# SONOMA STATE UNIVERSITY

Department of Nursing
Student Handbook
2022-2023

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# Introduction

Welcome to the Sonoma State University Nursing Department. The purpose of this Handbook is to inform all students about the nursing programs and specific policies and procedures of the Department, University, and the Board of Registered Nursing. The guidelines/policies are effective for the current academic year. You should check the Department's website regularly (nursing.sonoma.edu) and your sonoma.edu email **daily** for news and policy updates. Students need to respond to faculty emails in a timely manner.

The curriculum prepares nurses to think critically and exercise leadership in planning, implementing, and evaluating nursing care. Students and faculty work closely together to offer high-quality clinical experiences that meet the interests of the student, fulfill the objectives of the course, and meet the needs of the community.

Sonoma State University's nursing programs are approved by the California State Board of Registered Nursing and accredited by the Commission on Collegiate Nursing Education 655 K Street, Suite 750, Washington, CA 20001

We welcome you to the Sonoma State University Nursing Program and hope that your experience and education will be personally and professionally rewarding.

# University and Program Overview

Located in California's premier wine country one hour north of San Francisco, Sonoma State University (SSU) is a small campus with big ideas located in Rohnert Park, California. With a tradition of promoting intellectual and personal growth, leadership opportunities and technological proficiency, SSU offers its students a friendly, safe, and informal atmosphere in a beautiful campus setting. SSU is one of 23 campuses in the California State University (CSU) system initially opening as a college in 1960 and moving to its current 220-acre location in 1966 and gained University status in 1978. SSU is a regionally serving public University and is one of 29 public Universities with COPLAC (Council of Public Liberal Arts Colleges) designation in the United States and Canada and the only liberal arts college in the CSU with this prestigious designation. COPLAC designation is for small to medium size Universities that combine an egalitarian concern for access with academic rigor, focusing primarily on undergraduate studies. Our university was recently designated as a Hispanic Serving Institution with approximately 28% of the student body identifying as Hispanic. We have just over 8,000 students at the University and offer undergraduate and graduate degrees. Sonoma State University is regionally accredited by The Western Association of Schools and Colleges.

The Department of Nursing (DON) is housed in the School of Science and Technology along with other departments including Math & Statistics, Physics & Astronomy, Engineering Science, Computer Science, Chemistry, Biology, Geology, and Kinesiology. The Department of Nursing became a part of the university as a response to the service area's interest in a baccalaureate-nursing program at Sonoma State. In spring of 1971, plans were made to initiate a bachelor's program in nursing, and first nursing faculty came to SSU in 1972 and began working tirelessly to develop an innovative curriculum that was copied and used as a starting point for the curricula for the second step programs nationally and internationally for years to come. The Second Step program was developed with the primary purpose of providing a two-year upper division-nursing program for registered nurses, which articulated with junior college nursing programs. In fall 1972, the first class was admitted and later graduated in 1974; the program received its initial accreditation from the National League for Nursing the same year. In 1974, the nursing department moved into their current location in Nichols Hall. The program experienced phenomenal growth until the mid-1980s when undergraduate enrollment leveled off and then declined throughout the country. Enrollment in the baccalaureate program fluctuated for the next few years, and the department turned to development of graduate education. A master's program with Family Nurse Practitioner specialization was developed in 1984. A second master's option in Nursing Administration was begun in 1988 and developed into a Nursing Leadership and Management program with tracks in Administration and Education (discontinued in 2013). Concurrently with the graduate nursing program development, the Department of Nursing began to explore the creation of a pre-licensure baccalaureate program option that articulated with the established upper division RN to BSN program. The local community was very supportive of the Department of Nursing developing a pre-licensure baccalaureate program and in the fall of 1994 the department admitted the first class of students who completed their BSN and curriculum for RN licensure simultaneously. The first class graduated in May 1998 and was successful on the RN licensing exam and in obtaining employment in the healthcare field. Our Community Collaborative Nursing Education Continuum Model (CNECM) program which began in 2009 was one of the first in California allowing students currently enrolled in ADN

programs at local community colleges to begin taking classes toward their BSN the summer between their 1st and 2nd year in their ADN program. Once they complete the ADN, they complete an additional summer and one additional year and graduate from the RN – BSN Program. Currently, we have a full and part-time MSN FNP program along with a full-time Post MSN Certificate FNP program. Both the RN-BSN and the FNP programs were developed with a unique curriculum and an instructional delivery system designed to increase access to baccalaureate and masters level education for the employed registered nurse in rural Northern California by removing barriers such as time and place, allowing students to remain in their communities to work and provide healthcare in these remote areas.

The Department of Nursing is committed to educational excellence. We have a dedicated team of nursing faculty who work together to provide exceptional education. Even through challenges of the north state and worldwide including fires and the pandemic, we have been able to maintain our high standards and graduate our students on time.

In summary, SSU Department of Nursing is highly regarded and considered one of the best nursing schools in the region, with a strong commitment to diversity and our mission to serve the underserved populations of California. We offer two pathways to BSN a MSN/FNP degree programs as well as a Post MSN FNP Certificate Program which benefits regional and distance students and employers while preparing students to make an impact in the community globally. The Department of Nursing continues to move on a positive path, striving to graduate well qualified nurses to serve Northern California as well as enhance their faculty and programs.

Welcome to Sonoma State University Nursing!!

# Mission Statement

**Sonoma State University's Mission and Values**

Sonoma State is a regionally-serving public university committed to educational access and excellence. Guided by our core values and driven by a commitment to the liberal arts and sciences, Sonoma State delivers high-quality education through innovative programs that leverage the economic, cultural, and natural resources of the North Bay. The core values of the university mission statement include diversity and social justice, sustainability and environmental inquiry, connectivity and community engagement and adaptability and responsiveness. Additional information is located at: https://strategicplan.sonoma.edu/building-our-future-ssu

**The Mission of the School of Science and Technology**

The Department of Nursing is located within the School of Science and Technology. **The School of Science & Technology (SST)** is a dynamic community committed to educational excellence across disciplines in the life and physical sciences, technology, engineering, math and health-related sciences including kinesiology and nursing. Our highly qualified and dedicated faculty and staff are committed to our mission to graduate learned and capable students that will contribute to the well-being and prosperity of our region, state, nation and planet. Additional information is located at http://web.sonoma.edu/scitech/

**The Mission of the Department of Nursing:**

Develop and maintain excellent programs of undergraduate and graduate instruction according to the overall mission of Sonoma State University and the California State University system. Provide the foundation for lifelong learning, practice nursing within a broad cultural perspective while affirming intellectual and aesthetic achievements as part of the human experience. Develop professional leadership and active citizenship fostering flexibility and resilience for a career in nursing within a dynamic world. Our graduates will contribute to the health and well-being of the world at large. Additional information is located at: http://nursing.sonoma.edu/

The mission of the nursing program was developed to be congruent with the mission of Sonoma State University (SSU), the California BRN requirements, and the Essentials of both Baccalaureate and Master's Education for Professional Nursing Practice as set forth by the American Association of Colleges of Nursing. The expected program outcomes and student learning outcomes for the Department of Nursing are consistent with the university's mission and readily accessible in nursing faculty and student handbook.

| University Mission | Nursing Mission |
|---|---|
| Sustainability and environmental inquiry | Providing a foundation for lifelong professional learning |
| Connectivity and community engagement Diversity and Social Justice | Practicing nursing within a broad cultural perspective |

| | |
|---|---|
| Adaptability and responsiveness | Affirming intellectual and aesthetic achievement as part of the human experience |
| Connectivity and community engagement Adaptability and responsiveness | Developing professional leadership and active citizenship |
| Diversity and Social Justice Sustainability and environmental inquiry Connectivity and community engagement Adaptability and responsiveness | Contributing to the health and well-being of the community within a perspective of the world at large |

# Philosophy

The philosophical foundation of the SSU Department of Nursing is based upon Humanistic Nursing Theory [HNT] (Paterson & Zderad, 1988). Departmental values are based in Humanistic Nursing Theory from which faculty tailor curriculum and pedagogical methods. HNT is a multi-dimensional metatheory centered on the essence of nursing, the nurse client (individual, family, community, organization) interaction, and in providing an inclusive bridge from theory to practice. The Department of Nursing recognizes nursing as a nurturing response, based upon a blend of art and science, occurring within a subjective and objective environment with the aim of developing the wellbeing of both nurse and client (client as individuals, families, communities, and organizations). Consistent with HNT is the consideration of students as unique individuals with varied ethnical and cultural backgrounds, learning styles and goals. Therefore, the following philosophical statements structure the Department of Nursing curriculum and policy.

1. Nursing centers on shared experiences and these interactions hold client nurse potentials for achieving growth, development, and greater well-being.
2. Fulfilling health potentials for the client and nurse is the outcome of choices and the mutually determined inter-subjective relating of those involved.
3. Humans have a basic need for being heard and affirmed. All nursing actions have the potential for being humanizing.
4. Humans have an "all at once" or gestalt existence including perceptions of the past, hopes, fears, environment, and future. This inherent wholeness cannot authentically be reduced to separate needs, pathologies, cultures, and parts.
5. The nurse must be aware of what they individually hold as truth, so assumptions, preconceived ideas and expectations do not interfere with understanding the client's perceptions of the experience.
6. The nurse perceives clients scientifically and intuitively through the synthesis of subjective and objective accumulates knowledge.
7. Nurse client interactions are mutually dynamic in that they organize diverse data to create something new.
8. Nurses are members of an interrelated nursing community and a global community with obligations to each to promote a greater well-being.

# Nine Foundational Concepts to Organize the Curriculum

Nine concepts are identified to serve as a foundation from which to implement the philosophy of the Sonoma State University Department of Nursing and guide for meeting the terminal objectives. These concepts are caring, critical thinking, communication, advocacy/social justice, teaching, learning, professionalism, leadership, research, and cultural competency. The faculty value the goal of the Quality and Safety Education for Nurses (QSEN) project and connect specific language of the QSEN Competencies with select concepts to emphasize the relationship to the curriculum.

Within these nine organizing concepts reside six critical competencies identified in the QSEN project. The faculty values the QSEN goal to prepare the future nurse with the knowledge, skills, and attitudes (KSA's) necessary to continuously improve the quality and safety of the healthcare systems within which they work. There we have connected the specific QSEN language for each of the six competencies to its related department philosophical concepts, thus emphasizing its relationship to the curriculum.

1.  **Human caring** is the core of the intersubjective relationship between the client and the nurse. Caring encompasses nurturing thoughts and behaviors that support the fulfillment of client and nurse health potentials and the outcome of choices. Caring is manifested in compassion, empathy, respect, and presence. Caring occurs through sharing and relating with clients, families, professional colleagues, and other health care providers within a local and global perspective. Supported by philosophical statements 1,4.

2.  **Critical thinking** is essential for the practice of nursing. The ideal critical thinker is habitually inquisitive, well-informed, trustful of reason, open-minded, flexible, fair-minded in evaluation, honest in facing personal biases, prudent in making judgments, willing to reconsider, clear about issues, orderly in complex matters, diligent in seeking relevant information, reasonable in the selection of criteria, focused on inquiry, and persistent in seeking results which are as precise as the subject and the circumstances of inquiry permit. (Facione, 1990, p3) Philosophical statements 1,2,5,7 support this definition.

3.  **Communication** is the vehicle for inter-subjective relating between client, nurse and the greater community that fulfills health potentials. Communication requires scientific and intuitive perceptions to support an exchange in which the client is heard and affirmed. Communication in nursing is a dialogue in which meeting, relating, presence; a call and response are essential (Paterson and Zderad, 1976, 1988). Supported by Philosophical statements 1,2,3,5,7

4.  **Advocacy/Social Justice** is the spiritual and ethical determination of beneficence for the client, for the self and the profession. Advocacy acknowledges uniqueness and diversity and requires free choice, self-determination, and self-responsibility. Social justice acknowledges just ways of care in accordance with ethical nursing practice.

Supported by Philosophical statements 1,3,5,8.

5. **Teaching** is a system of directed and deliberate actions that are intended to result in learning. Learning is self-active and results in a personal change mediated by an experience. The teaching-learning process is a complex, cooperative and personal relationship. Supported by Philosophical statements 1,2,5,6,7,8

6. **Professionalism** in nursing is the embodiment of the art and science of nursing. Professionalism is a process of self-transformation, which includes integrity, intellectual awareness, and commitment to the well-being of client and self. Supported by Philosophical statements 1,3,4,6,8.

7. **Leadership** is the ability to influence change and is guided by vision and commitment to the well-being of the client as an individual, group or organization. Leadership is an active state in which the nurse is fully present in actualizing inter-subjective choices. Supported by Philosophical statements 1,8

8. **Research** is a scholarly process of acquiring knowledge essential to provide evidence and theory based on practice. Scholarship includes the critique and management of information and thoughtful participation in inquiry. Supported by Philosophical statements 1,6,8.

9. **Cultural Competency** encompasses diverse populations of clients who need culturally sensitive care by healthcare provider. Supported by Philosophical statements 1,3,4,5,6.

# Terminal Objectives

***Defining characteristics differentiating the BSN and MSN graduate follows each terminal objective:***

These concepts are caring, critical thinking, communication, advocacy/social justice, teaching, learning, professionalism, leadership, research, and cultural competency.

The graduate of Sonoma State University Department of Nursing programs will:

1. Develop inter-subjective nurturing relationships that support the fulfillment of potential of client and nurse. (Caring)
   a. BSN- Demonstrate the integration of respect for human diversity, social justice, and self in the nursing role
   b. MSN- Initiate policy and practices that demonstrate the integration of respect and social justice that considers the client, the profession and nurse
2. Make informed choices through critical analysis that promote nurse/client well-being. (Critical Thinking)
   a. BSN- Participate in initiatives that support health promotion and disease prevention.
   b. MSN- Create and implement initiatives that support health promotion and disease prevention
3. Demonstrates humanizing interactions that are grounded in the integration of the art (subjective) and science (objective) of nursing. (Communication)
   a. BSN- Communicate within a team framework to promote optimal client outcomes.
   b. MSN- Create a collaborative milieu in dialogue with nurses and other health care professionals to promote team decision-making (Cultural Comp.)
4. Exemplify moral and ethical professional standards within a framework of equitable care. (Advocacy/social justice)
   a. BSN- Delineate ethical principles on which to base practice decisions
   b. MSN- Advocate for the nursing profession, the organization and the global community
5. Develop directed and deliberate actions for self and clients intended to result in learning. (Teaching/Learning)
   a. BSN- Demonstrate the role of the nurse in specific client centered teaching
   b. MSN- Implement curriculum for client and professional centered education, and present evidence-based protocols for client and staff centered education
6. Continue the process of self-transformation in the profession of nursing and in the world community. (Professionalism)
   a. BSN- Commit to lifelong learning and participation in the profession
   b. MSN- Contribute to the development of organizations and the advancement of the profession
7. Actualize inter-subjective choices guided by vision and commitment to the wellbeing of the client. (Leadership)
   a. BSN- Participate in changes to promote improvement in patient care

       b. MSN- Effect improvement of patient care outcomes, systems and policy

8. Acquire knowledge to support theory and evidence based-practice. (Research)
       a. BSN- Demonstrate the use of theoretical foundations of nursing and engagement in scholarship to guide clinical practice
       b. MSN- Integrate the science of nursing, advanced knowledge and practice excellence to actualize the professional roles associates within area of role focus

9. Promote cultural sensitivity and culturally competent care that respects each individual's rights to be understood as a unique individual. (Culturally Competent
       a. BSN- Demonstrate respect for the unique care of clients in all aspects of the nurse client relationship
       b. MSN- Identify and initiate changes related to system health care inequities of client populations

# AACN ESSENTIALS OF BACCALAUREATE EDUCATION

The Sonoma State University Department of Nursing has aligned their nine terminal objectives with The American Association of Colleges of Nursing's nine Essentials of Baccalaureate Education, nine essentials of Master's Education, as well as the six critical QSEN competencies. Listed below are statements of those essentials taken from the 2008 policy statement. We have also provided a list of the six critical QSEN competencies. Then a table is provided to show the alignment of the nine Baccalaureate Essentials and the six QSEN Competencies.

