



The Cincinnati State Bethesda School of Nursing

Student Handbook

2026-2027



3520 Central Parkway, Cincinnati, OH 45223

Approved 6/26

Effective Fall Semester 2026

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APPROVAL AND ACCREDITATION

This Nursing Program is approved by:

The Ohio Board of Nursing

8995 East Main Street

Reynoldsburg, Ohio 43068

Telephone (614) 466-3947 <http://www.nursing.ohio.gov/>

The Associate Degree Nursing Program at Cincinnati State Technical and
Community College (Clifton Campus in Cincinnati, Ohio) is accredited by the
Accreditation Commission for Education in Nursing (ACEN)

3390 Peachtree Road NE, Suite 1400, Atlanta, GA, 30326. Phone: (404) 975-5000

<https://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 ready to take the national board exam (NCLEX) and become an RN.

This program is demanding and challenging. To do well, you will need help from family and friends, and you will really need support from others in 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 program, you will learn to assess, diagnose, plan, implement, and evaluate nursing care for people with various healthcare 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 have a heavy responsibility for providing appropriate skilled nursing care. 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!

-Nursing Faculty

NURSING PROGRAM ADMINISTRATION, FACULTY & STAFF DIRECTORY

Name, Credentials, and Role	Phone Number	Location
Dr. Bonnie Smith, PhD., MSN, RN Dean of Health, and Public Safety	513.569.1662	HPB 314
Dr. Beth Chimento, DNP, RN, CNE, ACUE, Associate Dean Director of Nursing Programs	513.569.1291	HPB 318
Sheena Davis, MSN, RN, Program Chair ADN Program / Professor	513.569.1674	HPB 322
Erlinda Chess, MSN, RN Nursing Lab Director	513.569.1687	HPB 202/204
Amberly Lawson, MSN, RN, PMH-BC Clinical Coordinator	513.569.1286	HPB 334
Rachael Meier, MSN, RNC-MNN Health Simulation Lab Director	513.569.1289	Main 156
Anne Millea RN Health Records Compliance Officer	513-569-5844	HPB 333
Mishaël Appling, MSN, RN Instructor	513.569.1538	HPB 360
Lauren Bregel, MSN, RN Professor	513.569.1293	HPB 328
Sarah Case, MSN, RN, RNC-EFM	513.569.5726	HPB 336
Dr. Anne Dean, DNP, MSN-Ed, RN Instructor	513.569.5803	HPB 311
Sarah Eickleberry, MSN, RN Instructor	513.569.1288	HPB 324
Mary Hughett, MSN, RN, C-EFM Instructor	513.569.4229	HPB 330
Artesian Martin, MSN Ed., BSN, RN, ACUE Instructor	513.569.1284	HPB 309
Maria Martini, FNP-C, MSN, RN Instructor	513.569.4777	HPB 313
Tina Sicurella, MSN, RN Instructor	513.569.4173	HPB 332
Deanna Smock, MSN, RN, RNC-MNN CNE Instructor	513.569.1295	HPB 326
Kenyah Spaulding, MSN-Ed, RN Instructor	513.569.1622	HPB 352
Dr. Caitlyn Visscher, DNP, BA, RN, CNE Instructor	513.569.4747	HPB 319
Melissa Wilkes, MSN, RN Instructor	513.569.1628	HPB 315
Dr. JoAnne Worthington Groseclose, DNP, MED-SURG, ACUE Professor	513.569.1290	HPB 338
Adjunct Faculty	Leave Message 513.569.1760	N/A

MISSION

The Cincinnati State Bethesda School of Nursing program's mission statement is to prepare competent, caring, and culturally sensitive nurses who value lifelong 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

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 students in planned activities that 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 healthcare issues and to the changing needs of the community and students.

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:

- **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

- **Health:** An experience that is often expressed in terms of wellness and illness, and may occur in the presence of or absence of disease or injury
- **Nursing:** Nursing practice requires critical thinking and the application of specialized knowledge and skills to promote patient health. Nursing integrates the art and science of caring and focuses on the protection, promotion, and optimization of health and human functioning; prevention of illness and injury; facilitation of healing; and alleviation of suffering through compassionate presence. Nursing is the diagnosis and treatment of human responses and advocacy in the care of individuals, families, groups, communities, and populations in recognition of the connection of all humanity.

END OF PROGRAM STUDENT LEARNING OUTCOMES (EPSLO)

The program relies upon specific objectives and outcome-based evaluation. The end-of-program student learning outcomes (ESPLO) 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:** Students will apply knowledge related to the physical, psychological, spiritual, and cultural needs, preferences, and values to the care of a diverse population of patients.
2. **Clinical Reasoning:** Utilize critical thinking and clinical reasoning skills to facilitate sound decision-making.
3. **Collaboration:** Apply leadership principles that facilitate interdisciplinary collaboration and teamwork.
4. **Professional Behavior:** Examine own attitudes and behaviors to promote professional values of the nursing discipline and improve the quality and safety of their healthcare system.
5. **Caring:** Create a healing environment that demonstrates caring and respect for the values, preferences, cultural beliefs, and healthcare needs of all individuals.
6. **Evidence-based Practice:** Design, implement, and evaluate a plan of care based on best practices and institutional policies.
7. **Information Technology:** Utilize information technology to enhance communication, manage knowledge, minimize error, and support decision-making.
8. **Safety:** Promote a safe environment for patients by minimizing risk factors and recognizing

WHERE TO TURN?

Everyone needs a little help from time to time. Here is a list of where to turn for a few common issues, or just ask an instructor or advisor:

Transfer Credit: Pre-Nursing Advisor / Prior to admission to the nursing program

Lead Nursing Advisor Vicki Groh, MA, RN HPSadvising@cincinnatiastate.edu or call 513-569-1670

Degree Audits / SAP Appeals for Financial Aid

Lead Nursing Advisor Vicki Groh, MA, RN HPSadvising@cincinnatiastate.edu or call 513-569-1670

Issues related to Background Check / Criminal History Concerns

Nursing Program Director Beth Chimento
beth.chimento@cincinnatiastate.edu or call 513-569-1291

Clinical Information

Clinical Coordinator Amberly Lawson Amberly.lawson@cincinnatiastate.edu or call 513-569-5844

Health Records

Health Records Compliance Officer Anne Millea
anne.millea@cincinnatiastate.edu or call 513-569-5844

HEALTH EXCEL SERVICES

Purpose: Health Excel Services provides Cincinnati State Health and Public Safety students with educational support services designed to enhance student success.

Goal: To assist students in meeting their academic and career goals, students may request an academic mentoring meeting that can explore topics such as:

- Time Management
- Study Skills
- Test Anxiety
- Communication Skills
- Life Balance
- Stress Management
- Choosing the Right Health Career
- Referrals to College Resources

- Encouragement and Support

Students enrolled in Health & Public Safety certificate or degree programs can request an appointment with Lisa Lucas, Health Excel Services Coordinator. Students can stop by the Health & Public Safety reception desk (HPB 312) or call 513-569-1670. You can also email lisa.lucas@cincinnatiastate.edu to request an appointment.

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 explore continuing education opportunities.
- *Referrals to Other Resources:* Every concern a student presents with 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 students to related community resources.

EMAIL: counseling@cincinnatiastate.edu Or call 513-569-5779

Or walk in during open hours Monday – Friday, 9 am -5 pm MAIN 171 Clifton Campus

NURSING STUDENT ORGANIZATION (NSO)

All students in the Nursing Program are members of the Nursing Student Organization (NSO). The NSO is a community for students supported by the Faculty-Student Committee of the Nursing Program. Officers may be appointed annually. The purpose is to encourage students and faculty to share information, program-specific issues, and concerns.

NSO faculty resource:

Melissa Wilkes melissa.wilkes@cincinnatiatstate.edu

NURSING RESOURCE CENTER (SKILLS LAB)

The Nursing Resource Center, located in Rooms 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, a 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 of the Center's open hours. Students can sign up for skills practice on SignUpGenius; a link will be provided to sign up on a date and time of choice. The Center is not open for students to use on any holiday recognized by the college. The phone number for the Center is 513-569-1687.

The Center is staffed by the Nursing Skills Lab Director during all of the posted open hours. The Director of the Nursing Skills Lab assists students with practicing patient care skills, answering student questions, and assisting students with using the Center's computers and equipment. The Director does not teach, demonstrate, or conduct 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; rather, it provides an opportunity to expand knowledge of classroom content.

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

The Nursing Skills Lab Director welcomes you to the nursing program and looks forward to assisting you in using the supportive learning resources available within the Center.

Guidelines for safe and professional behaviors in the skills lab:

- Professional Behavior & Dress Code: Students are expected to maintain professional conduct, treat mannequins with respect, and wear required attire as stated in the dress code.
- Safety & Infection Control: Wash hands upon entering, wear gloves for clinical procedures, and follow universal precautions.
- Equipment & Property Care: Do not use pens, markers, or betadine near mannequins, as they can cause permanent damage. Keep beds, wheelchairs, and other equipment clean and in good working order. Report any accidental breakage/damage to equipment to the lab director or faculty immediately.
- Open Lab: Please sign up for open lab practice and notify the Lab Director if, for some reason, you cannot come to your scheduled practice time.
- Respect the Environment: Cleanup workstations, return equipment, and dispose of trash and sharps (needles/IV catheters) in designated containers.
- Prohibited Items: Food, drinks, and unauthorized mobile phone use are generally prohibited in the lab.

Key Safety Protocols

- No Actual Medication: Only dummy medications (e.g., Practi-Med) are used for practice.
- Sharps Handling: No recapping of needles; immediately place used needles in red sharps containers.
- Incident Reporting: Damaged, broken, or unsafe equipment should be reported immediately to faculty.

