



2023-2024 Student Handbook





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## General Information

Welcome to the College of Southern Idaho's Associate of Science Nursing Program (ASNP). We are happy you have chosen our program. We look forward to assisting you in achieving your educational goals in the upcoming months. You will find information in this handbook that will help you complete the program successfully. Upon satisfactory completion of the ASNP, the graduate nurse will receive an Associate of Science in Nursing (ASN) degree qualifying the graduate to apply to complete the NCLEX-RN licensure exam.

The student nurse is responsible for their nursing practice and therefore encouraged to review the Statue Title 54-Professions, Vocations & Businesses: Chapter 14 – Nursing Practice Act *54-1408 License for Registered Nurse*, *54-1413 Disciplinary Action*, and *54-1414 Unlawful Conduct-Penalties*. In addition, the *Rules of the Idaho Board of Nursing*, and Guidance *Licensure Policy* and *Practice Policy* (<https://dopl.idaho.gov/bon/bon-statutes-rules-and-guidance/>) offer information related to licensing in the state of Idaho.

The College provides equitable access to services to include but not limited to childcare, computer labs, counseling, dining, Gilbert's Pantry, housing, military and veterans' services, student health, student activities, testing centers, and tutoring (<https://www.csi.edu/offices-services/default.aspx>).

The *ASNP Student Handbook* is an additional resource to the *CSI Student Handbook* (<https://www.csi.edu/student-handbook/default.aspx>) and the *CSI Catalog* (<https://csi.smartcatalogiq.com/>). The student nurse is required to read and adhere to the current *ASNP Student Handbook*. The ASNP reserves the right to revise ASNP policies and procedures as needed. The student nurse is encouraged to keep the current *ASNP Student Handbook* available for reference and stay abreast of any changes while in the ASNP; if applicable, changes will be communicated as an Announcement in Canvas. The student nurse is required to acknowledge and agree to reading, understanding, and adhering to the policies and procedures in the *ASNP Student Handbook* by completing the *ASNP Student Handbook Acknowledgment* (Appendix A); uploaded to Canvas by the first Friday of the semester. Please refer to all three publications as needed to clarify CSI and ASNP policies and procedures.

The ASNP has two pathways, the Traditional and Licensed Practical Nurse (LPN)-RN pathways. The Traditional Pathway student enters the first semester and can complete the program in five (5) semesters, see *Traditional ASNP Academic Plan* (Appendix B). The LPN-RN student will enter the second semester and can complete the program in four (4) semesters, see *LPN-ASNP Academic Plan* (Appendix C).

There are costs associated with admission and completion of the ASNP. Some examples include but are not limited to a background check, drug screen, travel for clinical experiences, immunizations, and lab supplies. Please see *ASNP Requirements & Estimated Costs* (Appendix D) for a more inclusive list of program costs.

A history of a misdemeanor and/or felony within five (5) years may prevent admission and/or progression in the program. If admitted, graduation from the ASNP results in the ability to apply for approval to complete the NCLEX-RN licensure examination but does not guarantee approval to complete the licensure exam. The Board of Nursing reserves the right to approve applications to complete the licensure examination. Inquiries related to approval to complete the NCLEX-RN licensure examination are directed to the state board of nursing, where the individual plans to register for licensure.

## State and National Approval

The ASNP is approval by the Division of Occupational and Professional Licenses (DOPL) Idaho Board of Nursing (IBN) (<https://dopl.idaho.gov/bon/>) and accreditation by the Accreditation Commission for Education in Nursing



(ACEN) (<https://www.acenursing.org/search-programs/entry/2478/>). Information related to both organizations can be found on the ASNPN website.

## **National Council State of Board of Nursing**

### **NCLEX-RN Examination**

Completing the ASNPN qualifies the graduate nurse to apply for the National Council Licensure Examination for Registered Nurses (NCLEX-RN). The National Council of State Boards of Nursing (NCSBN), (<https://www.nclex.com/index.page>), offers information related to the NCLEX-RN examination, including the current test plan that serves as a guide for the successful completion of the NCLEX-RN.

### **Mission**

The ASNPN supports the College's mission by providing an educational program that leads students to the knowledge, skills, and attitudes (KSA) necessary to successfully work as a registered nurse (RN) in caring for diverse populations in health care.

### **Philosophy**

The faculty believe in a curriculum that fosters and promotes the use of the nursing process, caring interactions, effective communication, life-long learning to facilitate change in behavior for self and client, and recognition and consideration of culture and spiritual health when providing nursing care to diverse populations. The ASNPN Faculty believes the adult learner is self-directed, motivated, and actively engaged. The adult learner possesses the ability to identify learning styles that best meet their needs and brings prior knowledge and experience to the learning environment that serves as a resource for their continued learning. The ASNPN faculty believe that adult learners have the desire to direct and have responsibility for their education.

### **Professional Nursing Standards, Guidelines, and Competencies**

The ASNPN uses professional nursing standards, guidelines, and competencies to assist in developing the curriculum to include but not limited to the American Nurses Association (ANA) Scope and Standards of Practice and Code of Ethics for Nurses (<https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/>), and Quality and Safety Education for Nurses (QSEN) Competencies (<https://www.qsen.org/competencies-pre-licensure-ksas>).

### **Grading and Evaluation**

#### **Grading Concerns**

The student nurse discusses concerns related to an assignment and/or exam scores with course faculty within two weeks from when the grade was posted. If course faculty are unable to assist in resolving the concern, the student nurse may email a description of the concern to the ASNPN Manager. The ASNPN Manager will review and communicate with the student nurse and course faculty.

