\*\*\*\*\*In the event there is online testing Test Review will be course specific per instructor/professor

### **V. Student Report of Academic Dishonesty**

- A. In the event a student reports to faculty the academic dishonesty of another student, the faculty member will schedule a private meeting with the reporting student to clarify the details of the report. The faculty will consult with the course coordinator regarding the next course of action.
- B. Faculty who observe objective evidence of active "cheating" will collect the evidence and the test of the student quietly and ask the student to make an office appointment on the following academic day. A "cooling off period" will take place. No discussion of the event will take place with the student in the classroom or outside the classroom on the day of the event. The faculty will consult with the course coordinator and Program Chair regarding the next course of action.

## **Guidelines for the Promotion of Academic Honesty**

To promote academic honesty in the classroom, these procedures will be implemented before and during test-taking. Exceptions to this policy may be made under special circumstances at the faculty's discretion.

Faculty will:

- Determine student seating for each test
- Provide calculators
- Proctor each test actively
- Assure that all belongings are placed on either side of the room or secured under desks/tables in the classroom
- Respond to any student who has a question at the student's seat
- Provide scratch paper for the test as needed
- Remain in the classroom during a test
- Use different versions of a test at their discretion
- Determine whether students stay quietly at their desks or leave the room after completing their tests

Students will:

- Turn off all electronic devices
- Take only 2 pencils & purse/wallet to seat
- Remain quiet during test distribution until exiting the room
- Follow the Academic Integrity Policy as stated in the college catalog
- Remain in their seats until their test is completed

Students will not:

- Wear sunglasses, ball caps, headphones
- Share anything with other students
- Eat at the desk
- Leave the room during a test until their test is completed
- Expose their test booklet or answer sheet
- Reenter the room until the test is completed

Please see the college catalog for a list of consequences for violating the Academic Integrity Policy of Cincinnati State.



## **Rules for the use of Calculators by Students during Tests**

A simple calculator may be used when taking a test in nursing classes, including math tests, written skills lab tests, as well as other tests (unit tests and exams) that contain math problems.

A “simple” calculator is a non-programmable, solar- or battery-powered calculator that can generally be obtained for less than ten dollars. A scientific calculator is NOT acceptable, and a palm-held or laptop computer is NOT acceptable. Any device that requires a plug and cord to an electric outlet is NOT acceptable.

Course faculty have the final word in determining whether a particular calculator is acceptable or not. In order for this determination to be made before the start of the test, students must be on time for the test session. The student must show the calculator to the faculty member before receiving a test.

For a test or exam scheduled during a regular class period (not a written skills lab test), a student who arrives after the test has been distributed may not be able to use a calculator, as there will be reduced opportunity for faculty to inspect the calculator.

Course faculty may clear the calculator memory when inspecting the calculator for appropriateness prior to the beginning of each test.

Each student must use a separate calculator –there is to be no sharing of calculators during the test or passing of the calculator to another student who is taking the test.

The calculator must be removed from any case or holder, and placed on the desk at the beginning of the test. No written or printed directions for the use of the calculator are permitted, and no notes or directions may be affixed to the calculator.

The calculator must be positioned and held in a manner that does not allow other students to the side or the back of the student using it to have a view of the answer screen.

Answers from the calculator must be immediately transcribed onto the test paper so that the answer can also be “cleared” from the screen immediately.

Students are responsible for following test directions for “rounding” answers to the appropriate place.

When a “standardized” or commercially available test is used (ATI for example), personal calculators may NOT be allowed, according to the publisher’s directions for administering the test. Faculty will provide clarification to students whenever such a test is scheduled.

# ATI Testing Policy

The ATI system (Assessment Technology Institute) has been implemented to assist each student in recognizing areas of strength and weakness in mastering nursing content, to remediate those areas that need improvement, and to subsequently demonstrate mastery of nursing content.

A supplemental fee attached to the tuition bill each semester covers all associated materials, both text and on-line. Supplemental books, tutorials, practice, and proctored assessment tests, remediation (focused review), and a virtual NCLEX review course will be available to every student.

Details about the ATI requirements for each nursing course will be explained during the first theory class and documented in each course syllabus. ATI testing and remediation (focused review) will comprise a percentage of the total course points, as stated in each course syllabus. Students will take the required practice assessment test(s) and complete individualized remediation (focused review) prior to taking the proctored assessment test(s).

## **Final Program Requirement:**

The ATI Comprehensive Proctored Test will be given during the final semester in the Nursing Program. Students must achieve a predictor score of 90% or above. That score is roughly equivalent to just below 70% of items correct. The predictor score of 90% is highly correlated with a passing grade on the NCLEX exam. There will be two opportunities to pass different versions of the Comprehensive Proctored Test during the final semester. If a student does not achieve the minimum acceptable score during that time, an incomplete grade will be given for the course. Students may take a different version of the Comprehensive Proctored Test a third time during the next semester after working with the ATI coach in the Virtual NCLEX Review Course. If the student does not pass on the third attempt, the student will need to repeat the final semester of the nursing program as soon as the course is offered.

