



2024-2025



Student Handbook



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General Information

Welcome to the Associate of Science Nursing Program (ASNP) at the College of Southern Idaho! We are delighted that you have chosen to join our program, and we are committed to supporting you as you work towards achieving your educational goals in the months ahead.

This student handbook contains valuable information to assist you in successfully navigating the program. Upon successful completion of the ASNP, graduates will earn an Associate of Science in Nursing (ASN) degree, qualifying the graduate to apply to complete the National Council Licensure Examination for Registered Nurses (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](#) 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. Click here to find out more: [Campus Life](#)

The ASNP Student Handbook is an additional resource to the [CSI Student Handbook](#) and the [CSI Catalog](#). 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) and upload 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 approximate 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.

Mission

The mission of the College of Southern Idaho is to provide quality educational, social, cultural, economic, and workforce development opportunities that meet the diverse needs of the communities it serves. CSI prepares students to lead enriched, productive, and responsible lives in a global society.

The ASNP contributes to the College's mission by offering an educational curriculum designed to equip students with the requisite knowledge, skills, and attitudes (KSAs) essential for a successful career as a registered nurse (RN), adept in providing comprehensive care to diverse populations within the healthcare sector.

Philosophy

The faculty advocates for a curriculum that emphasizes the nursing process and clinical judgement, compassionate interactions, effective communication, lifelong learning to facilitate behavioral change for both self and client, and the recognition and integration of cultural and spiritual aspects in nursing care for diverse populations.

ASNP faculty believe that adult learners are inherently self-directed, motivated, and actively engaged. They acknowledge that adult learners possess the capacity to identify their preferred learning styles and draw upon their prior knowledge and experiences as valuable resources in the learning environment. ASNP faculty affirm that adult learners are driven by a desire to take ownership and responsibility for their educational journey.

Professional Nursing Standards, Guidelines, and Competencies

The ASNP 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](#), and [Quality and Safety Education for Nurses \(QSEN\) Competencies](#).

State and National Approval

The ASNP is approved by the [Division of Occupational and Professional Licenses \(DOPL\)](#) Idaho Board of Nursing (IBN) and accreditation by the [Accreditation Commission for Education in Nursing \(ACEN\)](#). Information related to both organizations can be found on the ASNP website.

NCLEX-RN Licensure Examination

Upon completion of the ASNP, graduates are eligible to apply for the NCLEX-RN. The National Council of State Boards of Nursing (NCSBN) provides comprehensive information regarding the NCLEX-RN examination, including the current test plan, which serves as a valuable guide for candidates preparing to successfully complete the NCLEX-RN.



Social Media

Student nurses should be aware that their social media conduct is governed by the standards of conduct set forth by the College and ASNP. Content posted on social media platforms is accessible to the public and can significantly impact the student nurse's prospects for future employment and standing within the nursing community. It is advisable for student nurses to familiarize themselves with the [NCSBN Social Media Guidelines for Nurses](#) and the [American Nurses Association \(ANA\)](#) guidelines pertaining to social media usage.

Professional Development

The student nurse is strongly encouraged to explore various areas of professional nursing interest and actively engage in local, state, and national nursing initiatives. It is highly recommended for student nurses to take advantage of dual enrollment programs that align with CSI ASNP.

Pre-nursing and student nurses are encouraged to join the [National Student Nurse Association](#) (NSNA) through its website which is a professional student nurse association affiliated with the [American Nurses Association](#) (ANA). Additionally, students may consider joining the Idaho Student Nurse Association (ISNA), an affiliate of NSNA. Participation in these associations demonstrates professionalism, leadership, and teamwork in nursing practice. Student nurses are urged to actively participate in campus, local, state, and national activities.

CSI maintains strong participation in the national and international organization of Health Occupations Students of America (HOSA). HOSA is a global student-led organization recognized by the U.S. Department of Education and the Department of Health and Human Services. HOSA aims to empower future health professionals to become leaders in the global health community through education, collaboration, and experience. CSI students in the nursing department are encouraged to participate in our active CSI HOSA chapter. Information about HOSA can be found here: [What Is HOSA? – HOSA](#). Information about the CSI HOSA chapter can be found at the HSHS main office.

Grading and Evaluation

Grading Concerns

Students are required to address any assignment or exam score concerns with course faculty within two (2) weeks of the grade being posted. Unresolved concerns need to be addressed by following the Final Grade Appeal Process located here: [final-grade-appeal-process.pdf \(csi.edu\)](#).

