



STUDENT HANDBOOK

Spring 2022 ASNP Student Handbook





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General Information

The ASNP Chair and Faculty would like to welcome you to the program. We look forward to assisting you in attaining your educational goals through the upcoming months. You will find information this handbook will assist you in your successful completion of the program. Upon satisfactory completion of the ASNP, the graduate nurse will receive an Associate of Science in Nursing (ASN) degree qualifying the graduate to apply and sit for the NCLEX-RN.

The ASNP has two pathways, the Traditional and LPN-ASNP. The Traditional path, enter first semester, can be accomplished in a five (5) semesters (see *Traditional Academic Plan Appendix A*) whereas the LPN-ASNP path, enter second semester, can be accomplished in a four (4) semesters (see *LPN-ASNP Academic Plan Appendix B*).

Admission and completion of the ASNP includes certain requirements and costs, *ASNP Requirements & Estimated Costs* (Appendix C), such as but not limited to a background check, drug screen, travel for clinical experiences, immunizations, supplies, etc. Failure to comply may result in dismissal from the program.

The College offers a variety of services to students. [Student Services](#) includes but not limited to child care, technology, library, testing center, etc. and [Student Affairs](#) includes but not limited to information related to careers, counseling, housing, student health, student disability etc.

The *ASNP Student Handbook* serves as an additional resource, to the [CSI Student Handbook](#) and [CSI Catalog](#), to assist the student nurse with policies and procedures specific to the ASNP. The student nurse is required to read and adhere to the current *ASNP Student Handbook*. The student nurse is encouraged to keep the current *ASNP Student Handbook* available for reference and stay abreast any changes while in the ASNP. Please refer to all three publications, as needed, to clarify CSI and ASNP policies and procedures. The ASNP reserve the right to revise policies and procedures as needed.

A history of a misdemeanor or felony within five (5) years may prevent admission and/or progression while in the program. If admitted, graduation from the ASNP does not result in approval to sit for the NCLEX-RN examination. Inquiries related to approval to sit for the NCLEX-RN examination are directed to the state board of nursing where the individual plans to register for licensure.

* The student nurse is required to acknowledge having read, understand, and adherence to the policies and procedures in the *ASNP Student Handbook* by completing the *ASNP Student Handbook Acknowledgement* on Canvas by Friday the first week of the semester.

State and National Approval

The ASNP is developed in accordance with criteria established by and received full approval from the [Idaho Board of Nursing](#) (IBN) and accreditation from the [Accreditation Commission for Education in Nursing](#) (ACEN). The IBN recommend that all candidates be aware of the legal considerations involved when applying for the NCLEX-RN examination. The student nurse is encouraged to review and become familiar with the IBN and required to review and adhere to the [Rules of the Board of Nursing](#).

*The student nurse is required to acknowledge having reviewed the *Rules of the Idaho Board of Nursing* and having read and understand the Denial of License (p. 13), Grounds for Discipline (p. 13), and Standards of Conduct (p. 14) by completing the *ASNP Student Handbook Acknowledgement* on Canvas by Friday the first week of the semester.



National Council State of Board or Nursing

NCLEX-RN Examination

Completion of the ASNPN qualifies the graduate nurse to apply for the National Council Licensure Examination for Registered Nurses (NCLEX-RN). [The National Council of State Boards of Nursing](#) (NCSBN) offers information related to the NCLEX-RN examination including the current [Test Plan](#) as it serves as a guide for successful completion of the NCLEX-RN.

Mission

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

Philosophy

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

Professional Nursing Standards, Guidelines, and Competencies

The ASNPN utilizes professional nursing standards, guidelines, and competencies to develop and evaluate nursing curriculum to include but not limited to: The American Nurses Association (ANA) Standards of Professional Nursing Practice [Code of Ethics for Nurses](#), [Quality and Safety Education for Nurses \(QSEN\) Competencies](#), and the [National League for Nursing \(NLN\) Competencies](#).

Grading and Evaluation

Grading Concerns

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

Clinical Calculation Exam (Pass/Fail)

This is a pass or fail exam. The student nurse is allowed up to three (3) attempts to pass at a 92%; remediation with course faculty must take place prior to the second and third attempt if applicable.