#### **Dosage Calculation Exam (Satisfactory/Unsatisfactory)**

The Dosage Calculation Exam is either satisfactory (S) or unsatisfactory (U). The student nurse is allowed up to three (3) attempts to obtain a minimum of 92% resulting in a satisfactory (S); remediation with course faculty must take place prior to the second and third attempt if applicable. *\*The student nurse who does not achieve a*



*satisfactory (S) by the third attempt will receive an unsatisfactory (U) resulting in a maximum of a D for the course grade and inability to progress in the program.* However, the student nurse may choose one of the following options: 1) drop by the deadline identified on the CSI Academic Calendar, 2) withdraw by the deadline identified on the CSI Academic Calendar, or 3) continue to attend theory/lab and on-site clinical; work will continue to be graded but *resulting in a maximum of a D for the course grade and inability to progress in the program.*

### **Exam and Assignments**

Each course will deliver standardized proctored assessments, unit exams, and a cumulative final exam. In addition, each semester will deliver a basic laboratory exam. The student nurse must achieve a minimum average of 75% on exams to be considered for final course grade computation. Unit exams and the comprehensive final exam contain alternate format (AF) questions resulting in a range of points.

Each course will incorporate assignments related to content applicable to the course. The student nurse must achieve a minimum average of 75% on assignments, including quizzes, to be considered for final course grade computation.

*\*The student nurse who does not achieve a minimum average of 75% on exams **and** minimum average of 75% on assignments results in the inability to progress in the program; see Final Grade Computation below.*

Collaborative exams are delivered in all courses and serve as an exam review. The collaborative exam process is an evidence-based strategy for developing deeper learning encouraged in nursing education. While optional, all nursing students are highly encouraged to attend.

Assessment Technologies Institute (ATI) is used to augment student nurse learning, predict the likelihood of passing the NCLEX-RN exam, and provide a profile of areas of strengths and weaknesses. The standardized proctored assessments will serve as 10-30% of total exam points. The following sequence must be followed, in order, to maximize your development and readiness for the NCLEX-RN exam and obtain all points associated with the ATI assessment process: 1) complete Practice A Assessment and required remediation; 2) complete Practice B Assessment and required remediation; 3) complete the first Proctored Assessment and required remediation; and 4) complete Proctored Assessment Retake and required remediation. Remediation requirements are outlined in the course, also located in the student nurse ATI account. If the sequence is followed per the instructions, the student nurse will receive the points earned for the Practice Assessments and points earned for the Proctored Assessments. *\*If the student nurse does not follow the sequence, the student nurse will not receive any points for Practice or Proctored Assessments.* The student nurse must acknowledge reading, understanding, and adhering to the practice-proctored-remediation policy by completing the *ATI Practice-Proctor Policy Acknowledgment* (Appendix E); uploaded to Canvas by the first Friday of the semester.

The student nurse should maintain awareness of their performance. The student nurse is encouraged to consult with course faculty if the student nurse fails to meet the 75% exam and/or assignment benchmark. The student nurse is encouraged to complete a *Performance Improvement Plan (PIP)* (Appendix F), uploaded to Canvas, to assist the student nurse in acknowledging their performance and creating an action plan for future success. The PIP process is not a disciplinary process but rather a tool to support student nurse success and retention. The student nurse is encouraged to complete and upload the PIP within 48 hours of the posted exam or assignment grade if the grade decreases to the average score below the 75% benchmark.

The student nurse is expected to complete exams and submit assignments as scheduled. Completing an exam late, with prior approval from course faculty, may result in a 10% deduction each day late based on the scheduled exam time. Failure to take the exam as scheduled without prior approval from course faculty may result in a zero (0) for



that exam. Late submission of an assignment will result in a 10% deduction of points earned each day late based on the time the assignment was due.

### **Clinical Performance**

Clinical performance is evaluated on clinical assignments and evaluations. The student nurse must achieve a minimum average of 75% in clinical to be considered for final course grade computation; see Final Grade Computation below.

### **Final Grade Computation**

Computation of the final grade is a step-by-step process. *First, the student nurse must achieve a minimum average of 75% on exams.* If the minimum average of 75% is not achieved, the student nurse will receive the exam average earned for the course grade. *Second, the student nurse must achieve a minimum average of 75% on assignments.* If the minimum average of 75% is not achieved, the student nurse will receive the assignment average earned for the course grade. *Third, the student nurse must achieve a minimum average of 75% in clinical.* If the minimum average of 75% is not achieved, the student nurse will receive the clinical average earned for the course grade. The student nurse achieving a minimum average of 75% on exams, a minimum of 75% on assignments, and a minimum of 75% in clinical will have total points earned divided by the total points available to compute the final course grade. *Lastly, computation of the final course grade must average 75% of the total points available to progress in the program.*

### **Grade Scale**

Based on the 100% total listed above, letter grades will be assigned as follows:

92% to 100% = A 83% to 91% = B 75% to 82% = C 60% to 74% = D 59% or less = F Incomplete = I

### **Theory/Lab**

Attendance in theory/lab is expected as outlined in the course schedule. Please arrive early to ensure class begins on time and to respect the learning environment of your classmates. The teaching and learning environment is designed to assist the student nurse in meeting course objectives, end-of-course student learning outcomes and end-of-program student learning outcomes, program outcomes, and complex health care delivery demands.

The American Psychological Association (APA) style format gives college work sound structure and is the expected standard in higher education. The ASNPN expects scholarly work which includes citing sources correctly. Points for APA format may serve up to 10% of the assignment grade.

*If theory/lab is canceled, the student nurse will be notified via CSI email, Canvas, and/or telephone as soon as possible.*

### **Clinical**

ASNPN Clinical Binders are available at each clinical site whereby students are accompanied by a clinical faculty. Each binder includes a letter from the ASNPN Chair with contact information, course syllabi, course clinical schedule, and *ASNPN Student Handbook*.