- **ESSENTIAL I: Liberal Education for Baccalaureate Generalist Nursing Practice:**
  - A solid base in liberal education provides the cornerstone for the practice and education of nurses.
- **ESSENTIAL II: Basic Organizational and Systems Leadership for Quality Care and Patient Safety:**
  - Knowledge and skills in leadership, quality improvement, and patient safety are necessary to provide high quality health care.
- **ESSENTIAL III: Scholarship for Evidence Based Practice:**
  - Professional nursing practice is grounded in the translation of current evidence into one's practice.
- **ESSENTIAL IV: Information Management and Application of Patient Care Technology:**
  - Knowledge and skills in information management and patient care technology are critical in the delivery of quality patient care.
- **ESSENTIAL V: Health Care Policy, Finance, and Regulatory Environments:**
  - Healthcare policies, including financial and regulatory, directly and indirectly influence the nature and functioning of the healthcare system and thereby are important considerations in professional nursing practice.
- **ESSENTIAL VI: Interprofessional Communication and Collaboration for Improving Patient Health Outcomes:**
  - Communication and collaboration among healthcare professionals are critical to delivering high quality and safe patient care.
- **ESSENTIAL VII: Clinical Prevention and Population Health:**
  - Health Promotion and disease prevention at the individual and population level are necessary to improve population health and are important components of baccalaureate generalist nursing practice.
- **ESSENTIAL VIII: Professionalism and Professional Values:**
  - Professionalism and the inherent values of altruism, autonomy, human dignity, integrity, and social justice are fundamental to the discipline of nursing.
- **ESSENTIAL IX: Baccalaureate Generalist Nursing Practice:**
  - The baccalaureate graduate nurse is prepared to practice with patients, including individuals, families, groups, communities, and populations across the lifespan and across the continuum of healthcare environments. The baccalaureate graduate understands and respects the variations of care, the increased complexity, and the increased use of healthcare resources inherent in caring for patients.

American Association of Colleges of Nursing's (2008). *The Essentials of Baccalaureate Education for Professional Nursing Practice.*

# QSEN Competencies

The faculty value the goal of the Quality and Safety Education for Nurses (QSEN) project to prepare future nurses with the knowledge, skills, and attitudes (KSA's) necessary to continuously improve the quality and safety of the healthcare systems within which they work. The department has aligned the specific language of the QSEN Competencies with the department's terminal objectives to emphasize the relationship to the curriculum. The six critical QSEN Competencies are:

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

# AACN ESSENTIALS OF MASTER'S EDUCATION IN NURSING

- **ESSENTIAL I: Background for Practice from Science and Humanities:**
  - o Recognizes that the master's prepared nurse integrates scientific findings from nursing, biophysical fields, genetics, public health, quality improvement, and organizational sciences for the continual improvement of nursing care across diverse settings.
- **ESSENTIAL II: Organizational and Systems Leadership:**
  - o Recognizes that organizational and systems leadership are critical to the promotion of high quality and safe patient care. Leadership skills are needed that emphasize ethical and critical decision making, effective working relationships and systems perspective.
- **ESSENTIAL III: Quality Improvement and Safety:**
  - o Recognizes that a master's prepared nurse must be articulate in the methods, tools, performance measures, and standards related to quality, as well as prepared to apply quality principles within an organization.
- **ESSENTIAL IV: Translating and Integrating Scholarship into Practice:**
  - o Recognizes that a master's prepared nurse applies research outcomes within the practice setting, resolves practice problems, works as a change agent, and disseminates results.
- **ESSENTIAL V: Informatics and Healthcare Technologies:**
  - o Recognizes that a master's prepared nurse uses patient-care technologies to deliver and enhance care and uses communication technologies to integrate and coordinate care.
- **ESSENTIAL VI: Health Policy and Advocacy:**
  - o Recognizes that a master's prepared nurse is able to intervene at the system level through the policy development process and to employ advocacy strategies to influence health and health care.
- **ESSENTIAL VII: Interprofessional Collaboration for Improving Patient and Population Health Outcomes:**
  - o Recognizes that a master's prepared nurse, as a member and leader of interprofessional teams, communicates, collaborates, and consults with other health professionals to manage and coordinate care.
- **ESSENTIAL VIII: Clinical Prevention and Population Health for Improving Health:**
  - o Recognizes that a master's prepared nurse applies and integrates broad, organizational, client-centered, and culturally appropriate concepts in the planning, delivery, management, and evaluation of evidence-based clinical prevention and population care and services to individuals, families, and aggregates/identified populations.
- **ESSENTIAL IX: Master's-Level Nursing Practice:**
  - o Recognizes that nursing practice, at the master's level, is broadly defined as any form of nursing intervention that influences healthcare outcomes for individuals, populations, or systems. Master's-level nursing graduates must have and advanced level of understanding of nursing and relevant sciences as well as the ability to integrate this knowledge into practice. Nursing practice interventions include both direct and indirect care components.

| Outcome | Essential | QSEN Competency |
|---|---|---|
| 1. Human Caring | II, IX | Patient Centered Care |
| 2. Critical Thinking | I, VII, | Quality Improvement |
| 3. Communication | I, II, IV, VI, VII, VIII, IX | Informatics |
| 4. Advocacy/Social Justice | IV, V, VI, VII, | Teamwork & Collaboration |
| 5. Teaching | II, IX | Patient Centered Care |
| 6. Professionalism | VIII, | Safety |
| 7. Leadership | II, V, VI, | Teamwork & Collaboration |
| 8. Research | II, III, V, VII, | Evidence Based Practice |
| 9. Cultural Competency | I, VII, VIII, IX, | Patient Centered Care |

# Admission Requirements

## Baccalaureate

The undergraduate- program provides two options to obtain a baccalaureate degree in nursing:

1. A pre-licensure program option that prepares students to become licensed registered nurses.
2. A post-licensure program option for licensed R.N.'s with associate degrees or the equivalent.

**Pre-Nursing Admission –** Student takes the prerequisite courses for the nursing program.

1. Standard SSU admission criteria
2. High school or college level chemistry and biology with a GPA of 3.50 (B) or better.
3. Overall high school or college GPA of 3.00 or better
4. SAT Index score of 4080 or better, or ACT score of 970 or better

## Pre-Licensure Admission

The student is admitted on a competitive basis to take the courses required for R.N. licensure and complete the Bachelor of Science in nursing degree.

1. Overall GPA of 3.00 or higher
2. Transcript verification of completion of GE categories A (Written and Oral Analysis, Fundamentals of Communication and Critical Thinking) and B (Natural Sciences and Mathematics [Statistics required for Nursing])
3. GPA of 3.00 or better in prerequisite science courses: BIOL 220, 240, 224 and CHEM 105 or equivalent
4. Results of the Test of Essential Academic Skills (TEAS).
5. Certified Nurse Assistant licensure and work experience
6. Essay (criteria available from the Department of Nursing)
7. Veteran status

### LVN 30-Unit Option

On a space available basis, LVNs can enter the pre-licensure program to complete the courses required for an RN license. To qualify for this option, students must:

1. Hold current, clear California licensure as a LVN
2. Have completed 4 units of physiology with a lab and 4 units of microbiology with a lab with grades of B or better

It is emphasized that students can only be admitted to the 30-unit option if there is space available in the Pre-Licensure program.

## Post-licensure Admission Requirements

Sonoma State University's baccalaureate program also offers an upper-division option designed to articulate with community college Associate Degree Nursing (ADN) programs for students to obtain a Bachelor of Science degree. Admission requirements are:

1. Standard SSU admission criteria
2. Current California licensure as a Registered Nurse. (Recent ADN graduates who have not received California R.N. licensure but who otherwise meet program prerequisites will be accepted on a conditional basis pending NCLEX results. Failure to pass NCLEX disqualifies the student from the nursing major – but not from the University – until such time as a passing score is obtained.)

3. *Sixty semester units of college-transferable credit: 30 units should meet California State University general education requirements, including Areas A (English Composition, Speech, and Critical Thinking) and B4 (Statistics required); 30 units must be credit for lower-division nursing course work. R.N.- B.S.N. applicants may be admitted to SSU and the Nursing program without having yet completed Critical Thinking and/or Statistics.

4. Minimum of 3 semester units of college-transferable credit in general chemistry with a grade C or better.

5. Human anatomy and physiology within the past 10 years or direct clinical nursing experience within the past two years.*R.N.'s who have attended a hospital (diploma) program should contact a community college with an R.N. program to obtain equivalent credit for their diploma program (30 ungraded lower-division nursing units) and to complete the community college's general education requirements for an A.A. degree prior to applying to SSU's RN to BSN program.

# Graduate Program

The Department offers a Master of Science in Nursing degree with the Family Nurse Practitioner option.

**Admission Status for Graduate Students**

*Classified Graduate Status*
Students who have met all standards for admission to the MSN/FNP graduate degree program and who have been recommended for admission by the department will be placed in classified graduate standing. To continue in the program, they are required to maintain a minimum 3.0 average and pass all course work with a minimum of B-.

**Family Nurse Practitioner**
1. B.S.N. Degree
2. GPA of 3.00 in the last 60 units of undergraduate or postgraduate study.
3. Current California licensure as a registered nurse.
4. Completion of college level statistics
5. Two years full-time experience as an R.N. preferred.
6. Essay
7. Veteran Status

**CERTIFICATE PROGRAMS**
*Post-MSN Family Nurse Practitioner Certificate*
The FNP Certificate Option is a 36-unit course of study designed for Registered Nurses who hold a master's degree in nursing who wish to become family nurse practitioners. Applicants must meet the following minimum criteria:
1. Master of Science in Nursing from accredited program (ACEN or CCNE)
2. R.N., licensed in California
3. Two years experience as an R.N. preferred
4. Overall Grade Point Average of 3.0 in graduate program coursework
5. Veteran Status

# Curriculum Course Credit

1 Lecture unit = 50 min of class time
1 Lab unit = 3 hours of lab/clinical time. Travel to class is not included.

**UNDERGRADUATE**

Please note the curriculum shown below is the Nursing major only. To earn a bachelor's degree, the student must also meet the University degree requirements (please see the SSU catalog).

PRE-NURSING

The current pre-nursing curriculum may be found at (add four-year plan top two years). Pre-nursing students will also have a review during on campus sessions posted each semester on the nursing website at http://nursing.sonoma.edu/

PRE-LICENSURE BSN COURSE PROGRESSION

The current pre-licensure curriculum may be found at http://nursing.sonoma.edu/

POST LICENSURE COURSE PROGRESSION

The current post licensure curriculum may be found at http://nursing.sonoma.edu/

30 UNIT OPTION FOR LVNs COURSE PROGRESSION

The current 30-unit option for licensed vocational nurses curriculum may be found at http://nursing.sonoma.edu/

**GRADUATE**

**Family Nurse Practitioner**
The current Family Nurse Practitioner Program curriculum may be found at http://nursing.sonoma.edu/

# POLICIES AND PROCEDURES

**Advising**

University Advising Policy http://policies.sonoma.edu/policies/advising

The advising process depends on the thoughtful participation of the
student. Students must:

- Know and meet graduation requirements contained in the appropriate catalog, class schedules, and other University publications
- Maintain their own personal academic advising folders in portfolio and take them to ever advising appointment
- Make every reasonable effort to obtain adequate advising each semester
- Regularly review your Academic Requirement Report and discuss with your advisor

**Program Advising**

Faculty advisors are resource persons and advocates for the students. Faculty advisors assist students in planning their course of study and provide academic counsel throughout their program. The academic advisor reviews with the student his or her progress in the nursing program and advises the student about strategies to complete degree requirements for graduation. Refer to the listing below for your assigned advisor. Department of nursing student academic folders are digital and secured by the nursing office and can only be obtained by nursing faculty and staff members. Academic advising will be documented in the student folders during individual or group advising sessions.

Although faculty advisors assist with planning student progression, students are responsible for fulfilling admission requirements, removing Incomplete (I) grades or unacceptable grades (C- or lower in major courses), submitting appropriate petitions, and meeting graduation requirements, as defined by the Department and the University.

Undergraduate group advising times are scheduled each semester and the dates, times and locations are posted on the Nursing Department Website. Students are encouraged to attend these scheduled advising meetings. If individual advising is needed, faculty advisors post their office hours on their office doors and students may contact them directly for an appointment.

## Undergraduate Program Advisors:

| | | |
|---|---|---|
| Pre-Nursing | Anna Valdez | valdeann@sonoma.edu |
| Pre-Licensure – Seniors (SP 2023) | Rachel Napoli | napoli@sonoma.edu |
| Pre-Licensure – Juniors (SP 2024) | Karen Werder | werderk@sonoma.edu |
| LVN 30 Unit Option | Anna Valdez | valdeann@sonoma.edu |
| CNECM Post-Licensure BSN | Krista Altaker | krista.altaker@sonoma.edu |
| | Deborah A. Roberts | robertde@sonoma.edu |

## Graduate Program Advisor:

| | | |
|---|---|---|
| Family Nurse Practitioner | Jordan Rose | rosejo@sonoma.edu |

## APA Format

Papers will be written in the formatting style of the American Psychological Association. All students are required to adhere to the **Publication Manual of the American Psychological Association** and follow current APA guidelines when writing papers.

## Attendance: Classroom

Class attendance in lecture and seminar courses is a course requirement and professional expectation. Prompt arrival and appropriate departure are also expected. It is important for students to be on time to class and stay for the entire session. Students who miss class are responsible for content and information provided during the class. Check individual course syllabi for class attendance requirements.

Prelicensure BSN Students: Class attendance is a regulatory requirement mandated by the Board of Registered Nursing. Faculty may require students to make up missed hours in order to meet regulatory requirements.

## Online Courses

Class attendance in an online course is considered in terms of assignment postings, due dates and scheduled synchronized meeting.

Missed postings, assignments and scheduled synchronized meeting are the same as missing classes. Assignment postings and online exams are not excused. All must be completed. Arrangements to complete late assignments are individually determined by the instructor. It is important for the student to assume responsibility for maintaining close communication with the course instructor when tardiness or absenteeism occurs. Review information in each syllabus for missed or late assignments.

## Policy on Tardiness in All Clinical Experiences

According to the start time as defined in the course syllabus it is imperative that students arrive promptly for clinical experiences. The student must be prepared, dressed appropriately and on

time. If a student is late, they risk the possibility of being dismissed from that clinical session. Tardiness in more than one instance may result in development of a SBAR or clinical contract. Habitual tardiness may result in not meeting the clinical hour requirement or the objectives of the course and failure of the course.

- First occurrence of tardiness: verbal warning and review policy with the student
- 2nd occurrence of tardiness: A mandatory meeting will be scheduled with faculty and a SBAR initiated.
- 3rd occurrence of tardiness: Student will be sent home from clinical for the day. A mandatory meeting will be scheduled with faculty and a clinical contract will be initiated to address tardiness.
  - Once meeting has been held and clinical contract is initiated the student can arrange with faculty to make up missed clinical hours in a written case study to equal the clock hours or missed clinical time and/or simulation experience scheduled and arranged by faculty.
- A subsequent tardy will be a violation of the of the clinical contract initiated in "3rd occurrence of tardiness" and will result in student being sent home from clinical a second time and not allowed to make up clinical time which would result in failure to meet the objectives of the clinical course and failure of the course. The student can petition the nursing department to repeat the course if space if available in the congruent semester. (Form #1)
  - Petition must include reasons for reinstatement of the clinical sessions, self-assessment of academic and clinical standing and goals for completion of the missed clinical time.

## Attendance in Clinical Courses: Pre-Licensure & LVN 30 Unit Option Programs

### Policy on Attendance in Clinical Experiences

All clinical experiences are mandatory including simulation and clinical skills lab. In the event a student cannot provide care to patients' due to illness or infection, the student must report their illness prior to the beginning of a clinical experience and according to the course and agency policies.

**Policy on Clinical Absence with Notification**: The following make up opportunities are available for makeup upon faculty discretion.* Please note that any absence could result in the inability to meet the clinical objectives.

