CSI Nursing Programs
Registered Nursing
Practical Nursing
Student Handbook

Content

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General
Information

Welcome

The faculty and staff of the College of Southern Idaho (CSI) Department of Nursing welcome you! We are excited that you have chosen to pursue your **Associate of Science in Nursing (ASN)** degree *(RN students)* or **Intermediate Technical Certificate (ITC)** *(PN students)*.

This handbook is designed to help you understand the program's mission, curriculum, outcomes, and expectations. Our nursing programs are rigorous and time-intensive, requiring self-discipline, dedication, and hard work. We look forward to working with you and supporting your success.

College Accreditation

The College of Southern Idaho *(CSI)* is accredited by the Northwest Commission on Colleges and Universities *(NWCCU)* and approved by the Idaho State Board of Education and the Idaho Career & Technical Education Department.

Please note: Academic or occupational programs accredited or approved by external entities may have policies that differ from CSI's general policies. In such cases, the policies stated in this handbook supersede conflicting College policies.

Program Accreditation & Approval

Associate of Science in Nursing *(ASN)* Program
Accredited by the:
Accreditation Commission for Education in Nursing *(ACEN)*
3390 Peachtree Rd NE, Suite 1400
Atlanta, GA 30326
Phone: (404) 975-5000
Website: www.acenursing.org

Practical Nursing *(PN)* Program
Currently **seeking accreditation** from the
Accreditation Commission for Education in Nursing *(ACEN)*
State Approval *(ASN & PN Programs)*
Approved by the:
Idaho State Board of Nursing
11351 W Chinden Blvd
Boise, ID 83714
Phone: (208) 577-2476

Introduction

This handbook may be updated periodically to reflect changes in policies, procedures, or requirements. All updates will be communicated through your official CSI.edu email. It is the responsibility of both prospective and current nursing students to review the handbook regularly and remain informed of updates.

Prospective nursing applicants must first be admitted to the College of Southern Idaho (CSI) before applying to any nursing program option. Please note: Admission to CSI does not guarantee acceptance into the Department of Nursing. Acceptance into a nursing program does not guarantee program completion or graduation.

Success in nursing education requires commitment, strong academic performance, and adherence to program standards. The faculty and staff are dedicated to supporting you throughout your educational journey as you prepare to enter the nursing profession.

College of Southern Idaho Department of Nursing Program Description

The nursing programs at CSI prepare students to take the National Council Licensure Examination *(NCLEX)* for either RN or PN and apply for licensure to practice as a Registered Nurse *(RN)* or Licensed Practical Nurse *(LPN)* in the state of Idaho. Students will expand their nursing knowledge and skills, focusing on critical thinking and clinical reasoning, to provide independent, holistic, safe, and competent nursing care. The curricula integrate general education and nursing program requirements. Nursing courses utilize a combination of classroom theory, hands-on lab experience, low- and high-fidelity client simulation, and direct client care in various health care agencies. These programs prepare students to participate as contributing members of a health care team, rendering direct client care to clients and their support network. Upon completion of the RN program, the student receives an Associate of Science *(ASN)* degree and is eligible for licensure as a RN after successful completion of the national licensure exam. Upon completion of the PN program, the student receives an Intermediate Technical Certificate *(ITC)* and is eligible for licensure as an LPN after successful completion of the National Council Licensure Exam-PN.

The CSI Department of Nursing offers two programs, the LPN *(PN)* program and the RN program. Within the RN Program there are three options.

1. PN Program
   Full-time option
2. RN Program
   - Full-time option
   - LPN to RN Bridge option
   - Part-time option

Additionally, students may choose to take additional credits and receive an AS in addition to their AAS Nursing. If interested in this option, they should contact their advisor for further information.

Articulation Agreements

Articulation agreements create seamless transitions between community colleges and four-year institutions. CSI's ADN Nursing Program has developed articulation agreements with several four-year institutions to enable our students to have a clear pathway to achieving a BSN (Bachelor of

Science in Nursing) in as little as one semester after graduation (with concurrent enrollment at CSI and the 4-year institution). The CSI Nursing AAS program currently holds articulation agreements with the following schools:

- Grand Canyon University
- Lewis Clark State College
- Boise State University
- Idaho State University

Further information about these options will be provided via emails, informational meetings, and on campus visits with the 4-year institutions. If you have questions, your advisor can provide you with contact information for these institutions.

Any student pursuing a BSN pathway is responsible for notifying their advisor, current instructors *(each semester)* and the Nursing Department Chair.

Essential Characteristics & Time Commitment

Students must be aware that the Department of Nursing courses are rigorous and demand a management plan prior to entry into the program. Nursing students should expect to spend approximately 40-60 hours per week for full-time students and 30-40 hours per week for part-time program students in class, laboratories and studying. Students should expect to study a *minimum* of two (2) hours per enrolled credit hour, per week, to achieve at least a "C" in their nursing courses. The skills/SIM lab exercises require considerable preparation and time in addition to their scheduled hours. Any additional activities or employment could negatively impact a student's ability to be successful in their program.

CSI Nursing programs require that students be self-motivated learners. By the end of the program, you will have invested your time, energy, and resources to complete this program, and we want you to be successful. We expect you to be an involved, active member of your program who will contribute with thorough preparation, as well as active and timely participation in course discussions, activities, and clinical experiences. It is also essential that you can work effectively both independently and as a part of a group. A demonstrated inability to do so may result in dismissal from the program.

Mission and Philosophy

Mission

Our nursing program educates and empowers compassionate, competent, and resilient nurses who deliver safe, evidence-based, and person-centered care across diverse populations. Rooted in clinical judgment, ethics, and collaboration, we prepare graduates to lead with integrity, embrace lifelong learning, and adapt to the evolving healthcare environment. By integrating informatics, critical thinking, and self-reflection, we promote professional identity, well-being, and a lifelong commitment to excellence in nursing practice.

Philosophy

We believe that nursing is both an art and a science, grounded in compassion,

clinical reasoning, and a commitment to equity and excellence in care. The nursing faculty value a student-centered learning environment that promotes inquiry, accountability, and professional growth. We view each individual student as a unique and holistic being, deserving of respect and dignity.

We affirm that nursing education should integrate evidence-based practice, informatics, interdisciplinary collaboration, and reflective learning to cultivate competent, ethical, and resilient practitioners. Through active engagement, lifelong learning, and self-care, nurses evolve not only as clinicians but also as advocates, educators, and leaders who shape the future of healthcare.

Organizing Structure and Major Concepts

The End-of-Program Student Learning Outcomes *(EPSLOs)* for the Associate of Science in Nursing Program *(ASNP)* are organized around six essential domains that reflect the core values and competencies required for entry-level nursing practice. These include Clinical Judgment and Safety, Health Promotion and Evidence-Based Care, Professionalism and Ethics, Reflective Practice and Lifelong Learning, Technology and Informatics, and Resilience and Caring Presence. Together, these domains form a comprehensive organizing structure that ensures students are equipped to provide safe, person-centered, and culturally responsive care across the lifespan.

Rooted in Jean Watson's Caring Science, the program emphasizes the importance of ethical practice, caring relationships, holistic well-being, and professional growth. Each concept is integrated throughout the curriculum to support the development of a reflective, resilient, and compassionate nurse who is prepared to meet the complex needs of individuals, families, and communities.

Registered Nursing End-Of-Program Student Learning Outcomes (EPSLOs)

End-of-Program Student Learning Outcomes *(EPSLO)*

Upon completion of this program, students will be able to …

1. Provide and direct nursing care that enhances the care delivery setting to protect clients and health care personnel *(Management of Care)*.

2. Provide and direct nursing care that protects clients and health care personnel from health and environmental hazards *(Safety & Infection Control)*.

3. Provide and direct nursing care that incorporates knowledge of expected growth and development principles, prevention and/or early detection of health problems, and strategies to achieve optimal health *(Health Promotion & Maintenance)*.

4. Provide and direct nursing care that promotes and supports the emotional, mental and social well-being of the client experiencing stressful events, as well as clients with acute or chronic mental illness *(Psychosocial Integrity)*.

5. Provide and direct nursing care that promotes physical health and wellness by providing comfort and assistance in the performance of the activities of daily living *(Basic Care & Comfort)*.

6. Provide and direct nursing care that promotes physical health and wellness related to the administration of medications and parenteral therapies *(Pharmacological & Parenteral*

Therapies).

7. Provide and direct nursing care that promotes physical health and wellness by reducing the development of complications or health problems related to existing conditions, treatments, or procedures *(Reduction of Risk Potential).*

8. Provide and direct nursing care that promotes physical health and wellness by managing and providing care for clients with acute, chronic, or life-threatening physical health conditions *(Physiological Adaptation).*

Practical Nursing End-of-Program Student Learning Outcomes (EPSLOs)

At the completion of the CSI nursing program, the graduate will be able to:

1. Promote human dignity, integrity, self-determination, and personal growth of patients, oneself, and members of the health care team *[Human Flourishing].*
2. Provide a rationale for judgments used in the provision of safe, quality care and for decisions that promote the health of patients within a family context *[Nursing Judgment].*
3. Assess how one's personal strengths and values affect one's identity as a nurse and one's contributions as a member of the health care team *[Professional Identity].*
4. Question the basis for nursing actions, considering research, evidence, tradition, and patient preferences *[Spirit of Inquiry].*

Legal Limitations for Nurse Licensure

All students are held to the Idaho State Board of Nursing Practice Act.

Any violations of the State Board of Nursing's rules *(IDAPA 24.34.01)* will be immediately reported to the Idaho State Board of Nursing for investigation. Depending on the outcome of the investigation, such violations may result in removal from the course in which the student is enrolled.

Prior or New Violations or Disciplinary Action against a License or Certification

Prior issues associated with violations against one's license or certification will be considered on a case-by-case basis. Students must contact the Idaho Board of Nursing to consult about the possibility of being licensed prior to application to a nursing program. The Department of Nursing reserves the right to deny entry to students with prior violations based on concerns for safety.

The student must report all new criminal convictions, probation and/or other legal restrictions to the Nursing Department Chair promptly.

Notice of Ability to Become Licensed after Graduation

Graduation from the college or the nursing program is not the sole criteria for obtaining a license to practice nursing in the state of Idaho at any level. Licensing requirements are the exclusive responsibility of the State Boards of Nursing, and those requirements are independent of any requirements for graduation from the college. Students with questions about being licensed must contact the Idaho State Board of Nursing directly.

The Department of Nursing recommends students unsure of their ability to become licensed post-graduation, contact the board prior to application into any nursing program or

course. Licensure requirements vary from state to state. Graduates from CSI's nursing program meet the state of Idaho's RN and LPN educational requirements.

CSI Campus Resources

https://www.csi.edu/teaching-and-learning-center/resources/student-support.aspx

CSI Nursing Program Technology Requirements

Access to a computer and the internet is required. Courses are presented using an online learning management system (Canvas) to share course information at a minimum, and most courses include online assignments. Computers are available for use by students on campus, but a personal laptop is required. Students should be familiar with computer use, word processing skills, and internet use. CSI's nursing programs use third party nursing curriculum supplement resources. Please see the specific resources for technological requirements.

Clinical Site Partner's Standards

The CSI Nursing Programs maintain formal agreements with several local healthcare facilities where students complete clinical shifts. The CSI Department of Nursing adheres to the most stringent standards to meet the varying standards of our clinical partners regarding dress codes, immunizations, and other requirements.

These requirements are reviewed and updated annually to remain aligned with our clinical partners' expectations. Students are responsible for understanding and complying with all standards of the specific clinical sites where they are assigned.

Section II
General Standards

CSI College Level Policies

Nursing students have the same rights, privileges, and responsibilities afforded to other CSI students. The CSI catalog, website, and student handbook contain vital information to serve as valuable resources in addition to the nursing student handbook. You are encouraged to read and understand the material.