**\*\*\*\*In the event that ATI Proctored Assessments are not completed on campus, Proctorio will be required. See addendum regarding Proctorio.**

# **The Cincinnati State Bethesda School of Nursing**

## **ATI ASSESSMENT & REMEDIATION GUIDELINES**

### **What is ATI?**

- ❖ The ATI system (Assessment Technology Institute) has been implemented to assist each student in recognizing areas of strength and weakness in mastering nursing content, to remediate those areas that need improvement, and to then demonstrate mastery of nursing content.
- ❖ The comprehensive program offers multiple assessment & remediation activities. These include assessment indicators for academic success, critical thinking, learning styles, Online Videos, online practice testing, and proctored testing over the major content areas in nursing. These ATI tools, in combination with the nursing program content, assist students in preparing more efficiently, as well as increase confidence and familiarity with nursing content.
- ❖ Data from student testing is used for The Cincinnati State Bethesda School of Nursing quality improvement and outcome evaluation.
- ❖ ATI information and resources are available by visiting their website at [www.atitesting.com](http://www.atitesting.com)

### **How are the ATI materials obtained and purchased?**

- ❖ A supplemental fee attached to the tuition bill each semester covers all associated materials, both text and on-line. Supplemental books, tutorials, practice and proctored assessments/tests, remediation / focused review, and a virtual NCLEX review course will be available to every student.
- ❖ ATI materials will be distributed in designated courses throughout the nursing program. Faculty will distribute printed materials during the first few weeks of class in each course that utilizes the ATI. Students will not purchase ATI materials from the bookstore or other sources.
- ❖ The student cannot “borrow” or buy ATI materials from former students in the nursing program because this will not register you for the online services available, which are many and required.

### **What is the TEAS test?**

- ❖ Students entering the nursing program will complete the Test of Essential Academic Skills (TEAS). The TEAS will provide important information about student strengths and weaknesses in the areas of Reading, Math, Science, and English & Language Usage, which may affect your performance throughout the nursing program. Your score on the TEAS will not count toward any course grade in the program.

## Is ATI part of my course grade?

- ❖ YES. Course points may be awarded for ATI assignments as designated on course blueprint.
- ❖ Students will be required to take proctored ATI Mastery Assessments (tests) pertaining to each of the major courses /content areas throughout the curriculum. These ATI tests contribute 5% to your total grade in each nursing course.
- ❖ **ATI percentage points will be awarded based on the proficiency level achieved during the proctored tests or retesting, not remediation**
- ❖ Students will receive specific dates and times and locations of the test closer to that time. ATI testing is a mandatory part of this program. **The student with an unexcused absence for ATI proctored testing will receive 0% of ATI testing points in that course.**
- ❖ The ATI Comprehensive Proctored Test will be given during the final semester in the Nursing Program. Students must achieve a predictor score of 90% or above. That score is roughly equivalent to just below 70% of items correct. The predictor score of 90% is highly correlated with a passing grade on the NCLEX exam. There will be two opportunities to pass different versions of the Comprehensive Proctored Test during the final semester. If a student does not achieve the minimal acceptable score during that time, an incomplete grade will be given for the course. Students may take a different version of the Comprehensive Proctored Test a third time during the next semester after working with the ATI coach in the *Virtual NCLEX Review Course*. If the student does not pass on the third attempt, the student will need to repeat the final semester of the nursing program as soon as the course is offered pending clinical placement.

## What is the ATI testing sequence for each NUR course?

- Take Practice Test
  - Create a Focused Review; work with this information for 2 hours
- Take Practice Test Retake
  - Create a Focused Review; work with this information for 2 hours
- Take a Proctored Test as scheduled
  - Level 2 or 3 achieved
    - No ATI retesting required
  - Level 0 or 1 achieved
    - No points will be awarded for the achievement of Level 1 or below
    - Retesting is required if a level 2 is not achieved on the first proctored test
    - Create a Focused Review; work with this information for 2 hours and retest as scheduled
    - Take Proctored Test Retake as scheduled

## ATI Proficiency Levels

- ❖ Your ATI practice and proctored tests will calculate your Proficiency Level, which is described below
  - Proficiency Level 3: indicates a student is likely to exceed NCLEX-RN in the content area. Students are encouraged to engage in a continuous focused review to maintain & improve their knowledge of this content.
  - Proficiency Level 2: indicates a student is fairly certain to meet NCLEX-RN standards in this content area. Students are encouraged to engage in continuous focused review in order to improve their knowledge of this content.
  - Proficiency Level 1: indicates a student is likely to just meet NCLEX-RN standards in this content area. Students are encouraged to develop and complete a rigorous plan of focused review in order to achieve a firmer grasp of this
  - Below Proficiency Level 1: indicates a need for a thorough review of this content area. Students are strongly encouraged to develop and complete an intensive plan for focused review.

## How is Remediation using Focused Review done?

- ❖ To remediate means to review content in an area that a student did not fully understand.
- ❖ After each test/assessment, you will have content to review
- ❖ To create a Focused Review, follow these steps:
  - log onto [www.atitesting.com](http://www.atitesting.com) and sign in
  - Click on “My Results”
  - Click on “Create” focus review
  - a list of missed content topics will be provided. On the right of the screen is the legend for the symbols. On the left of the screen next to each resource used to build your focused review.
  - The “table of contents” on the left that guides you through your weak areas. There are also audio-visual tutorials for some of the content. Open each tab on your Focused Review that is created especially for you. Use your ATI book as you work with your Focused Review.
  - Spend an appropriate amount of time in Focused Review. This time can be broken down into smaller increments; for example, if you scored “Below Level 1” proficiency, you can do a focused review in one-hour increments, instead of three hours all at once.
- ❖ The focused review is the essential component in this sequence of studying; this is where the real learning occurs because ATI will create a study guide based exactly on your weak areas on the practice tests. The student will then use this focused review (study guide) to go back into the ATI books and other course texts to look up the information missed on the test.