- 1st missed clinical session with notification: Written case study and/or simulation experience scheduled and arranged by faculty equal to the clock hours of clinical experience or missed clinical time.
- 2ndmissed clinical sessions with notification: Written case study and/or simulation experience scheduled and arranged by faculty equal to the clock hours of clinical experience or missed clinical time.
- 3rd missed clinical sessions with notification. Students will not be able to complete the objectives of the clinical course due to exceeding allowable absences. Student can petition (Form #1) the nursing faculty for permission to receive an Incomplete for the course and to enroll in Intersession, Summer Session, or subsequent semester to complete the missed clinical time with proper approval and space availability. The Department Chair will determine the Intersession, Semester or Summer Session assignment.
- *For N412P and N414 refer to the syllabus of the course.

**Policy on Clinical Absence without Notification:**
Student will not be allowed to make-up clinical hours and will fail to meet the required clinical hours of the course and will result in course failure. Student can petition the nursing department to repeat the failed course if space is available in the congruent semester, intersession, or summer session and if the student has not failed another course. The Department Chair will determine the Semester, Intersession, or Summer Session assignment.

**Attendance in Clinical Courses: Family Nurse Practitioner**
Absences are to be made up in real time equivalent assignments/clinical to time absent. The student must contact faculty of record or clinical faculty who will also determine when too much time has been missed to allow for successful meeting of the course objectives. The assistant director or nursing chair will review and make recommendations.

**Clinical Rotation Onboarding:**
Students will be required to complete any agency specific onboarding requirements in addition to Complio– such as training modules, orientations, tutorials, or additional screening requirements. Onboarding requirements being completed by students are not counted as direct patient care hours and must be completed prior to obtaining approval to begin clinical.

**Client Safety**
If, during enrollment in a clinical nursing course, a student's performance presents a potential harm to the welfare of clients, the faculty will determine, on the basis of oral and/or written documentation, whether or not the student will be permitted to continue in the course. If the student's performance presents an immediate potential harm to clients or self, program faculty and/or preceptors have the responsibility to immediately remove the student from the clinical environment. (Appendix 5)

# Clinical Skills Laboratory

The Clinical Skills Laboratory is located in Nichols 149. However, undergraduate skills lab will be held in Salazar #1030 until further notice. Many programs and students share the lab space. Please be respectful of space, equipment, safety, and confidentiality of fellow students. Equipment is to stay in the lab unless specifically arranged with faculty. Students use the lab for many skills as well as the public for the Health Maintenance Center. Students will be practicing numerous skills in the lab with simulation as well as real practice. Keep in mind your safety and the safety of others is our primary responsibility in all cases.

Review and sign the practice policy prior to arriving at your first skills lab. The practice policy does not include students practicing on faculty; however, students may be asked to practice skills on each other (Appendix 1). Students who are not comfortable with practicing a skill on other students or having the skill practiced on them may request an alternate practice option. Any donations of equipment to the skills laboratory will be reviewed by Program Directors for safety and appropriate use. No food or drink is allowed in the skills lab.

# Communication

Sonoma.edu email: Communications from the Nursing Department will be sent to all nursing students via their official university email address. Instructions and deadlines are announced through this e-mail communication, and it is the student's responsibility to check their email daily. Webmail can be accessed through Sonoma On-Line Login on the University website, https://login.sonoma.edu

**Communication Etiquette**
For **email** communications follow the email rules, otherwise, your email may get lost. The instructor will communicate with students via their Sonoma State email account. The instructor will not be held accountable for contacting students via any other method except their Sonoma State account.

**E-Mail Rules**
1. Send emails to the instructor's designated University address.
2. In the subject line type: N_(Course #) & topic you wish to discuss.
3. Failure to put the proper topic in the subject line could impede the proper priority of the email.
4. Emails are intended to be a communication tool. Not for assignment submission.
5. Emails can also be sent through Canvas.

Unless it is the weekend or instructor is traveling or ill, all emails will be answered within **48 hours**. It is at the discretion of the instructor if emails will be answered on weekends, holidays, and vacations.

**Texting** is at the discretion of the individual instructors.

**Student Records and Files:**

The Department of Nursing will maintain a digital file in the office for each student in all nursing majors. These files will be maintained and monitored by the faculty and staff of the department of nursing only. Should a student request to review his or her file, the student will need to make an appointment with their advisor. Students need to maintain their own file of grades, immunization records, clinical evaluations, etc. The Department Office staff is not permitted to copy items from your file for you. Digital Files will be maintained by the department for five years after graduation at which time all documents in the file will be deleted (Appendix 3 ).

**Updating your address/phone:** Your academic folder needs to reflect your current address, last name changes, phone and personal email address at all times. Please send an email to nursing@sonoma.edu to inform us of any changes. You also need to update address and phone changes with the University through your PeopleSoft account (Self-Service – Campus Personal Information).

**Internet sites:** Much of the information a student will need is available through Sonoma State University's home page on the Internet (www.sonoma.edu) as well as SSU Nursing's home page (nursing.sonoma.edu). It is the **student's responsibility** to obtain and be knowledgeable about University and program requirements.

**Computer Requirements**

Nursing courses use a wide variety of education strategies to facilitate your learning. The Instructional Technology department is a valuable resource for you to identify home computer needs and to solve a variety of problems as you incorporate informatics into your repertoire of scholarly activities. Students are required to have access to a reliable computer. You may use computers on campus to facilitate your learning in a variety of campus labs or, if you choose to use your personal computer, these are the requirements needed for nursing program coursework.

**Technical Requirements**
- Microphone: Any microphone, either internal or external
- Webcam: 320x240 VGA resolution (minimum) internal or external
- Desktop or laptop computer with the ability to download Google Chrome.
- Fast Internet connection
- A web browser that works with our version of Canvas.
- Firefox or Chrome downloaded as a browser option (Will be required for ATI and recommended for Canvas). Internet Explored is not always compatible with department resources.
- It recommended that students download Google Chrome as an alternate web browser
- Microsoft Word for all program coursework (Textedit or Pages is not allowed)

If you have questions about setting up your computer, review the Information Technology website at https://it.sonoma.edu/helpdesk and/or call 664-HELP

# Confidentiality of Patient Information

In order to comply with HIPAA confidentiality regulations, clients must not be described in any identifiable way. Do not use initials, exact descriptions or locations in journals or care plans either in paper documents on online assignments. Use only generalities so that no client can be explicitly recognized. Sonoma State University students and faculty must comply with the confidentiality requirements that our partner clinical agencies are mandated to follow.

An inappropriate patient care description might be, "D.E., a Vietnamese manicurist in northeast Santa Rosa, has been diagnosed with positive tuberculosis. "This type of description cannot be used. A more general description, in which the patient cannot be identified, would be, "Miss X, a service worker in Sonoma County, is positive for hepatitis.

References to patients, patient data or clinical experiences involving patients or family members are not allowed in any social networking environment (See Social Media Policy Appendix 10). Use of cell phones and other electronic devices in the clinical setting are deemed appropriate only by your individual clinical faculty and or policy per organization in your clinical rotations. Photos may not be taken of patients or the clinical agency without written consent from the patient and approval by the faculty and facility.

Careful consideration must also be given to the location of any discussions on patients and their families. Classroom, post conference and lab settings may be used for such discussions as a learning opportunity.. Cafeteria, lunch or dinner conversations on or off site are not appropriate and would be considered a violation of patient and family confidentiality.

HIPAA compliance at each clinical agency will be reviewed and adhered by each student. Failure to comply may result in agency requirements for reporting.

Failure to comply with strict confidentiality of all patient and patient family information could result in failure of a course and dismissal from the program.

# Continuing Education Units

For students who hold California RN licensure, SSU is approved by the BRN to provide continuing education units. One semester unit of an SSU nursing course equals 15 contact hours (15 CEUs). (Example: a two-unit nursing course = 30 contact hours, which fulfills the biannual licensure renewal requirement for continuing professional education in California).

SSU's Continuing Education BRN provider number is **16694**. Your official University transcript serves as verification of your coursework. Certificates will not be issued to you.

# Contractual Agency Clinical Affiliation Agreements

The University maintains contracts with clinical agencies in which students are placed for clinical learning experiences. As part of these contracts, students have the responsibility, for the safety of the patients, themselves, and the faculty. The DON utilizes Complio to maintain health and safety requirements for these contracts. You will be notified which program you are expected to use and maintain.

# Course Challenge

A student may earn credit for a course at SSU by successfully completing a course challenge examination. Only courses that are listed in the University catalog for which the student has not received prior credit may be challenged.

Students should read the course syllabus, requirements, and objectives before making the decision to challenge the course. After reviewing the syllabus, the student should contact the instructor of record to further discuss the challenge examination process and develop a plan for the challenge. This plan must be documented on a Nursing Department Petition, signed by the instructor. The instructor will present this petition to the appropriate program director for approval.

The student enrolls in the course and receives a grade at the end of the semester, based on the challenge. Should the student fail to meet the course challenge requirement, they may elect to remain enrolled in and complete the course or may withdraw from the course for the semester.

**Course Equivalency**
A student who believes they have taken a course that is equivalent to one in SSU's curriculum may petition for approval of equivalency on a Nursing Department petition form. Evidence of completion of the course at another institution and a course description must be submitted with the petition. The petition is presented to the appropriate program director for approval.

# Culminating Experience for Family Nurse Practitioner Program

**Comprehensive Clinical Simulated Exam**
FNP students will take the Clinical Simulated Exam (CSE), also known as the Objective Simulated Clinical Exam (OSCE), to satisfy the culminating experience requirement. The CSE will be based on a standardized client and will simulate a clinical encounter with a client. There are three major parts to the exam (see Appendix 1).

Part I. Ability to gather subjective and objective data from client Part II. Ability to provide a logical assessment and plan for a client Part III. Ability to apply theoretical principles to client care

**Grading Procedure:** Students must pass each section to successfully complete the entire culminating exam. Grading will be based on a percentage that will be translated into a "pass/fail" grade.

# Disability Services

**Policy on Provisions of Accommodations and Support Services to Students with Disabilities**

Disability Services for Students (DSS) Policies and Procedures (http://dss.sonoma.edu/)

The California State University (CSU) Policy for Provisions of Accommodations and Support Services to Students with Disabilities prohibits unlawful discrimination against students on the basis of disability in CSU Programs, services, and activities in accordance with, but not limited to, the Americans with Disabilities Act Amendments Act of 2008 (ADAAA); Sections 504 and 508 of the Federal Rehabilitation Act of 1973, as amended; and applicable California state laws. The CSU Policy is consistent with current applicable federal and state laws concerning the non-discrimination of students on the basis of disability.

**Specific Roles and Responsibilities**
While the Director of Disability Services for Students (DSS) maintains authority to review and verify disabilities and to determine accommodations, the DSS serves as the office to authorize and dispense services and accommodations, the entire campus community is mandated to assure equal access to programs and activities of the University.

Sonoma State University is committed to providing an inclusive environment, which is responsive to the needs of all students. To ensure this inclusion, appropriate accommodations are provided to students and prospective students who have self-identified with verified disabilities and who require these accommodations in order to enjoy access to university programs, services or activities for which the individuals are otherwise qualified.

**Procedure for Requesting Academic Accommodations Students with Disabilities**:
For students with disabilities (both permanent and temporary) to receive academic accommodations students must self-identify with the DSS office and provide medical/appropriate professional documentation of functional limitations of their disabling condition when not readily apparent. Information acquired during this process is confidential but will be shared upon consent of the student. To obtain accommodations, students must:
1. Self-identify as a student with a disability and in need of access or accommodation at SSU by initiating a meeting with a Disability Management (DM) Advisor in DSS provides appropriate verification of the disability or disabilities and requests specific academic and/or housing-related accommodation(s) based upon the documented functional limitations associated with the individual's disability, per SSU guidelines.
2. Discuss disability and accommodation requests with a DM Advisor to obtain approval for specific accommodation(s) prior to and with sufficient advance notice to implement needed services. Some services may need to be coordinated with faculty, other campus departments and vendors well in advance of the start of the semester (e.g., Brailed materials, interpreters, housing).
3. Actively engage in the interactive process of determining reasonable and appropriate accommodations with faculty and DSS staff.
4. Students will contact faculty directly regarding the approved accommodation(s) and provide them with written authorization from the DM Advisor within the first 2 weeks of classes, if possible.

# Department of Nursing Policies and Procedures

Any student requesting their documented accommodations will be required to take their exams in the Disability Services Center. Students are encouraged to take tests according to the implementation assigned by Course Faculty.

## Student Responsibilities

1. Submit current documentation regarding the specific disability to the staff of DSS. The documentation should state, as determined by an appropriate professional, what reasonable accommodations the student needs. Students will provide documentation to **each** course faculty within the first 2 weeks of **each** semester or as soon as identified.
2. Student will schedule a meeting with the faculty to discuss accommodations at least two weeks prior to the first exam to review the policy and discuss plan for accommodations.
3. Students will notify DSS at least two weeks before the scheduled exam.
4. Students will schedule exams on the same day as the scheduled exam.
5. If a course exam or ATI Exam is scheduled/offered outside of DSS hours, the student is required to contact DSS and schedule accommodations during DSS hours.
6. Students who take the test earlier than colleagues are prohibited from sharing any content in any format. This is cheating. If cheating occurs students involved will obtain zero credit for the exam and may result in course failure and/or dismissal from the program.
7. Students must notify faculty two weeks prior to any exam of any change in accommodation needs, mode of delivery requests, and scheduling with DSS.
8. The student has the option with any exam to opt out of accommodations and take the exam in the testing environment during the regularly scheduled timeframe. The student will be required to sign a "Waiver of DSS Accommodations" (See Forms) for each incident waived.

## Faculty Responsibilities

1. Meet with the student requesting accommodations at the beginning of each semester to review the policy and discuss respective responsibilities.
2. Complete the DSS form with specific accommodation one week prior to each scheduled exam. http://dss.sonoma.edu/students
   a. If this is an ATI exam, faculty will provide Test ID# and password of ATI exam
3. Verify and confirm with the student and DSS one week prior to the exam.
4. All students will take ATI proctored Tests online.
5. Each semester DSS designates an ATI proctor to administer ATI tests at the DSS center. When the student and faculty make an appointment for testing in DSS both must indicate the test is an ATI exam for the designated proctor to be assigned

# Dress and Identification

Pre-licensure BSN students represent the department and university in all clinical settings. To that end students are expected to have business casual dress and the Department of Nursing official name badge on unless a uniform is required. In addition, some clinical agencies require a facility name badge. In all clinical settings check the course syllabus and speak with the faculty assigned to clarify the appropriate dress code.

**Acute Care Uniform Policy**
The required SSU uniform will be worn during all acute care clinical rotations. Students will also purchase the Department identification badge, which must be worn on the uniform. The embroidery or patch will be worn on the left sleeve. All Uniforms and Lab Coats will be purchased through the SSU Bookstore, and the patch embroidery will be included. Standard white nursing or white athletic shoes are required for all acute care experiences. In some cases, a lab coat will be required. Lab coats are to be white with the Sonoma State patch or embroidery applied to the left upper sleeve, if the lab coat is purchased through the SSU Bookstore the patch will be embroidered to the coat. Scrub jackets are optional and will also require a patch/embroidery in on the left upper sleeve. Only a white cotton shirt can be worn underneath an SSU uniform.

## Clinical Rotations
- All students in clinical settings must follow a professional standard of dress and department, including hairstyle, make-up, type, and amount of jewelry and follow the organization policies. (Refer to course syllabi.)
- Students must be dressed in SSU approved scrubs or business casual attire when in the clinical setting. Students may not wear jeans, sweats, stretch pants, shorts, tight fitting, low cut or midriff baring tops or other sports clothing to any clinical rotation. Lab coats may be required in certain clinical courses.
- All students must purchase a Sonoma State picture ID badge through the Nursing Department Office to be worn during all clinical experiences except for some psychiatric rotations.
- Clinical faculty will not allow a student to remain in the clinical setting if the student arrives with inappropriate attire or without an ID badge.
- Failure to comply with the dress code at any clinical experience may result in dismissal for the day and a subsequent clinical absence.

**Required Clinical Supplies:**
- Stethoscope
- Pen light
- Pen
- Bandage scissors
- Eye Protection (shield, googles etc.)