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



Exam and Assignments

Each course will deliver unit and a cumulative final exam and assignments related to content applicable to the course. In addition to unit and a cumulative final exam, each course will deliver a basic laboratory exam. The student nurse must achieve a minimum average of 75% on course exams to be considered for final course grade computation. The student nurse must achieve a minimum average of 75% on course assignments, includes quizzes, to be considered for final course grade computation. If a minimum average of 75% is achieved on exams and assignments the total points achieved for the course will be divided by the total points available which will result in the final grade for the course.

The student nurse is required to complete the number of Concept Maps assigned in the course. **Failure to complete the mandatory assignment will result in a D for the course grade.*

Assessment Technologies Institute (ATI) is used to augment student nurse learning. ATI Proctored Assessments will be no more than 10-30% of the total course exam points; see course syllabi. The proficiency level of the Assessments demonstrates the student nurse ability to meet NCLEX-RN standards in the content area. All other assigned resources will be computed as assignments; the student nurse may be asked to upload a downloadable report to Canvas. The following sequence must be followed to obtain points and progress through the Assessments: 1) take Practice A Assessment and submit required remediation; 2) take Practice B Assessment and submit required remediation; 3) take Proctored Assessment and submit required remediation; and 4) take Proctored Assessment Retake and submit required remediation. Remediation requirements are outlined in the course; also located in the student nurse ATI account. If the student nurse does not follow the sequence of Practice or Proctored Assessment and/or does not upload required remediation, as outlined in the course, the student nurse will not receive any points for Practice or Proctored Assessments.

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

**The student nurse who does not achieve a minimum average of 75% on exams and minimum average of 75% on assignments will not be allowed to continue in the course and subsequently will receive the earned grade for the course.*

Clinical Performance (Satisfactory/Unsatisfactory)

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

Final Grade

If the student nurse achieved a minimum average of 75% on exams and a minimum average of 75% on assignments, the total points will be used to compute the final course grade. The student nurse must achieve a minimum average of 75% of total points available for the final grade to pass the course.

**The student nurse who does not achieve a minimum average of 75% of total points available for the final grade will not be allowed to continue in the program and will subsequently receive the grade earned in the course.*

Grade Scale

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

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



Theory/Lab

The student nurse is expected to attend theory and lab as identified in the course schedule; the student nurse is expected to arrive early so class may start on time. The teaching and learning environment are designed to assist the student nurse in meeting course objectives, end-of-course and end-of-program student learning outcomes, program outcomes, and complex health care delivery demands. It is the responsibility of the student nurse to be aware of their performance in theory/lab and consult with course faculty accordingly. If a minimum average of 75% is not achieved on exams and/or assignments the student nurse is expected to complete a *Performance Improvement Plan* (PIP) (Appendix E) and meet with faculty to discuss the action plan and follow up date. PIPs are filed in the student nurse ASN file.

The student nurse is required to maintain a cumulative log of Concept Maps completed in each course (see *ASN Assignment Log Appendix F*) and upload at the completion of the course and entrance to next course. Faculty may review the log and/or request to review previous graded maps; keep a graded copy throughout the duration of the program.

The student nurse is expected to take exams and submit assignments as scheduled. Taking an exam late, with prior approval from course faculty, may result in a 10% deduction each day based on the time the exam was scheduled. Failure to take the exam as scheduled, without prior approval from course faculty may result in a zero (0) for that exam. Late submission of an assignment will result in a 10% deduction of points earned each day based on the time the assignment was due.

The student nurse who misses theory/lab is responsible for the information and learning opportunities missed. If a student nurse is absent from theory/lab, each occurrence will result in a 2% deduction from the end of course grade. Following any unexcused absence, the student nurse may be required to develop a PIP and meet with course faculty to address the behavior and ensure future success. Tardiness disrupts the learning environment; three (3) tardy will result in one (1) absence and policy will apply. Attendance policy will be waived if a student nurse is unable to physically attend due to documented illness putting others at risk, unplanned hospitalization of student, spouse, parent, or child, road closure/travel advisories, jury duty, Deferred Action for Childhood Arrivals (DACA), funeral for a first degree relative, or military service. It is imperative the student nurse communicate with course faculty.

