



2023-2024 Associate of Science Nursing Program

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 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 Academic Plan*, Appendix A). The LPN-RN student will enter the second semester and can complete the program in four (4) semesters (see *LPN-ASNP Academic Plan*, Appendix B).

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 Appendix C, *ASNP Requirements & Estimated Costs*, for a more inclusive list of program costs. Please comply with the required expenses to avoid dismissal from the program. The CSI Student Services Office can assist in meeting some of your needs.

The College offers various services to students available through the Student Services office. Some of these services include but are not limited to, childcare, technology, library, and the testing center. The CSI Office of [Student Affairs](#) provides students with services including but not limited to career assistance, counseling, housing, student health, and student accessibility.

The *ASNP Student Handbook* is an additional resource to the [CSI Student Handbook](#) and the [CSI Catalog](#) to assist the student nurse with policies and procedures specific to the ASNP. The student nurse is required to read and adhere to the current *ASNP Student Handbook*. 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. Please refer to all three publications as needed, to clarify CSI and ASNP policies and procedures. The ASNP reserve the right to revise policies and procedures as required.

A history of a misdemeanor 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.

\* 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 Acknowledgement* form and uploading it into Canvas by the Friday of the first week of the semester.

## State and National Approval

The ASNP is developed following criteria established by the [Idaho Board of Nursing](#) (IBN) and the [Accreditation Commission for Education in Nursing](#) (ACEN). The ASNP has been awarded full continued approval by the IBN and full continued accreditation by the ACEN. The IBN recommends that all candidates are familiar with the legal considerations when applying for the NCLEX-RN examination. The student nurse is encouraged to review and must adhere to the [Rules of the Board of Nursing](#).



\*The student nurse is required to acknowledge reviewing, reading, and understanding the *Rules of the Idaho Board of Nursing*, including the Denial of License (p. 13), Grounds for Discipline (p. 13), and Standards of Conduct (p. 14) by completing the *ASNP Student Handbook Acknowledgement Form* in Canvas by the Friday of the first week of the semester.

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

#### **NCLEX-RN Examination**

Completing the ASNP 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) offers information related to the NCLEX-RN examination, including the current [Test Plan](#). The current test plan serves as a guide for the successful completion of the NCLEX-RN.

#### **Mission**

The ASNP 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 ASNP Faculty believe the adult learner is self-directed, motivated, and actively engaged. The adult learner possesses the ability to identify learning styles that best meets their needs and brings prior knowledge and experience to the learning environment that serves as a resource for their continued learning. The ASNP faculty believe that adult learner has the desire to direct and have responsibility for their education.

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

The ASNP uses professional nursing standards, guidelines, and competencies to develop the curriculum. The American Nurses Association (ANA) Scope and Standards of Practice and [Code of Ethics for Nurses, Quality and Safety Education for Nurses \(QSEN\) Competencies](#), and the [National League for Nursing \(NLN\) Competencies](#) are examples of some of the resources used to develop the curriculum.

#### **Grading and Evaluation**

##### **Grading Concerns**

The student nurse discusses concerns related to 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 ASNP Manager. The ASNP Manager will review and communicate with the student nurse and course faculty.

**Clinical Calculation Exam (Pass/Fail)**

The Clinical Calculation Examination is a pass-or-fail exam. The student nurse is allowed up to three (3) attempts to pass with a score of at least 92%. Remediation with course faculty is required with each unsuccessful attempt.

*\*The student nurse who does not pass after the third attempt will not be allowed to continue in the course and must drop/withdraw by the identified date. Failure to drop/withdraw by the specified date will result in a D for the course grade.*

**Exam and Assignments**

Each course consists of unit exams, standardized proctored exams, and a cumulative final exam. Assignments related to content applicable to the course are given. Each course will deliver a basic laboratory exam in addition to the unit and cumulative final exams. To be considered for final course grade computation, the student nurse must achieve a minimum average of 75% on course exams. The student nurse must earn a minimum average of 75% on course assignments, including quizzes, to be considered for final course grade computation. If a minimum average of 75% is achieved on exams and assignments, the total points achieved for the course will be divided by the total points available, resulting in the final grade for the course. The standardized proctored exam(s) will serve as 10-30% of total exam points.