**Recommended clinical supplies:**
- Hemostat
- Folding clipboard

# Financial Aid and Scholarships

**Financial Aid**
The Financial Aid Office website http://web.sonoma.edu/finaid/.  Many types of financial aid are available through this office, including grants, work-study and loans. Check with the Financial Aid Office for deadlines and eligibility.

**Scholarships**
Scholarship information is available at the Scholarship Office, located in Salazar 1010C, phone 664-2261, website http://web.sonoma.edu/scholarships/. The application deadline for University scholarships is usually February 15. Check with the Scholarship Office each year for any changes to deadlines.

Occasionally, the Nursing Department receives scholarship information that the Scholarship Office does not have. Information will be placed near the communication folders and/or sent via Sonoma.edu email.

# Grading

## Undergraduate Course Grading Scale

Final course grades will be based on the following percentages and will earn grade points as indicated. Students must earn a minimum grade of "C" (2.0) in each course in order to continue in the program. A grade of "C-" or lower is unacceptable. Only letter grades are given in nursing major courses, except in courses for which a Cr/NC option is specifically indicated. The grading scale for the undergraduate programs is listed below.

Note: When determining grades faculty use the following rounding rules. Rounding to the hundredth, if the number you are rounding is followed by 5, 6, 7, 8, or 9, round the number up. If the number you are rounding is followed by 4, 3, 2, or 1 you round down. For example, a score of 89.56 will round up to 89.6 whereas a score of 89.54 will round down to an 89.4.

| | | | |
|---|---|---|---|
| 93.6 - 100 | A | 4.0 | |
| 89.6 – 93.5 | A- | 3.7 | |
| 86.6 – 89.5 | B+ | 3.3 | |
| 83.6 – 86.5 | B | 3.0 | |
| 79.6– 83.5 | B- | 2.7 | |
| 76.6– 79.5 | C+ | 2.3 | |
| 73.6 – 76.5 | C | 2.0 | Minimum acceptable grade in Nursing major course |
| 69.5 – 73.5 | C- | 1.7 | |
| 66.6 – 69.6 | D+ | 1.3 | |
| 63.6 – 66.5 | D | 1.0 | |
| 60.6 – 63.5 | D- | .7 | |
| <60.6 | F | | |

## Graduate Course Grading Scale

Final course grades will be based on the following percentages and will earn grade points as indicated. Students must maintain a 3.0 in graduate level courses to continue in the program.

| | | | |
|---|---|---|---|
| 95.5 -100 | A | 4.0 | |
| 92.5–95.4 | A- | 3.6 | |
| 89.5–92.4 | B+ | 3.3 | |
| 86.5–89.4 | B | 3.0 | |
| 83.5– 86.4 | B- | 2.7 | Minimum acceptable grade in clinical/residency course |
| 80.5– 83.4 | C+ | 2.4 | |
| 77.5– 80.4 | C | 2.0 | |
| 74.5–77.4 | C- | 1.7 | |
| 72.5–74.4 | D+ | 1.3 | |
| 69.5 – 72.4 | D | 1.0 | |
| Below 69.5 | F | | |

# Graduation

Curricular requirements for graduation are specified in the Sonoma State University catalog. Students must meet the requirements of the catalog under which they were admitted. In addition to the curricular degree requirements, the following paperwork must be submitted:

**BSN Graduation**

The "Major/Minor Requirements" and the "Application for Award of Degree" forms must be completed and turned in to Admissions & Records by the appropriate deadline to graduate in the semester the student desires.

An advising session is scheduled in the spring prior to the students' year of graduation to review degree requirements and to complete the forms. If a student misses this session, examples of completed forms are available in the Nursing Office.

Graduation Applications must be received in the Office of Admissions and Records by the deadline :https://registrar.sonoma.edu/graduation (graduation application)
\*  Students who file by the Priority Filing Date will have the benefit of receiving a Graduation Evaluation prior to registering for their final semester.
\*\* The Final Deadline is the date by which students must submit applications to be considered for graduation at the conclusion of that term.

**Graduation with Distinction**

The Department of Nursing faculty (or student peer) may nominate an undergraduate or graduate student for "Graduation with Distinction". The Department of Nursing Faculty awards "Graduation with Distinction" to individual graduates who have been nominated by October 31 for December graduates and March 31 for May and August graduates. Additional information is available on p. 52.

**MSN Graduation**

In addition to meeting the curricular requirements of the program, graduate students are required to successfully complete a culminating experience (see the section in this handbook on the Culminating Experience). Students are responsible for submitting the following forms to be able to graduate:

1.  Advancement to Candidacy Form (GS01) This form is to be completed and filed as soon as a student knows the date he/she will be completing the requirements for graduation, i.e., when the date of the culminating experience is known or when submitting the plan for the final project or thesis prospectus, which is usually the semester before the student plans graduate.
2.  Turn the above forms in to the assignment link in Canvas. The Department Office will forward the forms to Graduate Studies.

2.     Application for Graduation Students must also file an Application for Graduation form with the Office of Admissions and Records. Students should check each semester with the Office of Admissions and Records for <u>exact</u> filing deadlines.
http://web.sonoma.edu/aa/gs/forms.html

# Group Projects

The educational purpose of group assignments is to maximize the potential for a cooperative and collaborative effort. To be successful, all students are to contribute equally, attend all scheduled meetings, and have delegated work completed as agreed upon by the group. If a student does not meet group expectations (in person or online) the group members first address their concerns with the student. If the problem(s) is not resolved then group members should discuss concerns with the course instructor. Additional information and requirements on group projects may be listed in individual course syllabi.

# Health and Immunization Requirements

Before beginning clinical classes, all students are required to submit documentation in Complio of a health history and current immunization status. The history and physical examination must be completed within the six months prior to the start of the first clinical class. All immunizations and CPR must review and, if required updated when expired or out of compliance. Students will not be allowed in the clinical setting without evidence of these documents. Clinical facilities require proof of the following before beginning clinical experience:

- Health Physical Form completed by a physician, Family Nurse Practitioner or Physician's Asst.
- Medical Clearance for Respirator Fit Testing
- Positive Rubella Titer or positive antibody screen or proof of MMR vaccine series completion (Measles/mumps/Rubella)
- Positive Varicella Titer or positive antibody screen or proof of Varicella vaccine series.
- Second Rubella vaccine or MMR 4-6 weeks after initial MMR for students born after 1957, or proof of immunity.
- Hepatitis B vaccine series
- Tetanus within 10 years
- Proof of negative two step PPD (TB test) or negative Chest Xray with TB symptom free form evaluation. (Updated annually with one PPD, QuantiFERON test, or TB evaluation for prior positive results)
- Influenza Vaccine (Appendix 4) (Updated annually during influenza season)
- COVID-19 Vaccine and all required booster vaccines (see compliance discussion below)

Students must take the two-step ppd. A first skin test is given. If the first test is positive, the student should have a chest x-ray to rule out active infection with tuberculosis. If the test is negative, a second skin test is given a week later. Again, if this test is positive, the student must have a chest x-ray to rule out latent tuberculosis.(Form#5). If approved by the clinical agencies a QuantiFERON Gold test may be used to rule out TB. Any positive ppd skin test, regardless of positive or negative chest x-ray, must be evaluated for treatment by a health care practitioner and clearance to clinical. Students are tested or cleared by their health practitioners annually, which shall include a symptom of tuberculosis evaluation. Onboarding requirements in addition to DON requirements may be required by the agency where students are placed. (see "Clinical rotation onboarding").

## Compliance with Healthcare Agency Clinical Placement Requirements

If a clinical rotation assignment at a healthcare agency requires proof of COVID-19 immunization, nursing students who are not vaccinated and or have a medical or religious exemption on file will be notified and removed from that placement. If there is no other clinical placement that will accept a student who does not have proof of COVID-19 immunization, the student will be instructed to withdraw from the course (both theory and clinical) and no other accommodation can be made. The ability of the student to complete their course of studies is not guaranteed given the increasing number of clinical placements now requiring COVID19 immunizations and the California Board of Registered Nursing regulations requiring nursing students to engage in direct patient care. The student may apply for readmission per Sonoma State University Department of Nursing policy.

# Impaired Student Performance

The faculty of the Department of Nursing at Sonoma State University concurs with the California Board of Registered Nursing in relation to nursing students who are impaired by alcoholism, drug abuse and emotional distress.

1. We recognize that substance use disorder is a disease and should be treated as such.
2. We are aware that personal and health problems arising from these diseases can affect a student's academic and clinical performance and that the impaired nursing student is a danger to self and a grave danger to the patients in their care.
3. We believe that nursing students who develop these diseases can recover.
4. We agree that it is the responsibility of the nursing student to voluntarily seek diagnosis and treatment for any suspected illness.
5. We acknowledge that confidential handling of the diagnosis and treatment of these diseases is essential.

Furthermore, any behavior observed by a clinical instructor which may be indicative of substance use or abuse or emotional instability and which could be potentially dangerous to a client's health and safety, is cause for immediate removal of the student from the clinical area.

A meeting between the student and instructor will take place as soon as possible after the incident to discuss the matter. A performance contract will be implemented.

The instructor will notify the Department Chair of the incident and provide a copy of the performance contract.

The following link to the BRN diversion materials will provide additional information on the impaired nurse and actions taken. https://www.rn.ca.gov/intervention/whatisint.shtml

# Injuries (Including exposure to blood or bodily fluids)

We realize at any time a student may sustain an injury or be exposed to products that can cause physical harm while in the clinical setting. The University carries Workers Compensation insurance that covers nursing students in clinical areas. Should an injury occur, students must immediately follow the infectious disease protocol in the agency and seek help from the designated agency and assigned agency staff to notify their clinical instructor who will direct that student to appropriate healthcare. Documentation and follow up will proceed according to the agency and university policy. All records and details of the incidence will remain confidential. Requirements for responding to an injury are listed below:

1. If you sustain an injury while in the clinical setting. Immediately notify your clinical faculty member.
2. First follow the guidance of the clinical facility that you are working at as if you were an employee there. After this complete step 2.

3. Worker's Compensation needs to be notified within 24 hours if you sustain a work-related injury or develop a work-related illness during normal business hours.
    - Contact the Workers' Compensation Office or 707-664-2664 and notify them of the injury/illness. Workers' Compensation will help assess the nature of the injury/illness and schedule an appointment for the student/employee at one of the following:
        - Sonoma State University Student Health Center (for first aid treatment)
        - Kaiser Occupational Health Center, Rohnert Par
        - Kaiser Occupational Health Center, Santa Rosa or
        - Pre-designated physician (Note: Pre-designated physician form must be on file with the Worker's Compensation Coordinator prior to date of injury or illness*).
4. If the injury or illness does not occur during normal business hours, notify worker's compensation on the next business day, (For example, if student sustains injury on Saturday, notify worker's compensation on Monday). Ensure all documentation is completed with worker's compensation.
5. Within 24 hours after an injury /illness occurs: Student will complete the employee claim for Worker's comp and Supervisor will fill out a report.
6. Faculty and student complete the *Supervisors Report of a Work Related Injury/Illness.*
7. Have the student complete the Employee *Claim for Workers' Compensation Claim Form (DWC-1)**
8. Return both completed forms to Employee Relations and Compliance Services, Salazar Hall, within 24 hours of the injury/illness. Please FAX the forms to the confidential FAX line at (707) 664-4049 before submitting it via campus mail.


*All forms are located on  http://hr.sonoma.edu/forms   under "Worker's Compensation"

# Integrity: Cheating and Plagiarism (Including Self Plagiarism)

Academic integrity demands that students, unless otherwise directed by faculty, complete work that is entirely on their own. This means that each student takes responsibility for their own performance on quizzes, tests, papers, and other individually assigned projects unless specifically directed otherwise. The Nursing faculty does not believe that time, place, or mode of assignment/test voids this expectation. If ever there is any doubt, students are expected to ask for clarification prior to engaging in group work or to complete an assignment or exam. Misrepresenting others' work as one's own, regardless of personal imprudence at justifying the act, is never acceptable and may result in an "F" in the assignment or course. An "F" in the course will require a petition to the faculty to repeat the course and if approved return pending space available in the following year. Specific course policies for cheating or plagiarism will be in the class syllabi. Important University information such as the add/drop policy, cheating and plagiarism policy, grade appeal procedures, accommodations for students with disabilities and the diversity vision statement can be found at:   https://www.sonoma.edu/sites/www/files/12-13-17regulations.pdf

Further guidance on this subject can be found in the SSU Student Code of Conduct and Student Rights and Responsibilities accessible from the SSU student affairs website: https://studentaffairs.sonoma.edu/student-resources/student-conductand also from the ANA Code of Ethics for Nurses, Provision 5 at https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/

# Student Rights–Discipline–Grievance

The Department of Nursing adheres to all university regulations regarding student conduct, discipline, grievance, and grade appeal. Students should consult the SSU Division of Student Affairs website http://studentaffairs.sonoma.edu/for information on the SSU Student Code of Conduct, Student Rights and Responsibilities, Student Discipline

# Leave of Absence

Students who find it necessary to request a leave of absence (LOA) from the Nursing major may do so after successful completion of a full semester. While this is acceptable, students doing so will be allowed to enroll in subsequent courses only on a "space available" basis. Students who take an LOA for more than one semester must be readmitted to the University in order to be eligible to enroll in subsequent courses. Students leaving the nursing program in good standing must return within a year.

Requests for a Leave of Absence are to be documented on a Department Petition form and submitted to the appropriate Program Director with a copy to the Chair.

# Liability Insurance

Professional liability insurance (also known as "malpractice insurance) is required for all nursing students enrolled in clinical courses. The California State University provides this at no cost. The California State University holds a blanket liability insurance policy with coverage in the amount of $2 million per occurrence/ $4 million aggregate for all nursing students in its system. A clinical agency may require that you show proof of this coverage. Students can obtain a copy of the face sheet of this policy for the clinical agency through their clinical faculty.

# Licensure/Certification

**LVN Certification for Pre-Licensure BSN Students**
The California BRN allows Pre-Licensure BSN students to take the LVN exam after the completion of the third semester of nursing courses. If you are interested in this option make an appointment with the Department of Nursing Chair. Please note that the time required to challenge for an LVN license will take several months. Therefore, this option is usually recommended for students who are unable to complete the fourth semester of nursing school.

**NCLEX Exam for RN Licensure**
Pre-Licensure BSN graduates are eligible to take the NCLEX exam, which, upon successful completion,  provides RN licensure. During the final semester of nursing school, students need to complete an Application for Licensure by Examination and accompanying forms from the California Board of Registered Nursing website (http://www.rn.ca.gov/pdfs/applicants/exam-app.pdf). It is the student's responsibility to complete the applications and required documentation and submit to the Board of Registered Nursing two weeks before graduation. Faculty may coordinate a day when all students apply to become registered nurses. The BRN will return an "Authorization to Test" to the student and the student can then schedule the appointment for testing. An Interim Permit can be issued by the BRN if requested, which allows the student to work immediately upon graduation until successful completion of NCLEX exam (valid for 6 months and can work only under direct supervision of RN). (http://www.rn.ca.gov/pdfs/regulations/npr-b-05.pdf) (http://www.rn.ca.gov/pdfs/regulations/npr-b-53.pdf). When the student has passed the NCLEX and the final University transcript with the BSN degree posted is received by the BRN, the RN license is issued. Additionally, the National Council for State Boards of Nursing offers information on the NCLEX testing plan available at https://www.ncsbn.org/nclex.htm.

**Public Health Nursing (PHN) Certification**
Students who have earned their Bachelor of Science degree in Nursing at SSU are eligible for the Public Health Nursing certificate from the California Board of Registered Nursing. Students who are interested in this certification can download the application for Public Health Nurse certification from the BRN's website (http://www.rn.ca.gov). Post licensure graduates need to request Official transcripts from Sonoma State Office of Admissions & Records.