Director, Nursing Skills Lab:

Erlinda Chess Erlinda.chess@cincinnatiatstate.edu or 513-569-1687

Health Simulation Lab (HSL)

The Health Simulation Lab (HSL) at Cincinnati State is located in the Main Building, room 156. The lab consists of four classrooms and four lab spaces and houses five high-fidelity simulators ranging in age from neonatal to adult. The HSL also contains equipment for student skill practice, including but not limited to Alaris pumps, Medication Carts, Suction, Oxygen, Neonatal Warmer, Fetal Monitoring Equipment, Defibrillator, and Code Carts. The hours of operation for the HSL are Monday through Thursday from 8:00 a.m. to 4:30 p.m., and Friday from 8:00 a.m. to 12:00 p.m. Students must make an appointment to use the space; email simlab@cincinnatiastate.edu.

Open lab hours will vary by semester; Open lab times are posted on Brightspace, TVs throughout the college, and Instagram.

Attendance for the Open Health Simulation Lab does not require an appointment. For questions, please contact us via e-mail at simlab@cincinnatiastate.edu or via phone at 513-56-1289. Please also follow our Instagram account for regular updates @healthsimcincinnatiastate.

Director Health Simulation Lab:

Rachael Meier Rachael.meier@cincinnatiastate.edu 513-569-1289 or 513-569-4851.

Student Health Records

A written report of a physical exam is **required** for clinical nursing courses. This exam must have been **within the past six months of admission to the program**. 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 will receive directions to upload documents to the health record tracking software through an organization that manages student compliance documents. Students will submit documents to CastleBranch/DISA.**

Upon entering the program, all students must have a drug screen completed through CastleBranch/DISA.

All health records must be uploaded AND approved by CastleBranch/DISA **at least 48 hours prior to clinical**, for the student to be considered in compliance. Documents related to health records that are submitted to CastleBranch/DISA can take up to 3-5 business days for approval. Drug tests can take up to 5-7 business days to post once the lab receives the specimen. Approval times for health records and completion of

drug tests can vary depending on the time of year, so plan accordingly and allow ample time.

Students who do not submit the required verification of immunizations/vaccines, CPR* certification, and test results will not be allowed to register for NUR classes or attend clinics.

CPR - One of the following is required:

American Heart Association BLS Provider course OR
American Red Cross Professional Rescuers or BLS course.
(Visit either of these websites for dates/times)

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

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

Health Record Questions :

Anne Millea Anne.millea@cincinnatiastate.edu

Remember:

You may not register for nursing courses until all health records are completed. You must keep immunizations and tests current to continue in the program.

IMMUNIZATIONS and TESTS

Tetanus, Diphtheria, and Pertussis

- Documentation of Tdap after 2005
- Documentation of booster within the 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 1st 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) with the lab report 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) or a blood test with a lab report and then proof of a yearly one-step PPD skin test every year thereafter. The most recent skin test must be done within 12 months of starting the clinical courses. **If you cannot verify the dates these were done, you will need to obtain a new two-step PPD skin test.**
- A 1-step PPD skin test **must be repeated each year** to remain in the program. Written documentation with dates and results is required.
- If a student's TB test expires, a 2-step test or a blood test with a lab report is required. A student cannot attend clinical with an expired TB status.

Individuals with a **positive** PPD skin test result or those who have received the BCG vaccine are required to have a chest X-ray (completed within the past year) to rule out active disease, along with a healthcare provider's clearance documented on their letterhead stating the student is symptom-free, has received counseling, or has received and completed treatment.

Individuals who have submitted a chest x-ray and a healthcare provider's letter must complete the TB symptom questionnaire yearly and renew the chest x-ray every 3 years. Submit questionnaire to

anne.millea@cincinnatiatstate.edu

Hepatitis B

- Documentation of the completion of the series of three (3) Hepatitis vaccine injections, given over six months, or (2) Hepatitis vaccine injections given over one month, as recommended by the Centers for Disease Control (CDC), or **submit** a Hepatitis titer (blood test) with a lab report to determine the level of antibodies. A lab value of 10 IU indicates a positive titer.
- 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 two or three Hepatitis injections.
- Students who do not complete the Hepatitis injection series correctly (three injections over a six-month period or two injections over a one-month period) will be required to have a titer (blood test) with the lab report done to demonstrate their immunity status prior to clinical rotation.

Chicken Pox

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

- If the individual's immune status is unknown, a titer (blood test) with a lab report is required to demonstrate immunity.
- If the titer does not demonstrate immunity, the chickenpox vaccination is required.

Influenza Vaccine

- Documentation of **annual influenza vaccination is due by October 24**, for the fall semester. Acceptable documentation would be the Cincinnati State Influenza Form or other valid forms from the agency administering the vaccine.
- If the vaccination date is handwritten, then a signature from the healthcare provider is required.
- Note that seasonal flu vaccination is required by all of our clinical facilities by October 24. The clinical coordinator will notify students of any exceptions.
- Please note that some facilities may refuse students to attend clinical without a flu vaccine during flu season, despite a program exemption.

Students seeking a **flu exemption** should contact the Health Records Compliance officer, Anne Millea, at Anne.Millea@cincinnatiastate.edu to request a vaccination exemption form. The form requires a signed letter from a healthcare provider. The completed form and letter are to be scanned and emailed to the Director of Nursing for consideration at beth.chimento@cincinnatiastate.edu.

Please note that students provided with an exception may still be required to wear additional protective equipment (for example, an N95 or KN95 mask) during clinical experiences, per the requirements of the clinical facilities. Students seeking a vaccine exemption take on these aforementioned risks, as well as the risk of being unvaccinated in the clinical setting.

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.

COVID Vaccinations

- The COVID-19 vaccination series is Highly Recommended, not required. Most health insurance plans will cover the COVID-19 vaccine at no cost.

The clinical partners reserve the right to require nursing students on their clinical units to be vaccinated, including against COVID-19, at any time during the clinical experience. Failure to follow facility policy will result in the denial of clinical placement and may prevent progression through the nursing program. A clinical partner may also require students to undergo regular testing to ensure they are COVID-negative. This testing would not be optional.

Latent Tuberculosis Infection (LTBI) Policy:

The CDC and ODH recommend a short cycle (3-4 months) treatment as LTBI can become active and contagious at any point. [https://odh.ohio.gov/know-our-programs/tuberculosis/news/LTBI-Tx NewGuidelines](https://odh.ohio.gov/know-our-programs/tuberculosis/news/LTBI-Tx-NewGuidelines)

If the student tested positive for TB and is diagnosed with LTBI, and their healthcare provider ordered medical treatment, we will await a letter from the healthcare provider stating they have **completed the** treatment. Once received, the student will be granted permission to register for the clinical course.

- These students will require annual negative symptom survey and CXR every 3 years instead of an annual TB skin test.
- If their x-rays are not clear, for example, they show granulomas or scarring from current or prior infection, we need documentation that shows they have completed treatment and a healthcare provider's report that states there is no active TB infection.

If the student tested positive for TB and is diagnosed with LTBI and their healthcare provider DID NOT order medical treatment, we will accept a negative CXR, negative symptom survey, and a letter from the healthcare provider stating the student is not contagious and may return to patient care.

- These students will require annual negative symptom survey and CXR every 3 years instead of an annual TB skin test.
- If their x-rays are not clear, for example, they show granulomas or scarring from current or prior infection, we need documentation that shows they have completed treatment and a healthcare provider report that states there is no active TB infection.

If a student is symptomatic of TB at any time and receives a positive TB test. They will NOT be allowed at clinical, labs, or the classroom and must withdraw from the semester. Follow the one-time exception and deferment policy as typical.

- This student may not return to the nursing program until **treatment is complete** (~6-9 months) and a letter from the healthcare provider stating the student is not contagious and may return to patient care.
- These students will require annual negative symptom survey and CXR every 3 years instead of an annual TB skin test.

- If their x-rays are not clear, for example, they show granulomas or scarring from current or prior infection, we need documentation that shows they have completed treatment and a healthcare provider report that states there is no active TB infection.

POTENTIAL SITES FOR PHYSICAL EXAMS AND IMMUNIZATIONS

If you do not have a healthcare 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.

Search 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.

Crossroad (OTR) Health Center (513)381-2247 5 East Liberty Street Physical Exam on sliding scale	Northside Health Center (513) 357-7200 3917 Spring Grove Must be a resident of Ohio Physical Exam, vaccines, PPD All provided on sliding scale
Bobbie Sterne Health Center (513)357-2700 1525 Elm Street Must be a resident of Ohio Physical Exam, vaccines, PPD All provided on sliding scale	Hamilton County Disease Prevention Clinic (513)946-7600 184 East McMillan PPD skin test and CXRs available Provides sliding scale
Hamilton County Health Department (513)946-7882 250 William Howard Taft Rd TB testing, immunizations	Mount Healthy Family Practice Clinic (513)522-7500 8146 Hamilton Avenue Physical exam, vaccines & PPD
Price Hill Health Center (513)357-2700 2136 West Eighth Street Must be a resident of Ohio Physical Exam, vaccines, PPD	University Health Services 234 Goodman Street (513)584-4505 Physical exam, Hepatitis vaccine, PPD skin test Sliding scale fees
Walnut Street Health Center (513)352-6320 1005 Walnut Street Physical Exam, vaccines, PPD All provided on sliding scale	WinMed City West (513)233-7100 1019 Linn Street Physical Exam, vaccines, PPD All provided on sliding scale
Clermont County Public Health (513)732-7499 2275 Bauer Rd # 300, Batavia, Ohio 45103 Call for information	Warren County Combined Health Districts (513) 695-1228 416 S East Street, Lebanon, Ohio Physical Exams, vaccines, PPD All provided on sliding scale

KY Health Point Family Care (859)655-6100 1401 Madison Ave, Covington, KY	KY Health Point Family Care (859)655-6100 405 Violet Drive, Crittenden, KY
KY HealthPoint Family Care (859)-655-6100 7607 Dixie Highway, Florence, KY	KY Health Point Family Care (859)655-6100 215 E. 11 th Street, Newport, KY
Dearborn County Health Department 812-537-8826 <i>Should be a resident of Dearborn County, Indiana, or the immediate vicinity</i> Call to set up appointment PPD, MMR, Tetanus vaccines available but Hepatitis series not available	

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) division 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 cannot 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 record 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 record 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 includes 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.