Nursing students will be held accountable for following the policies established in both publications.

Student Employment

The nursing program cannot work around student employment. Program hours may vary; work schedules should be arranged accordingly. Classroom and/or clinical schedule changes cannot be made to accommodate student work schedules. Inability to meet course and clinical expectations could lead to dismissal from the program.

To promote client safety and support student well-being and academic success, nursing students are encouraged to limit outside employment. For client safety, students are not permitted to work a shift immediately prior to a scheduled clinical experience.

Students may not practice beyond their current scope of employment practice while at their employment, regardless of facility / peer requests / encouragement *(for example, an RN student who works as a CNA may not start an IV on a client/other person outside of CSI clinical experiences, even if peers / supervisors say it's okay).*

Student Governance and Participation in Faculty and Course Meetings

Each semester, nursing student cohorts select class representatives to participate in monthly nursing faculty meetings. These representatives serve as a voice for their peers, bringing forward student concerns, comments, suggestions, and questions. Class representatives will be informed of the scheduled meeting dates, times, and locations.

Communication Channels and Expectations

Students will contact the Department of Nursing faculty through the following channels:

1. CSI email "*CSI.edu*" is the official electronic communication channel between students and faculty. Student emails sent from personal email sites may not be acknowledged.
2. Students must check CSI email daily.
3. Students must check Canvas course announcements daily.
4. CSI Nursing faculty office telephone numbers are listed on the CSI homepage directory & the syllabus.
5. CSI Nursing faculty have office hours available on the syllabus.
6. Students will be notified of any changes in policies, procedures, or program information using the CSI email or Canvas email. The student is responsible for reviewing and adhering to any changes.

7. All communication, whether verbal, nonverbal, or written, is expected to be professional. Effective communication is essential in nursing.

8. Students should utilize the chain of command for communication, which is:
   a. Nursing Course Instructor/ Clinical Instructor
   b. Lead Faculty
   c. Department Chair
   d. Dean of Career and Technical Education

Responsibilities of the Student

1. Registering for, and completing, all general education courses in the timeline required by the scope and sequence of their program and option.

2. Ensure all program and course requirements (including prerequisites and co-requisites) are registered for and completed by the end of each semester by regularly checking your Self-Service account.

3. Assuming ultimate responsibility for meeting graduation requirements.

4. Failure to follow the sequence of the academic plan may result in failure to progress in the program.

Section III
Professional Standards

Consequences for Violation of Standards of the handbook

Nursing is a high-stakes field. Nursing students must uphold the highest standards of professionalism and integrity. As a result, any demonstration of unprofessional behavior or violation of the codes, standards or expectations listed in this handbook are subject to corrective or disciplinary action through either CSI's Academic Integrity Policy or CSI's Student Code of Conduct. Consequences may include, but are not limited to, verbal correction, written warnings, failure of the course, or dismissal from the program.

Behavioral Standards

Standards of Professional Conduct

All nursing students are required to demonstrate the following standards of conduct throughout the program:

- Accountability - Answering for one's action to self, the client, the profession, and the college.
- Ethical - Adhering to the Nurse's Code of Ethics (ANA, 2025).
- Legal - Operating within the standards of care related to the nursing student role.
- Honesty - Practicing fairness and truthfulness in conduct.
- Dependability - **Being trustworthy and reliable.**
- Respect - Treating others and self with consideration and courtesy.
- Responsibility - Performing duties associated with the nurse's particular role.
- Confidentiality - Respecting the privacy of clients and classmates by respecting privileged and personal information.
- Punctuality - Arriving on time for all classroom and clinical assignments.
- Professional **Appearance** – Following personal appearance and uniform standards at any CSI activities.

CSI Department of Nursing Guiding Documents

The College of Southern Idaho Department of Nursing adopts the following documents as part of the standards for all nursing programs. Students are responsible for reading, understanding, and abiding by these documents. While some of the documents are written for Registered Nurses and Licensed Practical Nurses, nursing students are required to apply the rules to their practice.

- Rules of Idaho Board of Nursing IDAPA 24.34.01 Section 101 (appendix F)
- College of Southern Idaho Student Code of Conduct
- American Nurses Association (ANA) Code of Ethics
- American Nurses Association (ANA) Principles for Social Networking (appendix G)
- National League of Nursing (NLN) Core Values

CSI Nursing Department Additional Standards Regarding Social Media Usage

Improper use of social media may violate state and federal laws established to protect client privacy and confidentiality. We encourage nursing students to consider whether a social media post is appropriate and if ramifications may come from posting the content. Nursing students:

- Will not post information or comments on social media that may damage the reputation of the CSI Nursing Program, instructor(s), clinical sites(s), physician(s), staff member(s), and client(s).
- Will not post on social media websites content from or speak on behalf of a clinical site(s), physician(s), staff member(s), or CSI instructor(s).
- Will not make threatening or offensive comments regarding instructor(s), other student(s), physician(s), staff member(s), clinical Preceptor(s), or client(s) on social media websites.
- Will not post photos, videos, or information of other student(s), instructor(s), physician(s), staff member(s) and client(s) on any social media websites.

CSI Nursing Department Standards on Electronic Devices.

1. Students must have access to a computer/laptop with the technological ability to meet the needs of the program.
2. Personal electronic devices must be "off" or on "vibrate" mode when at any clinical sites. Students will not access their personal electronic devices in client care areas in any clinical site without explicit approval from their Clinical Instructor or Preceptor. When given this explicit approval, use of personal electronic devices will be limited to looking up information necessary to assist with client care, such as medications, clinical conditions, and procedures.
3. Use of electronic devices for personal reasons may only be done during breaks. This includes usage in the didactic and clinical settings.
4. During class times, electronic devices may be used to access course-related materials only. Instructors may require students to turn off all electronic devices (including computers) during class, clinical or labs.
5. Electronic devices will be turned off (NOT put in vibrate mode) and left in a secure place during examinations. We recommend that all personal belongings be left in your car or other secure location during exams. CSI is not responsible for unsecured personal belongings.
6. Students must receive permission from the instructor or guest speaker before recording course lectures.
7. Students are not allowed to record anything during clinical rotations, simulation, or lab.
8. Students must follow the ANA Guide for Social Networking.
9. Clinical facility policies regarding electronic devices will be followed in addition to the Nursing Department policy. If the clinical facility policy is more stringent than the Nursing department policy, the student must follow the clinical facility policies.

Health Standards

General Health Protocols

To protect clients, staff, faculty, and peers, students with a fever or symptom of infectious disease will not report to campus or the clinical setting. Students will consult with the Course Instructor prior to coming to campus or with their Clinical Instructor prior to the start of the clinical day in the case of any signs or symptoms of infectious disease. The Clinical Instructor may dismiss a student from the clinical setting if the student poses a safety risk to themselves or clients. Students who develop new signs of illness while on campus or at clinical will be required to notify their course or Clinical Instructor immediately.

Personal Health and Clinical Site Documentation Requirements

Nursing students acknowledge that there are health risks involved in the pursuit of a nursing career. The CSI Nursing Program follows the South-Central Public Health District *(SCPHD)* guidelines and recommendations and individual health facility guidelines regarding tuberculosis screening and immunizations. The CSI Nursing Program routinely consults SCPHD and the health care facilities for guidance regarding immunizations and safety.
Health Facilities may have guidelines which conflict with SCPHD policies. There are no regulatory practices to define clinical eligibility by the State of Idaho. The clinical agency where the student is assigned dictates the clinical eligibility requirements; for consistency of reporting needs, the CSI Nursing Program may require a uniform listing of clinical requirements that meets the needs of the most rigorous of clinical sites. Students will be notified of any additional requirements before entering assigned clinical experiences.

All health documentation or Immunizations, including some facility orientations, must be completed by the student in the clinical interface/s as directed by the Clinical Coordinator. All documentation and orientations must be completed and submitted by the deadline for every semester of the program.

New, Continuing or Returning Student Personal Health and Clinical Site Documentation Requirements

Failure to provide adequate clinical eligibility documentation on the Clinical interface/s by the deadline date will result in the failure of the course or dismissal or withdrawal from the program.

- Health Declaration and Physical Examination Form *(Completed prior to acceptance into the program and must be updated with any change in health condition, see Appendix L).*
- CSI Approved Background Check
    - An initial background check is required upon entrance into the program and again before the start of the 2nd year. Additional background checks may be required to fulfill different clinical site

requirements. Background checks are at the expense of the student. CSI utilizes American Data bank to conduct these checks.

- o Enrolled students are required to disclose any new misdemeanors, felony charges or convictions, other than minor traffic violations, while in the nursing program.
- o Any new charges or convictions must be reported to the Nursing Administrator within three (3) business days of the occurrence. Depending on severity, new charges may result in dismissal from the program.

- Vaccination Requirements *(Appendix E)*
- Hospital Required Paperwork & Orientation(s)
  - o Due on the date and time designated by the CSI Nursing Department
- Healthcare Provider CPR Certification
  - o Must be BLS Provider from American Heart Association
  - o Certification must not expire until after the last day of the semester
- Students must provide proof of their current personal health insurance card. Students will be asked to sign a form verifying and agreeing to maintain personal health insurance while in the program.
- Signed copy of Signature Form for Department of Nursing Student Policy Handbook
- Signed copy of Appendix A, B, and any other policies and clinical forms as assigned.

Physical and Mental Eligibility: Clinical Site Criteria
CSI nursing program adheres to the guidelines from ADA. Students with any medical or disabling conditions are encouraged to meet with CSI's Student Services department.

Illness/Unfitness Procedure
1. Nursing students are required to submit a health declaration and physical evaluation form *(Appendix L)* signed by a medical provider before beginning the nursing program. This form verifies the applicant is physically and mentally capable of participating in the nursing program and can perform all the Technical Standards Essential for Nursing Practice.
2. If mental or physical concerns occur at any point during the student's enrollment in the program, and these changes negatively impact the student or the learning environment, students must report these changes to their instructor. Clinical site partners are encouraged to report to nursing faculty any physical or mental concerns exhibited by students that might impact patient care. Instructors may require the student to be seen by an appropriate medical or mental health provider to receive an updated Health Declaration and physical evaluation form *(Appendix L)* or receive proper medical or mental health treatment to remain eligible to remain in the program.
3. If illness occurs during clinical, the CSI Nursing faculty will determine if the student must leave the clinical facility.
4. A new Health Declaration and Physical Evaluation form *(Appendix L)* must be

completed by a licensed healthcare provider in cases of severe illness, surgery, post-partum, or injury prior to readmittance to the clinical setting. The CSI Nursing faculty and administration reserve the right to request an updated Health Declaration form at any time. In cases where a medical specialist may give a more accurate clearance, the CSI Nursing Program may request a specialist to perform the evaluation and complete the release prior to returning to the clinical setting. The completed Health Declaration and Physical Examination Form *(Appendix L)* must specify that the student meets the Technical Standards Essential to Nursing Practice and that the student may return to the clinical site without restrictions unless specific exemption is given for any limitations by both the Clinical Coordinator and the nursing department chair.

5. Students required to provide a Health Declaration and Physical Evaluation form *(Appendix L)* for the same or similar issue(s) more than 3 times *(cumulatively)* during their program may fail the course or may need to take a medical withdrawal.

6. If at any time CSI becomes aware of incomplete or falsified health assessment documentation, the student may be subject to dismissal from the program.

Drug and Alcohol Policy

Consideration for Re-entry After Failed Drug Screen Procedure

Students who receive positive results on an illicit drug or alcohol screen must wait 8 months before they are eligible to submit documentation for reentry consideration. This waiting period may be modified at the discretion of the Nursing department chair.

Students who are dismissed from a CSI nursing program due to a failed drug and/or alcohol screening will be considered for readmission by the CSI Nursing department chair on a case-by-case basis.