**Nurse Practitioner Licensure**
Graduates of the SSU FNP program must apply for a nurse practitioner certification through the California BRN so they can practice legally in California. Certification forms may be obtained by requesting them from the California BRN or downloading them from the BRN website (http://www.rn.ca.gov/pdfs/applicants/np- app.pdf). To apply for certification by the BRN, follow these steps:

- Submit completed form "Application for Nurse Practitioner Certification" and fee to the BRN. Use the official graduation date for the semester you graduate (see catalogue for official date).
- Provide department request for transcript be released so Director can provide transcript

via iCloud to the California Board of Registered Nursing (BRN) when your graduation is posted (6 to 8 weeks after graduation).
- Submit the completed form "Verification of Completion of Nurse Practitioner Program" (page 9) (Method 1) to the FNP Program Director at SSU. When graduation or completion dates have been verified, this form will be sent to the BRN.

The BRN will not accept verification forms dated prior to the student's actual graduation date. The Nursing Department needs to wait approximately 4 weeks from the date of graduation for official notification by the Registrar's Office that a student has graduated.

**FNP Furnishing and Dispensing Certification**
To furnish drugs or devices in approved clinics, according to California Law (BPC, Sect. 2836, 1), nurse practitioners must have a pharmacology course content as specified by the BRN. The SSU FNP Program includes content and experience that meet the BRN criteria, via N552 Pharmacology in Primary Care.

To obtain a BRN furnishing number, graduates must submit the BRN Nurse Practitioner Pharmacology Course Verification form (available from the BRN). Send the form to the FNP Program Director who completes it and sends it to the BRN.
(http://www.rn.ca.gov/pdfs/applicants/npf-app.pdf)

**FNP National Certification Exam:**
Certification is the process by which the **American Nurses Credentialing Center** Boards on Certification or the **American Academy of Nurse Practitioners** Certification Committee validate, based on predetermined standards, an individual nurse's qualifications, knowledge, and practice in a defined functional or clinical area of Nursing. Some states require ANCC or AANP certification in order to practice as a nurse practitioner. As of 1993, only masters prepared NPs may sit for the exam.

**American Nurses Credentialing Center**
To get an application form contact: http://www.nursecredentialing.org/Certification
Once you have registered and been approved for the computerized Certification Exam you will receive a registration number. This allows you to take the exam at designated Sylvan sites by appointment.

To apply for the exam after you have graduated, fill out the forms and send Form E to the FNP program director for a signature.

To apply for the examination before you graduate (if you want to sit for the June exam and you graduate in May), have the program director fill out form E with your expected date of graduation. After you do graduate, you must get a letter from the program director verifying that you did indeed graduate. You do not need this letter if you apply for the exam after you finish the program.

**American Academy of Nurse Practitioners National Competency-Based Certification Examination:** FNP's and Adult NP's who are graduates of an MSN program may take this exam. FNP's certified by the ANA Credentialing Center may apply to this testing board for reciprocity without examination. For information contact: American Academy of Nurse Practitioners/Capitol Station, LBJ Building/ PO Box 12846/ Austin, TX 78711 (512) 442-4262

**Netiquette and Student Responsibilities in Online Learning Communities**
The department requires students to demonstrate professional and caring behaviors whenever communicating online with peers, faculty and members of the public. Netiquette is a set of principles of how to interact respectfully in cyberspace. Students need to become familiar with established standards of netiquette and are referred to review both Rules of Netiquette on http://www.albion.com/netiquette/corerules.html and West's article: *A Student's Guide to Strengthening an Online Community* (2010). (In Resources: www.sonoma.edu/nursing)

**Petitions**
To request an exception to a rule or policy, the student must complete a department petition.

The Department and the appropriate Director/Assistant Director use university petition forms to request an exception from a University rule and require approval.

Department petitions are used to request an exception from the Nursing Department rule and require approval of the Nursing faculty. These petitions, after action is taken, are kept in the student's academic file and a copy is given to the student. (Form #1)

**Health Clearance**
If at any point during the progression in the nursing program the student becomes ill, has a surgical procedure, becomes injured, delivers a baby, becomes hospitalized, develops a condition, or has an exacerbation of a condition that limits the student's ability to fulfill the SSU Nursing Program technical standards. The student will obtain a health clearance form from a health care (Form 8) provider before returning to the program.

# Progression in the Nursing Program

Baccalaureate nursing majors must attain a minimum grade of "C" (2.0) in all nursing courses. Should a student not maintain a minimum grade of "C" (C- is not acceptable) in a nursing major course, the student may petition the faculty to repeat one course. If approval is granted the student must receive a "C" or better in the course when repeated. If a minimum of "C" is not attained, the student will not be eligible to remain in, or graduate from, the Nursing major.

Graduate students must maintain a "B" average (3.0 GPA) in their courses (University rule). If the student's GPA falls below 3.0 after a semester on probation, the student will be disqualified and will be required to petition the University to be able to continue studies.

If a student receives a "U" in a nursing major course, constituting an unauthorized withdrawal, the student must repeat the course within one year or the "U" will convert to an "F". Upon repeat of the course, a "C" or better must be earned in order to remain in the nursing program. If a student needs to take an Incomplete (I) in a course, the student must be in passing status at the time this grade is requested. An Incomplete Grade contract form must be completed by the student and the instructor and filed in the student's academic file. Although the University allows students to take up to a year to complete an Incomplete, the Department of Nursing additionally requires that all Incompletes be completed before a student progresses to a subsequent course. See university policies on grading and progression. http://registrar.sonoma.edu/

**Mid-Term Notification**
In the pre-licensure program, when appropriate, clinical evaluations at mid-term and at the end of clinical courses formally evaluate student performance and are based on criteria specified in the Clinical Evaluation Form. Faculty uses this Clinical Evaluation Form for all clinical courses in the curriculum. Students should use this form to evaluate their own performance during the entire clinical rotation. A student whose midterm grade is C- or below will be notified, in writing, that he/she may not pass the course. The instructor will develop a written Performance Contract to guide the student toward meeting competency expectations for clinical.
Failure to meet the Performance Contract stipulations may result in immediate removal from the clinical experience and/or clinical course failure. (Appendix 8 )

# Client Safety

If, during enrollment in a clinical nursing course, a student's performance presents a potential safety risk, the faculty will determine, on the basis of oral and/or written documentation, whether or not the student will be permitted to continue in the course. If the student's performance presents an immediate potential harm to clients or self, program faculty and/or preceptors, in collaboration with faculty, have the responsibility and authority to immediately remove the student from the clinical environment. (Appendix

# Special Studies (N495/N595/Rural Nurse Placement Program)

Independent Study (Special Studies) is available to students who want to pursue a subject other than a clinical experience in greater depth or one not offered by the University. The student designs the course of study in conjunction with a faculty member willing to sponsor the study.

To enroll in the independent study, the student completes the Special Studies form with their faculty advisor and turns it into the Department Office for Chair and Dean signatures. The completed form with signatures needs to be turned in to Admission and Records prior to the end of the Add/Drop registration period for that semester. This is the only manner in which a student may enroll in an Independent Study. Special Studies can be taken for 1 to 4 units. Each unit of credit requires a minimum of 45 hours of academic or clinical work.

An external program available for an additional clinical experience is the Rural Nurse Placement Program offered at CSU Chico. To view more information visit their website at https://www.csuchico.edu/catalog/cat05/2StudentServices/09intern.html#internshipsandcooperativeeducatio. A representative from CSU Chico is often available to meet with students and answer questions regarding the program.

# Social Media

The Department of Nursing fully supports the use of appropriate social media as a communication tool in today's society. Given the nature of the profession, in nursing and the role of the university, the department has developed a policy for the use of social media in and out of classroom and clinical settings. (Appendix #6) Please refer to the American Nurses Association's principles for social networking.

# Student Activities

**Department/University Committees**
Students are encouraged to become involved in campus life by serving on departmental and University committees. The Nursing Department has Program and Department Team meetings that student representatives are encouraged to participate in and provide input. Faculty will notify students of the meeting dates and times. Any student is welcome to attend any faculty department meeting during open session.

**Student Groups**
An increasing number of clubs are available at SSU that meet special interests of students. Within the Department of Nursing, a student nurses' group, Sonoma State Nursing Student Association (SSNSA) is quite active. All baccalaureate students are encouraged to join this organization. A list of clubs chartered at Sonoma State may be obtained at the front desk in the Student Center

**Sigma Theta Tau Honor Society**
Students in the nursing major may become members of Sigma Theta Tau, Lambda Gamma Chapter, the international nursing honor society, by invitation after completing 2 semesters of instruction. Information about the honor society is provided below.

**Our Vision**
Connected, empowered nurse leaders transforming global healthcare

**Our Mission**
Developing nurse leaders anywhere to improve healthcare everywhere

**Strategic Goals**
The Sigma board of directors has determined four strategic goals to guide the organization:
1. Grow in value for members and all nurses worldwide who are pursuing excellence.
2. Promote and celebrate nursing scholarship, leadership, and service worldwide.
3. Build partnerships and collaborative endeavors to advance the mission of the society.
4. Sustain and advance the resources of the society.

Updated from current website: https://www.sigmanursing.org/why-sigma/about-sigma

Those qualified are encouraged to apply:
1. Undergraduate and graduate students in the top 30% of their respective classes, as determined by faculty based on GPA and leadership qualities.
2. Undergraduate students must have completed 20 nursing units.
3. Graduate students must have completed 8 nursing units in their graduate curriculum.

The procedures for application are:
1. Applications are available online at (http://nursingsociety.org/membership/applynow/Pages/applynow.aspx)

The Eligibility Committee will review your application and notify you of the Chapter's decision regarding your membership. If you are to be inducted, a fee will be due before induction ceremonies. This fee will include the one-time induction fee as well as the annual local chapter fee and international fee. All candidates must attend the Induction Ceremony to be recognized as a member.

# Student Representatives

The primary purpose of a Nursing Cohort Student Representative is to act as point of contact between the student's cohort and the faculty. By raising student matters and communicating student views, the Student Reps make a valuable contribution to the department of Nursing's decision-making and provide feedback on ongoing program assessment, evaluation, and revision. It is essential that Reps make efforts to find out the views of their peers and aside their own views if necessary.

**Selection and Responsibilities**

Student representatives are elected for each program cohort. Student Representatives are expected to attend program meetings. The meetings are typically on Monday and held once a month. Students can attend department meetings either face-to-face or online Representation and communication: Representatives are expected to become aware of issues of concern and program ideas amongst the students they represent and to communicate this information to the faculty.

Individual course or faculty issues are to be communicated with the faculty of record. These are best addressed on an individual basis and not in a public forum.

Communication is central to the Representative's role. The Student Representatives role does not function effectively if students do not know who the Student Representatives are, what they do, or how to contact them. Student Representatives will need to:

- Make sure students know who you are and how to contact you.
- Be available to attend program meetings.
- Set aside sufficient time to consult with your cohort peers on a regular basis. Representatives can use face-to-face and/or online communication modalities. Please notify the Chair of the meeting ahead of time for any technology access.
- Feedback issues and responses to and from students and faculty.
- Maintain a professional, constructive, and courteous attitude, even if you disagree with people.

**Benefits**
The main benefit is the opportunity for professional development and networking: gain important professional skills; interfacing with a range of academics and contributing to the quality of department programs.

# Student Rights and Responsibilities

## Discipline and Grievance

a) Discipline: Inappropriate conduct by students or applicants is subject to disciplinary procedures. Such conduct may lead to student behavioral contracts, probation, suspension or expulsion. See the SSU Judicial Affairs website further details on student discipline http://web.sonoma.edu/studentaffairs/judicial.html

b) Grade Appeal and Student Grievance: The SSU Grade Appeal Policy and the SSU Student Grievance Policy describe specific measures a student must take if they wish to report/challenge academic fairness, grades, discrimination, sexual harassment, abusive treatment, etc. The policy on grade appeal may be found at http://www.sonoma.edu/policies/grade-appeal-policy

**Nursing Department Disciplinary Process – flow sheet (see Appendix 11)**

**Nursing Department Course Grading Grievance Policy**

In the following university policy, the Nursing Department requires that students who wish to resolve a complaint concerning an assigned grade or academic fairness in a course should first discuss the issue with the instructor of record. If the matter is not resolved at that level, the student may take the matter to the Nursing Department Chair. If the matter is not resolved at the Department Chair level the student's options are to take the issue to the Dean, School of Science and Technology and/or to the University Grade Appeals Coordinator or Grievance Coordinator. In all cases, University policy needs to be followed by students, instructors, and administrators.

# Transfer Policies

**Undergraduate Program:** The Sonoma State University Department of Nursing will consider admission of a transfer student to any SSU nursing program under all of the following conditions:

1. Space is available at the appropriate level in the SSU nursing program.
2. Director of the Nursing Program at the school from where the student wishes to transfer provides written documentation that the student is in good standing academically and clinically.
3. The semester in which the student would begin at SSU is not more than one calendar year after the student attended nursing courses at the original campus.
4. The nursing curricula at the original nursing program and at SSU are reasonably aligned such that student can be appropriately place in the SSU curriculum.
5. The student meets all applicable university and departmental academic and transfer requirements.

**Graduate Program:** The University allows no more than 12 units of extension or transfer course work to be

applied to the Master of Science degree. Currently MSN/FNP and PMC do not accept any transfer units from previous coursework based on our holistic curriculum model. Challenges for courses may be considered on an individual basis.

# Graduation with Distinction

Graduation "With Distinction" is a University award for undergraduate and graduate students. Guidelines and policies are established by each department. The Department of Nursing may award graduation "with distinction" to a student who is determined by the Department to have made an outstanding contribution to the profession of nursing.

1. The Committee within the Nursing Department to select students for this honor shall be the Faculty of the Whole.
2. Criteria shall be published in the Student Handbook.
3. The student will be recommended by the faculty member or members who have direct knowledge of the student's contribution.
4. The faculty member will forward the selected students' names and documentation of the students' contributions to the faculty of the whole by the end of February of the student's last semester.
5. The Faculty will review the nominees and will select those students that meet the criteria by the end of March of the students' last semester.
6. Each nursing program, e.g. pre-licensure, post-licensure, Masters level, shall Select no more than 10% of their registered students for distinction.
7. The award of "distinguished student" will appear on the student diploma, transcript and graduation program.

## CRITERIA

1. During attendance in the nursing program the student, either through volunteer service in the community, through employment, or through activities involving the campus community and/or Nursing Department, has contributed to the discipline of nursing by achieving recognition in two (2) or more of the following categories:
   a. Leadership in developing, or serving a new or different role of service within the health care system;
   b. Significantly strengthening or expanding an existing nursing role or service;
   c. Consistent and superior contribution to the work of the professional nursing organization or specialty areas;
   d. Record of noteworthy service to campus, student, or community activities (membership on committees, advisory boards, etc.) to enhance the image of professional nursing;
   e. Consistent and significant contribution to the Department of Nursing.

2. The student must have a 3.75 or above at the start of the final semester.

3. The student must demonstrate professionalism in their behavior and their attitude, including punctuality, self-regulation, self-responsibility, and respect for faculty, students, and patients.

# Nursing Faculty and Staff at SSU

*Please see website for updated faculty and staff contact information:* http://nursing.sonoma.edu/

# MSN FAMILY NURSE PRACTITIONER COMPREHENSIVE CLINICAL SIMULATED EXAM

**Detailed Description of CSE**

The Comprehensive Clinical Simulated Exam (CSE) is based on a standardized client and simulates a clinical encounter with a client. There are three major parts to the exam.

**Part I. Ability to gather subjective and objective data from the client.**

> One of the FNP faculties will serve as the standardized client who presents to the provider (the student) with a complaint. All faculty have the same presenting problem and use the same script. The student will be observed and graded by a second FNP faculty. The whole experience will simulate a clinical and will be audiotaped.
>
> The student will work-up the "client" as they would in the clinical setting, proceeding to do a pertinent history and physical, and making a preliminary assessment/diagnosis and plan.

**Part II. Ability to provide a logical assessment and plan for a client.**

> The student, using only the appropriate reference material, will provide a write-up of the visit using the standard SOAP format, including a problem list, a health maintenance list, and a medication list. The write-up may have an assessment/diagnosis and plan that may differ from the original oral preliminary assessment and plan, made in the exam room, because the student consulted with their reference books and materials.