The nursing program requires TWO types of background checks:

1. Castlebranch/DISA will run a database background check online.
2. The Bureau of Criminal Investigation (BCI) and the Federal Bureau of Investigation (FBI) will run a report using the student's fingerprints. The Fingerprint background check will be sent directly to the college from the Attorney General.

Timing of Background Checks

- Program Entry: All nursing students must complete **both** background checks (Castlebranch/DISA and FBI/BCI) by the date given to each

class before the start of NUR 101/ NUR 105. Please reach out to the health records coordinator, anne.millea@cincinnatiastate.edu, if you have had an FBI/BCI fingerprint background check within two years of beginning clinicals, as it may be sufficient for program entry.

- **Progression:** The background checks must be repeated every two years while in the nursing 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 the time of Licensure Application**

Additionally, any of the following may PREVENT you from attending 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 Dean of Health and Public Safety will review the records and the decisions based on Ohio's Criminal Records Check Law. The Dean of the Health & Public Safety Division will review the recommendation to waive admittance to the nursing program.

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 occur, the student will be dismissed from the program.

Students are required to report any changes in their criminal history while in the program to the Program Director.

All questions should be directed to the Nursing Program Director, Dr. Beth Chimento, beth.chimento@cincinnatiastate.edu, and the Dean of Health and Public Safety, Dr. Bonnie Smith, bonnie.smith@cincinnatiastate.edu

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

<https://nursing.ohio.gov/licensing-and-certification/background-check>

Compliance Questions asked at the time of RN Licensure Application

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

By answering "yes" to certain questions below, you are required to provide a written explanation and upload supporting documentation with the application. In the section of this application labeled "Attachments," please upload and attach the necessary documentation, referred to as "Compliance Supporting Document," for each question to which you respond "yes."

- Your application will remain incomplete unless and until all necessary documents are received. This question applies to any felony in Ohio, another state, commonwealth, territory, province, or country. This includes crimes that have been expunged IF there is a direct and substantial relationship to nursing practice. Since you filed your last renewal application, or if this is your first renewal since the date you filed your original license application, have you been convicted of, found guilty of, pled guilty to, pled no contest to, pled not guilty by reason of insanity to, entered an Alford plea, received treatment or intervention in lieu of conviction, or been found eligible for pretrial diversion or a similar program for a felony?
- This question applies to any misdemeanor in Ohio, another state, commonwealth, territory, province, or country. This includes crimes that have been expunged IF there is a direct and substantial relationship to nursing practice. This does not include traffic violations unless they are DUI/OVI or Physical Control While Under the Influence. Have you EVER been convicted of, found guilty of, pled guilty to, pled no contest to, pled not guilty by reason of insanity to, 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 misdemeanor?
- Have you been found to be a mentally ill person subject to hospitalization by court order, been found to be mentally incompetent by a probate court, or been found incompetent to stand trial by a court?

- With the exception of the Ohio Board of Nursing, has any board, bureau, department, agency or other body, including those in Ohio 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?
- With the exception of the Ohio Board of Nursing, 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?
- With the exception of the Ohio Board of Nursing, 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?
- With the exception of the Ohio Board of Nursing, 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, with respect to a professional license, certificate, or registration?
- Have you ever been diagnosed as having, or have you been treated for, pedophilia, exhibitionism, or voyeurism?
- Within the last five years, have you been diagnosed with or have you been treated for bipolar disorder, schizophrenia, paranoia, or any psychotic disorder?
- 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 bipolar disorder, schizophrenia, paranoia, or any psychotic disorder?
- Are you currently engaged in the illegal use of chemical substances or controlled substances? For this question, “Currently” does not mean on the day of, or even weeks or months preceding the completion of this application. Rather, it means recently enough so 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 substances” 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

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/>

If you have any questions about licensure issues, contact the Nursing Program Director and Dean of Health and Public Safety: Dr. Beth Chimento at beth.chimento@cincinnatiastate.edu

Background Check at the 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 (BCI&I). Both an FBI and BCI&I fingerprint will be required. More information will be distributed to all students toward the end of the curriculum. The Ohio Board of Nursing Rules and Regulations are available at <https://nursing.ohio.gov/complaints-and-regulations/laws-and-rules>

Kentucky: The state of Kentucky requires a background check. Information is available at <https://kbn.ky.gov/Legal/Pages/laws-and-regulations.aspx>

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.

All students must have a drug screen completed through CastleBranch/DISA upon entering the program. Drug screens can be required by clinical sites at any time.

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. A third-party administrator will do the screening. Instructions regarding when and how to complete a drug screen will be issued to students by their faculty members. Students will be responsible for the cost of the drug screen. The 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.

Medical Marijuana Policy

- Even though recreational marijuana use is legal in Ohio, it is still illegal from a federal perspective.
- The use of marijuana and/or illicit drugs is not permitted in all healthcare facilities
- All clinical affiliates/partners require a **NEGATIVE** drug screening. Any results indicating “Negative Dilute” must be repeated.
- You must have a **NEGATIVE** drug screening throughout **the duration** of your enrollment in the nursing program

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 accommodation.

PHYSICAL

Gross Motor Skills	• Move within a 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 client)
Mobility	• 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)

- 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 and electronic 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
Critical Thinking Skills	• Identify cause and effect relationships 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	• Communicate in English with accuracy and clarity

- Convey oral and written information efficiently
 - Demonstrate computer literacy
- Establish therapeutic boundaries
- Provide client(s) with emotional support
 - Adapt to changing
 - Deal with unexpected (crisis)
 - Focus attention on the task
 - Monitor own emotions
 - Perform multiple responsibilities concurrently
 - Handle strong emotions (grief)
 - Emotional Stability

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

Submit documentation to the Office for Disability Services regarding:

- Medical and other factors related to disability.
- Specification of the reasonable and appropriate accommodation needed
- Develop a disability accommodation plan

In the event that a student currently in nursing courses becomes unable to perform core essential function and/or nursing skills and activities, the student must provide documentation from the healthcare provider prior to return of clinical and lab courses. This is essential for the safety of students as well as ability to provide safe and effective patient care.

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. Coordination with the Office of Disability services may be requested if asked to provide appropriate for reasonable accommodations throughout the nursing program. 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.

<https://www.cincinnatiatstate.edu/disability-services/>

Please reach out to the program chair, Shenna Davis, sheena.davis@cincinnatiatstate.edu, with questions or concerns.

All students are reminded that the Ohio Board of Nursing has very specific requirements for anyone seeking modifications to the NCLEX examination procedures. The process to be followed may be found on the Board's website: <https://nursing.ohio.gov/licensing-and-certification>

The Cincinnati State Bethesda School of Nursing Organizational Framework Concepts and Outcomes

Progression of Learning Outcomes Generic Traditional (NUR)

Semester 1	Semester2	Semester3	Semester 4	Semester5	EPSLO
NUR 101	NUR 102	NUR 103	NUR201	NUR202	
Patient-Centered Care					
Identify the components of the health and physical assessment database that are necessary for meeting the individual needs of the patient and family.	Demonstrate therapeutic communication techniques to develop a working relationship that meets the patient and family's health care needs.	Elicit patient values, preferences, and expressed needs as part of the clinical interview, implementation, and evaluation of the plan of care.	Integrate multiple dimensions of patient-centered care, including preferences, values, physical and emotional support, education, and continuity of care for patients/families with diverse needs.	Collaborate with healthcare team members to remove barriers that preclude the engagement of patients or designated surrogates in active partnerships that promote optimal health, self-care management, safety, and well- being.	Apply knowledge related to physical, psychological, spiritual, and cultural needs, preferences, and values to the care of a diverse population of patients.
Clinical Reasoning					
Identify economic, social, and political factors that influence the client's healthcare choices.	Develop clinical reasoning skills to provide individualized nursing care for patients with common health problems.	Incorporate credible evidence-based practices into the care plan for patients with chronic and acute health problems.	Demonstrate clinical reasoning, critical thinking, and effective teaching practices in nursing care for patients with acute and chronic healthcare problems and psychosocial or maternity issues.	Demonstrate sound, evidence- based clinical judgment, teaching practices, and decision-making to provide cost-effective nursing care.	Utilize critical thinking and clinical reasoning skills to facilitate sound decision making.
Collaboration					
Describe the roles and responsibilities of all members of the healthcare team.	Display effective interdisciplinary communication in the healthcare setting.	Communicates effectively with nursing and interdisciplinary teams to meet the needs of individuals, families, and groups.	Facilitate communication within nursing and multidisciplinary teams to achieve quality healthcare outcomes for individuals, families, and groups.	Collaborate effectively within nursing and interdisciplinary teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.	Apply leadership principles that facilitate interdisciplinary collaboration and teamwork
Professional Behavior					
Describes significant rules of agencies that regulate the delivery of	Demonstrate integrity, personal responsibility, and	Adheres to standards of professional nursing practice by	Advocates for patients, families, and vulnerable populations.	Applies leadership principles in managing patient care and	Examine own attitudes and behavior s to promote professional values

health care and demonstrate behavior conducive to the role of a professional nurse.	accountability in the student nurse role.	applying legal, ethical, and regulatory frameworks to nursing care.		planning for professional development in nursing.	of the nursing discipline and improve the quality and safety of their healthcare system.
Caring					
Analyzes the potential impact of diversity and communication skills in developing a helping, trusting, caring relationship with peers, faculty, clients, and families.	Demonstrates a holistic creative problem- one's assisting with basic physical, well-being, which spiritual making. human needs.	Utilize development own caring solving methods and social, and respect for diversity and	Analyzes the of environment for physical, nursing practice. spiritual decision human	Create a healing perspective by psychosocial, emotional, for caring demonstrates dignity.	Create a healing environment that demonstrates caring and respect for the values, preferences, cultural beliefs, and healthcare needs of all individuals.
Evidence-Based Practice					
Identify credibly resources to locate evidence of best practices m nursing.	Demonstrate the use of credible resources and guidelines to provide individualized patient care.	Utilize credible resources and patient/family preferences in the delivery of nursing care.	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.	Design, implement, and evaluate a plan of care based on best practices and institutional policies.
Information Technology					
Describes principles that guide the use of Client information.	Demonstrate the use of technology to document patient information in a timely manner to support patient care.	Utilizes technology to gather data to document care, promote safety, and support clinical decisions.	Analyze data from technological sources to share information, manage patient care, and Maximize outcomes for patients, families, and groups.	Integrate data and technology to communicate, manage knowledge, prevent error, and support decision-making.	Utilize health information technology to enhance communication, manage knowledge, minimize error, and support decision making.
Safety					