*\*The student nurse who does not achieve a minimum average of 75% on exams and a minimum average of 75% on assignments will not be allowed to progress in the program. The student nurse who has not achieved the minimum 75% on both exams and assignments will receive a maximum grade of D for the course.*

Assessment Technologies Institute (ATI) is used to augment student nurse learning. The proficiency level of the standardized assessments demonstrates the student nurse's ability to meet the NCLEX-RN standards in the content area. All other assigned resources will be computed as assignments. The student nurse may be asked to upload a downloadable report to Canvas. The following sequence must be followed to obtain points and progress through the standardized assessments: 1) complete Practice A Assessment, complete remediation, and upload both to Canvas; 2) complete Practice B Assessment, complete remediation, and upload both to Canvas; 3) complete the first Proctored Assessment, complete remediation, and upload both to Canvas; and 4) complete Proctored Assessment Retake, complete remediation, and upload both to Canvas. Remediation requirements are outlined in the course and 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. The student nurse must acknowledge reading, understanding, and adhering to the practice-proctored-remediation policy by completing the *Practice-Proctored Policy Student Contract* (see Appendix I) and uploading it into Canvas by Friday of the first week of the semester.

Course exams may be delivered using ATI Proctorio. In addition to ATI Guidelines, the student nurse must adhere to the *ASN Proctorio Student Guidelines* (see Appendix D).

The student nurse must complete the number of program assignments outlined in the course. *\*Failure to complete the mandatory assignment(s) will result in a D for the course grade.*

**Clinical Performance (Satisfactory/Unsatisfactory)**

Clinical performance is determined using the clinical journal, service-learning (if applicable), self-evaluations, and faculty evaluations, including assigned nurse feedback. *The student nurse who receives an Unsatisfactory (U) on the final evaluation will subsequently receive a D for the course grade.*



## Final Grade

The student nurse achieving a minimum average of 75% on exams and a minimum average of 75% on assignments will have total points earned in the course to compute the final course grade. The student nurse must achieve a minimum average of 75% of the total points available for the final grade to pass the course. *\*The student nurse who does not achieve a minimum average of 75% of the total points available for the final grade will not be allowed to continue in the program and will receive a D in the course.*

## 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 and 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 and end-of-program student learning outcomes, program outcomes, and complex health care delivery demands. The student nurse should maintain awareness of their performance in theory and/or lab. Consultation with course faculty should occur if the student nurse fails to meet exam and/or assignment benchmarks. The student must complete a Performance Improvement Plan (PIP) (see Appendix E) in cooperation with the course faculty. The student nurse and the faculty will develop a plan of action, including follow-up, if necessary. The PIP process is not a disciplinary process but rather a tool to support student nurse success and retention. A PIP is required within 48 hours of the posted exam or assignment grade if the grade decreases the average score below the 75% benchmark. The student nurse is expected to maintain a 75% average in the course. A PIP is required within 48 hours of the posted grade if the grade decreases the average score to below 75%. Collaborative Exams serve as an exam review. The Collaborative Exam process is an evidence-based strategy for developing the deeper learning encouraged in nursing education. While optional, all nursing students are highly encouraged to attend.

The student nurse is required to maintain a cumulative log of mandatory program assignments outlined in the course (see *ASNP Assignment Log* Appendix F) and upload it at the completion of the course and entrance to the next course. Faculty may review the log and/or request to review previous assignments. Please keep a graded copy of mandatory course assignments throughout the program.

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 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 based on the time the assignment was due.

The student nurse who misses theory/lab is responsible for the information and learning opportunities missed. The student nurse is permitted one absent day of theory before deductions are given. If a student nurse is absent from theory/lab for more than one day, each occurrence will result in a 2% deduction from the end-of-course grade.



Following any unexcused absence, the student nurse may be required to develop a PIP and meet with course faculty to address the behavior and ensure future success. Tardiness disrupts the learning environment. The student nurse who experiences three (3) tardy events will receive the equivalent of one (1) absence. The Attendance policy will apply. The Attendance policy will be waived if a student nurse is physically unable to attend due to documented illness that may put themselves or others at risk, unplanned hospitalization of student, spouse, parent, or child, road closure/travel advisories, jury duty, Deferred Action for Childhood Arrivals (DACA), funeral for a first degree relative, military service, or pregnancy. The student nurse must communicate with course faculty.