Clinical experiences assist the student nurse in applying theory to clinical practice. The student nurse will maintain a professional nursing student role with those they encounter during clinical. Clinical experiences occur on-site in the RN and simulation lab and off-site in healthcare-related agencies. The first-semester student nurse learns skills in the RN lab with the opportunity to apply their learning during off-site clinicals as the semester progresses. The



second, third, and fourth semester student nurses participate in a skills fair in the RN lab during the first week of each semester. Student nurses across all semesters participate in simulation experiences in the Simulation Lab (see *ASNP Simulation Handbook* for guidelines, policies, and procedures). All semesters participate in off-site clinical experiences. The first-semester student nurse participates in clinical experiences at a long-term care facility setting and is accompanied by course faculty. The second and third-semester student nurse participates in the clinical experience at acute care facilities, accompanied by course faculty. The fourth-semester student nurse participates in the clinical experience at acute care facilities focusing on maternal-child and medical/surgical nursing. The fourth semester utilizes the preceptorship model, not accompanied by clinical faculty, for clinical experiences (see *ASNP Preceptorship Handbook*, guidelines, policies, procedures). The student nurse may participate in a spin-out opportunity, not accompanied by clinical faculty, related to health care.

The student nurse is entitled to one (1) 15-minute break if the clinical shift is less than six (6) hours, and two (2) 15-minute breaks if greater than six (6) hours, and one (1) 30-minute break if greater than eight (8) hours. The student nurse is not permitted to leave the health care facility for breaks.

*\*If the clinical experience is canceled, the student nurse will be notified via CSI email, Canvas, and/or telephone as soon as possible.*

## **Compliance**

The student nurse is required to maintain compliance with all clinical requirements. Failure to maintain compliance will result in a clinical absence; the clinical absence policy will apply. See below. Clinical compliance includes any facility requirement, which may be subject to change during a semester. The student nurse must adhere to the policies and procedures enforced by the health care agency. This includes educational or health-related requirements set by the healthcare agency. *\*The student nurse will not be allowed to attend clinical until compliance with the healthcare agency's requirements is achieved.*

## **Assignments**

Clinical assignments may include, but not limited to, *Ticket to Simulation*, *Nursing Process Guide* (Appendix G), journaling, service-learning, and self-evaluation. . No late assignments will be accepted and the student will receive a zero (0) for the assignment.

## **Required Skills and Abilities**

The student nurse performs a variety of skills and activities that utilize mental and physical health (see *ASNP Required Skills and Abilities* (Appendix H). The student nurse is always expected to deliver high-quality, safe care. The student nurse is responsible for communicating with faculty if they feel they need help to meet the required skills and abilities.

## **Simulation**

Simulation-based education is used in nursing education and practice. Simulation provides a controlled environment whereby students can develop, improve, and reflect on their clinical performance. Using simulation supports the prevention of errors, the development of critical thinking and clinical decision-making skills, effective communication skills, and the importance of collaboration and teamwork. Simulation is a clinical environment, and therefore, expectations for simulation and the healthcare agency are the same. The student nurse is expected to come prepared for simulation-based clinicals in the same manner as the healthcare agency.





## Absence

Clinical attendance is critical for success. If the student nurse is unable to attend clinical the student nurse is responsible for notifying assigned faculty prior to the scheduled clinical shift. Failure to notify faculty of an absence before the clinical shift may result in a student-driven PIP; The student nurse may be required to meet with course faculty to address the behavior and ensure future success following a clinical absence. Attendance in the clinical experience is critical to evaluating student progression. There are no opportunities for clinical make-up or rescheduling a clinical day.

## Skills

The student nurse learns, practices, and checks off nursing skills in the first semester. Check-off may occur with a peer and/or course faculty in the RN or simulation lab, or video submission. The student nurse must be in clinical uniform for all clinical experiences, including checkoffs. If video check-off is required, the student nurse performing the skill will self-critique, select a peer to critique, and upload both critiques and video to Canvas by the due date. The student nurse will have two (2) opportunities to successfully pass a skill. If the student nurse is unsuccessful on the first attempt, the student nurse is required to develop a PIP and meet with course faculty to remediate. If the student nurse is unsuccessful a second (2<sup>nd</sup>) time the student nurse will not be permitted to attend the off-site clinical which may result in less than a minimum average of 75% in clinical.

Once a skill has been checked off, it is the student nurse's responsibility to maintain competence while in the program; the RN video rooms are available for use throughout the semester. The student nurses in the second, third, and fourth semesters are given the opportunity to practice skills the first week of the semester, accompanied by course faculty, to promote continued competence.

If at any time it is identified during a clinical experience the student nurse is no longer competent in a skill, faculty will address the incompetence on the *Clinical Evaluation*. The student nurse may be asked to video the skill(s), with one attempt to demonstrate competence; uploaded to the course within seven (7) days of the posted *Clinical Evaluation*. Failure to submit within seven (7) days of the posted *Clinical Evaluation* will result in the inability to attend the next off-site scheduled shift resulting in a clinical absence which may result in less than a minimum average of 75% in clinical.

The student nurse may practice and check off a non-invasive physical assessment of a peer. The student nurse attests to participating in a non-invasive physical assessment for educational purposes by completing the *ASNP Student Handbook Acknowledgement* (Appendix A) and uploading to Canvas by Friday, the first week of the semester.

The student nurse may **not** practice an invasive skill on self, peers, faculty, co-workers, family, health care personnel, etc. *The student nurse who practices an invasive skill on an individual outside of a health care agency will receive a D for the course grade and inability to progress in the program.*

## Nursing Practice

The student nurse participating in medication administration and/or invasive skills, including but not limited to intravenous (IV) initiation, wound care/dressing change, urinary catheter, etc., must follow health care agency policies/procedures and be accompanied by an RN. Course faculty and/or the assigned nurse supervise and assist the student nurse in performing *Skills Checked Off* (Appendix I) in the health care facility. *Failure of the student nurse to be accompanied by an RN will receive a D for the course grade and inability to progress in the program.*



Practice has inherent safety risks. Healthcare agencies continually assess the practice environment to avoid exposure to undue risk. The student nurse must adhere to health care agency policies to protect clients, self, and others. Any incident involving the client, visitor, or self must be reported to the course faculty and the assigned nurse immediately. The student nurse, course faculty, and assigned nurse will document in accordance with the CSI, Report a Concern ([https://cm.maxient.com/reportingform.php?CollegeofSouthernID&layout\\_id=0](https://cm.maxient.com/reportingform.php?CollegeofSouthernID&layout_id=0)) also located at the bottom of the CSI home page ([csi.edu](http://csi.edu)), and health care agency guidelines. If a student nurse is injured while fulfilling educational requirements at a health care agency, the student nurse falls within the College's workers' compensation policy. Professional liability insurance is automatically included for students in the ASNP.