Explains the rationale for mechanisms in place to protect client safety.	Utilize patient safety standards in the planning and delivery of patient care.	Adheres to institutional processes to protect the safety of patients.	Participates in the institutional safety plan while providing nursing care that minimizes risk and protects patients and healthcare personnel.	Prioritize the safety of both patients and health care providers through individual performance within the organizational systems.	Promote a safe environment for patients by minimizing risk factors and recognizing and meeting patient priority needs.
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Progression of Learning Outcomes LPN to RN (NURP)

Semester I		Semester2	Semester 3	EPSLO
NUR 105	NUR 106	NUR 201	NUR 202	
Patient-Centered Care				
Demonstrate Therapeutic communication techniques to develop a working relationship that meets the patient and family's health care needs.	Elicit patient values, preferences, and expressed needs as part of the clinical interview, implementation, and evaluation of the plan of care.	Integrate multiple dimensions of patient-centered care, including preferences, values, physical and emotional support, education, and continuity of care, for patients/families with diverse needs.	Collaborate with healthcare team members to remove barriers that preclude the engagement of patients or designated surrogates in active partnerships that promote optimal health, self-care management, safety, and well- being.	Apply knowledge related to physical, psychological, spiritual, and cultural needs, preferences, and values to the care of a diverse population of patients.
Clinical Reasoning				
Identify the components of the nursing process and the clinical judgment model used in nursing to plan individualized care for patients.	Incorporate credible evidence-based practices into the care plan for patients with chronic and acute health problems.	Demonstrate clinical reasoning, critical thinking, and effective teaching practices in nursing care for patients with acute and chronic healthcare problems and psychosocial or maternity issues.	Demonstrate sound, evidence-based clinical judgment, teaching practices, and decision-making to provide cost-effective nursing care.	Utilize critical thinking and clinical reasoning skills to facilitate sound decision-making.
Collaboration				
Describe the scope of practice and roles of the healthcare team members.	Communicate effectively with nursing and interdisciplinary teams to meet the needs of individuals, families, and groups.	Facilitate communication within nursing and interdisciplinary teams to achieve quality healthcare outcomes for individuals, families, and groups.	Collaborate effectively within nursing and Interdisciplinary teams fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.	Apply leadership principles that facilitate interdisciplinary collaboration and teamwork
Professional Behavior				

Demonstrate integrity, personal responsibility, and accountability conducive to the role of a professional nurse.	Adhere to the standards of professional nursing practice by applying legal, ethical, and regulatory frameworks to nursing care.	Advocate for patients, families, and vulnerable populations.	Apply leadership principles in managing patient care and planning for professional development in nursing.	Examine your own attitudes and behaviors to promote professional values of the nursing discipline and improve the quality and safety of the Healthcare system.
Caring				
Identify the impact of communication skills in developing a helping, trusting relationship with sensitivity and respect for the diversity of human experiences	Demonstrate a holistic perspective in patient care by assisting with basic physical, emotional, social, and spiritual human needs.	Analyze the development of one's own caring nursing practice.	Create a healing environment for physical, psychosocial, and spiritual well-being, which demonstrates respect for human diversity and dignity	Create a healing environment that demonstrates caring and respect for the values, preferences, cultural beliefs, and healthcare needs of all individuals.

Evidence-Based Practice				
Demonstrate the use of credible resources and guidelines to plan individualized patient care.	Utilize credible resources and patient/family preferences in the delivery of nursing care.	Apply patient/family preferences and values in the delivery of optimal healthcare based on current evidence-based practice.	Integrate best current evidence with clinical competence and patient/family preferences and values for delivery of optimal health care.	Design, implement, and evaluate a plan of care based on best practices and institutional policies.
Information Technology				
Recognize policies in place to protect patient privacy and confidentiality when using health information technology.	Utilize technology to gather data to document care, promote safety, and support clinical decisions.	Analyze data from technological sources to share information, manage patient care, and maximize outcomes for patients, families, and groups.	Integrate data and technology to communicate, manage knowledge, prevent error, and support decision making	Utilize health information technology to enhance communication. Manage knowledge, minimize error, and support decision-making.

Safety				
Explain the rationale for procedures in place to protect the patient's safety.	Adheres to institutional processes to protect the safety of patients.	Participates in institutional safety plan while providing nursing care that minimizes risks and protects patients, and health care personnel.	Prioritize the safety of both patients and health care providers through individual performance within the organizational system.	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

Students Must Meet the Following Criteria to Enter 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 on the Health Program Progression Policy as implemented by the nursing program (see below).
2. Initiate the health record tracking software account and **complete** required onboarding requirements including FBI/BCI background checks.
3. Proof of current American Red Cross (Professional Rescuer) or American Heart Association (Healthcare Provider) CPR certification received by the designated HPS personnel by the published deadline.
4. Attendance at program orientation.
5. If a student is unsatisfactory in NUR 101, they must reapply to the nursing program. Students who reapply must meet all of the admission requirements and the curriculum requirements effective at the time of readmission.

Entry/Re-entry Policies LPN-to-RN/NURP (Advanced Placement Track)

1. Students applying for admission to the LPN-to-RN track must have an active, unencumbered Ohio LPN license.
2. Admission will be determined based on the Health Program Progression Policy 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 to be eligible for admission to the LPN-to-RN track.
4. Students successfully completing NUR 105 and NUR 106 will join the traditional nursing students in the last two semesters of the nursing program. Students will be granted 10 advance standing credits (NUR 150), which will appear on the academic evaluation within NUR 202.
5. 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 track.

6. A student in the LPN-to-RN track who is unsuccessful during two semesters (NUR 201 and/or NUR 202) will be dismissed from the nursing program. Review the "Dismissal for Academic Reasons Policy" below.
7. Students who 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.
8. Students who successfully complete NUR 105 but fail NUR 106 may request to be placed on the waiting list to enter NUR 102 when space is available. The student will incur one unsuccessful attempt.
9. Licensed Practical Nurses (LPNs) applying to The Cincinnati State Bethesda School of Nursing associate degree nursing program must select either the NUR track or the LPN to RN track.
10. If a student is admitted to the NUR program and switches to the LPN to RN track and is unsuccessful, the student must reapply to the NUR program.

Continuation Policy

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."

Courses other than NUR courses are required in the curriculum

1. Students must complete all courses required in the curriculum with a grade of "C" or "S."
2. Students are not eligible to be placed on the waiting lists for a nursing course until they have completed all prerequisites 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 prerequisites for the next term's nursing course.

5. It is each student's responsibility to review the courses remaining in the curriculum to ensure that they complete general education and science courses before or during the semester they are listed in the curriculum.

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 student can only attempt a specific nursing course twice. Students who receive a "D" or "F" or withdraw are considered to have attempted the course.
4. Throughout the clinical coursework, annual documentation verifying the absence of active pulmonary disease and proof of current certification in CPR must be maintained.
5. Students who are passing both theory and clinical components of a nursing course who become unsatisfactory in the lab component of a nursing course, whether by unsatisfactory psychomotor second attempt or by overall lab testing grade, will be awarded a "D" as the final course grade.

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.
3. If a student fails NUR102 and then Fails NUR103, this constitutes two-semester failures, and the student will also be dismissed.
4. If a student passes NUR 105, fails NUR 106, opts to go directly to the NUR 102 waitlist, and subsequently fails another course (NUR 102, NUR 103, NUR 201, or NUR 202), the student is dismissed from the program for two unsuccessful attempts.
5. Dropping a course after the drop deadline will result in a course withdrawal, which would also constitute an unsuccessful course attempt.

6. A student who has incurred two-semester failures may re-apply for admission to the program no earlier than one year after dismissal occurs. Students in the NURP program can only attempt NUR 105 or NUR 106 one time.
7. Students who withdraw or do not achieve a final course grade of 75% must contact the course coordinator to discuss future plans.
8. 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. Contact the course's lead instructor for more information regarding the waiting list. The lead instructor will explain the waitlist procedure, and the student is to sign the waitlist form, which is sent to the clinical coordinator.
9. If the student has two unsuccessful semesters in nursing, the student is to contact the Program Chair (since the student is not eligible for the waiting list).
10. When a student has passed the theory and clinical component of the NUR 202 course and has not passed the ATI Comprehensive Predictor Proctored Assessment on the third attempt, the student will receive a recommendation to purchase a live review from a reputable company i.e. Kaplan or ATI priced \$349-\$549, before Program Completion Letter will be sent to Board Of Nursing.
11. If a 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.
12. If the student's theory or clinical failure in NUR 202 is a second-semester failure, the student will not be permitted to repeat NUR 202 regardless of her/ his score on the ATI Comprehensive Exit exam.

One-time Exception to Program Progression Policy

Nursing students may request a one-time exception for an unsuccessful course attempt due to personal or family medical situations that require a prolonged absence from class. If a student receives an unsuccessful grade for the semester and believes the failure is related to a medical/traumatic event, they must notify the Program Chair as soon as possible after the event to be considered for an exception to this policy. The student will be required to submit documentation from their healthcare provider for medical issues. The student will be required to submit documentation of proof of personal catastrophic event with specific dates that the student or family

member was experiencing an acute issue illness or injury. Students must arrange an appointment to meet with the Program Chair within 10 days after the final course grades have been posted. The documentation will be reviewed and approved or denied by the Program Director.