HSHS Drug and Alcohol Policy and Procedures

I. Statement of Purpose

The HSHS faculty support the 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 circumstances. 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 is .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 and 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 is .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 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 a Report a Concern 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.

7. The processes outlined in the Student Code of Conduct will be followed for any positive drug or alcohol test.

CSI Nursing Uniform Standards

As representatives of the nursing program at CSI, students must maintain a professional appearance. Pride in the uniform and your appearance reflects pride in the profession and institution. It is the student's responsibility to observe dress code standards. Professional appearance is always subject to the approval of the faculty.

Students may not wear any portion of his or her nursing program uniform identifying himself or herself as a nursing student when not in the role of a student.

The nursing student uniform is to be worn when representing College of Southern Idaho during clinical, simulation, pinning ceremony, and nursing skills lab.

Any student not following the Uniform Policy will be excused from clinical, simulation, nursing skills lab, by the Department of Nursing Faculty and may receive a failed clinical day.

Uniforms

Uniforms will be clean, odor-free, well-fitting, non-stained, wrinkle-free, and in good repair.

- RN Uniform:
  - Scrub tops:
    - White scrub top
    - Top must have CSI Nursing Program emblem sewn 2 inches below the left shoulder seam with the 1st or 2nd year chevron stitched below the emblem.
    - Students may wear a plain white shirt under their scrubs.
  - Depending on the clinical facility, tattoos may be required to be covered.
- Optional lab Jacket: Must match scrub top color with CSI Nursing program emblem sewn 2 inches below left shoulder seam.
  - Scrub Bottoms:
    - Black scrub pant bottoms of student's choice. The waistband must sit on the waist. Pant hems may not touch the floor. Skirts must be below the knee.
    - Stretch pants, sweat pants, shorts, jeans, or tight-fitting clothing are not acceptable.
  - Name Badge: CSI and facility specific name tag must be worn at all times.
  - Shoes: Clean, conservative, unadorned (no lace or rhinestones) shoes with closed toes and heels.
  - Socks: Socks must be worn with shoes.
- LPN Uniform:
  - Scrub top:
    - Caribbean Blue top
    - Top must have CSI Nursing Program emblem sewn 2 inches below the left shoulder seam
    - Students may wear a plain white or black shirt under their scrubs.
  - Depending on the clinical facility, tattoos may be required to be covered
- Optional lab Jacket: Must match scrub top color with CSI Nursing program emblem sewn 2 inches below left shoulder seam.
  - Scrub Bottoms:
    - Black scrub pant bottoms of student's choice. The waistband must sit on the waist. Pant hems may not touch the floor. Skirts must be below the

knee.

- Stretch pants, sweat pants, shorts, jeans, or tight-fitting clothing are not acceptable.
- Name Badge: Two (2) nursing identification badges (one from CSI, one from St. Luke's), visible with the student's name from both sides.
- Shoes: Black shoes clean with non-skid soles. No clogs, open-toe shoes, or open-back shoes.
- Socks: Socks must be worn with shoes.

Other Clinical Equipment

- Wristwatch with secondhand
- 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.

General Appearance

Professional appearance encourages others to trust and respect you as a student. It also allows students to show they value their educational experiences. A few clinical sites may require stricter appearance standards than the standards written below.
In general, professional appearance includes but is not limited to:

1. Daily bathing/showering and effective deodorant. These observances contribute to professional demeanor. Absence of body odor is expected. Odors that may be offensive are not allowed. This includes, but is not limited to body odor, cologne, fragrant hairspray/ body sprays and cigarette smoke/vape/e-cigarette odors.

2. Any makeup worn should be suitable for a professional environment

3. Hair should be clean and restrained or controlled so it is out of the face and does not hang forward. Hair accessories should be appropriate for a professional look. A head covering will be professional, preferably the same color as scrub top, or a neutral color such as white, black, or tan.

4. Facial hair must meet OSHA guidelines for N-95 masks throughout the program.

5. Nails must be clean and well-manicured and no longer than ¼ inch. No acrylic/artificial nails.

6. Jewelry should be minimal and not distract from a professional appearance in clinical, simulation, lab, or classroom settings. Visible piercings must be discreet, and flesh-colored spacers should be used for gauged ears. Necklaces and bracelets are discouraged, with the exception of medical alert jewelry.

7. No gum chewing is allowed during clinical rotations, nursing skills lab or simulation.

8. Depending on the clinical facility, the student may be required to cover any visible tattoos.

The CSI Nursing faculty may require any personal appearance issues to be corrected which are deemed either objectionable or a safety issue regardless of whether it is addressed in this policy.

Late Assignment Policy

All assignments are not eligible for 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. Extenuating circumstances will be considered on a case-by-case basis.

Most clinical assignments will not be accepted late. In the 1st semester the instructors will let you know if an assignment can be turned in late.   In all other semesters clinical assignment are not accepted late

Being unprepared and/or turning in assignments late in the clinical setting is unacceptable in all courses and may result in failure of the clinical day and/or failure of the course.

Timeliness Policy

Clinical Site Attendance/Time Spent during Clinical

Punctual attendance is mandatory for all scheduled clinical hours. Simulation is considered clinical hours. Tardiness or arriving unprepared is not acceptable for clinical experiences and may result in a failed clinical day. Multiple tardies may result in failure of the course or dismissal from the program. If the student does not attend client report, it will result in a failed clinical day and the need to create a PIP.

Clinical hours are provided in various settings, and the experiences gained in each area of these facilities are invaluable to the nursing student's overall education. The Clinical Coordinator and faculty assign students to clinical rotations. Students must notify their assigned Clinical Instructor one hour before the start of the shift, if an absence or tardy is unavoidable. All students must have equivalent clinical hours, as established by the program. If these hours are not met during the current semester, it may result in failure to meet clinical outcomes and failure of the course.

During any off-campus clinical assignment, including preceptorship, students are expected to remain fully engaged in client care activities. Time away from clinical duties—outside of scheduled breaks, meals, or post-clinical conferences—is considered an unexcused absence and is not available for makeup. This includes arriving late, leaving early, or using phones for non-clinical reasons.

Students may not use clinical time for personal matters and must stay on-site for the entire shift. Leaving the clinical facility without explicit permission from the Clinical Instructor, Preceptor, or

Clinical Coordinator is considered client abandonment and will result in failure to meet course requirements. Extenuating circumstances will be reviewed on a case-by-case basis.

Students are not permitted to smoke on the grounds of any clinical site or on campus, including inside personal vehicles. Most clinical facilities are designated 'fragrance-free' environments due to client sensitivities. Offensive odors, including those resulting from smoking, may lead to dismissal from the clinical day and forfeiture of any points or credit for that day.

Attendance Standards

A comprehensive orientation upon acceptance into the nursing program is essential for promoting student success, confidence, and readiness for the academic and clinical demands of nursing education and is mandatory. Skills week is a part of clinical eligibility criteria for all other clinical experiences. Non- extenuating absences from either of these may result in course failure or forfeiture of program acceptance. Students are required to attend all program-required activities.

Missed Simulation/ Clinical Procedures and Make-up Options

There are circumstances in which students may need to miss a clinical shift due to extenuating circumstances. These situations must be communicated to both the clinical and course faculty prior to the start of the scheduled shift.

This make-up policy applies to 2nd-4th semester. There are no clinical makeup days in 1st semester. Only clinical absences excused in advance due to verified extenuating circumstances will be eligible for a makeup day. All excused clinical hours must be completed before the end of the semester in which the absence occurred.

One clinical absence per semester may be eligible for makeup. The clinical makeup day is required to be completed during the next available makeup day. The makeup day must be coordinated in collaboration with the clinical coordinator, clinical faculty, and Theory/On-Campus *(TO)* faculty member.

Failure to complete the scheduled makeup day will result in a 5% reduction in the student's final calculated course grade.

Extenuating Circumstances

Students who miss clinical due to extenuating circumstances may be allowed to follow the following guidelines:

1. A make-up clinical at the facility, if a slot is available for the student.
2. One makeup day will be allowed per semester.
3. If a student has extenuating circumstances and will miss more than one clinical experience after using their makeup day, they may be required to withdraw from the program.
4. Eligibility for clinical makeup will be determined by the department of Nursing leadership team.

Non-extenuating Circumstances

Students who miss a single clinical day due to non-extenuating circumstances:

1. Students that miss a clinical day due to non-extenuating circumstances will receive a 5% deduction from their overall course grade.

1. Students who have multiple unexcused absences will be subject to clinical failure.

Excused Absences

The following situations are excused absence in the CSI nursing program:

1. Jury Duty
2. Subpoenas
3. Military Duty
4. Extenuating circumstances with approval of the department of Nursing leadership team.

All requests for an excused absence must be sent directly to the department of nursing leadership team. Students must present absences documentation to the instructor before the absence. Prior arrangements must be made with each instructor for makeup work. If an absence is prolonged and the content missed cannot be made up, the student may be given an Incomplete or reassigned to a different cohort.

Corrective/Disciplinary Policies/Code of Conduct or Academic Integrity Code Procedures

Performance Improvement Plan

A Performance Improvement Plan (PIP) is a formal, individualized agreement between a nursing student and program faculty, designed to support students who are experiencing difficulty meeting course or program expectations. The PIP outlines specific, measurable steps the student must take to improve performance and achieve success in identified areas.

Faculty may initiate a PIP if a student demonstrates challenges in academic performance, clinical or laboratory skills, professional behaviors (soft skills), or other program-required competencies. Successful completion of the PIP may be required to pass the associated course. At the conclusion of the plan, faculty will evaluate whether the student has met the outlined goals to determine progression in the program.

The purpose of a PIP is to support student success and is not a punishment. For this reason, there is no limit to how many PIPs a student may complete during the program. Student nurses are responsible for staying aware of their academic performance. If a student's average exam, clinical or assignment grade drops below 75%, they are encouraged to meet with faculty and complete a PIP (Appendix C). This self-reflective process helps students recognize areas for improvement and create an action plan with their instructor's guidance. Students are encouraged to upload their PIP to Canvas within 48 hours of receiving a grade that lowers their

average below 75%.

Academic Integrity

Nursing students must understand and follow the College's Academic Integrity Policy. Integrity is essential in nursing and is supported by the ANA Code of Ethics. If a student is involved in an integrity issue, they may be required to complete a PIP and meet with the course faculty. Course faculty, in consultation with department leads and department chair will determine outcomes related to grade and could result in a zero. All integrity concerns are reported to CSI's Student Services as required by college policy.

Professional Conduct

Students must follow the behavior expectations in the CSI Student Code of Conduct, the ASNP Student Handbook, and the ANA Code of Ethics. Violations will be reviewed by the Nursing Department Chair, or Dean of Students and could result in disciplinary action, including program dismissal.

Examples of unprofessional or disruptive behavior include, but are not limited to:

- Yelling or throwing objects
- Using offensive language
- Gossiping or making rude remarks
- Disrupting class or clinical sessions
- Complaints from classmates

The faculty member, in his or her full discretion and with approval from the Nursing department chair or Clinical Coordinator, may remove the student from any situation where client care is given (specifically, but not limited to, hospital clinicals) while the incident is being investigated and until any applicable appeals process is complete. This is particularly pertinent if the suspected infraction demonstrates either a lack of judgment, knowledge, or nursing skill which could cause harm to others.

Examples of this include but are not limited to:

- Not being able to perform any clinical skill to standard.
- Performing a skill that has not been passed off in skills lab without explicit education, permission, and direct supervision.
- Not being able to administer medications safely, including, not following the "rights" of medication administration. This includes not being able to correctly calculate medication dosages and not fully understanding the appropriateness of any medication given.
- Not communicating appropriately with those they work with, including instructors, healthcare facility staff, clients etc. This can include, but is not limited to, not being able to perform appropriate client education, not communicating client safety information with staff and instructors or other actions that endanger client safety.
- Demonstration of unwillingness to take accountability for actions. For example, nurses

must complete incident reports for any errors/unforeseen incidents in the hospital, even when it does not result in problems for the client. A nursing student must demonstrate willingness to admit to/take accountability for any errors.