## Dress Code

The student nurse's complete uniform is to be worn during clinical experiences, including simulation. Due to risks associated with infection control and potential issues with public misidentification, the student nurse uniform should not be worn outside of the student nurse role.

Student dress is essential as it conveys a sense of professionalism and identification as a student nurse. The student nurse must adhere to the following dress code unless otherwise instructed: black scrub pants/skirt (pants must not be longer than the heel, and skirt must be below the knee), white scrub top, with white or black undershirt if scrub top low cut, and enclosed shoes. The CSI Nursing emblem is to be sewn 2 inches below the left shoulder seam with the first- or second-year chevron stitched below emblem. The chevrons may be purchased at the CSI Bookstore. If a lab coat is worn, it must be white and requires a logo sewn 2 inches below the left shoulder seam. Additionally, the student nurse is expected to comply with dress code policies in the health care agencies, including but not limited to hair color, piercings, and tattoos.

The dress code includes the CSI student nurse identification badge, agency access badge (if applicable), wristwatch (where appropriate), bandage scissors, hemostat, stethoscope, and penlight. In addition, hard copy drug and diagnostic textbooks are required in simulation and the health care agency. The student nurse is encouraged to flag common medications/diagnostics using color-specific flags as a teaching and learning strategy. For example, flag cardiovascular medications and diagnostics in red. Reference the Clinical table in the course syllabus for a complete list of items/materials for clinical.

*\*Failure to follow the dress code will result in dismissal from clinical which may result in less than a minimum average of 75% in clinical.*

## Performance and Evaluations

The student nurse's clinical performance incorporates the clinical assignments and evaluations. The student nurse completes a self-evaluation and uploads to Canvas at the completion of clinical hours. Course Faculty completes an evaluation each clinical shift, as needed, and at the completion of clinical hours.

## Clinical Safety Guidelines

The student nurse may be subjected to individuals with severe illness or hazardous treatments. It is the responsibility of the student nurse to understand and apply safety measure to maintain safety for self, clients, and others to include but not limited to:

- The student nurse must submit a physical upon admission into the ASNP. The student nurse is responsible for notifying the ASNP Program Manager and Faculty if a change in mental and/or physical health prevents the student nurse from participating in theory/lab and/or clinical after admission into the ASNP.



- The student nurse is encouraged not to work the previous eight (8) hours before a clinical shift related to safety for clients, self, and health care personnel.
- The student nurse is expected to know the location and use of all emergency equipment.
- The student nurse is expected to use appropriate personal protective equipment (PPE) when providing care.
- The student nurse is expected to place all books, coats, purses, backpacks, etc., in designated areas upon entering the clinical environment.
- The student nurse is expected to confine long hair and loose clothing.
- The student nurse is expected to report all spills and accidents to the assigned nurse and course faculty immediately; and
- Wash skin immediately and thoroughly if contaminated by chemicals or microorganisms, and immediately notify the assigned nurse and course faculty.

### **Clinical Requirements**

Before registering for any ASNP course, the student nurse must complete all requirements and maintain and demonstrate compliance with the student profile database.

#### **Background Check and Drug Screen**

Before beginning the first semester, the student nurse must complete the background check and drug screen. If a student nurse leaves the ASNP for any reason during a semester, they are required to repeat the background check and drug screen. In addition, students coming from other programs are required to complete the background check and drug screen. If the background check reveals previous criminal charges, the ASNP Program Manager, Department Chair, and the HSHS Instructional Dean will review the charges with the student nurse and determine if allowed to continue admission to the ASNP, based on health care agency and/or governing body regulations.

#### **Health Related**

Before the first semester the student nurse must provide current proof of health insurance, physical exam, and required immunizations: a) Tdap, b) hepatitis B series; c) varicella; and d) measles, mumps, and rubella (MMR). The influenza vaccine is required during the fall/winter months when made available. If circumstances prevent vaccination, provider documentation is required. CSI does not require the Covid19 vaccine(s) but may be required by our clinical partners. If required by a clinical partner and the student chooses to decline vaccination, a CSI medical exemption and/or religious accommodation form is available. Completion of the exemption form does not guarantee clinical placement. Our clinical partners are not obligated to accept our exemption forms. The student nurse understands that this may impact their ability to complete the clinical requirements. CSI does not guarantee clinical placement due to a medical and/or religious exemption.

Annual Tuberculosis (TB) testing is required for proof of the absence of disease. If this is the first TB skin test, the two-step process must be completed. In the event of a positive result or a history of having received Bacillus Calmette-Guerin (BCG) vaccination, the student must obtain a waiver form from the HSHS office and return the completed annual waiver form to the HSHS office before being allowed to attend off-site clinical rotations. Yearly routine chest x-rays are no longer recommended for asymptomatic, tuberculin skin test “positive” students or students who have received a BCG vaccination. Should a student nurse develop signs and symptoms of tuberculosis at any time, the student nurse must schedule a chest x-ray and notify the ASNP Program Manager immediately.

#### **Basic Life Support**



The student nurse must maintain current Basic Life Support (BLS) for Healthcare Providers certification while in the ASNP.

*\*The student nurse who is non-compliant at any time with any clinical requirements will not be allowed to attend clinical until compliant, which will result in a clinical absence. The clinical absence policy will apply.*

## **Malpractice Insurance**

As a professional individual, even though in a learning situation, the student nurse is legally and financially liable for error and/or negligence; reference the Idaho Board of Nursing (IBN) (<https://dopl.idaho.gov/bon/>). Student nurses may choose to participate in malpractice insurance. If the student nurse chooses to participate in malpractice insurance, the student nurse is responsible for obtaining and maintaining their own policy.