## Math Testing Policy

During the program, math tests will be given during each nursing (NUR) course. A score of 90% on the math test is required before the student will be permitted to participate in patient care during the clinical experience. Each student has two opportunities to attain this score. It is mandatory that each student who fails the test must review the material with an instructor before the second attempt. If the student cannot pass the test on the second attempt, he or she will not be allowed to participate in the clinical experience and will fail the course. Even if this failure occurs during the drop period, it will be considered an unsuccessful semester, meaning one other unsuccessful semester will result in dismissal from the nursing program.

## Transfer/Military Credit Policy

Credits from other institutions will transfer based on the policies and the procedures documented in the college catalog. The transfer of nursing course credits will be assessed on a case by case basis using student learning outcomes, course requirements, and the curriculum plan to determine eligibility. The program reserves the right to determine the acceptability of nursing transfer credits in accordance with its mission and goals. **Transfer credit for nursing courses will not be considered for transfer if the student has failed any nursing courses in their previous programs.**

Military credit will transfer if appropriate to the requirements of the curriculum plan for the program. The Joint Services Transcript will be used to determine transfer credit eligibility.

## Attendance Policy

Classroom attendance is an expectation for all nursing courses. Course syllabi will indicate the policy for each course.

### Classroom Attendance:

#### A. Lecture

1. A student who misses a lecture is responsible for obtaining the handouts distributed in class and for the material presented.
2. Course syllabi will indicate that a student who arrives late to a lecture may not be able to enter the class until break time. If a student is late, the student must follow the course procedure for entry stated in the course document.

## **B. Tests**

1. Attendance is mandatory for test dates.
2. If a student is unable to take a test on the scheduled date, the student must notify the course instructor according to the procedure stated in the course document.
3. Make-up tests are scheduled according to the procedure stated in the course document.
4. The course faculty has the right to administer an alternative make-up test and change the format of the test.
5. No more than two tests within a course can be made up by a student. A grade of zero will be given for each additional missed test.

## **Laboratory Experiences:**

- A. Student attendance for all laboratory experiences is mandatory. However, extenuating circumstances may prevent the student from attending a scheduled activity. All missed laboratory experiences must be made up.
    1. If a student is unable to attend a laboratory activity, the student must notify the course instructor according to the procedure stated in the course syllabus.
    2. Make-ups for missed laboratory activities must be scheduled with the course instructor according to the procedure stated in the course syllabus.
    3. The instructor has the right to prohibit a student from participation in a laboratory activity if, in the instructor's opinion, the student is too ill to participate or is unprepared for the activity. In these situations a laboratory absence is counted.
  - B. Instructors in each nursing course will determine the maximum number of laboratory absences that they will permit students to make-up.
    1. The maximum number of laboratory make-ups per course, per student, will not exceed three.
    2. The specific course policy for laboratory make-ups is stated in the course syllabus.
  - C. Students whose laboratory absences near the course limit may be referred to the Health Division Clinical Practice Committee for disciplinary action.
    1. The course instructors will make a recommendation for action to the Committee. This recommendation will be based on whether or not the student has the ability or sufficient opportunity to meet laboratory objectives for the course.
    2. The student's instructor will contact the Dean to request a hearing. The student's instructor will inform the student of the date and time of the hearing.
-

# **Student Illness in the Classroom or Clinical**

## **I. Medical Emergency in the Classroom Setting**

### ***When a medical emergency arises***

- ✓ Report all accidents and medical emergencies immediately to Campus Police, 569-1558.
- ✓ The reporting person must stay on the phone until he/she is released by the Campus Police Dispatcher.
- ✓ Campus Police will provide first aid.
  - If necessary Campus Police will call the “local EMS” who will provide preliminary treatment and transportation to a local medical facility.

## **II. Illness That Occurs in the Classroom Setting**

The instructor will follow the above policy for a Medical Emergency, depending on the severity of the illness. The student will be asked to leave the classroom setting when an illness (not an emergency) occurs. The instructor will recommend a visit to the student’s personal physician. The student will incur an absence according to the Attendance Policy for lab courses and mandatory course requirements (any course testing).

## **III. Illness That Occurs During Clinical Setting**

The student will be instructed to leave the clinical setting when an incapacitating illness occurs. The instructor will recommend a visit to the student's personal physician. This will count as an absence according to the Attendance Policy.

## **IV. Injury to a Nursing Student In The Clinical Setting**

In the event of an injury, the instructor should be notified immediately. The clinical facility policy may be followed regarding the completion of an Incident Report. The injury may require treatment with the consent of the student (as fees may be assessed). A report of the incident should be completed and placed in the student file.

The program director should be notified of the student's injury as soon as possible. Clinical facilities should not file student claims under Workman’s Compensation as students are not considered employees.

PLEASE NOTE: If the student receives treatment at the clinical facility, the student’s private insurance company should be billed. If the student has fees above that covered by the student’s health insurance, the student, or instructor, may obtain an insurance claim form in the Health and



Public Safety office. The student must complete this form and return it to the Health and Public Safety Office as soon as possible after the incident occurs.