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 grade; 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. 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
- 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) and upload 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) and upload it to Canvas. The PIP process is designed to assist the student nurse in acknowledging their performance and creating an action plan for future success in conjunction with their course faculty. The PIP process is not a disciplinary process but rather a tool to support student nurse

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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. All assignments are not eligible for late submission points. Assignments eligible for late submission 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 91.9% = B
75% to 82.9% = C
60% to 74.9% = D
59% or less = F
Incomplete = I

***Grades are assigned as earned, without rounding.*

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 are 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.

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

Formatting

In higher education, adhering to the American Psychological Association (*APA*) style format provides a solid framework for academic work and is widely regarded as the standard. Up to 10% of a student's grade may be allocated for adherence to *APA* format guidelines.

Academic Integrity

Students are expected to be well-versed in the [College's Academic Integrity Policy](#), as integrity matters are treated with utmost seriousness within the ASNP. Aligned with the principles outlined in the [Code of Ethics for Nurses](#), specifically emphasizing the preservation of integrity, professional conduct is non-negotiable for aspiring nurses.

Should any integrity concerns arise, the student nurse will be required to complete a PIP and engage in consultation with course faculty. It's important to note that all integrity-related matters are promptly reported to CSI's Student Services, in accordance with CSI policy.

Professional Conduct

The student nurse is required to adhere to the conduct guidelines stipulated in the [CSI Student Code of Conduct](#), the ASNP Student Handbook, and the [ANA's Code of Ethics for Nurses](#). Failure to comply with these guidelines may prompt a review of allegations by the ASNP Manager, Nursing Chair, and/or College Dean of Students, potentially leading to sanctions, including dismissal from the program.

Unprofessional and disruptive behaviors that could warrant dismissal from theory/lab and/or clinical sessions encompass, but are not limited to yelling, throwing objects, making derogatory expressions or remarks, engaging in gossip, using inappropriate or offensive language, and disrupting the learning environment, including complaints from fellow students. In the event of dismissal, the attendance policy will be enforced.

Clinicals

ASNP Clinical Binders are indispensable resources available at each clinical site, providing comprehensive support to students under the guidance of clinical faculty. Each binder includes a personalized letter from the ASNP Chair, ensuring direct communication channels, along with essential documents such as course syllabi, clinical schedules, and the ASNP Student Handbook.

Clinical experiences represent a pivotal bridge between theory and practice for student nurses. Upholding a professional nursing student role is paramount during these experiences, which encompass on-site training in RN and simulation labs, as well as off-site placements in diverse healthcare settings.

In the first semester, student nurses cultivate foundational skills within the RN lab, progressively applying their knowledge in off-site clinical settings. Subsequent semesters feature participation in skills fairs held in the RN lab, along with immersive simulation experiences.



Across all semesters, students engage in off-site clinical rotations tailored to their learning journey. First-semester experiences are centered on long-term care facilities, accompanied by course faculty, while second and third semesters focus on medical/surgical nursing within acute care settings. Fourth-semester rotations include maternal-child experiences utilizing the preceptorship model outlined in the ASNP Preceptorship Handbook.

Additionally, students can participate in spin-out programs related to healthcare, providing valuable real-world exposure outside the traditional clinical setting.

During clinical shifts, student nurses are allotted breaks based on the duration of their shift. If the shift is less than six (6) hours, one (1) 15-minute break is provided. For shifts exceeding six (6) hours, two (2) 15-minute breaks are granted, and for shifts surpassing eight (8) hours, one (1) 30-minute break is scheduled. **It's important to note that breaks must be taken within the healthcare facility premises. Students are not permitted to leave the clinical site during the scheduled rotation hours.**

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

Assignments

Clinical assignments encompass a variety of tasks, including but not limited to Ticket to Simulation, Nursing Process Guide (Appendix G), clinical journaling, service-learning, and self-evaluation. It is imperative to note that assignments must be submitted on time. Ticket to Sim documents must be printed and uploaded prior to Simulation, no late submissions will be accepted, late submissions will result in a grade of zero (0). Clinical Journal assignments that are late will receive a zero (0). All other assignments that are submitted late will be subject to the 10% off per day policy for late submissions.

Absence

Consistent attendance in clinical sessions is vital for student success. Students absent from a clinical day will result in a 5% deduction from overall course grade for each clinical day missed. Students are responsible to notify course and clinical faculty for any absences. Failure to provide timely notification will result in the initiation of a PIP and discussion with course faculty to address the absence and strategize for future success.