## **Professional Conduct**

The student nurse is expected to follow the conduct guidelines outlined in the CSI Student Code of Conduct (<https://www.csi.edu/student-handbook/default.aspx>), the *ASNP Student Handbook*, and ANA's Code of Ethics for Nurses. Failure to follow these guidelines may result in a review of allegations by the ASNP Manager, Nursing Chair, and/or College Dean of Students with possible sanctions, including dismissal from the program.

Unprofessional and disruptive behaviors that may result in dismissal from theory/lab and/or clinical include but are not limited to, yelling, throwing things, making faces, gossiping, inappropriate and/or foul language, disruption of learning environment, including fellow student complaints. If dismissed, the attendance policy will apply.

## **Social Media**

The student nurse should be mindful that their social media behavior is subject to the standards of conduct established by the College and ASNP. Content posted to social media is in the public realm and can affect the student nurse's ability to secure future employment and status as a student nurse. The student nurse is encouraged to become familiar with the NCSBN Social Media Guidelines for Nurses (<https://ncsbn.org/video/social-media-guidelines-for-nurses>) and American Nurses Association (ANA) Social Media (<https://www.nursingworld.org/social/>).

## **Confidentiality**

The student nurse is expected to maintain client confidentiality in all settings (HIPAA). During theory/lab and/or clinical, or other educational opportunities, the student nurse may become aware of information regarding doctors, nurses, clients, families, and others, which must be kept confidential. *\*Failure to maintain confidentiality may result in facility and/or legal ramifications and dismissal from the ASNP.*

## **Professional Development**

The student nurse is encouraged to seek professional nursing of interest and actively participate in local, state, and national nursing endeavors. The student nurse is highly encouraged to take advantage of dual enrollment programs that articulate with CSI ASNP.

Pre-nursing and student nurses are encouraged to participate in the National Student Nurse Association (NSNA) (<https://www.nсна.org/>) membership, a professional student nurse association affiliated with the American Nurses Association (ANA) (<https://www.nursingworld.org/ana/>). The Idaho Student Nurse Association (ISNA) is an



affiliation of the NSNA. Participation demonstrates professionalism, leadership, and teamwork in nursing practice. The student nurse is encouraged to participate in campus, local, state, and national activities.

### **Readmission**

A student nurse who fails to successfully pass the course may discuss with the course faculty the opportunity for a one-time readmission. The student nurse requesting the chance to readmit must complete and submit the *ASNP Readmission Application* (Appendix J) to the HSHS Office attention ASNP Program Manager by Thursday of finals week at 5:00 pm. A repeated background check (Complio) and/or drug screen is required before registration can take place. Readmission is not guaranteed. Seat availability, performance, and/or behaviors/professionalism while in the ASNP may be considered as readmission determinants. The decision to offer readmission will be made by the Readmission Committee. The Readmission Committee outcome is final and will be communicated by the ASNP Program Manager/Department Chair after successful completion of the above requirements. Students will be notified via the CSI email account. The readmitted student nurse will complete a PIP and consult with course faculty upon readmission to the course. Course faculty may add to the PIP requiring but not limited to 1) logged/witnessed study hours on campus to be placed in student file; 2) biweekly meeting; 3) additional assignments; and/or 4) 2x/wk—peer tutoring (if available). The student nurse readmitted to the program is required to attend the ATI Test Taking Strategies workshop at the beginning of the semester.

### **Academic Integrity**

Please be familiar with the College's Academic Integrity (<https://www.csi.edu/student-handbook/academic-integrity.aspx>) policy. Integrity concerns are not taken lightly in the ASNP. The Code of Ethics for Nurses, Preservation of Integrity, clearly depicts the expectation of a professional nurse. The student nurse will complete a PIP for any integrity concerns and consult with the course faculty. All integrity concerns are reported to CSIs Student Services, per CSI policy.

### **Request for Recommendation**

The student nurse wishing to obtain a recommendation from the nursing faculty must submit the request via email. The request authorizes ASNP Faculty to disclose any information related to the student nurse's education or suitability for employment.

## **HSHS Drug and Alcohol Policy and Procedures**

### **I. Statement of Purpose**

The HSHS faculty support the College of Southern Idaho (CSI)'s Student Substance Abuse Policy. Further, agencies providing learning experiences for students require that students be alcohol and illicit drug-free. Patients/clients have a right to be ensured that any CSI HSHS student interacting with them is alcohol and illicit drug-free. HSHS faculty are responsible for assuring that students maintain an environment for clients/patients that allows decisions and procedures to be performed in such a way as to be in the clients/patients' best interest while retaining records and protecting both patients/clients and students' privacy by state and federal laws.

### **II. Policy**

#### **A. Criteria:**

1. CSI HSHS Department strictly prohibits possession, sale, transfer, attempt to sell, or use of illicit/prohibited drugs or alcohol while at a clinical/practicum site as a CSI student. If an illegal substance is found in the possession of a student at a clinical site, it should be immediately brought to the attention of



the designated security authority at the site. Appropriate law enforcement agencies will then be contacted to take possession of the substance and take further legal action as is indicated by the circumstance. If the clinical site does not have a security person, then call the local law enforcement.

2. Students with a detectable level of prohibited drugs/alcohol in their system will not be permitted to interact with patients/clients. The basis for determining “under the influence” and/or “detectable level” is, for the purposes of this policy, a positive test result for drugs and/or alcohol. A positive result for alcohol shall be .02 concentration or more. Prohibited drugs include both illegal and legal substances, including alcohol or prescription drugs that have not explicitly been prescribed, and used as prescribed, by a licensed physician or other health care provider, for specific treatment purposes of the student at that time.