**Part III. Ability to apply theoretical principles to client care**

> The student must address, in a succinct, scholarly discussion and using APA format with necessary referencing the following:
> A. Discussion of a theoretical perspective that is logically applied in the care of the client seen in the encounter. Consideration must be given for the client's ethnicity, culture, socioeconomic status, and pertinent demographic characteristics in detailing how the theoretical perspective is an appropriate choice.
> B. Discussion of the ethical/policy and economic principles to consider in the care of the client seen in the encounter.

**Grading Procedure: Students must pass each section to successfully complete the entire culminating exam.** Grading for Parts I and II will be based on a percentage that will be translated into a "pass/fail" grade. One faculty member will evaluate it. The second evaluation is final. This is an individual exam, the use of published references is acceptable and encouraged, but students **must not consult other persons in the preparation of parts II and III.**

**Part I.** At the end of the oral part of the exam (Part I) the faculty observer will review with the student his/her ability to have gathered the pertinent subjective and objective information based on a standardized scoring system. If a student does not pass part I, he/she will be offered the opportunity to retake the exam at another time, by seeing another "patient".

**Parts II and III.** The three documents: SOAP note, and two scholarly papers will be uploaded into LMS within the timeframe established by the Director. Parts II & III will be graded according to the standardized criteria established by the FNP faculty.

**Format:**

**Part II.** Please include a face page with your name. Must be presented in a succinct, scholarly manner using correct clinical terms and descriptions. Must document references/resourced using APA format and be limited to three (3) pages, excluding references.

**Part III.** Must be presented in a succinct, scholarly manner utilizing APA format with the appropriate documentation of references used.

**Reporting of Results:**

In the event of a failing grade (SOAP), a second faculty will read unmarked copies of parts II (SOAP) and/or III. Failures in part II will only be read by FNP faculty but failures in part III may be read by other graduate faculty. Papers are graded Pass/Fail. The second evaluation is final. The results of the exam will be e-mailed to individual students. If a student fails part II and/or III they may, after consultation with faculty, rewrite parts II and/or III within one week of the consultation.

# APPENDIX 1 - POLICY FOR STUDENTS PRACTICING PROCEDURES ON EACH OTHER

In the course of learning new nursing skills, it is often useful for students to take the client role. This enhances the learning experience by creating the more realistic learning experience that a "live patient" creates and gives the client a better perspective of the experience of the procedure creating a more empathetic and sensitive care giver.

The student's right to privacy will be honored. Faculty will make every effort to protect privacy by making sure other students follow the same guidelines used in agencies to avoid exposure to the client. In the case of procedure, such as baths and physical assessments, students will be given the opportunity to bring bathing suits or other appropriate clothing.

The student's right to refuse a given procedure will be honored. If a student chooses not to be a "client" for a particular skill, such as injection, bath or IV start, the faculty will arrange a simulated experience for that student's lab partner, unless another student is willing to serve as the "client".

Certain procedures are deemed by the faculty to be unsuitable or potentially dangerous for students to practice on each other. These procedures include but not limited to urinary catheterization, nasal/oral suctioning, and nasogastric tube insertion.

**Students may not practice any invasive procedure on another student unless there is direct faculty supervision,** and it is in the skills laboratory. At no time is an invasive procedure to be performed on any person outside of the nursing classes or clinical area, or in class or clinical <u>without</u> faculty supervision.

**Syringe/Needle Policy:** No Syringe/needles will be distributed for student use <u>without</u> faculty supervision. Syringes will <u>not</u> be recapped. All syringes will meet OSHA safety requirements. All used needles will be placed immediately in an impermeable puncture-resistant "sharps" container for appropriate hazardous waste disposal.

All students will sign the "RELEASE AND CONSENT FOR STUDENTS PRACTICING PROCEDURES ON EACH OTHER" FORM #2 to be kept on file in the department, indicating their understanding and compliance with the policy.

# APPENDIX 2 - ATI POLICY

Policy: For pre-licensure students, participation in Assessment Technologies Institute (ATI) is mandatory. The Department of Nursing will provide students with ATI contact information. In collaboration with the Department students are responsible for contacting ATI to make payments for participation in ATI and for obtaining the requisite ATI materials before the academic year commences.

**Background:**
The nursing program at SSU has student success as its top priority. To that end, the department utilizes a comprehensive program of quality assessment called Assessment Technologies, Inc (ATI). This use of modules and exams has been proven to increase student success in both program content and NCLEX pass rates ([www.atitesting.com](http://www.atitesting.com)). Prior to entering the program students have been introduced to ATI through the TEAS. Each Content Mastery Series module follows the program algorithm for testing and, if necessary, remediation and retesting. These courses include Fundamentals, Pharmacology, Medical-Surgical Nursing, Mental Health, Maternal-Newborn, Nursing Care of Children, Leadership and Management, and Community Health Nursing. In addition, the SSU nursing program utilizes a capstone exam, the RN Comprehensive Predictor, with designated benchmarks to predict likelihood of passing the NCLEX-RN. Passing the RN Comprehensive Predictor is required to complete the program and graduate. The department encourages students to seek faculty assistance for any questions they may have regarding ATI and this comprehensive program.

## ATI Module

Each ATI Module has accompanying Learning System tutorials and Practice Assessments. These will be assigned in each ATI course. The Practice Assessment attempts will be completed with a focused review including **HANDWRITTEN** "active learning templates" or "3 critical points" for credit.

ATI is worth 15% of the total grade in a course for which it is assigned. 10% for Proctored Assessment and 5% for ATI Assignments.

**Course Points for ATI Exam Assigned by Proficiency Level and Remediation**

| | |
|---|---|
| **Proficiency Level 3 On Proctored Exam** | **100%** of the course points designated for the ATI exam |
| **Proficiency Level 2 on Proctored Exam** | **90%** of the course points designated for the ATI exam |
| **Proficiency Level 1 or Below on Proctored Exam** | No point assignment. **Remediation Required.** (See remediation plan below for instructions to sit for retake) |
| **RETAKE EXAM:** All students are **REQUIRED** to complete remediation if they fall below proficiency level 1 on the initial proctored exam. If a student fails to complete required remediation then the student will receive 0 for points designated for proctored exam. | |
| **Unsuccessful Remediation** | Student receives **0 points** designated for proctored exam |
| **Retake: Student receives Proficiency Level 3** | **90%** of the course points designated for the ATI exam |

| | |
|---|---|
| **Retake: Student receives Proficiency Level 2** | **80%** of the course points designated for the ATI exam<br><br>After retake, the student may complete a focused review for an additional (10%) percentage increase. |
| **Retake: Proficiency Level 1** | **50%** of the course points designated for the ATI exam<br><br>After retake, the student may complete a focused review for an additional (20%) percentage increase. |
| **Retake: Below Proficiency Level 1** | **25%** of the course points designated for the ATI exam<br><br>After retake student may complete a focused review for an additional (25%) percentage increase. |
| **Retake: Student receives Proficiency Level 3 after receiving Level 2 on Proctored Exam** | **No required Remediation:**<br><br>**95%** of the course points designated for the ATI exam |

**Initial Remediation Plan for proctored exams:** For a score below Level 2 proficiency on ATI exam(s) after first proctored attempt. To be eligible for the second proctored ATI exam (retake), a student must complete the following:

1. Make a timely appointment with the course faculty.
2. Evaluate your Focused Review: Go to www.atitesting.com and select My Results. Select all Topics to Review. Review areas identified by ATI as needed for more study time.
3. Print review and take to faculty meetings.
4. Faculty will design a specific remediation plan to be completed before a retake is scheduled.
5. Student and Faculty sign "Remediation Contract"
6. Retake Proctored exam as scheduled in the course. If a student fails to complete required remediation plan as specified in remediation contract the student will not be eligible to sit for retake exam and will receive a 0 on the proctored exam for "unsuccessful remediation".

## RN Comprehensive Predictor:

The ATI Comprehensive Predictor is administered in N414.

| Course Points for ATI Comprehensive Based on Probability of Passing NCLEX | |
|---|---|
| **RN Comprehensive Predictor** <br> >74.7% Comp Predictor Score (95% or > Probability) | 100% of Course Points |
| **RN Comprehensive Predictor** <br> 71.3% Comprehensive Predictor score (91% or greater probability of passing the NCLEX) | 90% of Course Points |
| **RN Comprehensive Predictor Exam** <br> < 71.3% Comprehensive Predictor score (<91% probability of passing the NCLEX) | No Point Assignment – Remediation Required (See Required Remediation Plan Below) |
| **RN Comprehensive Predictor Retake 1 (After Required Remediation)** <br> 71.3% Comprehensive Predictor Score or greater <br> 90% probability or greater of passing the NCLEX | 90% of assigned course points (Must have completed remediation) <br><br> If student receives 74.7% Comp Predictor Score or 95% Probability or greater on Retake 1 the student will receive 95% of assigned course points (Must have completed remediation) |
| **RN Comprehensive Predictor Retake 1 (After Required Remediation)** <br> <71.3% Comprehensive Predictor score (<90% probability of passing the NCLEX) | 50 % of assigned course points (Must have completed remediation) <br><br> Student may complete a focused review for retake 1 for an additional (20%) percentage increase |
| **Unsuccessful Remediation** | Student receives 0 points designated for ATI exam |

**Initial Remediation Plan for Comprehensive Predictor:** The following remediation is required for students scoring below 91% probability (70.0%) on the first proctored exam. To be eligible for the Retake 1, a student must complete the following:

1. Make a timely appointment with the course faculty.
2. Evaluate your Focused Review: Go to www.atitesting.com and select My Results. Select all Topics to Review. Review areas identified by ATI as needed for more study time.
3. Print review and take to faculty meeting.
4. Faculty will design a specific remediation plan to be completed before a retake is scheduled.
5. Student and Faculty sign "Remediation Contract"
6. Retake Proctored exam as scheduled in the course. If student fails to complete remediation plan as specified in remediation contract the student will not be eligible to sit for retake 1 and will receive a 0 on the proctored exam.

## ATI Proctored Exam Calendar

| Fall Semester Junior Year | Fundamentals Proctored Assessment <br> Mental Health Proctored Assessment |
|---|---|
| Spring Semester Junior Year | Maternal Newborn Proctored Assessment |

| | |
|---|---|
| Fall Semester Senior Year | Adult Medical Surgical Proctored Assessment Nursing<br>Care of Children Proctored Assessment<br>Pharmacology Proctored Assessment |
| Spring Semester Senior Year | Leadership Proctored Assessment<br>Community Health Proctored Assessment<br>Comprehensive Predictor |

# APPENDIX 3: STUDENT ACCESS TO THEIR DEPARTMENT FILES

Student confidentiality of information is of the utmost importance to the faculty and staff at Sonoma State University. Information in the files maintained by the Department of Nursing is critical to the health, safety and educational experience of each student. The integrity of each file is the responsibility of the department and its members.

**POLICY**

The Department of Nursing will maintain a file in the office for each student in all nursing majors. These files will be maintained and monitored by the faculty and staff of the department of nursing only. Should a student need to review or copy any item in this file they are required to make an appointment with their advisor and review the file in their advisor's office only. Files are not to be removed from the department and will be maintained by the department for five years after graduation at which time all documents in the file will be shredded or deleted if stored electronically.

# APPENDIX 4 – Policy for Influenza Vaccination or Declination

In our continuing effort to provide safe care to our clients, prevent disease in our student population and pursuant to California Health and Safety Code 1288.5 and Senate Bill No 739 Chapter 526 the faculty will institute a policy regarding the option or declination of the influenza vaccine.

The California Health and Safety Code as of July 1, 2007, requires each facility to appoint an Infection Advisory Committee to make recommendations that will provide expertise in surveillance, prevention and control of HAI.

**POLICY**

Students and faculty in the Department of Nursing at Sonoma State University will complete the Department Vaccine Consent/Declination each year and present a copy to each acute care facility assignment/placement. Failure to do so could result in a delay in clinical placement or absences from clinical during a semester. It is the policy of the department to support the spread of communicable disease with the administration of vaccines, including influenza. Declination will result in application of special agency policies and may result in agency dismissal.

Students who decline the influenza vaccine will follow agency policy, which at the least, includes always wearing a mask while in patient areas. It is the student's responsibility to follow agency policy.

# APPENDIX 5 - POLICY ON PROFESSIONAL AND SAFE PRACTICE

Providing safe nursing care for clients is an ethical and legal responsibility of professional nurses. In the Department of Nursing (DON), these responsibilities are required of both faculty and students in all the clinical settings. Safe clinical practice is mandated by the California Board of Nursing's (BRN) Nurse Practice Act https://www.rn.ca.gov/ and supported by the American Nurses' Association and other professional nursing organizations. Unsafe clinical practices are carefully managed at the administrative level, so the student is provided with a maximum learning opportunity while the client (the recipient of care) is adequately protected. Individuals who do not meet the stated professional standards for ethical and legal conduct in a clinical setting will be held accountable by the Department of Nursing as noted in associated policies/procedures.

The Department of Nursing seeks consultation with the California Board of Registered Nursing (BRN) on matters that affect nursing practice and those that challenge ethical standards, criminal conduct, unsafe clinical practice, and/or potential legal standards of the profession. Unprofessional conduct in any clinical venue related to the Department of Nursing is grounds for disqualification from the nursing program. The following behaviors are grounds for sanctions:

1. Students failing to maintain professional conduct will be removed from the setting.
2. Students considered unsafe by the faculty and/or the agency in which the student is placed for clinical practice will be removed from the setting.
3. Students unable to complete course objectives constitute a course failure.
4. Depending on the specific circumstance, and if allowed and space available, a clinical course may be repeated one time if a similar clinical experience can be arranged with another agency, and another faculty member will assume the responsibility for the student's learning experiences at the discretion of the faculty and Department Chair.

Students will be oriented to safe clinical practice policies during the first semester of enrollment in the major, and both faculty and students will be responsible for reviewing the policy prior to beginning clinical rotations. All nursing students are responsible for the information maintained in the Student Handbook; this document delineates these policies. Drug testing and criminal background checks are required for all nursing students as a contingency for final admission to the program.

**POLICY ON SAFE PRACTICE**
A student whose behavior or pattern of behavior is found to be unsafe may be terminated from a clinical practicum for reasons of unsafe practices at any time during the semester and will receive a grade of F for the clinical course. These unsafe critical indicators are outlined in each clinical course evaluation tool. The determination of safe and unsafe behaviors rest with the clinical faculty, lead faculty, and program leadership.

**DEFINITIONS**
      The students will demonstrate professional behaviors, which follow the legal and ethical codes of nursing, accountability in preparation, documentation, continuity of care and respect for individual human rights; and promote the actual or potential well-being of

clients, health care workers and self in the biological, psychological, sociological, spiritual, and cultural realms; Indicators to be used as guidelines for evaluating safe practice and professional conduct include the following:

**Regulatory:** The student practices within the boundaries of the California State Nurse Practice Act, the guidelines, and objectives of the Department of Nursing, and follows the rules and regulations of each health care agency. Examples of unsafe practice include, but are not limited to the following:

a. Failure to notify the agency and/or instructor of absence or tardiness on a clinical day and includes preceptorship coursework.
b. Failure to adhere to the DON dress code.
c. Presenting for clinical practicum under the influence of drugs and/or alcohol or otherwise unprepared for safe practice.
d. Failure to make up missed clinical experiences, if required to do so.
e. Habitual or unexplained tardiness to the clinical agency
f. Excessive utilization of faculty time to ensure safe practice by one student to the detriment of other students in the clinical rotation.
g. Inadequate and/or poor preparation; and/or understanding of nursing care, patient's medications, or patient's nursing needs, etc.
h. Failure to follow agency and/or DON policies.

**Ethical:** The student practices according to the American Nurses' Association's (ANA) Code of Ethics, Standards of Practice, and the California State Nurse Practice Act. Examples of unsafe practice or unethical behaviors include, but are not limited to the following:

a. Refuses assignment based on client's race, culture, gender, sexual orientation, or religious preference.
b. Inappropriate nursing care in any assigned activity related to clinical practice.
c. Discriminatory or biased care, communication, or attitudes impacting psychological, physical, or emotional safety.
d. Ignoring unethical, harmful, and/or illegal behavior(s) of other health care providers.