Examples of Reasons for Failure of Course and/or Dismissal from Program

A student may be dismissed with cause from the program at any time, regardless of academic grade. Reasons include, but are not limited to:

1. Any act that is harmful or potentially detrimental to a client.
2. Unsafe practice or unsatisfactory performance in the clinical/simulation area.
3. Performing invasive nursing skills without direct supervision from instructor or Preceptor in a clinical, lab, home, or work setting.
4. Exhibiting false and/or fraudulent behavior.
5. Actions which result in a facility's request for termination of student clinical experience.
6. Failure to successfully complete assigned remediation.
7. Violation of policies/standards and procedures.
8. Failed Drug or alcohol screening, substance abuse.
9. Lack of accountability for actions and/or demonstrating a lack of improvement from prior learning opportunities.
10. An overall grade or test average below 75% in any required course results in course failure.
11. Failure of any two (2) courses in the program, or the same course more than once, results in program dismissal.
12. Failure to maintain required clinical and program documentation.
13. Failure to submit required paperwork/documentation by deadline.
14. Falsifying/misrepresenting documentation/logs
15. Failure to report new criminal convictions, probation, or legal restrictions to Nursing department chair within three (3) days.
16. Participating in skills not previously passed off or without instructor permission.
17. Academic dishonesty (see Academic Integrity Code).
18. HIPAA violation
19. Frequent clinical absences or tardies
20. Unprofessional communication or insubordination
21. Failure to accept responsibility for actions
22. Inability to perform skills to CSI standard.
23. Inability to work independently or with a group
24. Any other lack of professionalism.

Appeals

The College of Southern Idaho is committed to supporting students, faculty and staff in and outside the classroom. Grievance Policies exist to ensure students, faculty and staff have avenues to voice concerns and address both academic and non-academic matters in safe, unbiased environments. It is unprofessional, counterproductive and inappropriate to take concerns and grievances to individuals who are not involved in the resolution process.

CSI Grievance Procedure for Students

Students should follow the guidelines established for academic appeals. Those detailed guidelines, processes and timelines can be found at the following link for the CSI Office of the Registrar.

Section IV
Academic Standards

Academic Standards

Consequences for Failure of Course

Because of the rigorous nature of the nursing program, students will be dismissed if they:

- Fail the same nursing course twice, or
- Fail two different nursing courses at any point in the program.

Academic Integrity, Chat GPT/AI, and Groupwork

The nursing programs adhere to CSI's Academic Integrity Disciplinary Policy. AI programs have grown increasingly popular, and the nursing faculty recognizes that they potentially have many uses, both in education and in industry. However, their ethical use in academics is still being explored by colleges worldwide. Please see CSI Academic Integrity Policy and AI Statement regarding use.

Final Grade Computation Policy

The calculation of a student nurse's final course grade follows a structured, step-by-step process:

1. Exams: The student must achieve a minimum average score of 75% on all exams. If this benchmark is not met, the exam average will serve as the final course grade.
2. Assignments: The student must achieve a minimum average of 75% on assignments. Failure to meet this standard will result in the assignment average being recorded as the final course grade.
3. Clinical Performance: A minimum average of 75% is required in clinical evaluations. If this requirement is not fulfilled, the clinical average will be used as the final course grade.
4. Overall Course Grade: Only if the student achieves at least 75% in each of the three components—exams, assignments, and clinical—will the final course grade be calculated by dividing the total points earned by the total points available.
5. Program Progression Requirement: To advance in the nursing program, the final course grade must be at least 75% of the total points available.
6. Final grades will be rounded to the nearest whole number at the end of each semester in each grading category. Standard rounding rules apply to the tenth place (e.g., 89.5% rounds to 90%, 89.4% stays at 89%).

Nursing Department Grading Scale(s)

LPN Grade Scale

The LPN grading scale follows the college grading scale, with the exception that the student must obtain a 70% to pass each course to progress in the program.

RN Grade Scale

The RN grading scale differs from the college's standard grading scale to align with national

nursing education benchmarks and grading practices adopted by similar nursing programs within the state of Idaho.

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.

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.

Didactic Testing Standards

In this handbook, "test" refers to any test, quiz, or examination.

General Testing Procedures

Students must complete assigned tests as outlined in the course syllabus. Tests will be given online and taken through the LMS or ATI except for when there are unexpected testing center closures, or unexpected LMS or computer issues, or if the instructor feels an alternative testing style is necessary. Nursing school is highly structured around tests and a student's ability to apply knowledge to situations. The purpose of this is to help prepare students to enter the practicing field and to prepare them to pass the National Council Licensure Examination *(NCLEX)*. Students should be aware of the following:

1. All tests will be timed.
2. Only one test question will be opened at a time and must be answered before the next question opens.
3. There is no backtracking. Once an answer has been submitted, you cannot go back to the question.
4. Students may use scratch paper.
5. A basic calculator will be supplied for course exams.

6. Students are responsible for their learning and are required to take all tests.
7. Exceptions for test dates will only be made for extenuating circumstances and with prior approval from the instructor. Students who have extenuating circumstances that prevent them from completing a test on time must contact the *instructor* within 24 *hours* before the test closes to discuss the possibility of a makeup exam. Arrangements are not guaranteed and are at the Nursing department leadership discretion.
8. If a student misses an exam without making prior arrangements, they must contact the instructor within 24 hours after the exam closes. If the student does not contact the instructor within 24 hours, they may receive a 0 and not be allowed to make up the exam.

ATI Exams

ATI Testing and Remediation Policy

ATI is used to support learning, identify strengths and weaknesses, and help predict NCLEX-RN success. ATI proctored assessments count for 10–30% of total exam points.

To receive points, students must follow this required sequence:

1. Complete Practice A and assigned remediation
2. Complete Practice B and assigned remediation
3. Complete First Proctored Assessment and assigned remediation
4. Complete Proctored Retake and assigned remediation
5. Remediation details are in the course syllabus and on your ATI account.

Important: If the full sequence is not followed, no points will be awarded for any ATI assessments. Students must acknowledge this policy by signing and uploading the ATI Policy Acknowledgment Form *(Appendix B)* to Canvas by the first Friday of the semester.

National Council Licensure Examination (NCLEX)

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

Section V
Clinical Standards

Nursing Skills Lab/ Nursing Sim Lab/ Clinical Standards

Off-Site 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

Recording in Clinical Skills Lab and Sim Labs Standards

There are cameras and microphones in the clinical skills lab and sim lab. These cameras and microphones may be recorded at any time. Students must be aware that anything they do and say may be recorded and viewed by faculty or administration.

Clinical Rotations, Schedules, and Hours

In CSI's nursing programs, clinical and simulation hours are calculated using time spent on direct client care and client care related activities. Lunch breaks are not included. Faculty and the related coordinators are responsible for ensuring clinical hours comply with credit hours for each given course. During the RN preceptorship, preceptorship students must ensure their clinical schedule is communicated with the course faculty and the required hours are met.

Students will attend various clinical settings throughout the nursing program. Students are not guaranteed a clinical site based upon work schedule or distance from clinical. Students are expected to make proper travel arrangements and accommodation to attend assigned clinical sites. A final clinical schedule will be given to students in the first week of class unless changes need to be made due to unforeseen circumstances. All clinical schedules are subject to change.

Homework During Clinicals

Nursing students are expected to demonstrate professionalism in all aspects of the program, and this is even more true in the clinical setting. Part of professionalism is giving 100% during every clinical experience. Students must be fully engaged while at clinicals and may not work on any schoolwork, not directly pertaining to that clinical experience. Doing so may lead to a failed clinical day.

Clinical Eligibility Criteria

The student nurse must meet the following criteria prior to being allowed to enter any clinical sites, including Sim Lab:
- Successful completion of all courses required in the nursing program curriculum up

to that point in the program.
- Successful completion of all compliance requirements.
- Successful completion of all Personal Health Clinical Site Documentation Requirements as listed in this handbook.
- Noncompliance will result in a recorded clinical absence, subject to the policies outlined in the clinical absence policy.

Unsafe Clinical Performance

If an instructor or preceptor has determined that a student has engaged in unsafe clinical performance, that student will immediately be removed from the clinical site, resulting in a failed clinical day and possible failure of the course or dismissal from the program.

Examples of Unsafe Clinical Performance

This may be one substantive incident or repeated instances of questionable nursing practice which could jeopardize client care and result in dismissal from the program. Examples of these include but are not limited to:
- Errors related to medication, including but not limited to, lack of knowledge on key concepts in medication administration or knowledge of individual drugs, errors in preparing, errors administering medications, or errors of calculation of dosage, including demonstrated inability to calculate dosages on medication exams.
- Violation of nursing principles resulting in actual or potential client harm.
- Failure to safely adapt nursing skills to actual client care.
- Failure to demonstrate adequate preparation for the clinical experience as outlined in syllabi or other course materials.
- Failure to demonstrate sound clinical or professional judgment.
- Performing a procedure without either the required knowledge or skill competence or without the guidance of a qualified individual *(i.e., the instructor or preceptor)*.
- Performing a skill in clinical area without successful check-off.
- Performing a skill outside the scope of practice while in an employee or student role is a violation of the code of ethics and will lead to dismissal.
- Willfully or unintentionally causing physical or mental harm to a client.
- Dishonesty in the clinical setting, including falsification of client documentation.
- Failure to report errors *(or acts of omission)* in treatments, assessments, medications, clinical judgment or other components of nursing practice.
- Performing procedures outside of the direct supervision or observation of the preceptor.
- Insubordination can be considered unsafe clinical performance and will not be tolerated, which may result in immediate dismissal

Clinical Preparation and Assignments

Students must demonstrate evidence of preparation for each clinical experience. Students who come to clinical unprepared will be dismissed from the facility due to unsafe practice, which will result in a failed clinical day.

Client assignments and preparation expectations for the clinical area will be explained and assigned by each clinical instructor. Students are expected to complete assignments as outlined. See individual course syllabi for further information.

Students are required to bring to the clinical facility necessary supplies as indicated by the instructor in individual course syllabi. Failure to do so may result in the student being sent home and receiving a failing grade for that clinical experience.

Nursing Students as Interpreters

To ensure accurate communication and maintain client care quality and safety, nursing students cannot act as interpreters for staff or clients in any setting.

Scope of Practice

CSI adheres to all sections of the Rules of the Idaho Board of Nursing 24.34.01. regarding scope of practice. For further details, and the decision-making model which informs nursing scope of practice, see Rules of IBON 400.01-400.04.

Skills Validation and Skills Practice Policy

Students are expected to review and practice all nursing skills introduced in the program to ensure safe performance in the clinical setting. Skills that are taught and evaluated in the skills lab must be successfully demonstrated in lab before being performed in clinical. For skills that are not formally taught in lab, students are responsible for reviewing the procedure, seeking clarification, and asking for guidance if unsure. All skills in the clinical setting must be performed under the direct supervision of the designated staff registered nurse, Preceptor, or Clinical Instructor. Performing any skill without adequate preparation, competency, or supervision is considered unsafe practice and may result in disciplinary action, up to and including dismissal from the program.

Clinical Groups (TO Groups)

Students may not be in a clinical/lab/simulation group with another nursing student who is also an immediate family member. This includes but is not limited to a spouse, sibling, child or grandparent. Clinical Preceptors may not oversee immediate family members in a clinical setting. It is the responsibility of the student to disclose this relationship to the Clinical Coordinator. Failure to do so may result in dismissal from the program.