Dismissal for Non-Academic Reasons Policy

1. Students who have received a notification to enter NUR 101 or NUR 105 and NUR 106 and decide to postpone entry will need to reapply to the nursing program. Students who reapply must meet all of the admission requirements and the curriculum requirements effective at the time of the new application cycle.
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's dismissal 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 readmission consideration to the program for five years.
4. Students who test positive for controlled substances on required clinical facility drug screens and have no reasonable explanation for the results will automatically be dismissed from the program. Students who refuse a clinical facility's drug screening will be automatically dismissed from the program. If these students enter and successfully complete a chemical dependency rehabilitation program, they may request readmission one year after the program is completed. The Program Director will consider each request on an individual basis.
5. Students who fail to obtain the required physical, immunizations, and medical tests by the 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.

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, remain in, and graduate from the program.

College Completion Graduation 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 Selective Admission

Students who declared nursing (NUR or NURP) as their academic major will be admitted to the program based on 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 on the following criteria. Those admitted will be notified in writing and given deadlines to respond and complete the requirements listed in the program's entry policy (see above). Specific dates for application deadlines are provided in the onboarding packet.

Cincinnati State Selective Admission (Progression)

Application Packet Face Sheet

PROGRAM (select one): NUR LPN-TO-RN Name:

College ID:

College Email:

Mailing Address:

Phone Number(s):

Note: If your employment was terminated from any of the healthcare facilities in the region or you were informed that you are not eligible to be re-hired, please contact the Program Chair before submitting your application.

Nursing Selective Admission (Progression) Application Packet

- The completed packet must be submitted by the due date and time.
- Incomplete packets will not be considered.
- Submit via email: RNapplications@cincinnatiastate.edu

Face Sheet

1. Completed Applicant Ranking Worksheet
 - Page 1 checklist: All items must be completed, and a yes response next to each item is needed.
 - Page 2 points: Attach proof of completion for the criterion listed and indicate the number of points earned.
2. Verification of active status on Ohio Nurse Aide Registry (OHIO web print-out), or active unencumbered LPN/Practical Nursing licensure (NURSYS web print-out).
3. TEAS test results/scoresheet print-out dated within the past two years. Students name and attempt number must be on the test report document. The overall score as well as each category score must be visible on the report and must be at or above the designated levels. Do NOT include "Topics to Review" and "Explanation."

What is the TEAS test?

- Students entering the nursing program will complete the Test of Essential Academic Skills (TEAS).
- 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 TEAS score will not count toward any course grade in the program.

4. If applying for experiential points:

- For health care experience documentation of 1000 hours of experience as a Certified Nurse Aide, STNA, PCA, Corpsman, MA, EMT, LPN, Paramedic, or Surgical Technologist or Technician. The student must obtain and submit a letter from their immediate supervisor (not Human Resources or Payroll) on company letterhead, with a signature and contact information. The letter must verify the position, the minimum of 1000 hours worked within the past three years, and that job performance was at least satisfactory. A copy of your pay stub is NOT acceptable.
- For Honors Program: Signed letter from the Honors Program Chair documenting current active status.
- For Military service: Validated by a copy of the honorable discharge papers (DD214).
- Points for a previous degree are awarded only if an official copy of the college transcript with a degree awarded from the United States is on file in the Office of Admissions. An additional transcript is NOT needed.

See the Selective Admission FAQs document for details regarding documentation of Registry verification, LPN Licensure, or questions regarding the selective admissions process.

Submission: Email: RNapplications@cincinnatiastate.edu

NURSING: SELECTIVE ADMISSION (PROGRESSION) WORKSHEET

Applicant Name: _____ Date of Submission: _____

CHECKLIST CRITERIA	REQUIRED*
Current listing on Ohio Nurse Aide Registry OR Unencumbered LPN license (LPN licensure REQUIRED for LPN-to-RN program) Date of expiration: ____	☐ ☐ Yes No

Overall GPA 2.750 at Cincinnati State; if no Cincinnati State GPA, please write the GPA of your most recent college attended. Current Cincinnati State GPA/most recent college GPA: _____	☐ ☐ Yes No
Eligible to take ENG 101 and MAT 105 or completion of ENG 101A and MAT 105A. *students applying to the NURP (LPN-RN) program must have both courses completed (MAT 105/105A must be completed within the past 5 years)	Yes ☐ No ☐
Met with a pre-nursing advisor within the past year.	Yes ☐ No ☐
Minimum TEAS test scores in EACH category at or above "Basic level," as shown here. Place your scores in the space provided. Reading Comprehension: 47.6% Reading score _____ Mathematics: 46.7% Math score _____ Science: 33.3% Science score _____ English language and usage: 40.0% English score _____	☐ ☐ Yes No
TEAS overall score at or above the "Proficient level" of 58.7% Place your scores in the space provided. Overall score _____ Number of times taken _____	Yes ☐ No ☐
You must have one of the following completed: • High school biology and chemistry with a 'C' or better within the past 5 years. • College biology and chemistry with a 'C' or better within the past 5 years. • BIO 100 with a 'C' or better within the past 5 years. • BIO 151 with a 'C' or better within the past 5 years (students applying to NURP (LPN-RN) must at least have BIO 151 completed) • BIO 152 with a 'C' or better within the past 5 years.	☐ ☐ Yes No
If you are receiving financial aid, talk with a financial aid counselor to clarify the amount of assistance left to complete the program and review the Financial Aid Disbursement Policy.	Yes ☐ No ☐
<u>If</u> there is a charge that may appear on an FBI or BCII criminal background check, the applicant has made an appointment to discuss this with the Director of the Program.	☐ ☐ Yes No

Not applicable

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

CRITERION					POINTS																																					
I.	TEAS V Assessment Overall score																																									
Maximum possible points = 25																																										
90.7% or above = 25 points																																										
78% - 90.6% = 20 points																																										
58.8% - 77.9% = 10 points																																										
II.	TEAS V Proctoredsment Scores: Pointseach Category*																																									
Asses for Maximum possible points = 60																																										
	Reading	Mathematics	Science	English and Language Usage																																						
Proficient																																										
	5	5	5	5																																						
Advanced	10	10	10	10																																						
	15	15	15	15																																						
Exemplary																																										
*Points are awarded based on the student's performance in each of the above categories. See the table below to determine proficiency levels.																																										
<table><tr><th colspan="2">ATI TEAS Proctored Assessment</th><th>OVERALL (150 Items)</th><th>Reading (42 Items)</th><th>Mathematics (30 Items)</th><th>Science (48 Items)</th><th>English & Language Usage (30 Items)</th></tr><tr><td rowspan="5">Scores</td><td>Developmental</td><td>< 41.3%</td><td>< 47.6%</td><td>< 46.7%</td><td>< 33.3%</td><td>< 40.0%</td></tr><tr><td>Basic</td><td>41.3%</td><td>47.6%</td><td>46.7%</td><td>33.3%</td><td>40.0%</td></tr><tr><td>Proficient</td><td>58.7%</td><td>69.0%</td><td>63.3%</td><td>45.8%</td><td>60.0%</td></tr><tr><td>Advanced</td><td>78.0%</td><td>83.3%</td><td>86.7%</td><td>66.7%</td><td>80.0%</td></tr><tr><td>Exemplary</td><td>90.7%</td><td>95.2%</td><td>96.7%</td><td>81.3%</td><td>93.3%</td></tr></table>					ATI TEAS Proctored Assessment		OVERALL (150 Items)	Reading (42 Items)	Mathematics (30 Items)	Science (48 Items)	English & Language Usage (30 Items)	Scores	Developmental	< 41.3%	< 47.6%	< 46.7%	< 33.3%	< 40.0%	Basic	41.3%	47.6%	46.7%	33.3%	40.0%	Proficient	58.7%	69.0%	63.3%	45.8%	60.0%	Advanced	78.0%	83.3%	86.7%	66.7%	80.0%	Exemplary	90.7%	95.2%	96.7%	81.3%	93.3%
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	Advanced	78.0%	83.3%	86.7%	66.7%	80.0%																																				
	Exemplary	90.7%	95.2%	96.7%	81.3%	93.3%																																				
III.	Experiential																																									
Maximum possible points = 25 *See Selective Admission FAQs for details on necessary documentation. CIRCLE applicable points below.																																										
a. Prior Degree from Accredited College Program = 7 points																																										
b. Health Care Experience, 1000 hours = 3 points *see FAQs also see comments below**																																										
c. Cincinnati State Honors Program = 7 points *see FAQs																																										
d. Military Service / honorable discharge = 3 points *see FAQs																																										
e. Active LPN license = 5 points																																										

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.	TOTAL SCORE:
Comments/Notes from Reviewer(s):	_____

NURSING COURSE WAITLIST POLICY

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 course Lead Instructor.
2. The Lead Instructor will verify the student’s eligibility for the course waiting list.
3. During the counseling session, the Lead Instructor will inform the student of their eligibility.
 - Students who are not eligible to be placed on waiting lists will be counseled to meet with the Program Chair to discuss options for continuing 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. After completing the Waiting List Request Form, students are responsible for emailing the signed copy to the Clinical Coordinator.

5. When there is space in the course, the Clinical Coordinator contacts the students. Once informed of the opening, the student must accept or reject the offer within 48 hours. 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.
6. Students who are unsuccessful in two semesters of clinical nursing courses are not eligible for the waiting list. After one year, the student may complete the application process for re-entry into the nursing program. 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 NURSING COURSES are weighted. The course syllabi for these will explain this in more detail.

For all courses, no "bonus points" will be awarded.

No rounding of points or percentages will be done.

Nursing Courses with Multiple Components (Modules):

Nursing courses 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, they must contact the instructor for the course.

Instructor Feedback:

Students will receive timely feedback about their theory, clinical, and college lab grades. Grades will be posted on the course's LMS (Learning Management System) site. Each clinical instructor will complete the clinical evaluations and share them with students weekly, at the midpoint of a module, and during final evaluations/conferences.

Students must be informed of how they will be evaluated via the course syllabus at the beginning of each course. 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 maintains an up-to-date electronic grade book via the LMS (Learning Management System) 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 nursing courses.