**Biological, Psychological, Social, Spiritual and Culture Realms:** The student's clinical practice meets the total needs of the human system from a biological, psychological, sociological, spiritual, and cultural standpoint.
Examples of unsafe practice or violations of the safety policy include, but are not limited to the following:

a. Failure to display stable, mental, physical, or emotional behavior(s), which may affect others' wellbeing.
b. Failure to follow through on suggested referrals or interventions to correct deficit areas, which may result in harm to others.
c. Acts of omission or commission in the care of clients, such as, but not limited to physical abuse; placing in hazardous positions, conditions, or circumstances; mental or emotional abuse; and medication errors.
d. Unprofessional or inappropriate interpersonal relationships with agency staff, co-workers, peers, or faculty resulting in miscommunications, and/or disruption of client care and/or unit functioning.
e. Lack of physical and/or mental health necessary for carrying out comprehensive nursing care.
f. Placing fellow clinical classmates, faculty and/or staff at personal and/or professional risk.

**Accountability:** The student's clinical practice demonstrates safe practice in the responsible preparation, documentation, and promotion of continuity in the care of clients. Examples of such unsafe practice include but are not limited to the following:

    a. Failure to provide concise, inclusive, and respectful written and oral communication.
    b. Failure to accurately record required documentation.
    c. Failure to report questionable or unsafe nursing practices.
    d. Attempting activities without adequate orientation or theoretical preparation or appropriate assistance.
    e. Dishonesty.
    f. Lack of preparation by student to provide safe care for clients.
    g. Medication errors.
    h. Failure to report medication errors or errors in care.

## HUMAN RIGHTS

The student's conduct shows respect for the individual, client, health team member, faculty, and self, including but not limited to the legal, ethical, and cultural realms. Examples of unsafe practice include but are not limited to the following:

    a. Failure to maintain confidentiality of interactions.
    b. Failure to maintain confidentiality of records.
    c. Dishonesty in relationships and/or in actions.
    d. Utilization of biased and harmful stereotypes.
    e. Failure to recognize and promote every patient's rights.
    f. Failure to report client abuse across the lifespan or abuse related to other professionals.

## PROCEDURE

A student whose behavior or patterns of behavior endangers the safety or threatens the integrity of a patient, peer, staff member, clinical instructor, faculty member, or agency personnel will be given a verbal and written warning by the primary clinical instructor, and/or by the Department of Nursing Chair or program leadership.

Potential life-threatening episodes or events that result in patient harm require immediate actions, including immediate notification to the clinical instructor. The clinical faculty will take the following steps as appropriate:

    a. Provide instruction, guidance, and interpretation of objectives during the clinical experience.
    b. Suspend the student from the clinical practicum if the issue of safety is of significant magnitude affecting one or more parameters of safe clinical practice and/or jeopardize the well-being of patients, staff or peers until a decision has been obtained through the conflict resolution process.
    c. Document patterns of behavior related to attainment of clinical objectives. Documentation may include direct observation by the clinical instructor as well as agency personnel and patient comments, as appropriate. Written work will also be evaluated.
    d. Give a verbal and written warning for patterns or behavior that are not safe.
    e. Provide specific facts of problem areas of deficiencies in relation to course objectives, evaluation tool(s), and performance.
    f. Delineate corrective action and expected outcomes in writing with copies given to

the student and the clinical instructor. One copy will also be placed in the student's digital file in the Department of Nursing Office. The student and clinical instructor must sign the written warning. If the student does not sign, the clinical instructor will then document that the student had the opportunity to sign the warning and refused to do so; pertinent discussion at the time that the student read the written warning should also be documented. Department of Nursing Chair. is appraised of the corrective action plan. Set a specific time for a change in the behavior to be accomplished.

g. If positive attainment of expected outcomes is achieved, then the student will be allowed to continue with the clinical course.

h. Provide the student an opportunity for input and/or data regarding the evaluation of his/her clinical performance.

i. Consult with the Director of the Program and Department Chair as needed for problem solving and guidance.

# Appendix 6: Social Media

The Department of Nursing supports the use of social media to reach audiences important to the University such as students, prospective students, faculty, and staff. The University presence or participation on social media sites is guided by university policy. This policy applies to the Department of Nursing students who engage in Internet conversations for school-related purposes or school-related activities such as interactions in or about clinical didactic course activities. Distribution of sensitive and confidential information is protected under HIPAA and FERPA whether discussed through traditional communication channels or through social media.

**GENERAL INFORMATION:**

Social media are defined as mechanisms for communication designed to be disseminated through social interaction, created using highly accessible and scalable publishing techniques. Social media is commonly thought of as a group of internet-based applications that are built on the ideological and technological foundations of the web that allows the creation and exchange of user-generated content. Examples include but are not limited to LinkedIn, Wikipedia, Second Life, Flickr, blogs, podcasts, RSS feeds, Allnurses.com, Twitter, Facebook, YouTube, and Facebook. While this policy may need to be modified as new technologies and social networking tools emerge, the spirit of the policy will remain the protection of sensitive and confidential information. Social media often spans traditional boundaries between professional and personal relationships and thus takes additional vigilance to make sure that one is protecting personal, professional, and university reputations.

As students you will want to represent the University and the Department in a fair, accurate and legal manner while protecting the brand and reputation of the institutions. When publishing information on social media sites remain cognizant that information may be public for anyone to see and can be traced back to you as an individual. Since social media typically enables two-way communications with your audience, you have less control about how materials you post will be used by others. As one person remarked, "If you wouldn't put it on a flier, care it into cement in the quad or want it published on the front of the Wall Street Journal, don't broadcast it via social media channels."

**POLICY:**
- Protect confidential, sensitive, and proprietary information: Do not post confidential or proprietary information about the university, staff, students, clinical facilities, patients/clients, or others with whom one has contact in the role of a Sonoma State University Department of nursing student.
- Respect copyright and fair use. When posting, be mindful of the copyright and intellectual property rights of others and of the university. For guidance, visit the University's Libraries site or seek consultation through the Copyright Office, Libraries.
- Do not use Sonoma State University or Department of Nursing marks, such as logos and graphics, on personal social media sites. Do not use SSU's name to promote a product, cause or political party or candidate.
- Use of the Department of Nursing marks (logos and graphics) for School sanctioned events must be approved (posters, fliers, postings) by administration.
- It is expected that during clinical use of electronic and other devices employed for social media will be used only as authorized by faculty.

- No personal phone conversations or texting are allowed at any time while in patient/client areas or in the classroom. If the student needs to respond to an emergency text or phone call during class, the student is asked to leave the classroom and respond as deemed necessary.
- Use of computers and other electronic devices during class shall be restricted to note taking and classroom activities. Use otherwise is distracting for not only the student involved in the activity but those in the immediate area/vicinity.
- No student shall video professors or fellow students for personal or social media use without the express written permission of the faculty or fellow student. At NO time shall patients/clients be videoed or photographed.
- Be aware of your association with Sonoma State University in online social networks. If you identify yourself as a student, ensure your profile and related content is consistent with how you wish to present yourself to colleagues, clients, and potential employers. Identify your views as your own. When posting your point of view, you should neither claim nor imply you are speaking on SSU's behalf, unless you are authorized to do so in writing.
- HIPAA guidelines must be followed at all times. Identifiable information concerning clients/clinical rotations must not be posted in any online forum or webpage.
- Ultimately, you have sole responsibility for what you post. Be smart about protecting yourself, your and other privacy, and confidential information. Members of the public can and do view your messages and contact the school when they feel your communication is contrary to nursing policies and standards of conduct. Carefully consider whether you should include your affiliation as a nursing student on your social media platforms. You are held accountable for the content of your messages.

**Procedure/Considerations:**
- There is no such thing as a "private" social media site. Search engines can turn up posts years after the publication date. Comments can be forwarded or copied. Archival systems save information, including deleted posting. If you feel angry or passionate about a subject, it is wise to delay posting until you are calm and clear-headed. Think twice before posting. If you are unsure about posting something or responding to a comment, ask your faculty. If you are about to publish something that makes you even the slightest bit uncertain, review the suggestions in this policy and seek guidance.
- Future employers hold you to a high standard of behavior. By identifying yourself as a SSU student through postings and personal web pages, you are connected to your colleagues, clinical agencies, and even clients/patients. Ensure that content associated with you is consistent with your professional goals.
- Nursing students are preparing for a profession, which provides services to a public that also expects high standards of behavior.
- Respect your audience.
- Adhere to all applicable university privacy and confidentiality policies.
- You are legally liable for what you post on your own site and on the sites of others. Individual bloggers have been held liable for commentary deemed to be proprietary, copyrighted, defamatory, libelous, or obscene (as defined by the courts).
- Employers are increasingly conducting Web searches on job candidates before extending offers. Be sure that what you post today will not come back to haunt you.
- Monitor comments.
- You can set your site so that you can review and approve comments before they appear.

This allows you to respond in a timely way to comments. It also allows you to delete spam comments and to block any individuals who repeatedly post offensive or frivolous comments.
- Do not use ethnic slurs, derogatory language, personal insults, obscenity, pornographic images, or engage in any conduct that would not be acceptable in the professional workplace.
- You are responsible for regularly reviewing the terms of this policy.

**Consequences:**
- Violations of patient/client privacy with an electronic device will be subject to HIPAA procedures/guidelines and consequences.
- Students who share confidential or unprofessional information do so at the risk of disciplinary action including failure in a course and/or dismissal from the program.
- Each student is legally responsible for individual postings and may be subject to liability if individual postings are found defamatory, harassing, or in violation of any other applicable law. Students may also be liable if individual postings include confidential or copyrighted information.

# APPENDIX 7 - STUDENT BACKGROUND CHECK AND DRUG SCREENING

**INTRODUCTION**

This policy applies to all students enrolled in the Sonoma State University Department of Nursing (DON) undergraduate and graduate programs and addresses requiring background checks and drug testing for students. The goal of these screening requirements is to assure compliance with clinical agency contracts and ensure the safety of patients served in these clinical agencies. The Board of Registered Nursing policy on *Background Checks for Student Clinical Placements* for review can be located at: http://rn.ca.gov/pdfs/regulations/edp-i-33.pdf

**POLICY**

Students must submit to and satisfactorily complete a background check and urine drug screening as a condition for admission to designated programs with a clinical component in the DON. An offer of admission will not be final until the appropriate DON designated staff reviews this background check and drug screening. Admission may be denied or rescinded based on these results. Students who are enrolled in the DON may be required to complete additional background checks and drug screening during their course of study as required by clinical agencies.

The DON will designate an approved vendor(s) to conduct the background check and drug screening. The designated vendor(s) will issue reports directly to the DON. Results from a vendor other than the designated DON approved vendor(s) will not be accepted.

The DON will give contact information for the approved vendor(s) to students. Students will arrange for background checks and drug screenings with the designated vendor(s). Student requirements for the background checks and drug screenings will include authorization for sample collection and background review, following designated sampling procedures, and release of results to the DON.

Students and applicants will be given the contact information to the DON approved vendor(s). The student will contact the designated company(ies) and arrange for a background check and drug screening, complying with the requirements for obtaining the check and drug screening, and reporting of the results. This will include authorization for obtaining the background check and drug screening and release of information to the DON.

Students and applicants are responsible for payment of any fees associated with background checks and drug screening charged by the designated vendor(s).

Background checks and drug screenings must be completed within the 90 days prior to admission to the program and must be completed by the deadline provided by faculty or staff. Failure to supply such documentation by the published due date is grounds for admission revocation and/or barring from clinical course participation.

Students must have a clear background check with no convictions in the past 7 years. Drug

screens must be clear. Students are allowed one opportunity to repeat the drug screen if the sample is deemed to be dilute.

In reviewing background checks and drug screening, the Chair or her/his designee may seek advice from university counsel, university police, or other appropriate advisors. (e.g. California Board of Registered Nursing representatives; clinical agency personnel).

Results of the background check and drug screens will be made available to DON designees and any clinical facility that requires this information before a student may begin a clinical rotation. Should a clinical agency refuse to accept a student based on the outcome of either the background check or drug screen, the DON is not obligated to arrange alternate clinical placements.  All background checks and drug screenings are considered confidential except for individuals previously noted and are kept in a confidential location separate from the student's file.

Students and applicants have the right to review the information reported by the designated vendor for accuracy and completeness and to request that the designated vendor verify the information provided is correct.

It is the student or applicant's burden to produce substantive evidence to prove the reports are incorrect and correct such information with the vendor.

A background check and drug screening will be honored for the duration of the enrollment if: the student is continuously enrolled unless required more frequently by a clinical agency in which the student is placed; or there is reasonable suspicion that the student has violated the student guidelines related to drug and/or alcohol use/dependency or is convicted of one of the crimes listed above during his/her time in the program. A student who has a break in enrollment (not including summers or intersessions) for any reason is required to complete a new background check and drug screening prior to his/her return to the clinical setting.

Students must immediately report any convictions that occur while enrolled in the nursing program. A new background check may be required.

# APPENDIX 8 - CLINICAL PERFORMANCE POLICY

**INTRODUCTION**

The purpose of this policy is to describe the procedure in which students are informed of any action that may occur if the student is not meeting the clinical objectives as outlined in the course syllabus and program outcomes.

This department policy is in congruence to the University Academic policies (https://catalog.sonoma.edu/content.php?catoid=5&navoid=253).

**POLICY**

A **Clinical Performance Notification** will be issued when a student's clinical performance puts them in jeopardy for failing the course and can occur at any time during the semester. Students registered in the program will receive a written warning(s) of unsatisfactory clinical performance in any nursing clinical course from the faculty of record.

The **Clinical Performance Notification** is a record of Student's performance need area(s) and is placed in the student's file. Faculty may use any of the three levels of Clinical Notification depending on the circumstances of student performance.

1. Situation, Background, Assessment and Recommendation (SBAR) – Use of an SBAR notice follows a verbal communication from a faculty and serves to document the performance issue for student clarification and self-improvement. May be sent via email or hard copy.
2. Performance contract – Employed to document a significant gap in student's clinical performance. Included are a description of the performance deficit(s), notification of unsatisfactory status in course and specific requirements/actions/remediation for students to fulfill to successfully meet course objectives. Students are encouraged to assist in the creation of the improvement plan included on the Clinical Notification. May be sent via email or hard copy and requires meeting with course faculty.
3. Immediate suspension/failure – Students may face program suspension or failure if deception, plagiarism, cheating has taken place and/or behaviors that endanger patients, staff, peers, or faculty are identified. Documentation includes description of student's poor performance, program/course standard not met and real or potential consequences of student's behavior. Suspension and failure require a Student Petition for faculty consideration for reinstatement in program and/or course. Sent via email and hard copy and requires meeting with course faculty.

In each level of Clinical Performance Notification students are responsible for understanding the information and the plan for improvement and sign the record. A copy of a Clinical Performance Notification is placed in a central file in the department office. Performance Contracts and Immediate Suspension or Failure are sent to the Program Director and Department Chair

# APPENDIX 9 - POLICY FOR SKILL ACQUISITION

**Introduction:**
Providing safe nursing care for clients is an ethical and legal responsibility or professional nurses. In the Department of Nursing (DON), these responsibilities are required of both faculty and students in all the clinical settings. Safe clinical practice is mandated by the California Board of Nursing's (BRN) Nurse Practice Act (http://www.rn.ca.gov/npa/npa.htm) and supported by the American Nurses' Association and other professional nursing organizations. Clinical practices are carefully managed at the administrative level, so the student is provided with a maximum earning opportunity while the client (the recipient of care) is adequately protected.

Students must refer to a clinical instructor for specific agency policies related to performing skills in the clinical setting.

**Policy:**
Nursing skill acquisition is a component of the curriculum and clinical courses specifically. Students are assigned to and review course skills and practice in the skills lab and or simulation. Students practice and then are checked off for competency by faculty. With each clinical rotation, faculty will identify skills that can and cannot be performed without supervision from faculty and or staff supervision. Skills that require strict surgical asepsis and medication administration  require faculty or staff supervision to assure competency. With skill repetition and student confidence, students will independently perform skills that they have reviewed and been checked off on by faculty to assure competency. Faculty must be familiar with and comply with hospital policies and procedures related to student performance of skills in each facility.