Attendance in clinical experiences is crucial for assessing student progress. It's important to note that there are no opportunities for clinical makeup or rescheduling. Therefore, adherence to the scheduled clinical days is imperative for maintaining academic and professional standards.

Clinical Safety Guidelines

The student nurse may encounter individuals with severe illness or undergo hazardous treatments, necessitating a thorough understanding and application of safety measures to ensure the well-being of oneself, clients, and others. Key safety protocols include:



- Submitting a physical examination upon admission to the ASNP, with a responsibility to promptly notify ASNP leadership and course faculty of any changes in mental or physical health that may impede participation in theory/lab or clinical activities.
- Avoiding work in the eight (8) hours preceding a clinical shift to safeguard the safety of clients, oneself, and healthcare personnel.
- Familiarizing oneself with the location and use of all emergency equipment.
- Proper use of personal protective equipment (PPE) during care provision.
- Storing personal belongings such as books, coats, purses, and backpacks in designated areas upon entering the clinical environment.
- Ensuring long hair and loose clothing are securely confined.
- Promptly reporting all spills and accidents to the assigned nurse and course faculty.
- Washing skin immediately and thoroughly if contaminated by chemicals or microorganisms and promptly notifying the assigned nurse and course faculty.

Performance and Evaluations

The student nurse's clinical performance is assessed through a combination of clinical assignments and evaluations. At the conclusion of their clinical hours, the student nurse completes a self-evaluation, which is uploaded to Canvas. Additionally, Course faculty conduct evaluations following each clinical shift, as required, and upon completion of the clinical hours.

Simulation

Simulation-based education is integral to nursing education and practice, offering a controlled environment for students to enhance their clinical performance through development, improvement, and reflection. By simulating real-life scenarios, students can prevent errors, hone critical thinking and clinical decision-making skills, and cultivate effective communication and collaboration abilities. Simulation mirrors a clinical setting, necessitating the same level of preparation and professionalism as required in healthcare agencies.

Compliance

Student nurses are mandated to uphold full compliance with all clinical requirements. Non-compliance will result in a recorded clinical absence, subject to the policies outlined in the clinical absence policy. Clinical compliance encompasses adherence to all facility requirements, which may undergo modifications throughout the semester. This entails strict adherence to the policies and procedures established by the healthcare agency, inclusive of educational and health-related requirements.

The student nurse will not be allowed to attend clinical until compliance with the healthcare agency's requirements is achieved.



Dress Code

Full adherence to the student nurse's complete uniform is mandatory throughout all clinical experiences, including simulation exercises. This policy is in place to mitigate risks associated with infection control and to prevent potential misidentification in public settings. It is imperative that the student nurse uniform is exclusively worn within the context of their role as a student nurse.

Student dress code is crucial for professionalism and identification as a student nurse.

- Required attire:
 - Black scrub pants/skirt (pants not longer than the heel, skirt below the knee)
 - White scrub top (with white undershirt if top is low cut)
 - Enclosed shoes
- CSI Nursing emblem to be sewn 2 inches below left shoulder seam, with first- or second-year chevron stitched below emblem (chevrons available at CSI Bookstore).
- Lab coat, if worn, must be white with logo sewn 2 inches below left shoulder seam.
- Compliance with healthcare agency dress code policies, including hair color, piercings, and tattoos, is expected.
- Required accessories:
 - CSI student nurse identification badge
 - Agency access badge (if applicable)
 - Wristwatch (where appropriate)
 - Bandage scissors
 - Hemostat
 - Stethoscope
 - Penlight
- Hard copy drug and diagnostic textbooks required in simulation and healthcare agency settings.

Refer to Clinical table in course syllabus for comprehensive 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.

Clinical Compliance

- Completion of all requirements in the student profile database is mandatory before registering for any ASNP course.
- Students must always maintain and demonstrate compliance with the student profile database.

Background Check and Drug Screen

- Before commencing the first semester, student nurses must:



- Complete a background check and drug screen.
- If drug screen comes back positive, student nurse will be notified of next steps.
- If a student nurse departs from the ASNP for any reason during a semester, they must:
 - Repeat the background check and drug screen upon re-entry.
- Students transferring from other programs must:
 - Complete a background check and drug screen.
- If a background check reveals previous criminal charges:
 - The ASNP Department Chair and HSHS Instructional Dean will review the charges with the student nurse.
 - Admission to the ASNP will be determined based on healthcare agency and/or governing body regulations.