# Expectations for Student Behavior in all Clinical Experiences

## Section A

1. A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the patient, and the patient's response to that care.
2. A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.
3. A student shall not falsify any patient record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice, including but is not limited to, case management documents or reports, time records or reports, and other documents related to billing for nursing services.
4. A student shall implement measures to promote a safe environment for each patient.
5. A student shall delineate, establish, and maintain professional boundaries with each patient.
6. At all times when a student is providing direct nursing care to a patient, the student shall:
  - A. Provide privacy during examination or treatment and in the care of personal or bodily needs; and
  - B. Treat each patient with courtesy, respect, and with full recognition of dignity and individuality.
7. A student shall practice within the appropriate scope of practice as set forth in division (B) of section 4723.01 and division (B)(20) of section 4723.28 of the Revised Code for a registered nurse, and division (F) of section 4723.01 and division (B)(21) of section 4723.28 of the Revised Code for a practical nurse;
8. A student shall use universal and standard precautions established by Chapter 4723-20 of the Administrative Code;
9. A student shall not:
  - A. Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a patient;
  - B. Engage in behavior toward a patient that may reasonably be interpreted as physical, verbal, mental, or emotional abuse
10. A student shall not misappropriate a patient's property or:
  - A. Engage in behavior to seek or obtain personal gain at the patient's expense;
  - B. Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient's expense;
  - C. Engage in behavior that constitutes inappropriate involvement in the patient's personal relationships; or
  - D. Engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient's personal relationships.

***For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.***

11. A student shall not:
  - A. Engage in sexual conduct with a patient;
  - B. Engage in conduct in the course of practice that may reasonably be interpreted as sexual;
  - C. Engage in any verbal behavior that is seductive or sexually demeaning to a patient;
  - D. Engage in verbal behavior that may reasonably be interpreted as seductive or sexually demeaning to a patient.

***For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to sexual activity with the student.***

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

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

## **Violation of Behaviors in Section A**

1. Any violation of the behavior in Section A of the Expectations for Student Behavior in all Clinical Experiences may result in a hearing with the clinical practice committee.
2. These violations may be considered grounds for dismissal and/or unsatisfactory rating from the clinical course and/or nursing program.

## **Section B**

### **Expectations for behavior in All Clinical Experiences –as set forth by The Cincinnati State Bethesda School of Nursing Program**

1. Arrive on time to all clinical activities and do not leave until dismissed
2. Ask for assistance appropriately
3. Meet all criteria required for clinical lab preparation\*

4. Complete and turn in assignments on time
5. Utilize feedback from instructors and other sources to improve performance
6. Exhibit personal appearance in accordance with dress code police
7. Use self-evaluation to identify own strengths and areas that need change
8. Set goals and plans for self-improvement

❖ ***Coming unprepared for clinical experience will require that the student leave. The clinical experience will be counted as an absence.***

### **Violations of Behaviors in Section B**

1. Any violation of the behavior in Section B of the Expectations for Student Behavior in all Clinical Experiences may result in a hearing with the clinical practice committee.
2. These violations may be considered grounds for dismissal and/or unsatisfactory rating from the clinical course and/or nursing program.

### **Disclaimer**

Instructors have the right to confer with another instructor about a student's clinical performance.

## **Nursing Program Dress Code**

Students should be aware that they are representatives of the program at any time they are identifiable as our students; therefore, the dress code applies at any time they appear in the uniform, not only while on the clinical unit.

At all times, the student's attire must be clean and pressed. It is expected that items will be laundered after each use.

Adherence to the dress code is part of the course objectives throughout the curriculum. Failure to comply may result in an unsatisfactory rating for the clinical course.

## Uniform

Uniforms consist of a clean, pressed professional uniform prescribed by the program faculty:

- Hunter Green scrub shirt with embroidered college logo. The shirt may be tucked in or outside of pants.
- Hunter Green Scrub pants.
- White lab crew neck jacket embroidered with college logo. No other jacket/sweater is permitted.
- Optional plain white short-sleeved knit shirt with appropriate collar may be worn under the scrub top for warmth/modesty.
- It is permissible to wear a plain white crew neck T-shirt under the green scrub top. However, the white sleeves may not extend beyond the sleeves of the green shirt. The hunter green scrubs must be a solid color without white or other colored trim.
- Uniforms to be consistent with cultural considerations and must not interfere with asepsis, patient exams or therapeutic communication.
- Uniforms should fully cover back and abdomen allowing full range of motion. Uniforms should be loose enough to provide ease of movement in clinical activities.

\*The scrub pants and tops must be matching colors with NO contrasting trim. If you have questions, please ask your instructor BEFORE you purchase a uniform to be worn on clinical.

## Not Permitted

Any other uniform is not permitted. Tight-fitting clothes are not acceptable.

## Shoes and Socks

Shoes are to be white or black, neat, clean, and polished. They must be leather or an equivalent, non-permeable material (no cloth/canvas shoes are permitted) A small logo or **small** colored area is acceptable. Shoestrings must match shoe color: no clogs, sandals, open toes, heels, or boots. Students must wear solid white, black, or hunter green socks that cover the ankles.

## Undergarments

Undergarments are to be inconspicuous. Undergarments should be a neutral color, and their outline or trim should never call attention to them.