The American Psychological Association (APA) style format gives college work sound structure and is the expected standard in higher education. The ASN 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**

Clinical experience assists the student nurse in bridging the gap between theory and practice. Clinical assignments include a review of assigned simulation scenarios before attending assigned simulation, completion of the *Nursing Process Guide* (located in the *ASN Preceptorship Handbook*), journaling, service-learning (if applicable), and self-evaluations. Late submission of an assignment will result in a 10% deduction of points earned each day based on the time the assignment was due. Clinical attendance is critical for success. Course faculty and the assigned nurse will supervise and assist the student nurse in comprehending how content and skills learned in class apply to nursing practice. The student nurse will maintain a professional nursing student role with those they encounter during a clinical shift. The student nurse is required to maintain compliance with all clinical requirements. Failure to maintain compliance will result in a clinical absence, and the clinical absence policy will apply. Clinical compliance includes any facility requirement, which may change throughout the semester or program. *\*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.*

If the student nurse is unable to attend clinical, including simulation, the student nurse is responsible for notifying faculty assigned to the experience prior to the scheduled clinical shift. Failure to notify faculty of an absence before the clinical shift will result in a student-driven PIP.

Attendance in the clinical experience is critical to evaluating student progression. Due to the importance of the clinical experience, the student nurse who is absent from clinical will receive a 5% deduction from the end-of-course grade. Each subsequent absence (2<sup>nd</sup>, 3<sup>rd</sup>, etc.) will result in a 10% deduction from the end-of-course grade. There are no opportunities for making up or rescheduling a clinical day. The student nurse may be required to develop a PIP and meet with course faculty to address the behavior and ensure future success following a clinical absence. The Attendance policy will be waived if a student nurse is unable to physically attend due to a documented illness putting others at risk, unplanned hospitalization of student, spouse, parent, or child, road closure/travel advisories, jury duty, Deferred Action for Childhood Arrivals (DACA), funeral for a first degree relative, military service, or pregnancy. The student nurse must communicate with course faculty.

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. The use of simulation supports the prevention of errors, the development of critical thinking and clinical decision-making skills, the use of effective communication skills, and the importance of collaboration and teamwork. *\*Simulation is a clinical environment. Expectations for simulation and the healthcare agency are the same. The student nurse*





*is expected to come prepared for simulation-based clinical in the same manner as a healthcare agency. Unprepared students will not be allowed to attend the simulation event, resulting in a clinical absence.*

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 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.*

## **Skills and Clinical Practice**

The student nurse learns, practices, and checks off clinical skills in the first semester of the program. Check-off may occur with a peer and faculty in the RN lab or video submission. The student nurse must be in clinical uniform for all check-offs. If video 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 identified on the syllabus. The student nurse will have two (2) opportunities to successfully pass a skill. If the student nurse is unsuccessful a second (2<sup>nd</sup>) time the student nurse is required to develop a PIP and meet with course faculty to determine next course of action. *The student nurse who has not successfully passed a skill is not allowed to attend off site scheduled shift which will result in a clinical absence. The student will be allowed to attend the clinical experience once satisfactory performance is demonstrated. The clinical absence policy will apply.*

Once a skill has been successfully performed and validated by faculty, it is the responsibility of the student nurse to maintain satisfactory performance while in the program. Video rooms are available for use throughout the semester. The student nurse is given the opportunity to practice and check off identified skills the first week of the semester in the second, (2<sup>nd</sup>), third (3<sup>rd</sup>) and fourth (4<sup>th</sup>) semesters. If the student nurse's performance is unsatisfactory (U), the student nurse completes a PIP, video records the skill(s), and uploads both to Canvas. If the student nurse is unsuccessful a second (2<sup>nd</sup>) time, the student nurse is required to develop a PIP and meet with course faculty to determine the next course of action. *The student nurse who has not successfully passed a skill is not allowed to attend off-site scheduled shifts which will result in a clinical absence. The student will be permitted to participate in the clinical experience once satisfactory performance is demonstrated. The clinical absence policy will apply.*

The student nurse practices and checks off a non-invasive physical assessment of a peer. \*The student nurse must acknowledge reading, understanding, and consenting to participate in a non-invasive physical assessment for educational purposes by completing the *ASNP Student Handbook Acknowledgement* quiz on Canvas by Friday, the first week of the semester.