American Psychological Association (APA) style format gives college work sound structure and is the expected standard in higher education. The ASN expects scholarly work and ensure sources are cited properly. APA may serve up to 20% of the assignment grade.

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

Clinical

Clinical experience assists the student nurse in bridging the gap between theory and practice. Clinical attendance is critical for success. Course faculty and assigned nurse supervise and assist the student nurse in comprehending how content and skills learned apply to nursing practice. The student nurse will maintain a professional nursing student role with those they encounter during a clinical shift. The student nurse is required to maintain compliance with all clinical requirements. Failure to maintain compliance will result in a clinical absence and the clinical absence policy will apply; this includes any health care facility requirements.



**The student nurse must adhere to the policies and procedures enforced by the health care agency including any educational or health related requirements or the student nurse will not be allowed to attend clinical until compliant.*

If the student nurse is unable to attend clinical, the student nurse is responsible for notifying faculty, simulation faculty if scheduled to attend simulation, of the absence prior to the scheduled clinical shift. Failure to notify faculty of an absence prior to the clinical shift will result in a student driven PIP; PIPs are filed in the student nurse ASNP file.

If the student nurse is absent from clinical, the first occurrence will result in a 5% deduction from the end of course grade. Each subsequent absence (2nd, 3rd, etc.) will result in a 10% deduction from the end of course grade. There will be no clinical make-ups. Following any absence, the student nurse may be required to develop a PIP and meet with course faculty to address the behavior and ensure future success; PIPs are filed in the student nurse ASNP file. Attendance policy will be waived if a student nurse is unable to physically attend due to documented illness putting others at risk, unplanned hospitalization of student, spouse, parent, or child, road closure/travel advisories, jury duty, Deferred Action for Childhood Arrivals (DACA), funeral for a first degree relative, or military service. It is imperative the student nurse communicate with course faculty.

Simulation-based education is used in nursing education and practice. It provides a controlled environment whereby students have the opportunity to develop, improve, and reflect on their clinical performance. Use of simulation supports prevention errors, developing critical thinking and clinical decision-making skills, use of effective communication skills, and importance of teamwork. **It is expected the student nurse come prepared for simulation-based clinical as would be expected if scheduled in a health care agency. Unprepared students will not be allowed to attend; clinical absence policy will apply.*

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

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

Skills and Clinical Practice

The student nurse learns, practices, and checks off clinical skills in the first semester of the program. Check off may take place with a peer and faculty in the RN lab or videotape submission; the student nurse must be in clinical uniform for all check offs. If videotaping is required, the student nurse performing the skill will self-critique, select a peer to critique, and upload both critiques and video to Canvas by the due date identified on the syllabus. The student nurse will have two (2) opportunities to successfully pass a skill. If the student nurse is unsuccessful a second (2nd) time the student nurse is required to develop a PIP and meet with course faculty to address the behavior; PIPs are filed in the student nurse ASNP file. The student nurse who has not successfully passed a skill is not allowed to attend the client-based simulation or scheduled shift in a health care facility resulting in a clinical absence; clinical absence policy will apply. Once a skill has been successfully checked off, it is the responsibility of the student nurse to maintain competency throughout the duration of the program. If a student nurse is found incompetent, the student nurse will complete a PIP and meet with course faculty to determine plan of action that may include but not limited to video recorded or in person skill check-off. The student nurse who was found to be incompetent in a skill is not allowed to perform that skill on a client in a health care facility. **If a skill was performed on a client without successful check-off, the student nurse will be dismissed from the program and subsequently receive a D for the course.*



The student nurse practices and checks off a non-invasive physical assessment on a peer. *The student nurse is required to acknowledge having read, understand, and consent to participate in a non-invasive physical assessment for educational purposes by completing the *ASNP Student Handbook Acknowledgement* on Canvas by Friday the first week of the semester.