### **B. Violations:**

1. Any of the following shall be considered student misconduct will be reported to the Dean of Students for review:
  - a. A confirmed positive drug test and/or positive alcohol test. For the alcohol test, a positive result shall be .02 alcohol concentration or more.
  - b. A student’s refusal to provide a sample or submit for testing.
  - c. A student adulterates or attempts to alter a sample by adding a foreign substance for the purpose of making the sample more difficult to analyze; or
  - d. The student’s submission of a sample that is not their own.

### **C. Substance Testing:**

1. To support the objectives of the HSHS Department and this policy, testing for substances may be performed under the following circumstances:
  - a. Baseline: A baseline drug and/or alcohol test will be done by all students before entering designated HSHS programs. Should a student test positive for an illegal or unauthorized prescription during the admission drug screen, the student will be notified by the RN Department Manager regarding the drug screen results. The student will be counseled and offered another opportunity to complete a drug screen on a date of the department chair’s choosing and randomized screenings during the student’s attendance during the program. If further drug screens indicate illegal or unauthorized prescription utilization, the student will immediately be dismissed from the program and will not be re-admitted to the RN program. Students identified as “under the influence” during clinical attendance will follow the HSHS drug/alcohol policy outlined in this handbook.
  - b. Per clinical/practicum protocol: All students will follow clinical/practicum protocol at the clinical/practicum site.
  - c. Random: Random drug and/or alcohol tests may be done during the school year by designated HSHS programs.
  - d. Reasonable Suspicion: A student will be required to submit a drug and/or alcohol test when at least one designated/trained supervisor has reasonable suspicion to believe that a student is under the influence of drugs and/or alcohol. These beliefs will be based on specific emotional, physical, behavioral or performance indicators. A second witness, a trained supervisor, will either observe the student or concur by telephone with the decision to test. Both supervisors must agree with the decision to test.

### **D. Reasonable Suspicion Procedure:**

1. The student’s clinical/practicum supervisor will temporarily suspend the student’s ability to interact with patients by removing the student to an area where they must wait safely while the supervisor follows up on the reasonable suspicion documentation and/or testing. If the student chooses to leave and they could be a threat to himself or others, the appropriate law enforcement will be informed.



2. The student's clinical/practicum supervisor will contact their supervisor or another trained peer and request their physical presence at the site and assistance in deciding whether or not there is reasonable suspicion. If this is not possible, then the concurrence to test will occur by phone.
3. The student's clinical/practicum supervisor will complete the "Observed Behavior Record—Reasonable Suspicion" form.
4. The CSI supervisor, or their designee, will contact CSI security to arrange for student transportation to a drug testing lab facility.
5. The clinical/practicum supervisor will suspend the student from the clinical/practicum site until the drug test results are available.
6. If the test is positive, the student will be responsible for the cost. If the test is negative, CSI will be responsible for the testing charge.

*\*Due to unforeseen events, the ASNP reserves the right to alter the ASNP Student Handbook as needed. Addendums will be communicated to the student nurse via Canvas.*



**Appendix A ASNP Student Handbook Acknowledgment**

I \_\_\_\_\_ have read and will adhere to the ASNP Student Handbook for the academic year of Fall/Spring 20\_\_\_\_. (Please circle the semester and add the year)

I \_\_\_\_\_ understand these policies and procedures are subject to change, and it is my responsibility to review the updated ASNP Student Handbook each semester throughout my nursing education at CSI.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_





**Appendix B Traditional ASNP Academic Plan**

<b>Pre-Requisites</b>	<b>Credits</b>
ALLH 220 Fundamentals of Nutrition	3
BIOL 227 Human Anatomy & Physiology 1*	4
COMM GE Any Gen. Ed. Oral Comm	3
MATH 143 College Algebra* OR MATH 153 Elementary Statistics* ( <i>preferred</i> )	3
PSYC 101 General Psychology	3
Total	16
<b>First Semester</b>	<b>Credits</b>
SOCY 101 Introduction to Sociology	3
BIOL 228 Human Anatomy & Physiology 2	4
NURR 110 Fundamentals of Nursing	8
Total	15
<b>Second Semester</b>	<b>Credits</b>
ENGL 101 Writing and Rhetoric I	3
HUMA GE Any Gen Ed. Humanistic & Artistic Ways of Knowing ( <i>PHIL 103 Introduction to Ethics preferred</i> )	3
NURR 114 Beginning Medical/Surgical Nursing*	8
Total	14
<b>Third Semester</b>	<b>Credits</b>
ENGL 102 Writing and Rhetoric II*	3
HUMA GE Any 2 <sup>nd</sup> Gen Ed. Humanistic & Artistic Ways of Knowing	3
NURR 214 Advanced Medical/Surgical Nursing*	8
Total	14
<b>Fourth Semester</b>	<b>Credits</b>
GNED 101 Intro to General Education	3
WELL Any Gen. Ed. Wellness Elective	2
NURR 215 Maternal/Newborn and Pediatric Nursing	4
NURR 217 Capstone	5
Total	14
<b>Total</b>	<b>73</b>

Note. \*All courses must be completed with a “C” or better; Prerequisite or corequisite required with asterisk (\*); Humanities courses must be from 2 different disciplines.