## Name Badge

The nursing program identification name badge is to be worn, picture upright and visible, at all times while at the clinical site. Some clinical facilities require additional ID that must also be worn.

## Hair

Hair is to be clean and neatly groomed at all times. Hair must be pulled back away from the face, and secured in such a way that it does not fall forward. Small combs, simple barrettes and elastic bands in neutral colors are acceptable. Hair ornaments/colored scarves are not permitted. Hair must be of a natural color.

Beards, mustaches, facial hair, and sideburns are to be neatly trimmed.

## **Nails**

Fingernails are to be short and well-groomed. Clear, unchipped nail polish only is permitted. Nail polish may not be worn in certain clinical areas. No artificial nails, including acrylic overlays, may be worn at any time on clinical. Please note that many clinical facilities define “short” as 1/4 inch or less.

## **Jewelry/Tattoos**

A watch is permitted to monitor patient vital signs. A single ring/set on one finger may be worn. Rings must be removed in certain clinical areas. A thin, simple necklace that remains within the neckline of the uniform is permissible. A single pair of small, simple, stud-type earrings may be worn. No other body piercings or tattoos should be visible. If tattoos are visible then lab coat is required.

## **Make-up/Scents**

Makeup should reflect a natural look and be subtle. No perfume, cologne, or after-shave should be worn. The scent of tobacco is not permitted. Some scents can trigger nausea or asthma attacks in susceptible individuals.

## **Street Clothes**

Street clothes are permitted for some clinical experiences or observations. Street clothes are used in some settings to create a respectful, dignified, therapeutic environment that provides safety for the student and the client. The course faculty will determine if it is appropriate/expected that a lab jacket is worn in these instances. The previous information concerning hair, name badge, nails, jewelry/tattoos, and make-up/scents still applies. Appropriate clothes are “business casual.” Tops or blouses should cover all of the chest area back and shoulders. Dresses, skirts, and split skirts shall be no more than two inches above the knee.

## **Not permitted:**

1. jeans of any color
2. knee pants, shorts, capris
3. low cut clothing
4. net or see-through clothing
5. tight-fitting clothing
6. short skirts or dresses
7. tank tops, halter or midriff tops
8. sleeveless t-shirts/sundress
9. scarves
10. clothing with inscribed messages
11. leggings unless covered by dress or skirt
12. tennis shoes
13. baseball caps, skull caps, sun visors or pullover hats, or others that impair vision and hearing.

## **Modifications for Mental Health Facilities**

Scarves, ties, and necklaces are not permitted. Hair must be worn off the collar. No bows, scarves, metal pieces, or wires may be worn in the hair.

## **Modifications for other Clinical Facilities**

All modifications will be explained at the beginning of the relevant semester. Any clinical facility may impose more stringent or alternate requirements that must be followed.

**See Blackboard tab for clinical requirements and dress code policy. Refer all questions about the dress code to your clinical coordinator or posted individual facility policy.**

# **Nursing Curriculum and Clinical Placement**

Clinical experiences are a required part of the educational experience within the Nursing curriculum. These clinical experiences are held in actual clinical facilities so that students can be a part of the interdisciplinary team, interacting with actual clients or patients. Clinical sites are selected by the program faculty in order to meet the specific course objectives. All clinical sites utilized require a formal written agreement of affiliation with the College. The clinical facility has the right to require proof of certain immunizations, proof of CPR certification, random drug screens, and/or a criminal background check of all students seeking clinical placement. Placement may be denied to particular students based on the results of such checks. A placement denial would limit the student's ability to complete a particular course or program.

Students are assigned to a clinical section, at a particular clinical facility, ***at the discretion of the course faculty***. Although students may be asked to provide information about their clinical site/time preferences, the placement of students in clinical groups is the decision of the nursing faculty. The clinical site will vary from term to term, depending on availability, number of students and faculty, and in order to meet the specific educational needs related to the course. During the clinical experience, the student is supervised by a nursing faculty member (clinical instructor), who is a Registered Nurse with advanced education and credentials.

Clinical experiences occur on a weekly basis, for one or two days per week (maybe three days per week during part of the final semester). Attendance at all scheduled clinical experiences is mandatory, and promptness is expected. Clinical sites are generally within 25 miles of the College. Clinical experiences may involve evening and weekend hours as well as daytime hours. Students are responsible for transportation to and from the clinical site, and for any related parking expenses. Any meals desired during a clinical experience are the responsibility of the student. Because the purpose is education, clinical experiences do not involve the payment of wages, salary, or other benefits or compensation.



***For all courses:***

A class hour is defined as 50 minutes. Clinical Hour is defined as 60 minutes. One credit hour is defined as 1 class hour or 3 clinical lab hours for all required nursing clinical courses. Biology courses are two clock hours per credit hour for lab except for Microbiology, which is three clock hours/credit hour of lab.