Clinical Performance Grading

Clinical rotations are an opportunity for students to grow and develop as they apply knowledge gained in their classes and skills lab. Client safety is essential, and certain violations may be grounds for clinical failure immediately. Examples of these violations can be found as outlined under Examples of Unsafe Clinical Performance. The student is

accountable and required to meet all clinical competencies and outcomes as described in their syllabus. Students must successfully meet these competencies and outcomes by the end of the semester to pass the course. Students are evaluated during the clinical experience by their Clinical Instructor in coordination with their T0 instructor.

Clinical Expectations of Students

1. Any communication with the clinical facility must occur through the clinical coordinator or the Nursing department chair. Students may not independently contact clinical sites. Clinical eligibility documentation, drug or alcohol screening, and criminal background check results will be shared with appropriate clinical facilities.
2. Clinical facilities may require an additional background check from students at the student's expense.
3. Clinical facilities have the right to refuse a student at any time.
4. In the event a facility refuses a specific student placement, this will result in immediate course failure, subject to review by the nursing department chair.
5. Students are responsible for notifying the Course Instructor and Clinical Coordinator immediately of any changes to background or health status.
6. If a student has an emergency or illness, they must notify their Clinical Instructor of an absence before the start of the clinical day or as soon as possible. They must also notify their T0 and Clinical Coordinator within 24 hours.
7. Students are not allowed to smoke on the grounds of any off-campus clinical facility (including parking lots). This includes vaping and e-cigarettes. Students who violate this policy will be dismissed from clinical and will receive a clinical absence which will result in a failed clinical day and must meet with their T0 instructor and Clinical Coordinator. This may result in dismissal from the program.
8. Students may not practice outside the scope of a nursing student during clinical experiences.
9. Students are not allowed to take client transfer reports or verbal or phone orders from a physician or other healthcare provider in off-campus clinical experiences while in their role as a student.
10. Students must report off to their assigned nurse or the charge nurse, (if the assigned nurse is unavailable) before leaving the unit for any reason.
11. Students are expected to establish effective communication and working relationships with classmates, faculty, and health team members. Examples include but are not limited to:
    • Notifies health teams of pertinent changes in the client's condition.
    • Honesty in communication with faculty, or other members of the health care team.
12. Students must establish effective therapeutic relationships with clients.
13. Students are responsible for their own transportation to and from clinical facilities.
14. It may be necessary to make changes after registration to accommodate the needs of the CSI Nursing Program or clinical facility. The nursing program guarantees clinical experiences for all compliant students. There is no guarantee of a specific

day, time, method of delivery, instructor or facility.

15. Students with immunization waivers in place are not guaranteed clinical placement.

16. Students must be able to attend a clinical experience at any of the clinical facilities used by the CSI Nursing Department.

17. It is the student's responsibility to notify the CSI Clinical Coordinator if they have been banned or denied entry into ANY clinical facility.

18. Students with an LPN license, CNA certificate or any other medical license or certification that has been suspended, revoked, terminated or otherwise modified as to rights and privileges must notify the Nursing Department Chair and Clinical Coordinator immediately.

19. If the student is late, they must report to the Clinical Instructor immediately for instructions.

20. The student must seek guidance and validation from the Clinical Instructor where needed.

21. The student must demonstrate adaptability to change.

Breaks During Clinical shifts

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.

Direct Observation

Direct Observation means that a staff nurse/preceptor (at or above the level the student is being prepared for) physically observes a nursing student performing a specific task, skill, or assessment in real-time during clinical practice. Situations that direct observation is required may include but are not limited to:

- Performing Invasive Procedures: Any procedures such as starting IVs, inserting catheters, administering injections, or other invasive techniques should be directly supervised to ensure correct technique and prevent harm.
- Medication Administration: When students are administering medications, direct observation is necessary to ensure proper dosage, technique, and client response.
- Handling Unstable or High-Risk Clients: Students working with clients who are clinically unstable or require complex care should be under direct observation to ensure that the appropriate interventions are timely and accurate.
- Situations Requiring Critical Thinking: For tasks involving rapid decision-making or ethical dilemmas, direct supervision helps guide students in navigating complex clinical scenarios.

These guidelines ensure the safety of clients, promote student learning, and allow for

immediate feedback, helping students to develop into competent and confident nurses.

Guidelines for independent Student Skill performance

Nursing students may be allowed to perform certain skills without direct observation by a staff nurse or preceptor *(licensed at or above the level the student is being prepared for)* once they have demonstrated competence and confidence in those tasks and as approved by the staff nurse or preceptor. These skills may be performed only if allowed by individual facility policy:

1. Basic Vital Signs: Measuring blood pressure, heart rate, respiratory rate, and temperature.
2. Hygiene and Comfort Care: Assisting with bathing, toileting, repositioning, and providing oral care.
3. Feeding and Nutritional Support: Assisting with oral feedings for stable, non-aspiration risk clients
4. Basic Mobility Assistance: Helping stable clients with mobility, including transfers from bed to chair, ambulation, and range-of-motion exercises.
5. Documentation: Completing client charting and recording of observations in the client's medical record. As allowed by facility policy and reviewed by the staff nurse or preceptor.
6. Intake and Output Measurement: Monitoring and recording fluid intake and output, including urine, stool, and emesis.
7. Practice Assessments: A nursing student's physical assessment is a learning tool, but it will not replace the staff nurse or preceptor's assessment. The staff nurse or preceptor is responsible for the client's care and must complete their own assessment to ensure all important findings are addressed. Though these tasks might not always require direct supervision, students are still expected to report any abnormal findings or concerns to the supervising staff nurse or preceptor. The level of autonomy given to students often increases as they progress through the program and demonstrate growing competence in clinical settings.

Supervision of Medication Administration

The level of supervision of medication administration during clinical practice varies according to the course level of the student and the legal scope of practice. The goal is to ensure the highest quality of client care and safety while providing maximum learning experience. Students may be limited in medication administration as specified by the Clinical Instructor and clinical facility.

Specific Medication Standards for CSI Nursing Students

Students will demonstrate knowledge of medications to be administered, including action, contraindications, side effects, safe dose, nursing considerations, and client education prior to administration.

Students will verify all medications with the Clinical Instructor or designated staff registered nurse (RN) utilizing the "Rights" of medications administration prior to

medication administration.

The CSI Department of nursing does not allow PN students to:

1. Give any IV push medications except saline flushes.
2. Give any medications through, or care for, a central line.
3. Students will NOT administer intravenous chemotherapy agents or "bolus" epidural infusions.

All medications administered by the student will be under direct supervision by the staff RN or the Clinical Instructor.

Students will NOT administer blood products or serve as the double-check for blood product administration (Fresh Frozen Plasma, Red Blood Cells) regardless of facility policy. Students may monitor the infusion after two RN's have completed double-check process and started the infusion.

Students are not permitted to serve as the second verifier in any dual sign-off procedure *(e.g., high-alert medications, blood products)*. However, students may administer medications under appropriate supervision once all required verifications have been completed by licensed personnel.

Simulation Policies/Standards

Simulated Clinical Experience *(SCE)* is an integral component of the CSI Nursing curriculum and is congruent with the student's clinical experience. To preserve the realism of the scenarios used in the Simulation Lab and to provide an equitable learning experience for each student, confidentiality is mandatory. Confidentiality includes information concerning simulated clients and fellow students. Students will be held to the requirements of the Health Insurance Portability and Accountability Act. *(HIPAA)* and any other federal or state laws regarding confidentiality and be expected to apply these standards to the client care in the simulation lab.

The simulation lab is a learning environment. All scenarios, regardless of their outcome, should be treated in a professional manner. The students participating in the scenario should have everyone's respect and attention. Situations simulated in the lab are to be used as a learning tool and not to be used for humiliation of fellow students. The mannikins are to be treated with respect and as if they are human clients.

Simulation Grading

Simulation scenarios and expectations advance through the progression of the student through the program. Students are expected to follow the grading criteria/rubric and standards outlined in the individual course syllabus.

Skills Lab Procedures/Standards

Skills Lab Time

Class lab is the time scheduled for the skills lab portion of a course and the designated time for each course is found in the catalog and reflected in the course

syllabus. Students are required to be in the lab the full time that their class lab is scheduled. This is to meet the time standards required for credit for the course and to ensure the students have sufficient time to practice and be competent in the skills they are learning.

Open Lab Time

Open lab is a designated time when the skills lab is open for all students to practice skills outside of scheduled class lab sessions. Skills lab instructors will be present during all open lab hours to provide support and guidance. This time is intended to allow students to practice skills independently or with peers and to complete peer checkoffs that could not be finished during class lab time.

Clinical Skills Laboratory Ground Rules

1. Students are required to sign in and out of the lab each time they are in an open lab *(this is not required during class time)*.
2. There are to be **NO** pens, pencils, markers, betadine, iodine, or any other solutions or ink of any kind near the manikins at any time.
3. Students are **NOT** to move manikins without faculty, or an instructor present for any reason.
4. Soiled linens are placed in laundry bags. Do not leave linens on chairs, beds, floor, etc.
5. Anatomical models and all manikins must be cared for correctly. Cover with linen if left on beds. Place manikins in proper body alignment. Models are to be cleaned and returned to storage cupboards.
6. Use your own supplies. If you need more, talk with the faculty, or instructor present.
7. No equipment is to leave the lab without permission of faculty.
8. Before leaving the lab, make sure to leave client care unit with bed down, upper side rails up, linen straightened, manikins back in beds, bedside table over the foot of the bed, etc.
9. All equipment is to be put away in the designated spot before leaving the lab each day.
10. All equipment and surfaces used must be wiped down with disinfectant wipes at the end of the day.

General Guidelines

1. If you come across any broken equipment, please remove it from use and notify faculty.
2. All medications used in the lab are for demonstration purposes only; they do not consist of the actual drug.
3. There is no food or drink allowed in the client care areas. Drinks and snacks are allowed at the instructional tables in the center of the clinical skills lab.
4. Open lab time is for students to come practice any skills and use the

equipment.

5. Please leave the Skills Lab clean and organized before you leave.
6. All skill sheets and skill demonstration videos are available for faculty, instructors, and students in ATI, either in specific Skill Modules or Engage Fundamentals modules.
7. Students are expected to come to the lab prepared for the learning experience. This includes reading and completing assignments before the lab period starts. Students should know the care, handling, and proper use of equipment before using it in the laboratory. Students must practice universal precautions in all exposure-related incidents.
8. It is the faculty or instructor's right to decide if a student is safe to perform the necessary skills.
9. Syringes, needles, and/or medications may not be removed from the lab by students at any time, for any reason without prior authorization.
10. Students using the laboratory should request help if unfamiliar with any equipment or supplies in the lab.
11. All individuals using the lab are expected to leave the lab in an orderly and clean condition. This includes disposing of trash, cleaning and returning equipment to appropriate locations after each use.
12. Whenever possible, latex free items are ordered for the Skills Laboratory, however some items within the lab may have latex. It is the individual student, faculty, or instructor's responsibility to tell them if they have a latex allergy or sensitivity and to take proper precautions.

Safety Guidelines
1. Students should practice safe techniques and follow standard precautions while practicing and learning in the skills lab.
2. Needles and sharps used for skills practice are to be used only in the Skills Lab and only when faculty or an instructor is present.
3. Wet materials may not be used around electrical outlets or equipment. Faculty, instructors, and students are responsible for reporting any frayed cords, cracked plugs, missing outlet covers, etc., and any problems encountered while using electrical equipment.
4. Electric hospital beds are to be left in the lowest position.
5. Students should use caution when practicing lifting skills and should not lift any object or another student who is too heavy without help.
6. The equipment used will be kept in good working condition. Any broken parts will be reported to faculty, or instructors.
7. The wheels of all equipment *(wheelchairs, stretchers, and beds)* are to be locked during practice and return demonstration.

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 L). 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 standards 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 lack of competency 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 an inability to attend the next off-site clinical shift, impacting the clinical grade.

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.