Testing Policy

I. Testing Administration

1. Faculty will adhere to the Guidelines for the Promotion of Academic Honesty as published in the Nursing Student Handbook. Students will be directed to place all belongings at the front of the classroom. For paper and pencil testing, students may have a number two pencil, a colored pen, and/or a highlighter for use on the test booklet; no scratch paper is to be used. Only personal items approved by ODS can stay with the student during testing. The faculty will provide a basic calculator.
2. In NUR 101, NUR 102, NUR 103, and NUR 105/106, faculty will respond to student questions regarding the meaning of a non-medical, non-nursing word. If a student has a question regarding a specific word, the faculty may determine if it is appropriate to define it for the student. A Webster's Non-Medical Dictionary for students to access should be available during testing. Definitions or dictionaries will not be provided for students in 201 and 202 to prepare students for the NCLEX.
3. Students who request to leave the testing room will be advised to leave their personal belongings, including their cell phones, in the room and to "return quickly."

For **paper and pencil** tests: 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 all the students' testing materials when they leave. The original testing answer form will not be returned to the student; however, it will be retained by the faculty member. When the student returns, they will receive a new testing answer form with an indication to begin with a specific test item number. Answers marked on the initial testing answer form will take precedence over any answers recorded on the second testing answer form. The answers from the original testing answer form will be transferred to the second testing answer form by the faculty member at a later time. Both testing answer forms will be maintained for future reference.

4. Faculty will not distribute a test to a student who arrives after another student has completed the test and/or left the room. Students who arrive **after a test has officially started** (this **excludes** time to complete personal information on the testing answer form for paper and pencil tests and for students to use a multi-authenticator app for electronic tests) **will be unable to take the test**.
5. Faculty may require assigned seating during a test. Students are to abide by this for testing.

Testing Administration – General Information

- A. Students will place all belongings, including cell phone(s), non-medical electronic devices, including earphones and smartwatches, and backpacks, in the front or back of the room as the proctor instructs.
- B. If a student is expecting an emergency phone call, their phone can be given to the proctor. The student's phone must be placed on silent and given to the proctor to monitor during the test.
- C. Students are not permitted to wear brimmed hats or sunglasses.
- D. Students are not permitted to eat or drink at their desks during testing.
- E. Students may NOT access any personal belongings during the exam.
- F. Only calculators provided by the proctor can be used for tests.

- G. A student must arrive on time for testing. Any student who arrives late, once the test has begun, they will be unable to take the test. The student will need to reschedule the test and receive an alternate exam.
- H. Students are expected to work independently, and no collaboration or coordination between students during testing is allowed. You may NOT appoint a proxy to take your test.
- I. A student whose absence is unavoidable or who is experiencing an extraordinary situation making it inadvisable to take a test must contact the instructor PRIOR to the scheduled test. The student will then be notified of arrangements for a makeup exam. Students must make up their missed test within 24 hours of returning to another nursing class. If these arrangements are not honored, a zero may be given.
- J. No more than two tests within a course (excludes ATI- see ATI testing policy) can be made up by a student. A grade of zero will be given for each additional missed test.
- K. Fill-in math questions for all first-year courses will each be worth 2 points
- L. Fill-in math questions for all second-year courses will each be worth 3 points. Each semester, a math competency test will be given (See the Math Testing Policy).
- M. Any discussion of test questions in whole or in part with other students is considered a breach of academic integrity and may result in a failing grade for the test, a failing grade for the course, and the student(s) may be dismissed from the nursing program.
- N. Students are NOT permitted to print, copy, scan, take pictures of, or save tests to the computer hard drive, portal drives, cloud, or portable devices.

Testing Administration - Online Testing

REQUIREMENTS FOR ONLINE TESTING on campus in courses NUR 201 and NUR 202

- Students must have a photo ID available.
- Faculty may provide dry-erase board for use during testing. No student supplied scratch paper is permitted. All dry-erase boards must be returned to the faculty proctoring the test.
- Students are NOT permitted to utilize any textbook, reference book, or electronic resources during online tests.
- The test will be timed. Once logged in, the student cannot log out and reenter the test. The online format will force

completion at a time predetermined by course faculty. Any question that is not answered will be scored as incorrect.

- Students are responsible for keeping track of their online test time by utilizing the timekeeper within the testing software.
- Students may or may not see results immediately as determined by the course faculty.

FOR ATI PROCTORED ASSESSMENTS ONLY: Bathroom breaks are allowed during ATI Proctored Assessments. The student must press the pause button on the ATI test. It will pause time for 5 minutes. If they go beyond 5 minutes, the clock will restart and deduct from the remaining test time.

II. Post Exam

Test grades will be posted on LMS, Learning Management System such as Brightspace, within seven calendar days of the test's administration. Faculty will provide students with the opportunity for test review up to two weeks after the initial test review. Students will not be able to review multiple tests after the two-week time period.

III. Test Review

1. Test review will be offered within two class meetings following a test's administration, and the test review will be posted on LMS, Learning Management System such as Brightspace and/or the course calendar.
2. Faculty will ensure that all desks are cleared and cell phones and electronic devices are put away before distributing the test for students to review. Students may not write or take notes during the test review.
3. **Paper and Pencil tests:** At the start of the test review, faculty will provide each student with their test and test score report. If a student wishes to see their testing answer form, the faculty will facilitate and oversee the process.
4. **Electronic Test Review:** LMS, Learning Management System such as Brightspace; faculty will provide an opportunity for review of content, which will be led by faculty after they ensure all students' materials and desks are cleared, electronic devices are put away, and students may not write or take notes during the review.
5. **Paper and Pencil tests:** Faculty will ensure that all tests and test score reports are collected prior to students leaving the room following test review.

6. Students are permitted to participate in test item appraisal in the following way:
 - a. Rebuttal or request for appeal of a test item is only permitted in written format
 - b. The rebuttal must be submitted within three business days of test review
 - c. The request for consideration of a rebuttal must include two documented resources that support the rebuttal. These resources must either be course materials or a resource deemed credible by the course faculty.
7. Faculty will respond to a student's request for test item appraisal within three business days.

IV. 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 the 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.

<https://www.cincinnati.state.edu/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 text from English into another language for an examinee.

Student Report of Academic Dishonesty

In the event a student reports to the 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. For more information see the Academic Integrity Policy on the Cincinnati State Website.-Please see the college catalog for a list of consequences for violating the Academic Integrity Policy of Cincinnati State.

Use of Artificial Intelligence (AI)

The faculty of their courses encourages the responsible use of Artificial Intelligence (AI) tools, such as ChatGPT, Grammarly, and other AI-driven technologies. To support students' learning:

AI should only be used as a tool to enhance understanding, draft ideas, summarize research, and guide in APA writing, not as a substitute for personal analysis, critical thinking, professional development, APA writing, and/or original work.

To use any supportive AI, the following guidelines must be followed and/or observed in student assignments:

1. Proper Citation:

Any content generated, modified, or significantly influenced writing by AI must be cited according to APA format. When citing ChatGPT or other AI tools in academic work, students are to use the following format:

a. In-text citation example: (OpenAI, 2025)

b. Reference list example: Open AI (2025) ChatGPT (March 13 version) [Large language model] <https://chat.openai.com>

2. AI Limitations & Accountability:

AI-generated content may contain errors, biases, or outdated information. Students are responsible for verifying the accuracy, relevance, and alignment of their work with nursing standards and evidence-based practice. As well as rubric expectations.

3. Faculty Discretion:

Some assignments may explicitly restrict or limit AI use. Students should review the assignment guidelines and syllabus carefully before consulting faculty about AI's appropriate application.

4. Academic Integrity:

Submitting AI-generated content without acknowledgment or attempting to pass it off as entirely personal work **constitutes academic dishonesty and results in 0 credit.**

Reference: Open AI (2025) ChatGPT (April 5 version) [Large language model] <https://chat.openai.com>

<https://catalog.cincinnati.state.edu/academicpoliciesandprocedures/academicintegritypolicy/>

The Cincinnati State Bethesda School of Nursing ATI ASSESSMENT POLICY & REMEDIATION GUIDELINES

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 NCLEX capstone 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 assessments.

Final Program Requirement:

The ATI Comprehensive Predictor Proctored Assessment will be administered during the final semester in the Nursing Program. Students must achieve a predictability score of 90% or above. That score is roughly equivalent to 72% of items correct on the assessment. The predictability 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 Predictor Proctored Assessment 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 ATI Comprehensive Predictor Proctored Assessment a third time during the subsequent semester after working with a Nursing Program Faculty Member and / or ATI coach in the Virtual NCLEX Review Course. If the student does not pass the Comprehensive Predictor Proctored Assessment on the third attempt the student will receive a recommendation to purchase a live review from a reputable company i.e. Kaplan or ATI priced \$349-\$549, before a Program Completion Letter will be sent to Board Of Nursing.

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 indicator 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 to prepare 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

How are ATI materials obtained and purchased?

- A supplemental fee attached to the tuition bill each semester covers all associated materials, both text and online.
- 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 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 from 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.

Is ATI part of my course grade?

- YES. Course points may be awarded for ATI assignments as designated on the course syllabus and/or the test blueprint. ATI practice and proctored assignments are required for course completion. If the assignment is missed, it must be completed to receive a satisfactory grade in the course.
- Students will be required to take proctored ATI Mastery Assessments pertaining to each of the major courses /content areas throughout the curriculum. These ATI proctored assessments contribute 5% of your total weighted grade in each nursing course in which ATI proctored assessments are administered.
- ATI 5% percentage points will be awarded based on proctored tests and/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 Predictor Proctored Assessment will be given during the final semester in the Nursing Program. There will be two opportunities to pass different versions of the Comprehensive Predictor Proctored Assessment during the final semester. If the student does not pass the Comprehensive Predictor Proctored Assessment on the third attempt the student will receive a recommendation to purchase a live review from a reputable company i.e. Kaplan or ATI priced \$349-\$549, before a Program Completion Letter will be sent to Board Of Nursing.