## **Nursing Curriculum [Traditional Tract]**

<b>2018-2019 Academic Year Semester</b>	<b>Course</b>	<b>Course Title</b>	<b>Lecture/Lab/Credit Hours</b>
<b>First Semester</b>	<b>NUR 101</b>	<b>Nursing Concepts 1</b>	<b>3-0-3</b>
	<b>BIO 151</b>	<b>Anatomy &amp; Physiology 1</b>	<b>3-2-4</b>
	<b>MAT 105</b>	<b>Quantitative Math</b>	<b>3-0-3</b>
	<b>ENG 101</b>	<b>English Composition</b>	<b>3-0-3</b>
	<b>FYE XXX</b>	<b>First-Year Experience</b>	<b>1-0-1</b>
			<b>14</b>
<b>Second Semester</b>	<b>NUR 102</b>	<b>Nursing Concepts 2</b>	<b>3-9-6</b>
	<b>ENG 10X</b>	<b>English Composition</b>	<b>3-0-3</b>
	<b>BIO 152</b>	<b>Anatomy &amp; Physiology 2</b>	<b>3-2-4</b>
			<b>13</b>
<b>Third Semester</b>	<b>NUR 103</b>	<b>Nursing Concepts 3</b>	<b>6-9-9</b>
	<b>BIO 220</b>	<b>Microbiology</b>	<b>2-3-3</b>
			<b>12</b>
<b>Fourth Semester</b>	<b>NUR 201</b>	<b>Nursing Concepts 4</b>	<b>7-12-11</b>
	<b>COMM XXX</b>	<b>Communications Elective*</b>	<b>3-0-3</b>
			<b>14</b>
<b>Fifth Semester</b>	<b>NUR 202</b>	<b>Nursing Concepts 5</b>	<b>6-9-9</b>
	<b>SOC 105</b>	<b>Introduction to Sociology</b>	<b>3-0-3</b>
			<b>12</b>
<b>Total Curriculum Credit Hours</b>			<b>65</b>

**\*First Year Experience Elective**

<u>FYE 100</u>	College survival skills	1
<u>FYE 105</u>	College Success Strategies	2
<u>FYE 110</u>	Community College Experience	3

For full curriculum information, consult the current college handbook.

## Nursing Curriculum [LPN-to-RN Tract/NURP]

2018-2019 Academic Year Semester	Course number	Course Title	Lecture/Lab/Credit
First Semester	NUR 150	Nursing advance Standing LPN to RN	11-0-11
	BIO 151	Anatomy & Physiology 1	3-2-4
	MAT 105	Qualitative Math	3-0-3
	ENG 101	English Composition	3-0-3
	FYE XXX	First-Year Experience Elective *	1-0-1
			<b>22</b>
Second Semester	ENG 102	English Composition 2: Contemporary issues	3-0-3
	NUR 105	Nursing LPN to ADN	2-3-3
	NUR 106	Nursing LPN/ADN Bridge	2-6-4
	BIO 152	Anatomy & Physiology 2	3-2-4
	BIO 220	Microbiology	2-3-3
			<b>17</b>
Third Semester	NUR 201	Nursing Concepts 4	7-12-11
	PSY 110	Introduction to sociology	3-0-3
			<b>14</b>
Fourth Semester	NUR 202	Nursing Concepts 5	6-9-9
	SOC 105	Introduction to Sociology	3-0-3
			12
<b>Total Curriculum Credit Hours</b>			<b>65</b>

### \*First Year Experience Elective

<u>FYE 100</u>	College survival skills	1
<u>FYE 105</u>	College Success Strategies	2
<u>FYE 110</u>	Community College Experience	3

# Articulation Information

At some point in the future, you may consider enrolling in another school to further your education. You can facilitate the process of transferring credit to another institution by keeping good records of your work at Cincinnati State. Here are some suggestions:

- Save the **College Catalog** for the time you are in school.  
It provides information about the school and program accreditation, course descriptions, curriculum components, and degree requirements.
- Save **all course documents, classroom objectives, outlines, and handouts**.  
This is especially important for nursing courses.

These materials will help you to prove to another institution that the courses that you successfully completed did contain particular information, and should be transferred.

Note that when you attempt this process several years from now, the school will not be able to provide you with specific course handouts other than the catalog course description.

## Transferring General Education Courses

It is fairly easy to transfer passing credits (grade of C or better) in general education and science courses. The difference or difficulty may be in the number of credits required, whether or not there was a lab, or perhaps how long ago the credits were earned. For example, in the Health and Public Safety Division, we will not accept science credits that are more than five years old, and we will not give credit for an Anatomy & Physiology course that does not include a lab.

## Residency Requirements

In awarding a degree, the school will have “residency” requirements, signifying the number of credits that must be earned on that campus (rather than brought in as transfer credit). For example, Cincinnati State requires that 45 quarter credit hours or 30 semester credits must be earned on this campus to be eligible for a degree.

## Regional Requirements

Each state Board of Regents or Board of Education may impose degree requirements. For example, Ohio requires six semester hours of written communication (English) for a two-year degree. This is not true in Kentucky. The other Ohio requirements are 3 semester hours of oral communication and six semester hours of social/behavioral sciences (which must be from at least two subject areas). The nursing curriculum meets all Ohio and North Central Accreditation requirements.

## Transferring Nursing Credit Without Completing the Program

It is very difficult to transfer nursing courses from school to school. There is no universal curriculum in nursing, even within the same state. That is, the content of Nursing 101 at one school is *not necessarily* the same as the content of the first term of Nursing at another school.

Additionally, most nursing schools have policies regarding:

- how many transfer credits may be awarded in nursing
- whether transfer credits in nursing can be given to a student who has failed a nursing course at another school
- how many nursing credits must be taken “in residence” in order to earn the degree from that school

### **Moving on to a BSN**

Graduates from this program are well received by baccalaureate programs in this area. Be sure to contact the programs you are considering early to learn their admission requirements as well as which general education Cincinnati State courses are acceptable. The nursing advisors can tell you which Cincinnati State courses are transferable to specific BSN programs, and they will help you with contact information.