Faculty Skill Check Off Process

Come prepared. The expectations to successfully complete a skill check-off are as follows:

- Students will check off on specified days for each class.
- Students will be available and ready in the lab when they are called to check off.
- Students will receive no prompting from faculty, instructors, peers, videographers, etc.
- Students will be in student uniform with a name badge and in adherence to all dress code policies. If a student arrives to check off a skill in inappropriate

attire, including but not limited to; no name badge, not wearing scrub top or bottom, long hair not pulled back, or any other violations of the dress code, the student may be sent home, and it will constitute an automatic failure on the first attempt for that skill.

Clinical Facility Occurrence Report Procedure

Occurrence reports are used by a healthcare facility for risk management and performance improvement. These reports are filled out when an error, accident, or near-miss has occurred *(e.g., medication error, injury involving student, client, staff, visitor, etc.)*. If the occurrence is an injury, in addition to this procedure, the student will also follow the Injury in the Clinical Setting Procedure. If an accident or error occurs in the clinical setting, the student will:

1. Immediately notify the Clinical Instructor. If the student is in a Preceptorship, the student must immediately notify their Preceptor.
2. Notify the head/charge nurse.
3. Faculty and/or students should assist, if requested by the facility, in completing the occurrence report per facility protocol by providing information about the occurrence.
4. Faculty must complete Report a Concern documentation and notify the Clinical Coordinator, and the lead course instructor within 12 hours of the incident. Access to this form is found at the bottom of the home page under the "Report a Concern" link. If the student is in their Preceptorship, they are responsible for sending this summary to the aforementioned parties within 12 hours.

Injury in the Clinical Setting Procedure

The following guidelines outline the process that must be followed should an injury/incident occur in the clinical setting the student will:

1) Immediately notify the Clinical Instructor. If the student is in their Preceptorship, immediately notify the Preceptor and Clinical Coordinator.
   a) If the injury is obviously life-threatening, the student will be seen in the Emergency Room of the facility or by calling 911. The *Clinical Instructor*/or representative of the facility may, in his/her sole discretion, require that the student seek medical attention, and may also require that the student not return to school/clinical until a new Health Declaration/Physical Examination form is complete.
   b) If the injury is NOT obviously life-threatening, the instructor/Preceptor/Clinical Coordinator will require the student to follow clinical facility protocol, and the instructor/Clinical Coordinator may recommend the student see their personal physician or seek immediate care and follow-up. The Nursing Department Chair may also require that the student not return to school/clinical until a new Health Declaration/Physical Examination form is complete.

2. The student and Clinical Instructor will assist in completion, where applicable, of the Facility Occurrence Report, as per Clinical Facility Occurrence Report Procedure.

3. The Clinical Instructor, assisted by the student per instructor request, will complete the Report a Concern documentation. A copy of this form must also be given to the Nursing Department Chair within 24 hours of the incident. If the student is in their Preceptorship, they must coordinate with the Clinical Coordinator about completing and submitting this report.

4. The instructor will call campus security so that security may fill out a Security Investigator Report. If the incident occurs on campus, they will come to the site of the incident to interview the faculty and students and fill out the report. If the incident occurs off CSI campus, they will gather information over the phone and may request a meeting with those involved later to finish their investigation/report. If the student is in their Preceptorship, they must coordinate with the Clinical Coordinator regarding notifying security regarding the completion and submission of this report.

5. Students are required to maintain a current Emergency Contact listed in Clinical Interface.

6. The college and the clinical facility are not responsible for any claims for expenses that result from an action by a student in the clinical setting.

7. The college is not responsible for student transportation.

Contaminated Needle/Instrument Stick Procedure

- **Off Campus**: If an injury/needle stick occurs during clinical experience off campus, the student must follow the facility protocol and seek appropriate medical care as advised and follow all other steps as indicated.
- **On campus**: If while working/practicing in the laboratory or on-campus setting you accidentally come in contact with a needle or instrument contaminated (or potentially contaminated) with another person's blood or other potentially infectious material, the following should be done:
    1. Immediately clean the needle stick or wound area with soap and water, allowing the site to bleed freely.
    2. Report it to the Clinical Instructor/faculty as soon as #1 is complete.
    3. The Clinical Instructor/faculty, assisted by the student on instructor/faculty request, will complete the Report a Concern documentation.
    4. The Clinical Instructor/faculty will ensure the Nursing department chair is aware of the incident.

Section VI
Program Progress/ Completion Standard

Progression/ Retention Standard

Progression Through the Program

1. Once admitted, students must complete all coursework on schedule unless they receive written permission from the Nursing Department Chair.
2. Nursing courses are sequential, and successful completion of each course is required before progressing to the next semester.
3. If program scope or sequence changes mid-program, students follow the CSI Catalog from the academic year of their program entry.
4. Students who do not complete a nursing course for any reason must repeat the entire course upon readmission.
   - No partial course options are available.
   - If a course has both clinical and lab components, both must be repeated.

Delay of Program Progress Procedures

Readmission

- Students who fail a course may discuss a one-time readmission option with course faculty.
- To apply, students must submit the ASNP Readmission Application *(Appendix D)* to the HSHS Office, attention ASNP Program Manager, by Friday of finals week at 4:00 pm.
- Prior to registration, a background check *(via American DataBank)* and/or drug screen is required.
- Readmission is not guaranteed. Decisions are based on:
  - Seat availability
  - Past academic performance
  - Professionalism and behavior during the program
- The Readmission Committee makes the final decision, which is communicated by the Nursing Department Chair.

Post-Readmission Requirements:
- Students may be required to complete a Personal Improvement Plan *(PIP)*, which could include:
1. Logging or witnessing study hours on campus
2. Biweekly meetings with faculty
3. Completion of additional assignments
4. Participation in tutoring sessions

Important Notes:
- Re-entry is contingent upon space availability, and there is no guarantee of a seat.
  - Students must keep contact information current and check their CSI email regularly; failure to do so may result in loss of the re-entry seat.
  - Students who exit the program are strongly encouraged to schedule an exit interview with the Nurse Administrator within 10 days to facilitate potential re-entry.
  - It is the student's responsibility to initiate and complete all steps of the readmission process.

Exit Interview Procedure

- Students leaving the nursing program, for any reason or duration, are strongly encouraged to schedule an exit interview with the Nursing Department Chair within 10 days of their decision.
- The exit interview helps clarify the re-entry process and ensures the student understands any requirements or conditions that must be met to return.
- Conditions for re-entry may be established during the interview; knowing and planning for these requirements can facilitate a smoother re-entry process *(see Re-Entry Procedure)*.
- To schedule the exit interview, students must email the completed CSI Nursing Program Withdrawal Form to the Nursing Department Chair, requesting the interview.

Withdrawal

- Students may need to withdraw due to emergency situations *(health, personal, family, or other reasons)*.
- To withdraw, students must follow the CSI withdrawal process *(see CSI Student Handbook)* and submit the CSI Nursing Program Withdrawal Form to the Nursing Department Chair.
- Withdrawal from any nursing course constitutes withdrawal from the program.

Grades

- Withdrawal before the deadline: "W" for all nursing courses that semester
- Withdrawal after the deadline: Failing grade
- Students wishing to re-enter the program must follow the Readmission process, which should be initiated at the time of withdrawal.

Unsuccessful Completion of Course(s)

- Students must follow the CSI Course Catalog scope and sequence for their program based on their admission year.
- Failure to successfully complete any course requires following the Readmission process to move to the next cohort. Both didactic and clinical components must be repeated.

Dismissal Criteria

- Failing the **same course twice**, or
- Failing **two different courses** in the nursing program.
- Students who are dismissed may reapply during the **next admission cycle**. Re-admission is competitive and at the discretion of the **Readmission Committee** and Nursing Department Chair.
- If accepted after dismissal, students must **retake all nursing courses**, including previously completed courses *(excluding prerequisites/co-requisites from outside the program)*.

Program Completion

Pinning Ceremony

The Nursing Pinning Ceremony is a time-honored tradition that marks a significant

milestone in the nursing profession. This meaningful event formally welcomes graduates into the professional community of nursing.

The ceremony is held at the conclusion of each semester. The Nursing Department Leadership determines the date and location and provides advance notice to allow for planning and preparation. Attendance is generally limited to graduating students, invited guests (with numbers based on venue capacity and current circumstances), nursing faculty, clinical partners, and school administrators.

Graduates are expected to demonstrate the same professionalism and respect during the ceremony that they have upheld throughout their nursing education.

Graduation Requirements

To graduate from the nursing program, the student must complete all requirements as stated in the CSI catalog for the appropriate program. General graduation requirements and procedures are found on the CSI website.

References

American Nurses Association. (n.d.). Code of Ethics for Nurses with Interpretive Statements. Retrieved from https://www.nursingworld.org/coe-view-only

American Nurses Association. (n.d.). Principles for Social Networking and the Nurse. Retrieved from https://www.nursingworld.org/social/

National Council of State Boards of Nursing. (n.d.). A Nurse's Guide to the Use of social media. Retrieved from https://www.ncsbn.org/NCSBN_SocialMedia.pdf

Rules of the Idaho Board of Nursing. Retrieved from https://adminrules.idaho.gov/rules/current/24/243401.pdf

Glossary

Admission application deadline: Deadline at which applications for new admissions to the nursing programs must be submitted. This is the same deadline used for most re-entry students. See CSI nursing website for deadlines.

ATI guarantee: If a graduate receives the Virtual-ATI "green light," tests for NCLEX within three weeks of receiving the "green light", and fails NCLEX, an additional 12-week access will be offered at no additional cost. For the guarantee to apply, graduates must notify ATI in writing of their unsuccessful attempt within three weeks of receiving their NCLEX score.

Clinical Coordinator: Nursing faculty whose duties include helping ensure all paperwork is uploaded from students and clinical faculty in clinical interface, being the liaison between clinical facilities and the college, creating clinical schedules for each clinical rotation, assigning final semester students to Preceptors each rotation, working with educators at facilities to ensure adequate slots for all clinical placements each semester, attending and arranging for new student orientations at each facility, and keeping all clinical affiliation agreements signed and current with clinical agencies.

Clinical Facilities/Sites: hospital or other healthcare related sites where the nursing student is given the opportunity to practice their clinical skills and develop nursing judgement in real or realistic settings.
This includes, but is not limited to, hospitals, doctors offices, community care or urgent care centers, public health centers, dialysis centers, and, within CSI campus, the skills lab and sim lab.

Clinical Instructor: Registered Nurse employed by CSI and who teaches the clinical component to a didactic course. They may teach students in a hospital, home care, or community setting. A clinical nurse instructor works with students in a clinical environment to give them real-world training and enhance classroom education.

Clinical Interface: A web-based application that assists in the request, approval, scheduling, and compliance process of nursing students. The application may be accessed by Hospitals, Students, and Oversight Users such as CSI Clinical Instructors or the CSI Clinical Coordinator - each with their own unique level of "need-to-know" access. An example of a clinical interface is myClinicalExchange.

Code Violation: where a student is found to have committed a violation of CSI's Code of Conduct, CSI's Academic Integrity Code, or have violated standards of the Nursing Student Handbook. Any violations of the Nursing Student Handbook, with the exception of those obviously under the umbrella of Academic Integrity, will follow the proceedings of CSI's Code of Conduct.

Designated Staff Registered Nurse: Nurse employed by clinical site that is designated to work with a particular student for a particular day/time.

Direct Supervision: The person responsible (Designated staff registered nurse,

Preceptor, or Clinical Instructor) is physically present in the room to supervise the activity of the Student Nurse.

Dismissal: Removal from the nursing program. This may be the result of more than one failed course, or as a result of a code violation.

Excused absence: absences for reasons protected by law or statute.