## Appendix C LPN-ASNP Academic Plan

<b>Pre-Requisites</b>	<b>Credits</b>
ALLH 220 Fundamentals of Nutrition	3
BIOL 227 Human Anatomy & Physiology 1*	4
BIOL 228 Human Anatomy & Physiology 2*	4
COMM GE Any Gen. Ed. Oral Comm	3
MATH 143 College Algebra* OR MATH 153 Elementary Statistics* ( <i>preferred</i> )	3
PSYC 101 General Psychology	3
SOCY 101 Introduction to Sociology	3
Total	23
<b>First Semester</b>	<b>Credits</b>
ENGL 101 Writing and Rhetoric I	3
HUMA GE Any Gen Ed. Humanistic & Artistic Ways of Knowing ( <i>PHIL 103 Introduction to Ethics preferred</i> )	3
NURR 114 Beginning Medical/Surgical Nursing*	8
Total	14
<b>Second Semester</b>	<b>Credits</b>
ENGL 102 Writing and Rhetoric II*	3
HUMA GE Any 2 <sup>nd</sup> Gen Ed. Humanistic & Artistic Ways of Knowing	3
NURR 214 Advanced Medical/Surgical Nursing*	8
Total	14
<b>Third Semester</b>	<b>Credits</b>
GNED 101 Intro to General Education	3
WELL Any Gen. Ed. Wellness Elective	2
NURR 215 Maternal/Newborn and Pediatric Nursing*	4
NURR 217 Capstone*	5
Total	14
<b>Total</b>	<b>65</b>

Note. \*All courses must be completed with a “C” or better; Prerequisite or corequisite required with asterisk (\*); Humanities courses must be from 2 different disciplines.

**Appendix D ASNP Requirements & Estimated Costs**

In addition to CSIs tuition, the following estimated costs/fees apply *once* admitted into the RN program. In addition, students are responsible for the transportation to and from clinical experiences, which may include, but are not limited to 50+ miles.

<b>Admission Requirements Miscellaneous</b> <i>(Must be completed one week before the semester, or seat will be forfeited)</i>	<b>Estimated Cost</b>
American Databank Background Check (\$50) Complio (student profile \$30)	\$80
Drug Screen	\$20
Health Care Provider BLS Certification	\$55
myClinicalExchange (mCE)	\$79
<b>Health-Related Admission Requirements</b> <i>(Must be completed one week before the semester, or seat will be forfeited)</i>	<b>Estimated Cost</b>
Physical exam	\$120
Health Insurance	Varies
Hepatitis Immunization (series)	\$90 ea.
MMR Immunization	\$50
Tdap Immunization	\$75
Varicella Immunization	\$89
TB Skin Test	\$20
Flu Vaccination (obtained in October)	\$25
Covid-19 Vaccination	Free
<b>Supplies/Other</b>	<b>Estimated Cost</b>
Computer with audio/video & Wi-Fi	Varies
White Uniform Top	\$35
Black Uniform Pant	\$40
Shoes (closed/skid proof)	Varies
CSI Nursing Patch & 1 <sup>st</sup> /2 <sup>nd</sup> year chevron (purchased @ CSI Bookstore)	\$6 ea.
(1) Box Disposable Gloves (non-latex/powder free)	\$10.00
Bandage Scissors	\$10.00
Goggles	\$10.00
Wristwatch (with second hand)	\$25.00
Stethoscope	\$80.00
Hemostat	\$10.00
Nursing Textbooks ( <i>eBook/print available @ CSI Bookstore one week before semester</i> )	\$1040-1581
<b>Fees</b>	<b>Estimated Cost</b>
Skills Supplies & ASNP Student Badge	\$500
ATI First Semester Fee	\$694
ATI Second Semester Fee	\$694
ATI Third Semester Fee	\$694
ATI Fourth Semester Fee	\$694
<b>NCLEX-RN</b>	<b>Estimated Cost</b>
Background check, fingerprints, NCLEX-RN Exam (after graduation)	\$350.00

**Appendix E ATI Practice-Proctor Policy Acknowledgment**

I have received a copy of the College of Southern Idaho Associate of Science Nursing Program ATI Testing and Remediation policy, as outlined below. I also understand that I must complete the remediation and exam process described in the procedure below.

Student printed name: \_\_\_\_\_

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Assessment Technologies Institute (ATI) is used to augment student nurse learning, predict the likelihood of passing the NCLEX-RN exam, and provide a profile of areas of strengths and weaknesses. In addition, the following sequence must be followed, in order, to maximize your development and readiness for the NCLEX-RN exam and obtain all points associated with the ATI testing process:

- 1) Complete Practice A Assessment **and** submit the required remediation
- 2) Complete the Practice B Assessment **and** submit the required remediation
- 3) Complete the first Proctored Assessment **and** submit the required remediation
- 4) Complete the Proctored Assessment Retake **and** submit the required remediation.

Remediation requirements are outlined in the course, also located in the student nurse ATI account. If the sequence is followed per the instructions, the student nurse will receive the points allotted for the Practice Assessments and points earned for the Proctored Assessments. **If the student nurse does not follow the sequence, the student nurse will not receive any points for Practice or Proctored Assessments.**



**Appendix F ASNP Performance Improvement Plan**

**Purpose:** The purpose of the *Performance Improvement Plan* (PIP) is to guide the student nurse in developing an action plan to address the identified theory/lab and/or clinical performance deficiencies/concerns and the opportunity for improvement and success in the course/program.

**Instructions:**

1. The student nurse develops the PIP r/t the identified deficiency/concern.
2. If performance deficiency/concern is related to clinical, course faculty will complete the *Clinical Evaluation* identifying the unsatisfactory performance.
3. The student nurse identifies the end-of-course student learning outcome(s) (ECLSOs) the action plan(s) meets.
4. Faculty may add to the PIP to support success in the course/program.
5. The student nurse will follow up, by the identified date (if applicable), with faculty to determine outcomes and revisions if needed.
6. The student nurse submitting a PIP will utilize one (1) PIP for subsequent occurrences, whether exam, assignment, or clinical performance.

*\*Please type responses and upload them to Canvas.*

**\*Any student with a documented disability may be eligible for reasonable accommodation. To determine eligibility and secure services, students should contact Student Accessibility Services at their first opportunity after registration for a class(es). Student Accessibility Services is located on the second floor of the Taylor Building on the Twin Falls Campus. 208-732-6260 or e-mail Shannon Hyde: [shyde@csi.edu](mailto:shyde@csi.edu).**

Area of Concern	Action Plan	Resources	Expected Outcomes	Follow-Up/Outcome



Appendix G Nursing Process Guide

**Purpose:** The purpose of the *Nursing Process Guide* is to assist the student nurse in using the nursing process during a clinical experience to plan and provide nursing care to assigned client(s).