## **Title IX**

Cincinnati State is dedicated to the advancement of knowledge and learning and to the development of ethically responsible individuals. Cincinnati State students are expected to uphold appropriate standards of behavior and to respect the rights and privileges of others. Student conduct is expected to be in accordance with all federal, state, and local laws, and Board of Trustees and College rules, regulations, and policies. As a result, Cincinnati State has a Student Code of Conduct for which all students are held accountable.

Please use this form to report violations of the Student Code of Conduct, Title IX violations, Academic Integrity violations, and general student behavior concerns.

<https://publicdocs.maxient.com/incidentreport.php?CincinnatiState>

While I want you to feel comfortable coming to me with issues you may be struggling with or concerns you may be having; please be aware that there are some reporting requirements that are part of my job at Cincinnati State. For example, if you inform me of an issue of sexual harassment, sexual violence, and/or other forms of prohibited discrimination, I will keep the information as private as I can, but I am *required* to bring it to the attention of the college’s Title IX Coordinator, Lawra Baumann.

If you or someone you know has experienced prohibited discrimination, sexual harassment, or violence (including assault, domestic or dating violence, and gender or sex-based bullying and stalking), we encourage you to tell someone promptly. Help and support are available. For more information, please contact Lawra Baumann directly at 513-569-1565. She can also be reached by email at [lawra.Baumann@cincinnati.edu](mailto:lawra.Baumann@cincinnati.edu).

# The Cincinnati State Bethesda School of

## Nursing

### Online Testing Policy

**PROCTORIO:** Cincinnati State utilizes Proctorio Remote Proctoring services for online assessments. This platform seamlessly integrates with a variety of learning management systems (LMS) including Blackboard and Assessment Technology Institute (ATI). All data analytics are captured during online assessments and suspicious behaviors are reported for review.

#### **ONLINE TESTING COMPUTER / TECHNOLOGY REQUIREMENTS:**

- Microphone: any microphone, either internal or external
- Webcam: 320x240 VGA resolution (minimum) internal or external
- Desktop or laptop computer (no iPads, tablets or phones are to be used) with the ability to install Google Chrome
- High-speed internet
  - Students can google “check internet speed” if they are curious for their Wi-Fi
  - Students may want to ask your household members to avoid using Wi-Fi computer/streaming services during online assessment
- Ensure you are using a fully charged laptop or desktop
- It is a good idea to clear out your browser history prior to any online testing
- There may be technical difficulties that occur during online proctoring. If you have followed the instructions and guidelines and still have technical difficulties, please email your course faculty for further instructions

*CINCINNATI STATE LAPTOP LOANER: Students may borrow a laptop computer from the college. Please log into Blackboard and search e forms for “Laptop Loaner”. The e form link is [https://web3.cincinnati.state.edu/eforms/eform.aspx?form\\_id=1923](https://web3.cincinnati.state.edu/eforms/eform.aspx?form_id=1923). To access this link, you must be logged into my C State.*

#### **OTHER REQUIREMENTS FOR ONLINE TESTING:**

- You must have a government issued photo ID
- You may use a blank scratch paper along with a pencil
  - The scratch paper must be destroyed upon completion of the assessment
- You may NOT access any of your personal belongings during the exam or during breaks
- You may use the pop-up calculator that is available on the testing page. However, use of personal calculators and any other personal electronics is prohibited during the exam
- Students are NOT permitted to wear a hat or sunglasses
- Students are NOT permitted to wear ear phones

- Students are NOT permitted to utilize any textbook, reference book or electronic resources during online assessments
- No communication is permitted among students while taking the assessment. Students are expected to work independently, no collaboration or coordination between students during testing is allowed. You may NOT appoint a proxy to take your assessment.
- Any discussion of assessment questions in whole or in part to other students prior to course test review is considered a breach of academic integrity and may result in a failing grade for the assessment, a failing grade for the course and/ or termination from the nursing program.

#### **DURING THE ONLINE ASSESSMENT:**

- The student will spend the initial 5-15 minutes of the online testing process completing the proctorio security screening. They may ask you to adjust microphone, lighting or to scan your room.
- The assessment will be a timed test. The timed assessment will begin after the security screening.
- Once logged in, the student is unable to log out until the assessment is complete.
- The online format will force completion at a time predetermined by course faculty. Any question that is not answered will be scored as incorrect.
- The assessment proctor will not answer any questions concerning the content of the assessment.
  - If the student has an issue with an exam question, the student should note the content and provide the course faculty the question on scratch paper at the end of the exam.
- Students may utilize the software-provided online simple calculator and time keeper (clock)
- Students may or may not see results immediately as determined by course faculty
- The Test Review process will be determined by course faculty.
- Make up testing will be determined by course faculty

*FOR ATI PROCTORED ASSESSMENTS ONLY: Bathroom breaks are allowed during ATI Proctored Assessments. The student must press the pause button on ATI test. It will pause time for 5 minutes. If they go beyond 5 minutes it will eat into their test time. They could go several times if cumulative less than 5 min.*

**PRIOR TO ATI PROCTORED ASSESSMENTS WATCH THE STUDENT ORIENTATION VIDEO:**

<https://link.videoplatform.limelight.com/media/?mediaId=1a864799c9c84deb9e5a0e2ab20e270f&width=540&height=321&playerForm=LVPPlayer&embedMode=html&htmlPlayerFilename=limelightjs-player.js>

#### **TROUBLESHOOTING TIPS FOR STUDENTS:**

- Avoid suspicious activity. Proctorio security is looking for: open applications (apps), screen shots, copy / paste, verbal cues, downloads, students “looking” at other screens.
- Some students have to scan room before testing. Ensure adequate lighting and a quiet space.