**First and second semester pre-licensure students:**
1. Students will review skills required for each semester.
2. Students will practice and be checked off on skills assigned in skills lab and simulation.
3. Students are required to be supervised by the clinical faculty with beginning skills in first semester and new assigned skills in second semester.
4. With each clinical rotation, faculty will identify skills that can and cannot be performed without faculty or staff supervision to assure competency.
5. Skills that require strict surgical asepsis and medication administration will require clinical faculty or staff supervision.
6. Students are required to be familiar with the action, indications, and side effects of any medication prior to administration and must be supervised by clinical faculty or staff.
7. With skill repetition and student confidence and competency, students will independently perform skills that they have reviewed and been checked off on by clinical faculty.

**Third semester pre-licensure students:**
1. Students will review skills required for each semester.
2. Students will practice and be checked off on skills assigned in skills lab and simulation.

3. Students are required to be supervised by the clinical faculty with beginning skills in first semester and new assigned skills in second semester.
4. With each clinical rotation, faculty will identify skills that can and cannot be performed without faculty or staff supervision to assure competency.
5. Skills that require strict surgical asepsis and medication administration will require clinical faculty or staff supervision.
6. Students are required to be familiar with the action, indications, and side effects of any medication prior to administration and must be supervised by clinical faculty or staff.
7. With skill repetition and student confidence and competency, students will independently perform skills that they have reviewed and been checked off on by clinical faculty.

## IV Push Medications for Third Semester

1. Students are required to be supervised by the clinical instructor for all IV push meds.
2. Students are required to be familiar with the action, indications, and side effects of any medication prior to administration, including how fast/slow it must be administered.
3. Students will learn to administer IV push medications in a skills lab.
4. Students are required to be supervised by the clinical instructor or RN when flushing PICC lines with saline using push/pause and positive pressure methods.

## Procedure/Accountability:

The student's clinical practice demonstrates safe practice in the responsible preparation, documentation and promotion of continuity in the care of clients. Violations of the above policy for skills acquisition will result in:

1) A DON Clinical Performance Contract that delineates problem areas and corrective action in relation to course objectives will be completed by the clinical instructor

2) A copy signed by the student, clinical instructor and department chair will be provided to the student and the clinical instructor. One copy will also be placed in the student's file in the Department of Nursing Office.

3) Failure to meet the corrective actions identified in the Clinical Performance Contract will result in failure of the course.

## Fourth Semester
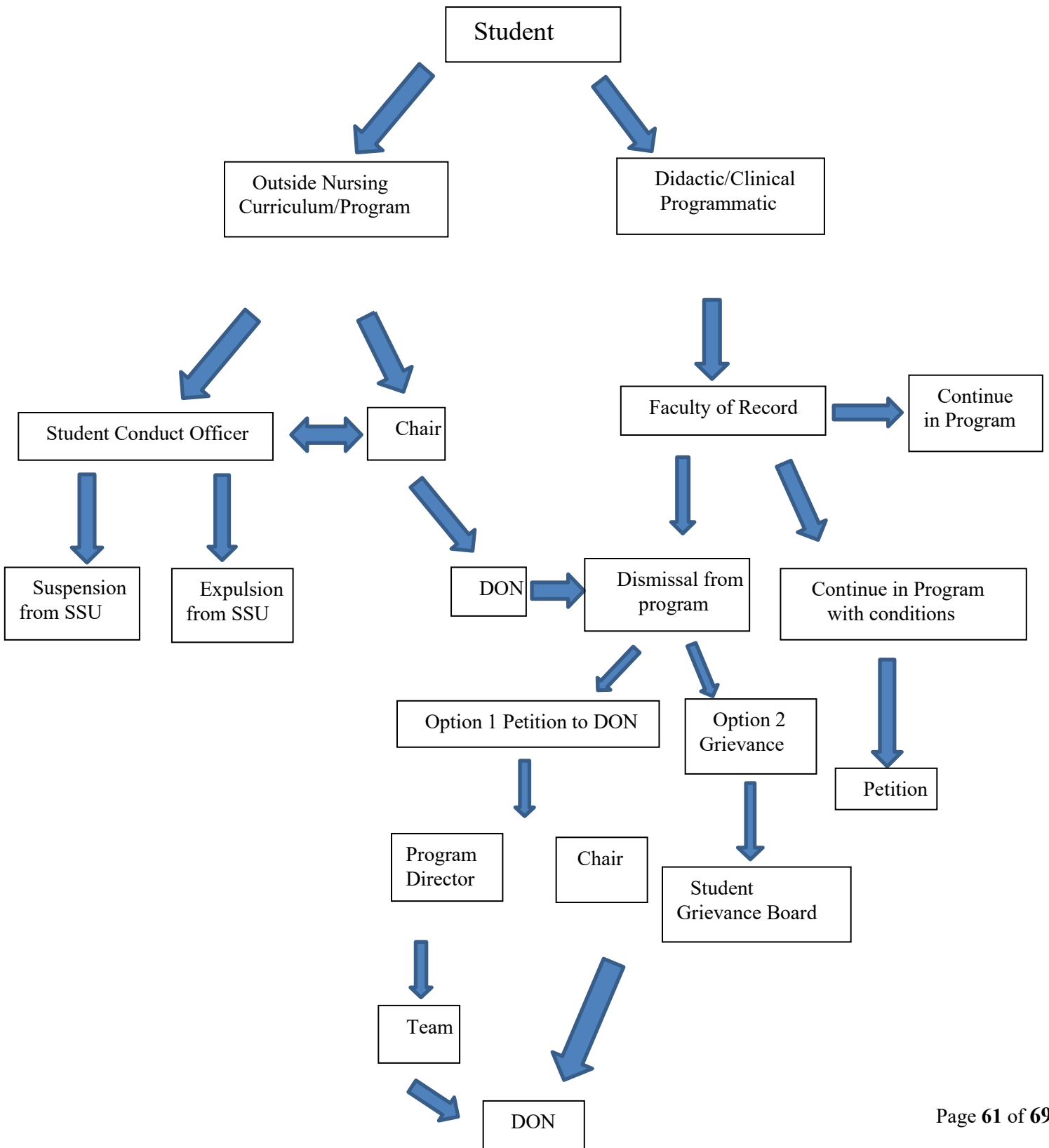
Refer to N412 and N414 syllabus

# APPENDIX 10- APPROVED INTERRUPTION IN ACADEMIC PLAN (AIAP)

This policy addresses students who need to have an interruption in their Academic progress. Students may request an AIAP for reasons including but not limited to healthcare or financial hardship, a change in employment or military duty.

**Policy:**
1. Students must request an AIAP from their Program Director (e.g. post-licensure) by submitting an AIAP Request
2. Students who do not request an AIAP may not be readmitted to the major.
3. AIAPs are granted only for students who have completed at least one semester in the program and are in good standing.
4. Requirements for return may include any or all of the following, based on the recommendation by the Program Director in consultation with the program faculty.
   a. Letter of recommendation from counselor
   b. Health clearance from a licensed state health professional
   c. Enrolling in units of independent study to maintain and/or improve theoretical and/or clinical skills.
5. After submitting the required information in #4 and #9, students will receive email notification of the Program Director's decision.
6. Students must submit a complete Nursing Department Petition to request a return from an AIAP. Include the original AIAP form, documentation based on #4 and a statement describing completion of the plan described in #9 to retain knowledge/competencies during an AIAP. Students must submit the request by March 15th to return in the fall semester and by October 15th to return in the spring semester.
7. Students who are approved to return to the program are allowed to enroll with permission from the department chair on a space available basis.
8. Check the current SSU catalog to determine what is required for taking a Leave of Absence (LOA) from the University. A LOA may also impact a student's current academic loans, financial aid or scholarships.
9. The AIAP Request Letter shall include:
   a. Date of AIAP
   b. Date of intended return to the program Reason for AIAP
   c. Explanation of circumstances requiring the AIAP Documentation of circumstances requiring the AIAP (May include note from a licensed state health professional National Guard duty…)
   d. Activities during AIAP such as working as CNA or RN; undergoing medical treatment.
   e. Plan to retain knowledge/competencies during an AIAP to include independent study course, and/or specific learning activities.

# APPENDIX 11 - Disciplinary Policy Flow Chart Department of Nursing(DON)

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                              ┌──────────────┐
                              │   Student    │
                              └──────────────┘
                  ┌──────────────┐         ┌──────────────────┐
                  │ Outside      │         │ Didactic/Clinical│
                  │ Nursing      │         │ Programmatic     │
                  │ Curriculum/  │         └──────────────────┘
                  │ Program      │
                  └──────────────┘
```

- Student → Outside Nursing Curriculum/Program
- Student → Didactic/Clinical Programmatic

**Outside Nursing Curriculum/Program:**
- Student Conduct Officer ↔ Chair
  - Student Conduct Officer → Suspension from SSU
  - Student Conduct Officer → Expulsion from SSU
  - Chair → Dismissal from program

**Didactic/Clinical Programmatic:**
- Faculty of Record
  - Faculty of Record → Continue in Program
  - Faculty of Record → Dismissal from program
  - Faculty of Record → Continue in Program with conditions
- DON → Dismissal from program
- Continue in Program with conditions → Petition

**Dismissal from program:**
- Option 1 Petition to DON
  - Program Director → Team → DON
  - Chair
- Option 2 Grievance
  - Student Grievance Board → DON

FORMS

DEPARTMENT OF NURSING

1801 East Cotati Avenue
Rohnert Park, CA  94928-3609

707.664.2465
www.sonoma.edu/nursing

Date _____

Student Name: _____

Program _____

I have thoroughly read and understand that I am responsible for all the inofrmation and polices set forth in the Sonoma State University Department of Nursing Student Handbook for the duration of my program.

Student Signature _____

# Department of Nursing DEPARTMENT PETITION

Name:_____        Student ID: _____

| |
|---|
| Type of petition (check one & provide thorough explanation with attached requested documentation) |

Waiver of department regulation_____List regulation and attach copy of regulation
Repeat Course___Attach personal statement
Leave of Absence (list semester)_____Attach personal statement
Course equivalency for the major (list course)__Attach course description/course syllabus
Masters Track Transfer__Attach personal statement

| |
|---|
| Student justification for petition (provide rationale for consideration of petition with requested documentation) |

Student Signature: _____

| |
|---|
| Advisor comments, recommendations/conditions: |

Advisor Signature: _____

| |
|---|
| Department Decision   Approve        Deny |

Chair Signature/Date: _____

# RELEASE AND CONSENT FOR STUDENTS PRACTICING PROCEDURES ON EACH OTHER

I,_____(insert name), have read the Department Policy for Students Practicing Procedures on Each Other, and agree to adhere to that policy. This adherence includes, but is not limited to, all students right to privacy, a student's right to refuse a given procedure, limitations on permitted procedures, need for direct faculty supervision, practice only in skills lab, and the specified syringe/needle policy.

I voluntarily assume all the risks associated with participation in activities on this type. In consideration of my acceptance as a participant, I hereby release, forever discharge, and hereby hold Sonoma State University and its employees, Trustees of the California State University System, the State of California, its officers and agents, and other participants harmless from any and all claims, liabilities, suits or damages which I have or might claim to have for injuries to my person, arising out of my participation in this activity.

My signature indicates that I have read, understand, and agree to the above policy.


Name _____

Date _____

# ATI REMEDIATION CONTRACT

**REMEDIATION PLAN FOR:** _____

**Received**_____**on**_____**Attempt:**_____**(Enter Exam Taken)** _____

1. Create focused review based on initial_____(Exam Taken) _____
2. Complete focused review
3. Complete all active learning templates for each topic areas missed must be **HANDWRITTEN**.
4. Bring active learning templates to Remediation exam on ____
   (Date___@___Time)____

I have thoroughly read and understand that I am responsible to complete the remediation plan as stated in this plan. If I fail to complete the remediation plan as stated I will not be able to sit for the Proctored retake exam and this will result in an unsuccessful remediation and zero points assigned for proctored assessment (see course plan for proficiency & remediation).

Student Signature_____Date: _____

Faculty Signature_____Date:

# PROCESS FOR SSU GRADUATE STUDENTS SEEKING CLINICAL SITE PLACEMENT FOR PRECEPTORSHIPS AND RESIDENCIES

- Students must discuss with faculty their ideas/plans for preceptorship/residency placement including accepting guidance and suggestions from faculty (clinical site visitor) who will communicate this information to the Program Director. The Program Director will forward to the Departments Clinical Contracts Coordinator any requests for Clinical Agency contracts or renewals. Students should not contact the Clinical Contracts Coordinator or the Nursing Office regarding clinical placements.
- Student explores and communicates with potential preceptor and clinical site to assess their willingness to host student at the site.
- Student obtains the following information and sends completed form via email attachment to the faculty (clinical site visitor) and the Program Director:

a. Name of Facility ("Clinical Site") and parent agency, if any. (For example:

"Folsom Clinic, Catholic Healthcare West or Mercy Redding –CHCW"):

_____

b. Full Name of Contact Person (usually not preceptor but Office Manager or QA

or Credentialing person) who will facilitate clinical contract approval:

_____

c. Title and Role of the Contact Person:

_____

d. Email Address for Contact Person:

_____

e. Postal Address for Contact Person:

_____

f. Phone number of Contact Person: _____

Fax number of Contact Person: _____

# SONOMA STATE UNIVERSITY DEPARTMENT OF NURSING
## TUBERCULOSIS SCREENING QUESTIONNAIRE

Name:_____ Date:_____

Positive TB skin test (PPD) Date: _____

Last Chest X-Ray Date: _____

Please indicate if you are having any of the following problems for three to four weeks or longer:

1.        Chronic Cough (greater than 3 weeks)    Yes_____    No_____

2.        Production of Sputum    Yes_____    No_____

3.        Blood-Streaked Sputum    Yes_____    No_____

4.        Unexplained Weight Loss    Yes_____    No_____

5.        Fever    Yes_____    No_____

6.        Fatigue/Tiredness    Yes_____    No_____

7.        Night Sweats    Yes_____    No_____

8.        Shortness of Breath    Yes_____    No_____

THERE IS NO EVIDENCE OF PULMONARY TUBERCULOSIS OR CONTAGIUM.

Date:_____ Student Signature:_____

Date:_____ Provider Signature:_____

# SONOMA STATE UNIVERSITY DEPARTMENT OF NURSING

## INFLUENZA VACCINE CONSENT/DECLINATION

Name:_____Date: _____

Program: _____

---

I have had a flu shot as documented by the information below (attach verification):

Clinic where vaccinated:_____

Date Vaccinated: _____

Manufacturer and lot number_____Dose and Site _____

Signature of provider: _____

I decline the vaccination: Please complete the following section.

**Influenza Vaccine Declination**

**Written declination is required by California Senate Bill No. 739 as of 2007**

I acknowledged that I have been made aware of the following facts:

- Influenza is a serious disease that kills an average of 36,000 American each year.
- Influenza virus may shed for up to 48 hours before symptoms appear, allowing unknown transmission to others and potential harm to patients under your care.
- 30% of individuals may have no symptoms, allowing unknown transmission to others.
- The influenzas virus changes often and new strains require annual vaccination.
- The influenza vaccine cannot transmit disease but does prevent all disease.
- I decline to receive the vaccine for the_____season.
- Influenza vaccine is recommended by the CDC for all healthcare workers to prevent disease transmission.
- Spread of influenza may cause harm/death to my fellow healthcare workers, family members and patients.

**Knowing these facts, I choose not to be vaccinated at this time and understand the information presented in this form.**

Print name: _____

Signature: _____

# DSS Waiver Form

**Student Name:** _____

**Email Address:** _____


**Course Name & Number:** _____

**Instructor Name:** _____

**Phone #:** _____

**Email Address:** _____




I have chosen to waive my DSS accommodations for _____

                                                           (List Exam)


I understand by signing below that I will not receive my documented DSS accommodation(s) for the listed exam.



_____      _____

Student Signature                                  Date


_____      _____

Instructor Signature                               Date