**Instructions:**

1. No more than **two (2)** clients will be assigned.
2. Participate in complete and focus assessments with assigned RN.
3. Review medical record to care for client(s).
4. Collaborate and implement interventions with the guidance, approval, and presence of assigned RN.
5. Reference the *Skills Checked Off* document.
6. Do not include client identifiers when completing the template below.
7. Be prepared to review the template, below, with the assigned RN and/or ASN faculty during the shift.
8. Bring this completed document to post conference with intent to discuss with faculty and classmates.
9. Submit this completed *Nursing Process Guide* to the clinical faculty during post conference. Failure to submit will result an unsatisfactory clinical evaluation for the day.

<b>Medical Diagnosis (priority):</b>				
<b>Assessment</b>	<b>Analysis/Diagnosis</b>	<b>Planning</b>	<b>Implementation</b>	<b>Evaluation</b>
<b>Subjective:</b>          <b>Objective:</b> CODE Status _____ Religion _____ Allergies _____ Weight _____ Height _____ Diet _____ Braden Score _____ Activity _____ T _____ RR _____ HR _____ B/P _____ SpO2 _____ % RA _____ L/min Pain _____ /10 Lines/Tubes/Drains: History/Physical:		<b>Outcome (long-term):</b>	<b>Independent Intervention:</b>	<b>Factors:</b>
		<b>Outcome (short-term):</b>	<b>Evidence-based Rationale:</b>	
		<b>Interdisciplinary Team:</b>	<b>Teaching:</b>	<b>Revision:</b>
		<b>QSEN:</b>		



<b>HEENT:</b>  <b>Neurological:</b>  <b>Cardiovascular:</b>  <b>Respiratory:</b>  <b>Gastrointestinal:</b>  <b>Genitourinary:</b>  <b>Integumentary:</b>  <b>Musculoskeletal:</b>  <b>Reproductive:</b>  <b>Psychological/Social:</b>					
				<b>Dependent Intervention:</b>	<b>Factors:</b>
				<b>Evidence-based Rationale:</b>	
				<b>Teaching:</b>	<b>Revision:</b>
				<b>QSEN:</b>	

Diagnostic Table							
Type of Test	Normal Findings	Client Findings	Test Explanation & Related Physiology	Contraindications	Interfering Factors/Potential Complications	Procedure for Client Care	Abnormal Findings




**Medication Table**

<b>Medication</b>	<b>Class/Category</b>	<b>Indications Dose/Route</b>	<b>Client Dose/Route</b>	<b>Mechanism Action</b>	<b>Incompatibilities</b>	<b>Drug Contraindications</b>	<b>Interaction Drug</b>	<b>Adverse Reactions</b>	<b>Nursing Considerations</b>	<b>Client Teaching</b>



**Appendix H ASNP Required Skills and Abilities**

The student nurse performs a variety of skills and activities that utilize both mental and physical health. The student nurse must be able to perform activities requiring accurate and efficient interpretation and communication of written and verbal information in English; direct assistive personnel, read and record information, and respond to a health care providers order. The student nurse must demonstrate the ability to analyze, calculate, and measure data. The student nurse must effectively perform under stress, as evidenced by maintaining safe practice and sound clinical judgment. Other needed skills and activities include the ability to safely lift, position, and transport clients, perform life-saving measures, and move efficiently to meet the needs of clients in a timely fashion. In addition, the student nurse must effectively demonstrate activities requiring manual dexterity to include but not limited to performing injections, efficiently operating equipment, and inserting and maintaining catheters.

**Appendix I Skills Checked Off**

- Assessment
  - Health & Physical Examination
  - Vital Signs
- Positioning, Moving, Transferring
- Applying/Removing Restraints
- Initiating/Maintaining Sterile Field/Gloving
- Non-parenteral Medication Administration
  - Oral
  - Eye
  - Ear
  - Rectal
  - Metered-Dose/Dry Inhalers
- Injections
  - Subcutaneous
  - Intradermal
  - Intramuscular
- Intravenous
  - Insertion/Discontinue Peripheral Device
  - Peripheral/Central Dressing Change/Blood Draw
  - Medication Administration
    - Fluid Maintenance
    - Fluid Bolus
    - Blood Transfusions
- Airway Management
  - Suctioning
  - Tracheostomy Tube Care
- Enteral Nutrition
  - Administering Tube Feedings
  - Medication Administration
- Specimen Collection
  - Urine (Midstream/Catheter), Stool, Sputum, Blood, Gastric, Wound
- Urinary Catheterization
  - Inserting/Discontinuation Straight/Indwelling
  - Applying Male/Female External Catheter
- Bowel Elimination/Ostomy
  - Enema Administration
  - Care/Pouching Ostomy
  - Nasogastric Tube Insertion/Discontinuation
- Wound
  - Care/Dressing Change



### Appendix J ASNP Readmission Application

Please carefully review the information below. Contact the course faculty with any questions.

If pursuing readmission, you must successfully complete the readmission requirements outlined in the *ASNP Student Handbook* prior to submitting this application.

It is imperative that you complete the four (4) questions below.

*\*Please type responses, print/sign/date, and submit this application to the HSHS office attention ASNP Program Manager by Thursday of finals week at 5:00 pm.*

**Name:**

**CSI Student ID:**

**Email:**

**Phone Number:**

**Requested Course:**

**Date of Exit From ASNP:**

**Current Date:**

- 1) State the reason(s) for the interruption of your nursing education.**
  
- 2) Discuss your plan(s) for successful completion of the requested course/program if readmitted.**
  
- 3) What arrangements/actions have you taken, or anticipate, in preparation for readmission and success in the requested course/program (include timeline and documentation)?**
  
- 4) Have you completed all requirements per the *ASNP Student Handbook*? If not, do not submit this application until complete.**