- Occasionally students will receive a prompt about their RAM /memory capacity. This is a disclaimer from proctorio however if students continue passed this prompt there is typically no issue. Students may decide to delete items off their computer if they want to secure more RAM.
- If a student gets kicked out of proctorio, they have to go back through the verification (photo ID and room scan) before reentry. This may take another 5-15 minutes.
- There may be times when an exam administration needs to be stopped or paused. Allow for proctor to correct such issues if possible. If you are unable to sign back in to assessment, please contact your proctor and /or course faculty for further instructions

## **OFFICE OF DISABILITY SERVICES:**

Pursuant to the Americans with Disabilities Act, each testing institution must provide reasonable accommodations to individuals with a documented disability that hinders their ability to take any assessment under standard conditions. It is the responsibility of each administering institution to determine how the disability will be reasonably accommodated in the testing process and for the proctor to ensure that the approved accommodation is in place.

**Please contact the office of disability services (see course syllabus) when ADA accommodations are indicated. The office of disability services will notify faculty of required online testing accommodations. Faculty are unable to make any accommodations to online testing unless instructions are received from the office of disability services.**

Examples of requests for testing accommodations that may be provided include, but are not limited to, the following: • Use of an electronic reader. • Providing for a reasonable extension of testing time. Please note that, while time extensions may be permitted, the total allocated time must never be split over more than one day. No accommodation should be provided that would compromise the security or integrity of the exam or require the testing institution or proctor to violate any of the test administration requirements.

**Prohibited Accommodations** The following accommodations are prohibited: • Use of a camera or any other recording device. • Providing verbal or other clues or prompts. • Permitting the use of any electronic device (no phones, iPads, etc.). Note: The exam is written and administered in the English language, and a lack of facility with the English language is not considered a disability. Interpreters should not be permitted inside the exam room for purposes of translating the test from English into another language for an examinee.

## The Bethesda Heritage

In 1896 seven German speaking Methodist Deaconesses separated from the Elizabeth Gambel Deaconess Home associated with the Christ Hospital, to form the German Deaconess Association under the direction of Dr. Christian Golder. His sister, Louise Golder, became the Superintendent of the Deaconesses and the Founder of the Nursing School. The name Bethesda Hospital and Deaconess Association was adapted in 1898. These changes came about in response to a need created in Cincinnati by the influx of German immigrants whose health needs were not being adequately addressed.

At first, the deaconess nurses moved in to the homes of those needing care and did the things that were necessary to care for the family and the sick. Resources were stretched to the limit. Eventually, Dr. Golder was able to arrange the purchase of a private hospital at the corner of Oak Street and Reading Road that was to become the beginnings of Bethesda Hospital, a name honored in Cincinnati as an example of an institution devoted to pursuit of excellence and commitment to community service.

By 1908, non-deaconess applicants were being admitted to the nursing school and by 1914 the graduates formed an association that had the title “The Nightingale Club”, later changed to the “Alumni Association”. The objectives of the group, as originally adopted, were “To promote Nursing Education” and “To promote fellowship among the members.” While the methods of achieving them have changed down through the years, the objectives have not. The Alumni Association has a rich and colorful history and members are proud to welcome the graduates of Cincinnati State Bethesda School of Nursing to their ranks.



# Alumni Association

## History of the Nursing Program Pin

(Picture on handbook cover and below)

In 1915, a committee consisting of Louise Golder, Minnie Draher, and Amanda Krauter designed the original pin for Bethesda Hospital School of Nursing. The center was a Maltese Cross, a symbol of hope and safety adapted by the Knights Hospitallers during the crusades. The outer circle was an olive branch, a symbol of peace, goodwill and healing. These values represented in the symbolism of the pin were deemed appropriate to represent the school of nursing. Essentially no changes were made in the design of the pin until 1989, when a merger between Bethesda Hospital School of Nursing and Cincinnati Technical College took place. At that time, a committee of Alumni members and representatives of the school redesigned the pin to reflect the “new” program. The Maltese Cross was replaced with the logo of Cincinnati Technical College, and the shape, size, and olive branch were retained. Just a few years later, the name of the college was changed to Cincinnati State Technical and Community College, making the center logo of the pin obsolete.

A committee was formed once again to redesign the pin to its current design. A lamp was selected as the center figure, surrounded by the olive branch and again, the same shape and size was retained. The lamp has a double significance to nursing since it represents both learning, service, and it has connection to Florence Nightingale, the founder of Modern Western Nursing.



# Student Problem Resolution Process

When a problem or issue arises, you have the right to seek assistance and resolution of the problem. Follow the steps below when a problem arises. See the college catalog to determine your rights and responsibilities when making a complaint, initiating an academic appeal, or grievance