The student nurse may **not** practice an invasive procedure on self, peers, faculty, co-worker, family, health care personnel, etc. *The student nurse who practices an invasive skill on an individual outside of a health care agency will receive an unsatisfactory clinical performance and will subsequently receive a D for the course grade and dismissal from the ASNP.*

The student nurse participating in medication administration and/or invasive procedures, 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. *Failure of the student nurse to be accompanied by an RN will receive an unsatisfactory (U) for clinical performance. It will subsequently receive a D for the course grade and dismissal from the ASNP.*



Clinical practice has inherent safety risks. Healthcare organizations 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](#), 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.

### **Malpractice Insurance**

As a professional individual, even though in a learning situation, the student nurse is legally and financially liable for error or negligence, please reference the [Rules of the Board of Nursing](#).

### **Service Learning**

The student nurse may participate in course-specific Service-Learning. Service-Learning aims to provide the student nurse the opportunity to combine academic instruction, meaningful service, and critical reflective thinking to enhance student learning and civic responsibility.

### **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 G). The student nurse is always expected to deliver high-quality safe care. It is the responsibility of the student nurse to communicate with faculty if they feel they need help to meet the required skills and abilities.

### **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 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 clinical, simulation, and the health care facility. 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.

*\*Failure to follow the dress code will result in dismissal from clinical and result in a clinical absence, and the clinical absence policy will apply.*



## Performance and Evaluations

The student nurse's clinical performance is evaluated using the clinical journal, self-evaluation, faculty evaluation, and agency nurse feedback. The student nurse and course faculty complete a *Clinical Evaluation* of the student nurse's performance. A *Clinical Evaluation* is completed each clinical shift, as needed, and at the completion of clinical hours. If the course faculty identifies areas needing improvement, the course faculty will complete the *Clinical Evaluation* and conference with the student nurse for future success. The student nurse may be asked on the *Clinical Evaluation* to complete a PIP. The student nurse is expected to submit the PIP related to the unsatisfactory performance within 48 hours of the posted *Clinical Evaluation* identifying the unsatisfactory performance. *Failure to submit the PIP within 48 hours will result in the inability to attend the following off site scheduled shift resulting in a clinical absence, and the clinical absence policy will apply.*

If the student nurse is asked to video a skill(s), the student nurse is allowed one attempt to demonstrate satisfactory performance via video format and uploaded to the course within seven (7) days of the posted *Clinical Evaluation*. *Please submit video within the allotted time frame to avoid the inability to attend the next off-site scheduled shift resulting in a clinical absence, and the clinical absence policy will apply until the student nurse demonstrates satisfactory performance and returns to the clinical site.*

*The student nurse who is unsatisfactory on the final clinical evaluation will not be allowed to continue in the program and subsequently will receive a D for the course grade.*

## Clinical Safety Guidelines

- The student nurse must submit a physical upon admission into the ASNPN. The student nurse is responsible for notifying the ASNPN 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 ASNPN.
- 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 ASNPN 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 ASNPN 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 ASNPN Manager, Nursing Chair, and the HSHS Instructional Dean will review the charges with the student nurse and determine if the student will be allowed to continue admission to the ASNPN.



### **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. A CSI medical exemption and/or religious accommodation forms are 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.

Annual Tuberculosis (TB) is also required for proof of 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 pick up and return a completed annual waiver form from the HSHS office. 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 Manager immediately. The student nurse may be subjected to individuals with severe illness or hazardous treatments.

### **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 will not be allowed to attend clinical until compliant, which will result in clinical absence and the clinical absence policy will apply.*

### **Professional Conduct**

The student nurse is expected to follow the conduct guidelines outlined in the [CSI Student Code of Conduct](#), 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](#) and American Nurses Association (ANA) [Social Media](#).

### **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) membership, a professional student nurse association affiliated with the [American Nurses Association](#) (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 H) no later than 1700 on the Thursday of finals week in the unsuccessful semester. A repeated background check (Complio) and/or drug screen may be required at the ASNP's discretion. Readmission is not guaranteed. Seat availability, performance, and/or behaviors/professionalism while in the ASNP may be considered as readmission determinants.