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 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 HSHS admin assistant 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 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.

Health Related Compliance

- Before beginning the first semester, student nurses must provide current proof of:
 - Health insurance
 - Physical exam
- Required immunizations:
 - Tdap
 - Hepatitis B series
 - Varicella
 - Measles, mumps, and rubella (MMR)
 - Influenza vaccine
 - Required during fall/winter months when available. If vaccination is not possible due to circumstances, provider documentation is required.
 - COVID-19 vaccine(s)
 - Not required by CSI but may be required by clinical partners. If declined, a CSI medical exemption and/or religious accommodation form is available, but completion of the form does not guarantee clinical placement.
 - Annual Tuberculosis (TB) testing is required for proof of absence of disease:
 - If first TB skin test, must complete the two-step process.
 - In case of positive result or history of BCG vaccination, student must obtain a waiver form from student profile database and upload completed annual waiver form as well as chest x-ray before attending off-site clinical rotations.
 - Yearly routine chest x-rays are not recommended for asymptomatic, tuberculin skin test “positive” students or those who have received BCG vaccination. If signs and symptoms of tuberculosis develop, student must schedule a chest x-ray and notify ASNP Program Manager immediately.

Basic Life Support (BLS)

- Student nurses must maintain current:
- American Heart Association Basic Life Support (BLS) for Healthcare Providers certification



- Certification must be kept up to date throughout enrollment in the ASNP.

Confidentiality

The student nurse is required to always uphold client confidentiality, adhering to HIPAA regulations. Throughout theory/lab sessions, clinical placements, and other educational experiences, the student nurse may encounter sensitive information concerning doctors, nurses, clients, families, and other individuals, which must be treated with utmost confidentiality.

**Failure to maintain confidentiality may lead to facility and/or legal consequences and could result in dismissal from the ASNP.*

In the event of non-compliance with any clinical requirements, student nurses will be temporarily barred from attending clinical until they rectify their compliance status. This absence will be classified as a clinical absence, subject to the enforcement of the clinical absence policy.

Required Skills and Abilities

The student nurse engages in a range of tasks and responsibilities that demand both mental acuity and physical dexterity (refer to ASNP Required Skills & Abilities in Appendix H). It is imperative that the student nurse consistently delivers safe and high-quality care. Should they encounter challenges in meeting the required skills and abilities, the student is responsible to promptly communicate with faculty for assistance.

Skills

In the first semester, student nurses learn, practice, and undergo checkoffs for nursing skills. These assessments may involve peers and/or course faculty in the RN or simulation lab, or through video submissions. Maintaining clinical uniform during all experiences, including checkoffs, is mandatory. For video checkoffs, self-critique and peer selection are required, with both critiques and videos uploaded to Canvas by the specified deadline.

Students have two opportunities to pass a skill. Failing the first attempt necessitates the development of a PIP and remediation with faculty. A second failure results in ineligibility for off-site clinicals, affecting the ability to evaluate the student. All skills must be demonstrated with competence prior to final clinical evaluation, or the student will not move forward in the program.

Once a skill is checked off, it's the student nurse's responsibility to maintain competence. RN video rooms are available for practice throughout the semester. Second, third, and fourth-semester students practice skills in the first week of the semester, accompanied by faculty, to ensure continued competence.

During clinical experiences, if a student nurse's incompetence in a skill is identified, faculty address it on the Clinical Evaluation. The student may be asked to video the skill(s) within seven days for evaluation. Failure to submit within this timeframe results in inability to attend the next off-site clinical shift, impacting the clinical average.

Non-invasive physical assessments may be practiced on peers, with acknowledgment through the ASNP Student Handbook Acknowledgement uploaded to Canvas.



Practicing invasive skills outside healthcare agencies or on agency personnel or other students may result in a failing grade for the course, prohibiting the students from progressing in the program.

Nursing Practice Skills

When participating in medication administration and/or invasive procedures such as intravenous (IV) initiation, wound care/dressing changes, and urinary catheterization, student nurses must strictly adhere to health care agency policies and procedures. An accompanying RN, overseen by course faculty and/or the assigned nurse, supervises and assists the student nurse during these tasks as outlined in the Skills Checked Off (Appendix I) document. Failure to comply with this requirement may result in a course grade of 'D' and prohibit progression in the program.