- The Comprehensive Predictor Proctored Assessment individual score is not calculated into the weighted course grade, it is a benchmark at program completion

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

- Take the practice Assessment
- Create a focused review; work with this information for a minimum of 2 hours
- Repeat the practice test and review the items missed until the scheduled proctored assessment
- Take a Proctored Assessment as scheduled if a Level 2 or 3 achieved is achieved, No ATI retesting is required
- If the student scores below a Level 2
- ✦ 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 Assessment
- ✦ Create a Focused Review
- ✦ Remediate according to the course guidelines
- ✦ Take the Proctored Assessment Retake as scheduled

How are ATI scores calculated?

Five percent (5%) of the total weighted course grade will come from ATI Proctored Assessment(s), RN Content Mastery Series

The following grading rubric will be used in NUR 103, 106, 201, 202:

<u>First Proctored Assessment</u>	<u>Second Proctored Assessment</u>
Level 3 = 5% no retest	
Level 2 = 4% Retest optional: if achieve a Level 3 = 5%	
Level 1 = 0% Retest mandatory: if achieve a Level 2 = 4%, Level 3 = 5%	
Below Level 1= 0% Retest mandatory: if achieve a Level 2 = 4%, Level 3 = 5%	

Your ATI practice and proctored assessments 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 continuous focused review to maintain and 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 thorough review of this content area. Students are strongly encouraged to develop and complete an intensive plan for focused review.

ATI assignments and course points will be awarded for the following courses as noted in the syllabi: NUR 101, 102, and 105.

Note: In some courses, completing ATI assessments or assignments are requirements for successfully completing the course. Students will need to refer to the course syllabus for successful completion requirements.

How is Remediation using Focused Review done?

- To remediate means to review content in an area that a student did not fully understand.
- Remediation requirements are unique to each course and will be posted in course documents.
- After each assessment, you will have content “topics to review”
- To create a Focused Review, follow these steps:

-- Log onto www.atitesting.com and sign in

-- Click the “Improve” tab

-- Click “begin/continue”

-- 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, build your focused review.

-- The “table of contents” on the left 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 “remediation” 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 Competency Testing Policy

During the program, math competency 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.

If a student is not present for the first day of class and/or misses the first attempt math competency test, this constitutes the first opportunity to pass this test. Only one attempt will be given to the student. If the student does not meet a score of 90% on their only attempt, they will be unable to participate in clinical experiences and will fail the course.

For all Nursing courses - testing medical math (including mandatory math competency as well as course math testing); students must accurately and correctly include both the correct dose and label.

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.

Theory Attendance:

A student who misses a lecture is responsible for obtaining the handouts distributed in class and for the material presented. Attendance is mandatory for test dates. Please see the testing policy.

College Laboratory Attendance:

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 or will remain an absence.

1. If a student is unable to attend a college 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 participating 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 college laboratory absence is accrued

4. The maximum number of college laboratory make-ups per course, per student, will not exceed two.
5. The specific course policy for college laboratory make-ups is stated in the course syllabus.
6. Tardiness is defined as, up to 15 minutes (after the defined start of class/clinical time). Two tardiness occurrences equal one absence; the maximum allowed is two. Students may be required to make up material missed in those 15 minutes.

Clinical Attendance:

Attendance to clinical experiences is mandatory. Clinical **maximum allowed absence of 1 per semester.**

All missed time for clinical by the student will need to be made up. Please review each course's syllabus for specific course information related to clinical attendance.

Clinical Attendance:

Attendance to clinical experiences is mandatory, with the clinical maximum allowed absence of 1 per module (Medical – Surgical, Pediatric, OB, and/or Behavioral Health).

All missed time for clinical by students will need to be made up. Students cannot exceed one absence.

The following apply for clinical attendance:

- Any tardy is from 1 to 15 minutes, 2 tardies equal one absence
- 16 minutes or more late equals an absence.
- Simulation Experiences for Clinical are included in this policy.
- Not coming prepared (such as forgetting Student Badge or clinical required pre-conference paperwork), this is an absence, and the student may be sent home.
- If the student has an absence and they are subsequently tardy this has exceeded the number of absences allowed and the student is unable to continue in the course, dismissal.
- If the student has 3 tardies, this also exceeds the maximum allowed and the student will be unable to continue in the course, dismissal.

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 by calling 9-1-1 and then campus police, 513-569-1558.

- 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 healthcare provider. 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 healthcare provider. 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 should 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 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.

Absence for Religious Observance

Students are permitted to request up to three days each semester for an excused absence from class for observance of a religious holiday (or to take part in organized activities conducted under the auspices of a religious or spiritual belief system) that is part of the student's sincerely held religious beliefs and practices.

It is the student's responsibility to provide written notice to each faculty member of the specific dates requested for religious observance. The written notice must be provided within fourteen (14) days of the first day of instruction for each course where accommodation is requested.

It is also the student's responsibility to talk to their instructor about making up required work through a process and on a schedule to be determined by the course instructor.

Additional information about this policy is on the College website (<https://www.cincinnatistate.edu/catalogacademic-policies/religious-observance-policy>).

Students with questions about this policy should contact the Provost's Office by email (provostoffice@cincinnatistate.edu)

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 division (B)(20) of section 4723.28 of the Ohio Revised Code for a registered nurse, and division (F) of section 4723.01 and division (B)(21) of section 4723.28 of the Ohio Revised Code for a practical nurse;
4. A student shall use universal and standard precautions established by Chapter 4723-20 of the Ohio Administrative Code;
5. 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
6. 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 of the student set forth in this paragraph.

7. 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;

8. is not limited to, case management documents or reports, time records or reports, and other documents related to billing for nursing services.
9. A student shall implement measures to promote a safe environment for each patient.
10. A student shall delineate, establish, and maintain professional boundaries with each patient.
11. 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.
12. A student shall practice within the appropriate scope of practice as set forth in division (B) of section 4723.01 and 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.

13. 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.
14. 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.
15. 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.

16. 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.
17. 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.
18. A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance.
19. 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.
20. 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.
21. 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.
22. A student shall not prescribe any drug or device to perform or induce an abortion or otherwise perform or induce an abortion.
23. A student shall not assist suicide as defined in section 3795.01 of the Revised Code.
24. A student shall not submit or cause to be submitted any false, misleading, or deceptive statements, information, or documents to the nursing program, its administrators, faculty, teaching assistants, preceptors, or to the board.
25. 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.
26. 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.

27. 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 health excel mediation meeting.
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 and/or clinical 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 policy
7. Use self-evaluation to identify own strengths and areas that need change
8. Set goals and plans for self-improvement

Coming unprepared for a clinical or simulation experience will require that the student leave. The clinical experience will be counted as an absence and will need to be made up per faculty instruction.

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 health excel mediation meeting.
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

Overview

The nursing program maintains three dress codes aspects based on the learning environment:

1. College Lab Dress Code

Applies to non-testing classroom lab sessions focused on safety, infection control, and skill practice.

2. College Lab Skills Testing Dress Code

Applies to all assessed simulation and psychomotor competency testing, as well as retesting.

3. Health Simulation Lab and Clinical Dress Code

Applies to all patient-care environments, clinical placements/ orientation/ computer training/ obtaining client assignments, on campus clinical activities, and simulation experiences.

Students are responsible for always complying with the applicable dress code. When unsure, consult course faculty before attending lab, clinical, or simulation experiences.

College Lab Dress Code (Non-Testing Lab Days)

Purpose

To promote safety, infection control, and professional identity development within the skills laboratory environment.

General Expectations

Students must:

- Present a clean, neat, and professional appearance.
- Maintain attire that supports safety, respect, and civility.
- Follow this dress code during all non-testing lab sessions.
- Any student who is non-compliant with the College Lab Dress Code, at the instruction of a faculty member, will need to correct what is not in compliance and/or change into approved scrubs/uniform.
- Violation(s) will require a meeting with the student's full time lab faculty member.

Footwear

- Closed-toe, closed-heel shoes are required.

Clothing

- Clothing must fully cover the torso at all times (standing, sitting, bending, or reaching).
- No exposed chest, abdomen, midriff, lower back, or sides.
- Clothing must allow safe movement and participation in skills practice.

Undergarments

- Must be inconspicuous and not visible through clothing.

College Lab Skills Psychomotor Testing Dress Code

Students must wear the **full Clinical Dress Code uniform** for all skills testing and psychomotor competency evaluations. This includes mandatory retesting/second attempts for psychomotor skills.

This includes:

- Program-approved scrubs, approved footwear, and compliance with all standards related to hair, nails, jewelry, and electronic devices. Refer to the **Health Simulation Lab and Clinical Dress Code** below.
- A non-electronic watch is permitted when required for timing skills; No Smartwatches/electronic devices.

Non-Compliance Consequences

- **1st occurrence:** Faculty reminder; student must change into scrubs (loaner scrubs available upon request).
- **2nd occurrence:** Faculty reminder and required change into scrubs. The student must submit a one-page reflection on professionalism. The Skills testing will be marked as unsatisfactory until the paper/reflection is submitted and approved.
- **3rd and subsequent occurrences:** Student must change into scrubs and will receive a tardy per the Attendance Policy.

Health Simulation Lab and Clinical 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 professional. 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.

Students must be in full dress code anytime students are at or on a hospital clinical site (including orientation, EPIC training, simulation lab/ experience, and retrieving patient assignments). Failure to comply could result in the student being sent home and receiving an absence for that clinical/ care day.

Uniform

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

- Hunter Green scrub shirt with embroidered college logo. The shirt may be tucked in or outside of the pants.
- Hunter Green Scrub pants.
- Optional - white lab crew neck jacket embroidered with college logo. No other jacket/sweater is permitted.
- Optional plain short or long-sleeved knit shirt may be worn under the scrub top for warmth/modesty, only in solid hunter green, white, or black color.
- Uniforms are 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. Tight-fitting clothes are not acceptable.

* The scrub pants and tops must be hunter green color with NO contrasting trim. If you have questions, please ask your instructor BEFORE you purchase a uniform to be worn on clinical. Any other uniform is not permitted.