Explicit approval: approval or permission that is fully revealed or expressed without vagueness, implication, or ambiguity: leaving no question as to meaning or intent

Extenuating Circumstances: any circumstance that causes tardiness, absence, or late or missed assignments for reasons that are considered justifiable or valid by the nursing program. Any consequences of extenuating circumstances are considered on a case-by-case basis. Examples include, but are not limited to:
a. Death of immediate family member
b. Documented illness
c. Documented Accident
d. Severe family illness

Faculty: didactic teaching or academic staff at CSI.

Failure of the course: Unsuccessful completion of a course. This may be the result of failure to successfully complete up to standard the didactic portion of the course, the testing portion of the course, or the clinical portion of the course. Failure to complete one course twice, or two or more courses one time will result in dismissal from the program.

Health Declaration/Physical Evaluation Form: Form that must be completed and submitted prior to entry to the nursing program, and at various times, as stated in the student handbook, must be re- completed and re-submitted. The form must be completed by a licensed provider. The form asks that the licensed provider complete a physical examination that indicates if the nursing student will be able to complete safe and efficient care in the program and additionally asks them to declare if the student can perform all the Technical Standards Essential for Nursing Practice.

Licensed healthcare provider: for the purpose of this handbook, the definition of the licensed healthcare provider will be limited to an MD, DO, NP, or PA.

Licensed Mental Health Provider: professionals who diagnose mental health conditions and provide treatment. For the purpose of this handbook, they must have at least a master's degree with training and credentials in the area of mental health. This includes psychiatrists, psychologists, psychiatric-mental health APRN's (advanced practice registered nurses), LCSW (licensed clinical social worker), LPC (Licensed Professional Counselor).

LMS: A learning management system (LMS) is a software application for the administration,

documentation, tracking, reporting, automation, and delivery of educational courses. Examples include Canvas, etc.

Occurrence Report: report in and by a clinical facility that assists in identifying care or safety conditions that may result, or has resulted, in an injury to a client or staff, or visitor.

Orientation: A meeting where instructors educate and inform students on necessary aspects of a program, course, or clinical setting. This may include introduction to other students and instructors, physical location and facilities, expectations and responsibilities of students, facility/course/clinical rules, paperwork, etc. All orientations in CSI nursing programs are mandatory.

Preceptor: A Preceptor is an experienced licensed clinician who supervises nursing students during their clinical rotations. At CSI, this term is sometimes used in lieu of designated staff registered nurse. In the final semester of the RN program, this term is used for the designated staff registered nurse that the student is with for their Preceptorship rotation, or a Preceptor's assigned designee.

Program Fees: In addition to tuition, nursing students must pay additional fees. These fees include, but are not limited to, disposable supply fees, drug testing fees, ATI fees, and clinical interface fees.

Simulation lab: A safe, contextual learning environment that helps the student develop problem-solving and clinical reasoning skills across the continuum of care through simulation lab scenarios in which the student treats a high-fidelity simulation manikin that delivers vocal responses.

Skills day: Day at beginning of each semester (except first semester) students must demonstrate previously acquired clinical skills.

Skills lab: A safe, controlled environment equipped with task trainers, full-body manikins, and hospital equipment, which sets a realistic stage for learning and clinical practice. A place where you can ask questions and safely hone your skills without the fear of harming a client.

Performance Improvement Plan: formal, individualized, written agreement between the student and program faculty that identifies an area of concern in a course or program and identifies strategies to overcome that area to aid the student in being successful in that specific course or program.

Tardiness: arriving after the time specified for attendance.

Technical Standards Essential for Nursing Practice: Technical standards that detail the physical, cognitive, and behavioral abilities required for satisfactory completion of all aspects of the nursing program curriculum and clinical agency requirements. These standards are listed in the Health Declaration/Physical Evaluation Form.

Unprepared: being present without materials/tools/ knowledge needed to successfully complete required activities.

Unsatisfactory Clinical Performance: Performance in any clinical site that results in unsatisfactory scores on the clinical or simulation grading rubric. This may result in a failed clinical day.

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

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 C

Department of Nursing 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

Appendix D

Department of Nursing Readmission Application

Instructions:

Please review the following information carefully. Contact the course faculty with any questions. Thoughtful and complete responses to the four questions below are required.

Acknowledgment:

I understand that re-entry into the program is **subject to space availability**, and admission is not guaranteed. I also acknowledge that failure to maintain updated contact information or check my CSI email may result in **loss of my re-entry seat** due to inability to be contacted.

Submission:

Type your responses, print, sign, date, and submit this application to the **HSHS Office**, attention **ASNP Program Manager**, by **Friday of finals week at 4:00 pm**.

Student Information

- **Name:** _____
- **CSI Student ID:** _____
- **Email:** _____
- **Phone Number:** _____
- **Requested Course:** _____
- **Date of Exit from ASNP or PN:** _____

Re-Entry Questions

1. Reason for Interruption

Kindly state the reason(s) for the interruption of your nursing education:

_____
_____
_____
_____

2. Plan for Success

Outline your plan for successfully completing the requested course/program if readmitted:

_____
_____
_____
_____

3. Preparation for Readmission

Describe the arrangements or actions you have taken, or plan to take, to prepare for readmission and ensure success *(including timeline and documentation)*:

_____
_____
_____
_____

4. Handbook Compliance

Have you fulfilled all requirements outlined in the ASNP Student Handbook?

☐ Yes   ☐ No

(If "No," please do not submit this application until all requirements are met.)

Signature: _____   **Date:** _____

Appendix E

Vaccination Requirements

- TB Test Documentation

  o Must be current through the last day of the current semester. Expires yearly from date of test results.

  o QuantiFERON-TB Gold Plus Test

  o Chest x-ray (only for positive TB results)

- Measles, Mumps and Rubella (MMR) or Titer

  o Documentation of 2 MMR immunizations or positive serology (titer) results indicating immunity.

- Varicella immunization or Titer

  o Documentation of 2 Varicella immunizations or positive serology (titer) results indicating immunity.

- Hepatitis B Immunizations or Hepatitis B Titer

  o Documentation of Hepatitis B series (3 shots) and

  o Documentation of positive/reactive serology (titer) indicating immunity

- Tetanus, Diphtheria and Pertussis (Tdap)

  o Documentation of one injection within the last ten (10) years that

  o Cannot expire until after the last day of the current semester

- COVID-19 Vaccination

  o Documentation of 1-Johnson & Johnson shot or 2 Pfizer or Moderna shots if received prior to bivalent availability OR

  o One bivalent Pfizer or Moderna shot.

  o If the COVID booster is required by our clinical partners, students must complete the vaccination process by the given deadline

- Influenza Vaccination

  o One injection with each seasonal year

  o New seasonal shots due by October 1st of each year

Appendix F

Rules of the Idaho Board of Nursing

Current as of 07/15/2023. Faculty will review annually for updates.

Standards of Conduct. (3-28-23)

1. License. (3-28-23) Reporting Grossly Negligent or Reckless Practice. The nurse shall report to the Board any licensed nurse who is grossly negligent or reckless in performing nursing functions or who otherwise violates the Nursing Practice Act or the Board rules. (3-28-23)

2. Unlawful Use of License. The nurse shall not permit their license to be used by another person for any purpose or permit unlicensed persons under their jurisdiction or supervision to indicate in any way that they are licensed to perform functions restricted to licensed persons. (3-28-23)

3. Practice. The nurse shall have knowledge of the statutes and rules governing nursing and function within the defined legal scope of nursing practice, not assume any duty or responsibility within the practice of nursing without adequate training: (3-28-23)

4. Delegate activities only to persons who are competent and qualified to undertake and perform the delegated activities and will not delegate to non-licensed persons functions that are to be performed only by licensed nurses. The nurse delegating functions is to supervise the persons to whom the functions have been assigned or delegated. (3-28-23)

5. Act to safeguard the client from the incompetent practice, verbal or physical abusive acts or illegal practice of any person. (3-28-23)

6. Not obtain, possess, furnish or administer prescription drugs to any person, including self, except as directed by a person authorized by law. (3-28-23)

7. Not abandon clients in need of nursing care in a negligent manner. The nurse will leave a nursing assignment only after properly reporting and notifying appropriate personnel and will transfer responsibilities to appropriate personnel or care giver when continued care is necessitated by the client's condition. (3-28-23)

8. Respect the client's privacy. (3-28-23)

9. Observe the condition and signs and symptoms of a client, record the information, and report to appropriate persons any significant changes. (3-28-23)

10. Function as a member of the health team and shall collaborate with other health team members as necessary to meet the client's health needs. (3-28-23)

11. Adhere to precautions and carry out principles of asepsis and infection control and not place the client, the client's family or the nurse's coworkers at risk for the transmission of infectious diseases. (3-28-23)

Professional Responsibility. (3-28-23)

12. Disclosing Contents of Licensing Examination. The nurse is not to disclose contents of any licensing examination, or solicit, accept, or compile information regarding the contents of any examination before, during, or after its administration. (3-28-23)

13. Considerations in Providing Care. In providing nursing care, the nurse will respect and consider the individual's human dignity, health problems, personal attributes, national origin, and handicaps and not discriminate on the basis of age, sex, race, religion, economic or social status or sexual preferences. (3- 28-23)

14. Responsibility and Accountability Assumed. The nurse is responsible and accountable for their nursing judgments, actions and competence. (3-28-23)

15. Witnessing Wastage of Controlled Substances Medication. Controlled substances may not be wasted without witnesses. The nurse cannot sign any record as a witness attesting to the wastage of controlled substance medications unless the wastage was personally witnessed. The nurse cannot solicit the signatures on any record of a person as a witness to the wastage of a controlled substance when that person did not witness the wastage. The nurse will solicit signatures of individuals who witnessed the wastage in a timely manner. (3-28-23)

16. Record-keeping. The nurse shall make or keep accurate, intelligible entries into records mandated by law or customary practice of nursing and will not knowingly make incorrect or unintelligible entries into clients' records or employer or employee records. (3-28-23)

17. Diverting or soliciting. The nurse will respect the property of the client and employer and not take or divert equipment, materials, property, or drugs without prior consent or authorization, nor solicit or borrow money, materials or property from clients. (3-28-23)

18. Professionalism. The nurse must not abuse the client's trust, will respect the dignity of the profession and maintain appropriate professional boundaries with respect to clients, the clients' families, and the nurse's coworkers. The nurse is not to engage in sexual misconduct or violent, threatening or abusive behavior towards clients, clients' families or the nurse's coworkers. The nurse will be aware of the potential imbalance of power in professional relationships with clients, based on their need for care, assistance, guidance, and support, and ensure that all aspects of that relationship focus exclusively upon the needs of the client. (3-28-23)

19. Sexual Misconduct with a Client. The nurse must not engage in sexual misconduct. For purposes of this rule, sexual misconduct is defined as set forth in Section 18-919(b)(1)-(4), Idaho Code. (3-28-23)

Appendix G

American Nurses Association (ANA) Principles for Social Networking

Students are expected to follow the ANA's Principles for Social Networking in all situations, including classroom and clinical settings.

Violations of these principles may result in dismissal from the Nursing Program.

ANA Principles for Social Networking

1. Do **not transmit or post individually identifiable client information** online.

2. Observe **ethically prescribed professional client-nurse boundaries** at all times.

3. Recognize that **clients, colleagues, institutions, and employers may view online postings**.

4. Use privacy settings wisely and **separate personal and professional information online**.

5. Report any content that could **harm a client's privacy, rights, or welfare** to the appropriate authorities.

6. Participate in developing and adhering to **institutional policies** governing online conduct.

Tips to Avoid Problems

1. Maintain the **same standards of professionalism online** as in any other setting.

2. **Do not share information or photos** obtained through the nurse-client relationship.

3. Maintain **professional boundaries** in electronic communication; online contact with clients can blur these boundaries.

4. **Do not make disparaging remarks** about clients, clinical facilities, instructors, students, employers, or co-workers—even if individuals are not identified.

5. **Do not take photos or videos of clients** on personal devices, including cell phones.