Practice inherently involves safety risks, prompting healthcare agencies to continuously assess and mitigate potential hazards. It is imperative for student nurses to strictly adhere to health care agency policies to safeguard the well-being of clients, themselves, and others. Any incidents involving clients, visitors, or oneself must be promptly reported to course faculty and the assigned nurse. Documentation should align with [CSI's Report-a-Concern](#) protocol, accessible at the bottom of the CSI homepage, and adhere to health care agency guidelines.

In the event of a student nurse sustaining injuries while fulfilling educational requirements at a health care agency, coverage falls under the College's workers' compensation policy. Additionally, students enrolled in the ASNP are automatically provided with professional liability insurance.

Malpractice Insurance

As professional individuals, even in a learning capacity, student nurses bear legal and financial responsibility for errors and/or negligence, as outlined by the Idaho Board of Nursing. While optional, student nurses can opt for malpractice insurance. If chosen, it is the student nurse's responsibility to procure and uphold their individual policy.

Readmission

A student nurse who fails to successfully pass the course can discuss with the course faculty the option for **one-time** readmission. The student nurse seeking readmission must complete and submit the ASNP Readmission Application (Appendix J) to the HSHS Office, attention ASNP Program Manager, by **Friday of finals week at 5:00 pm**. Prior to registration, a repeated background check (*purchased via American DataBank*) and/or drug screen is mandatory. However, readmission is not guaranteed.

Seat availability, past performance, and behaviors/professionalism during the ASNP may influence the readmission decision. The Readmission Committee will determine whether readmission is granted. The decision of the Readmission Committee is final and will be conveyed by the ASNP Program Manager/Department Chair upon successful completion of the specified requirements.

Students will be notified of the readmission decision via their CSI email account. Upon readmission, the student nurse will be required to complete a PIP and consult with course faculty. The PIP may include additional requirements such as:

1. Logging/witnessing study hours on campus for inclusion in the student's file.
2. Biweekly meetings with faculty.



3. Completion of additional assignments.
4. Participating in peer tutoring sessions (if available), twice a week.

Additionally, if the exam grade is the cause of unsuccessful course completion, the readmitted student nurse must attend the ATI Test Taking Strategies workshop at the beginning of the semester.

A student nurse seeking re-entry must understand that it is contingent upon space availability, and there is no guarantee a seat will be available upon their return. It's essential to note that failure to update contact information or check the CSI email may result in the loss of the re-entry seat.

*****The ASNP reserves the right to alter the ASNP Student Handbook as needed. Addendums will be communicated to the student nurse via Canvas.***



Appendixes

Appendix A ASNP Student Handbook Acknowledgment

I, _____, solemnly affirm my commitment to uphold the standards and guidelines outlined in the ASNP Student Handbook for the academic year of Fall/Spring 20____ (please circle the semester and add the year). With a deep sense of responsibility, I acknowledge that these policies and procedures serve as the foundation of my conduct and performance as a student nurse.

I fully comprehend that the dynamic nature of academia and healthcare necessitates ongoing revisions and updates to the ASNP Student Handbook. Therefore, I pledge to diligently review the updated handbook each semester, remaining informed of any amendments or additions made to the policies and procedures therein.

Furthermore, I recognize the importance of accountability and transparency in my educational journey at CSI. By affirming my understanding and acceptance of the ASNP Student Handbook, I embrace the values of integrity, professionalism, and continuous improvement.

In doing so, I affirm my dedication to upholding the highest standards of nursing education and practice, both now and in the future.

Signed: _____

Date: _____



Appendix B Traditional ASNP Academic Plan

Pre-Requisites		Credits
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
First Semester		Credits
SOCY 101 Introduction to Sociology		3
BIOL 228 Human Anatomy & Physiology 2		4
NURR 110 Fundamentals of Nursing		8
Total		15
Second Semester		Credits
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
Third Semester		Credits
ENGL 102 Writing and Rhetoric II*		3
HUMA GE Any 2 nd Gen Ed. Humanistic & Artistic Ways of Knowing		3
NURR 214 Advanced Medical/Surgical Nursing*		8
Total		14
Fourth Semester		Credits
GNEC 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
Total		73

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

Pre-Requisites		Credits
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
First Semester		Credits
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
Second Semester		Credits
ENGL 102 Writing and Rhetoric II*		3
HUMA GE Any 2 nd Gen Ed. Humanistic & Artistic Ways of Knowing		3
NURR 214 Advanced Medical/Surgical Nursing*		8
Total		14
Third Semester		Credits
GNEC 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
Total		65

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.