The readmission outcome will be communicated by the ASNP Manager/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 as scheduled by the faculty.

### **Academic Integrity**

Please be familiar with the College's [Academic Integrity](#) 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. If an integrity matter is suspected in the ASNP, including self-plagiarism, and the course faculty determines an incident of dishonesty, the following sanctions will apply: 1) first-time offense related to an exam and/or assignment will result in a minimum deduction of 50% of the allotted points, second time offense will result in a zero (0) for the exam and/or assignment, third-time offense will result in a 50% deduction of the final course grade earned; and 2) offense related to clinical practice may result in dismissal from the ASNP. 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 Policy and Procedures****Drug and Alcohol****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 Traditional 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>





## Appendix B LPN-RN 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>



## Appendix C ASNP Requirements &amp; 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
Bandage Scissors	\$10
Goggles	\$10
Wristwatch (with second hand)	\$25
Stethoscope	\$80
Hemostat	\$10
Nursing Textbooks ( <i>eBook/print available @ CSI Bookstore one week before semester</i> )	\$800
ASNP Student Badge	\$5
<b>Fees</b>	<b>Estimated Cost</b>
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 D ASNP Proctorio Student Guidelines

### During the Exam:

1. You are being monitored and recorded by video and voice during the exam. This is accomplished via both a web camera and a microphone. Computer activities, including keystrokes and mouse activities are also recorded.
2. Do not cover the microphone or webcam. Do not use headphones or play music over the speakers or in the exam area.
3. A photo ID is required as part of the verification process before taking the exam. The computer will prompt you to show identification to the camera. **NO** hats, beanies, or caps are permitted to ensure Proctorio can monitor your facial dynamics.
4. Turn off your phone and other mobile devices. Mobile devices, including your phone, **must be concealed** and not visible in the exam area during the security room scan.
5. Turn off any notifications from your computer and internet browsers such as Facebook, Facetime, or any other services. These notices may cause Proctorio to suspend the test. (Use *Do Not Disturb* settings on a Mac.)
6. Do not use the Find command (ctrl-F or cmd-F) to search for a previous question in this exam. Do not click on the screen outside the exam viewing area. Do not attempt to open other windows or access any other program while taking the exam. These activities will cause Proctorio to suspend the exam.
7. Students must be in the webcam's viewing screen **AT ALL TIMES** for the entirety of the exam. Students are **NOT** permitted to leave the viewing screen for any reason. Your entire head and as much of your torso as possible should be visible on the viewing screen. Please adjust your webcam to ensure that as much of your person is always visible. If you leave the webcam viewing screen, Proctorio will report your attempt as exam irregularity which flags your entire exam for review.
8. The testing area surrounding your device must be cleared of **ALL** items, including but not limited to papers, water bottles, food, books, mobile devices, or decorations. One (1) blank 8x10 scratch paper is allowed. However, you must tear in small pieces in front of the camera before exiting the exam and discard. Proctorio provides a calculator function.
9. If your test shuts off, attempt to log back in. You may need to clear your browser history or cache. Continue attempts to log in to the exam and, if needed utilize the Proctorio tech support on your exam tools.
10. Proctorio reports an exam irregularity or a compromise in security. Student video footage will be reviewed.

Failure to comply with the above guidelines will be deemed a breach in the Academic Integrity policy (see *ASNP Student Handbook*), and the sanctions outlined will be enforced.

### In Test Tech Support

Once you are on the exam page and throughout the exam, there is an Exam Tool pop-out that will allow you to chat with Proctorio tech support if you encounter issues.



**Appendix E 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 F ASNP Assignment Log

**Purpose:** The purpose of the *Assignment Log* is to assist the student nurse and ASNP faculty in tracking Concept Map (CM) topics while in the ASNP.

**Instructions:**

1. Identify the course using NURR and the applicable number.
2. Upload the completed log after the course and the beginning of the next course.
3. Maintain a copy as you will add to it as you progress through the program.

Course	Assignment/Topic

**Appendix G 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 provider 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 lift safely, position, and transport clients, perform life-saving measures, and move efficiently to meet clients' needs 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 H ASNP Readmission Application**

Please carefully review the information below; feel free to 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 Manager.*

**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.**



### Appendix I STUDENT ATI TESTING ACKNOWLEDGEMENT

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.**