Shoes and Socks

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

Undergarments

Undergarments are to be inconspicuous. Undergarments, including trim or outline, should not be visible or call attention to the item.

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 should 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, or you could wear a green, white, or black scrub cap or headband. Beards, mustaches, facial hair, and sideburns are to be neatly trimmed. Extreme hair colors (i.e., blue, green, rainbow or multicolored etc.) are not permitted

Nails

Fingernails are to be natural, 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

No electronic devices (including smartwatches/devices, ear pods, or phones) are permitted on a student. A non-electronic 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 on the earlobe.

A student's nose piercing is not to be visible. The student has the option to (a) remove it, (b) wear a mask for their entire clinical experience, or (c) cover the piercing with a flesh-colored band-aid. Students are not to wear clear jewelry or spacers.

No other body piercings/or jewelry should be visible. No visible face or neck tattoos (can be covered with make-up), and all offensive tattoos must be covered. If you have questions, please ask your instructor.

Make-up/Scents

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

Modifications for Mental Health Facilities:

Street clothes are permitted for some clinical experiences or observations (Mental Behavioral Health). 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.

Additional 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.

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/ ties/ necklaces (choking safety hazards)
10. clothing with inscribed messages
11. leggings unless covered by dress or skirt
12. tennis shoes or mesh athletic shoes that can absorb fluids
13. baseball caps, skull caps, sun visors or pullover hats, or others that impair vision and hearing

Clinical Facilities/ Sites may require modifications to comply with their policies. Any clinical facility may impose more stringent or alternate requirements that must be followed.

Refer all questions about the dress code to faculty noted on the syllabus.

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 semester to semester, depending on availability, the number of students and faculty, and the specific educational outcomes 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 50 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. A clinical hour is defined as 60 minutes. One credit hour is defined as 1 class hour or 3 lab or 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/per credit hour of lab.

**The Cincinnati State Bethesda School of Nursing
2026-2027 Nursing Education Program Annual Report Curriculum Plan
NUR- Generic/Traditional Track**

Nursing Course Name	Theory Clock Hours	Lab Clock Hours	Clinical Clock Hours	Total Course Clock Hours
NUR 101 Concepts 1 (Fundamentals)	30	45	0	75
NUR 102 Concepts 2 (Med Surg)	45	57	78	180
NUR 103 Concepts 3 (Peds/Med Surg)	90	45	90	225
NUR 201 Concepts 4 (OB, Mental Health, Med Surg)	105	12	174	291
NUR 202 Concepts 5 (Med Surg)	90	2	120	212
TOTALS	360	161	462	983

**The Cincinnati State Bethesda School of Nursing
2026 – 2027 Nursing Education Program Annual Report Curriculum Plan
NURP- LPN to RN Track**

Nursing Course Name	Theory Clock Hours	Lab Clock Hours	Clinical Clock Hours	Total Course Clock Hours
NUR 105 Nursing LPN to ADN Transition	45	45	0	90
NUR 106 Nursing LPN/ADN Bridge (Peds/Med Surg)	36	45	38	119
NUR 201 Concepts 4 (OB, Mental Health, Med Surg)	105	12	174	291
NUR 202 Nursing Concepts 5 (Med Surg)	90	2	120	212
TOTALS	276	104	339	713

Hours must reflect every clock hour that a student is required to be present in the nursing program. The time needs to be accounted for in one of 3 categories: theory, lab, clinical.

Clinical Clock Hours reflect all hours designed to meet the clinical outcomes in preparation of the clinical experience including orientation, direct patient care, observational experiences, and mandatory clinical progress evaluations. HI Fi Simulation lab in obstetrics, newborn and pediatrics may be considered in "clinical" hours.

Lab Clock Hours include college skills lab and med surg or mental health simulation experiences.

**The Cincinnati State Bethesda School of
Nursing**

			Curriculum Plan				
First Semester			Lec- Lab-Credit Hours	Theory	Lab	Clin	Total
BIO	151	Anatomy & Physiology 1	3-2-4	45	30	0	75
ENG	101	English Composition 1	3-0-3	45	0	0	45
MAT	105	Science Math	2-2-3	30	30	0	60
FYE *	100	College Survival Skills	1-0-1	15	0	0	15
NUR	101	Introduction to Nursing	2-3-3	30	45	0	90
Total Credits			14	165	105	0	270
Second Semester							
BIO	152	Anatomy & Physiology 2	3-2-4	45	30	0	75
ENG	102	Composition and Argument	3-0-3	45	0	0	45
NUR	102	Nursing Concepts 2	3-9-6	45	57	78	180
Total Credits			13	135	87	78	300
Third Semester							
BIO	220	Microbiology	2-3-3	30	45	0	75
NUR	103	Nursing Concepts 3	6-9-9	90	45	62	197
Total Credits			12	120	90	90	300
Fourth Semester							
PSY	110	Psychology	3-0-3	45	0	0	45
NUR	201	Nursing Concepts 4	7-12-11	105	12	174	291
Total Credits			14	150	12	174	336
Fifth Semester							
NUR	202	Nursing Concepts 4	6-9-9	90	2	120	212
SOC	105	Sociology	3-0-3	45	0	0	45
Total Credits			12	135	2	120	257
Total Credits Hours			65	705	296	462	1463

**The Cincinnati State Bethesda School of Nursing
Curriculum Plan LPN to ADN Advanced Standing
Track**

First Semester				Lec- Lab-Credit Hours	Theory	Lab	Clin	Total
BIO	151	Anatomy & Physiology 1		3-2-4	45	30	0	75
ENG	101	English Composition 1		3-0-3	45	0	0	45
MAT	105	Science Math		2-2-3	30	30	0	60
FYE*	100	College Survival Skills		1-0-1	15	0	0	15
NUR	150	Nursing Advanced Standing LPN to ADN		0-0-10	0	0	0	0
Total Credits				11 (+10 advanced standing)	135	60	0	195
Second Semester								
BIO	152	Anatomy & Physiology 2		3-2-4	45	30	0	75
ENG	102	Composition and Argument		3-0-3	45	0	0	45
NUR	105	Nursing LPN to ADN Transition		3-3-4	45	45	0	90
NUR	106	Nursing LPN to ADN Bridge		2-6-4	30	45	38	119
BIO	220	Microbiology		2-3-3	30	45	0	75
Total Credits				18	195	165	38	404
Third Semester								
PSY	110	Psychology		3-0-3	45	0	0	45
NUR	201	Nursing Concepts 4		7-12-11	105	12	174	291
Total Credits				14	150	12	174	336
Fourth Semester								
NUR	202	Nursing Concepts 4		6-9-9	90	2	120	212
SOC	105	Sociology		3-0-3	45	0	0	45
Total Credits				12	135	2	120	257
Total Credits Hours				55+10advanced standing=65	615	239	339	1193

**FYE College survival skills may be substituted for HLT 100 Becoming a Health Professional. The HLT 100 may be selected, however it is not currently a program requirement. For the full curriculum information, consult the current college handbook.*

Articulation Agreement

Learning is a lifelong process that continues beyond the completion of the formal nursing education program. The nursing faculty supports continued education toward the next professional degree.

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 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

Advancing your education to obtain a BSN

Graduates from this program can continue to advance their education by enrolling in Cincinnati State’s RN-to-BSN completion program or several other baccalaureate programs in this area. Contact the programs you are considering early to learn their admission requirements. The nursing advisors can tell you which Cincinnati State courses are transferable to specific BSN programs and 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, as well as 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 we want you to feel comfortable coming to us 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 our job at Cincinnati State. For example, if you inform us of an issue of sexual harassment, sexual violence, and/or other forms of prohibited discrimination, we will keep the information as private as we can, but we are *required* to bring it to the attention of the college's Title IX Coordinator, Falonda Rodgers.

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 Falonda Rodgers

directly at 513-569-1759. She can also be reached by email at

Falonda.Rodgers@cincinnatiastate.edu.

Student Records Storage and Retention

Student files are stored in HPB 333 Compliance Office behind lock and key. Clinical Progress Evaluations, Skills Competency Check offs and Handbook signature documents are maintained for five years on site. The compliance officer is the keeper of file cabinet key and the office HPB 333 door. Student health records are maintained on a secure, online platform maintained by Castlebranch/DISA. Health records are retained for the duration of the nursing program. Students create and maintain their personal Castlebranch/DISA accounts. The responsibility of maintaining current student health records is on the student however the compliance officer and Castlebranch/DISA will send reminder prompts. The Compliance Officer ensures records are complete and up to date and meeting the requirements of program clinical affiliates.

Academic Appeal / Grievance

Course grades are awarded by faculty therefore students are advised to follow the chain of command by addressing grade issues directly with the faculty. Lead faculty in each course may offer additional advisement if the issue is not resolved by the faculty. The program chair will be the next person in the chain of command to hear any questions, comments or concerns regarding grades or curriculum concerns.

In instances of serious concern, including behaviors involving faculty behaviors outside the standard of practice for nursing and/or education, there are college policies in place. The Director of nursing will assist you in navigating the concern. Please email beth.chimento@cincinnatiastate.edu.

The Academic Appeals Procedure may be found on page 10 of the HPS Division Handbook and in the College Catalogue for Student Rights and Responsibilities.

Students may also find "report a problem" on MyCState home page which takes you to the information and the reporting process <https://www.cincinnatiastate.edu/student-complaint-procedure/>. These reports go directly to the Academic Vice President "Provost" office.

Changes to Handbook Policy

Students will be notified of any program changes impacting on students. Changes to policies noted in this handbook will be vetted through the Nursing Faculty and Administration and shared with students by announcement on the Course Learning Management System within 14 work days.

The Bethesda Heritage

In 1896, seven German-speaking Methodist Deaconesses separated from the Elizabeth

Gambel Deaconess Home associated with 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 into the homes of those needing care and did the necessary things 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 beginning of Bethesda Hospital, a name honored in Cincinnati as an example of an institution devoted to the 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.

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 adopted 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:

Step 1:
Student identifies
Problem or Issue