Admission Requirements Miscellaneous <i>(completed once student is accepted into program)</i>	Estimated Cost
American Databank Background Check (\$52) Complio Tracking Package (\$37)	\$89
7-Panel Drug Screen	\$20
American Heart Association (AHA) BLS Certification	\$65 - \$71
myClinicalExchange (mCE) Subscription (2 years)	\$79
Health Related Admission Requirements <i>(completed once student is accepted into program)</i>	Estimated Cost
Physical exam	\$120
Health Insurance	Varies
Hepatitis Immunization (series)	\$36 each
MMR Immunization (+ titer accepted)	\$61
Tdap Immunization	\$28
Varicella Immunization (+ titer accepted)	\$106
TB Skin Test (retest every year)	\$20
Flu Vaccination (required during flu season)	Free - \$15
COVID-19 Vaccination	Free
Supplies/Other	Estimated Cost
Computer with audio/video & WIFI	Varies
White Uniform Top	\$35
Black Uniform Pant	\$40
Shoes (closed toe/skid proof)	Varies
CSI Nursing Patch & 1 st /2 nd year chevron (purchased @ CSI Bookstore)	\$6 each
(1) Box Disposable Gloves (non-latex/powder free)	\$10
Amazon 6-piece Reflex set	\$15 - \$20
Bandage Scissors	
Hemostat	
Penlight	
Reflex Percussion Hammer	
Tuning Fork (C128 and C 512)	
Goggles	\$10
Wristwatch (with second hand)	\$25
Stethoscope	\$80
IV Insertion/Injection Training Pad (Amazon) optional (for practicing at home)	\$25
Nursing Textbooks (list will be given)	optional
Fees	Estimated Cost
Skill Supplies & ASNP Student Badge	\$500
ATI and ATI Launch First Semester Fee (new incoming students (and each subsequent semester))	\$919
ATI Second Semester Fee (current students)	\$694
ATI Third Semester Fee (current students)	\$694
ATI Fourth Semester Fee (current students)	\$694
NCLEX-RN	Estimated Cost
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.

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



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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 ASNP 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.

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

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Lines/Tubes/Drains: History/Physical: HEENT: Neurological: Cardiovascular: Respiratory: Gastrointestinal: Genitourinary: Integumentary: Musculoskeletal: Reproductive: Psychological/Social:				
			QSEN:	
			Dependent Intervention:	Factors:
			Evidence-based Rationale:	
			Teaching:	Revision:
			QSEN:	

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



Appendix H ASNP Required Skills and Abilities

Key Responsibilities and Skills of a Student Nurse:

- Perform a variety of skills and activities that utilize both mental and physical health.
- Demonstrate proficiency in interpreting and communicating written and verbal information in English.
- Direct assistive personnel as needed.
- Read and accurately record information.
- Responsively adhere to healthcare provider orders.
- Read and accurately records information.
- Analyze, calculate, and measure data effectively.
- Maintain composure and perform efficiently under stress, ensuring safe practice and sound clinical judgement.
- Safely lift, position, and transport patients.
- Execute life-saving measures when necessary.
- Prioritize patient needs and move efficiently to address them in a timely manner.
- Exhibit manual dexterity in performing various tasks, such as injections, equipment operation, and catheter insertion and maintenance.



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 review the following information attentively and do not hesitate to reach out to the course faculty if you have any questions.

It is crucial to provide thoughtful responses to the **four (4)** questions below.

I acknowledge that re-entry is subject to space availability, and there is **no guarantee** of securing a seat upon my return.

I also understand that neglecting to update my contact information or check my CSI email may lead to the loss of my re-entry seat due to the inability to be contacted.

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

Name: _____ **CSI Student ID:** _____
Email: _____ **Phone Number:** _____
Requested Course: _____ **Date of Exit From ASNP:** _____

- 1. Kindly state the reason(s) for the interruption of your nursing education.**
- 2. Please outline your plan(s) for successfully completing the requested course/program if readmitted.**
- 3. Describe the arrangements/actions you have taken, or plan to take, to prepare for readmission and ensure success in the requested course/program (including timeline and documentation).**
- 4. Have you fulfilled all requirements outlined in the *ASNP Student Handbook*? If not, please refrain from submitting this application until all requirements are met.**

Signed: _____

Date: _____