6. **Report breaches of confidentiality or privacy promptly.**

Appendix H

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* *(153 preferred)*	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 *(PHIL 103 Introduction to Ethics preferred)*	3
NURR 114 Beginning Medical/Surgical Nursing*	8
Total	14
Third Semester	**Credits**
ENGL 102 Writing and Rhetoric II*	3
HUMA GE Any 2nd Gen Ed. Humanistic & Artistic Ways of Knowing	3
NURR 214 Advanced Medical/Surgical Nursing*	8
Total	14
Fourth Semester	**Credits**
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
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 I

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* *(153 preferred)*	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 *(PHIL 103 Introduction to Ethics preferred)*	3
NURR 114 Beginning Medical/Surgical Nursing*	8
Total	14
Second Semester	**Credits**
ENGL 102 Writing and Rhetoric II*	3
HUMA GE Any 2nd Gen Ed. Humanistic & Artistic Ways of Knowing	3
NURR 214 Advanced Medical/Surgical Nursing*	8
Total	14
Third Semester	**Credits**
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
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 J

ASNP RN Requirements & Estimated Costs

Note: In addition to CSI tuition, students admitted to the ASNP are responsible for the following estimated costs and fees. Students are also responsible for their own transportation to and from clinical sites, which may be located **more than 50 miles from campus**.

Admission Requirements Miscellaneous *(Completed once student is accepted into program)*		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 *(Completed once student is accepted into program)*		**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 & 1ˢᵗ/2ⁿᵈ 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)*		$919
ATI Third Semester Fee *(current students)*		$919
ATI Fourth Semester Fee *(current students)*		$694
NCLE		**Estimated Cost**
Background check, fingerprints, NCLEX-RN Exam *(after graduation)*		$350.00

Appendix K

LPN Requirements & Estimated Cost

Note: In addition to CSI tuition, students admitted to the LPN Program are responsible for the following estimated costs and fees. Students are also responsible for their own transportation to and from clinical sites, which may be located **more than 50 miles from campus**.

Post-Acceptance Registration Requirements *(To be completed after acceptance into the LPN program)*	Estimated Cost
Subscriptions:	-
American Databank Complio Tracking Package *(12 months)*	$25
myClinicalExchange *(mCE)* Subscription *(18 months)*	$59.50
Membership to NAPNES *(National Association for Practical Nurse Education and Service)*	$10
Health Compliance Requirements *(To be completed after acceptance into LPN program)*	**Estimated Cost**
Health Insurance	Varies
AHA BLS Certification *(American Health Association)*	$69 - $71
Physical Exam	$65
Drug Screening	$20
Background Check through American Databank	$52+
Hepatitis Immunization *(series, + titer accepted)*	$50 *each*
MMR Immunization *(+ titer accepted)*	$95
Tdap Immunization	$44
Varicella Immunization *(+ titer accepted)*	$188
TB Skin Test *(annual)*	$20
Flu Vaccination *(required during flu season)*	Free - $15
COVID-19 Vaccination	Free - $120
Note: Prices listed are estimates and may vary based on	-
Required Uniforms, Equipment and Supplies	**Estimated Cost**
Medical Lab Kit and Badge	$200
Laptop with Audio/Video & Wi-Fi Capability	Varies
Caribbean Blue Uniform Top *(2 sets)*	$35
Black Uniform Pant *(2 sets)*	$40
Black Closed-Toe, Skid-Proof Shoes	Varies
CSI LPN Nursing Patch *(purchased @ Taylor Bookstore)*	$6 each
Disposable Gloves *(1 Box, non-latex & powder-free)*	$10
Goggles	$10
Wristwatch *(with second hand)*	$25
Stethoscope	$80
Elsevier Textbook Fees – Automatically Billed Each Semester	**Estimated Cost**
Elsevier First Semester Fee	$699.66
Elsevier Second Semester Fee	$699.66
Elsevier Third Semester Fee	$699.66
Note: Elsevier fees subject to change.	-
NCLEX-PN	**Estimated Cost**
Background check, fingerprints, NCLEX-PN Exam *(after graduation)*	$350

Appendix L

CSI Nursing Department Health Declaration/Physical Examination Form
Please read and complete all sections of this form.

Student Applicant Information
Name: _____

Student ID #: _____

Street Address: _____

City, State, Zip: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Email: _____

Health Declaration
All students enrolled in the Nursing Program must be able to meet the *Technical Standards Essential for Nursing Practice*. These standards are required for participation in both the skills laboratory and clinical settings. Students must be able to meet these requirements with or without reasonable accommodation. Students must demonstrate the ability to:
- Lift and transfer clients safely
- Perform physical activities for extended periods without rest
- Accurately obtain readings from medical instruments
- Reach and retrieve objects above shoulder height and below waist level
- Receive, interpret, and follow verbal instructions
- Communicate clearly and effectively with healthcare team members, clients, and families

In addition to physical abilities, students must be able to function under the mental and emotional demands of clinical practice. The clinical environment requires students to manage stress, accept responsibility, and remain accountable for client care while demonstrating sound judgment and professional behavior.

Physical Examination
This examination must be completed by a licensed healthcare provider (MD, DO, NP, or PA) as part of the Nursing Program admission process. The purpose of the exam is to verify that the applicant can meet the *Technical Standards Essential for Nursing Practice*.

The evaluation must include the following:
- Basic Vital Statistics:

  Height _____ Weight _____ Blood Pressure _____

  Pulse _____ Respiration _____ Temperature _____
- Vision (Snellen Chart): _____
- Hearing (Gross-whisper test at 3 feet): _____
- EENT (Eyes, Ears, Nose, Throat): _____
- Cardiovascular System: _____
- Respiratory System: _____
- Gastrointestinal (GI) System: _____
- Genitourinary (GU) System: _____
- Neuromuscular System: _____
- Musculoskeletal System: _____
- Endocrine System: _____
- Integumentary System: _____
- Neurological System: _____

Evaluators are required to review the *CSI Nursing Department Technical Standards Essential for Nursing Practice* prior to completing this form.

Technical Standards Essential for Nursing Practice

Functional Ability	Standard	Example of Required Activity
Gross Motor Skills	Gross motor skills sufficient to provide the full range for safe and effective client care activities	• Move within confined spaces such as treatment room or operating suite • Assist with turning and lifting clients • Administer CPR
Fine Motor Skills	Fine motor skills sufficient to perform manual psychomotor skills	• Pick up and grasp small objects with fingers such as insulin syringe, pills • Perform tracheostomy suctioning, insert urinary catheter
Physical Endurance	Physical stamina sufficient to remain continuously on task for up to a 12 hour clinical shift while standing, sitting, moving, lifting, and bending to perform client care activities	• Walk/stand for extended periods, turn, position, and transfer clients. • Manually resuscitate clients in emergency situations
Physical Strength	Physical strength sufficient to perform full range of required client care activities	• Push and pull 250 pounds on wheelchair, bed, or gurney • Lift and move heave objects up to 50 pounds
Mobility	Physical ability sufficient to move from room to room and maneuver in small spaces; full range of motion to twist/bend/stoop/squat, reach above shoulders and below waist, and move quickly, manual and finger dexterity; and hand-eye coordination to perform nursing activities	• Move around in work areas and treatment areas. Position oneself in the environment to render care without obstructing the position of other team members or equipment
Hearing	Auditory ability sufficient for physical monitoring and assessment of client health care needs	• Hear normal speaking level sounds • Hear auscultatory sounds • Hear auditory alarms (monitors, fire alarms, call bells) • Hear cries for help
Visual	Normal or corrected visual ability sufficient for accurate observation and performance of nursing care	• See objects up to 20 feet away • Visual acuity to read calibrations on 1 ml syringe • Assess skin color (cyanosis, pallor)
Tactile	Tactile ability sufficient for physical monitoring and assessment of health care needs	• Feel vibrations (pulses) • Detect temperature changes • Palpate veins for cannulation •
Smell	Olfactory ability sufficient to detect significant environmental and Client odors	• Detect odors from client (foul smelling drainage, alcohol breath) • Detect smoke
Emotional/Behavioral/ Mental Health	Emotional stability and appropriate behavior sufficient to assume responsibility/accountability for actions	• Establish a rapport with clients, instructors and members of the healthcare team • Respect and care for people whose appearance, conditions, beliefs, and values may be in conflict with their own. • Deliver nursing care regardless of the

		client's race, ethnicity, age, gender, religion, sexual orientation, or diagnosis
Professional Attitudes and interpersonal skills	Present professional appearance and demeanor; demonstrate ability to communicate with clients, supervisors, members of healthcare team to achieve a positive and safe work environment. Follow instructions and safety protocols	• Conduct themselves in a composed, respectful manner in all situations and with all people • Work with teams and work groups • Establish and maintain therapeutic boundaries
Communication	Honesty and integrity beyond reproach	• Demonstrate emotional skills to remain calm and maintain professional decorum in an emergency/stressful situation • Demonstrate prompt safe completion of all client care responsibilities • Adapt rapidly to changing environments/stress • Exhibit ethical behaviors and exercise good judgment
Communication cont.	Oral communication skills sufficient to communicate in English with accuracy, clarity, and efficiently with clients, their families, and the members of the health care team, including non-verbal communication, such as interpretation of facial expressions, affect, and body language.	• Give verbal directions and follows verbal directions from other members of the healthcare team and participate in healthcare team discussions for client care • Elicit and record information about health history, current health status and responses to treatment for clients or family members • Convey information to clients and others as necessary to teach, direct and counsel individuals in an accurate, effective, and timely manner • Recognize and report critical client information to their caregivers.

Licensed Health Care Provider's Conclusions
Both questions must be answered.

1. To the best of your knowledge, do the results of this physical examination indicate that the student applicant is able to deliver safe and efficient client care while enrolled in the Nursing Program?

☐ Yes　　☐ No

If No, please explain:

_____

_____

(Attach additional explanation on letterhead if necessary.)

2. To the best of your knowledge, can the applicant perform *all* of the Technical Standards Essential for Nursing Practice?

☐ Yes　　☐ No

If No, please explain which standards the applicant is unable to perform and why:

_____

_____

(Attach additional explanation on letterhead if necessary.)

Attention Student Applicant:

If the health care provider's response to Question 1 or Question 2 is "No", you must contact the Nursing Department Chair. Enrollment in the Nursing Program will be pending and dependent upon further evaluation.

Licensed Health Care Provider Information

Signature: _____　　Date: _____

Printed Name: _____

Title: _____

Phone Number: _____

Address:_____

Appendix M:

CSI Nursing Program Withdrawal Form

Student Information
Full Name: _____
Student ID: _____
Program: ☐ ADN   ☐ LPN/PN   ☐ Other: _____
Semester/Term: _____
Phone Number: _____
Email Address: _____

Type of Withdrawal
(Select one)
☐ Voluntary Withdrawal
☐ Academic Dismissal
☐ Medical Withdrawal
☐ Other: _____
Effective Date of Withdrawal: ___ / ___ / _____

Reason for Withdrawal
(Please briefly explain your reason for withdrawing from the program. Attach additional pages if needed.)

_____
_____
_____
_____

Student Acknowledgment
I understand that by withdrawing from the nursing program:
• Re-entry into the Nursing Program is not guaranteed and requires reapplication.
• Admission is subject to space availability and program policies.
• I am responsible for any financial, academic, or institutional obligations.

Student Signature: _____   Date: ___ / ___ / _____

For Office Use Only
Academic Standing at Time of Withdrawal

Area	Status
Clinical Performance	☐ Satisfactory ☐ Unsatisfactory
Theory Performance	☐ Passing ☐ Failing
Current GPA	_____

☐ Exit Interview Completed

☐ Financial/Academic Review Completed

Comments or Follow-Up Notes:

_____

_____

Form Received by: _____   Date Logged: ___ / ___ / _____