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

The student nurse participating in medication administration and/or invasive procedures including but not limited to intravenous (IV) initiation, wound care/dressing change, urinary catheter, etc. must follow health care agency policies/procedures and accompanied by an RN.

**Failure of the student nurse to be accompanied by an RN will receive an unsatisfactory for clinical performance and will subsequently receive a D for the course grade. This will also result in dismissal from the ASNP.*

Clinical practice has inherent safety risks. Healthcare organizations continually assess the practice environment to avoid undue risk exposure. It is imperative the student nurse adhere to health care agency policies to protect clients, self, and others. Any incident involving the client, visitor, or self must be reported to course faculty and assigned nurse immediately. The student nurse, course faculty, and assigned nurse will document in accordance with the CSI, [Report a Concern](#), and health care agency guidelines. If a student nurse is injured while fulfilling educational requirements at a health care agency, the student nurse falls within the College's workers compensation policy. Professional liability insurance is automatically included for students in the ASNP.

Malpractice Insurance

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

Service Learning

The student nurse participates in Service-Learning each semester. The purpose of Service-Learning is to provide the student nurse the opportunity to combine academic instruction, meaningful service, and critical reflective thinking to enhance student learning and civic responsibility.

Required Skills and Abilities

The student nurse performs a variety of skills and activities that utilize both mental and physical health (see *ASNP Required Skills and Abilities* Appendix G). The student nurse is always expected to deliver high quality safe care. It is the responsibility of the student nurse to communicate with faculty if they feel they are unable to meet required skills and abilities.

Dress Code

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



Student dress is important as it conveys a sense of professionalism and identifies you as a student nurse. The student nurse must adhere to the following dress code unless otherwise instructed: black scrub pants/skirt (pants must not be longer than the heel and skirt must be below the knee), white scrub top, with white undershirt if scrub top low cut, and enclosed shoes. CSI Nursing emblem is to be sewn 2 inches below the left shoulder seam with first- or second-year chevron sewn below emblem; purchased at CSI Bookstore. If a lab coat is worn, it must be white, and emblem sewn 2 inches below the left shoulder seam.

The CSI student nurse identification badge, agency access badge (if applicable), wrist watch (where appropriate), bandage scissors, hemostat, stethoscope, and penlight are part of the dress code. Additionally, the student nurse is expected to comply with health care agencies dress code policies.

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

Performance and Evaluations

The student nurse clinical performance is determined using the clinical journal, self-evaluation, faculty evaluation with to include agency nurse feedback when applicable. The student nurse and course faculty complete the *Clinical Evaluation Tool*. The *Clinical Evaluation Tool* is completed as needed and at completion of clinical hours. If course faculty identifies areas needing improvement, the course faculty will complete the *Clinical Evaluation Tool* and conference with the student nurse. The student nurse will develop a PIP and meet with course faculty to address the behavior and ensure future success. PIPs are to be completed and uploaded to Canvas prior to the next scheduled clinical shift. PIPs are filed in the student nurse ASNP file. If the clinical performance of the student nurse does not improve the student nurse will receive an unsatisfactory.

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

Clinical Safety Guidelines

- The student nurse is required to submit a physical upon admission into the ASNP. The student nurse is responsible to notify the ASNP Chair and Faculty if a change in mental and/or physical health prevents the student nurse from participating in theory/lab and/or clinical after admission into the ASNP;
- The student nurse is encouraged not to work the previous eight (8) hours prior to a clinical shift related to safety for clients, self, and health care personnel;
- Know the location and how to use all emergency equipment;
- Use appropriate personal protective equipment (PPE) when providing care;
- Upon entering the clinical environment place all books, coats, purses, backpacks, etc. in designated areas;
- Confine long hair and loose clothing;
- Report all spills and accidents to the assigned nurse and course faculty immediately; and
- Wash skin immediately and thoroughly if contaminated by chemicals or microorganisms and notify the assigned nurse and course faculty immediately.

Clinical Requirements

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

Back Ground Check and Drug Screen



Prior to beginning the first semester, the student nurse must complete the background check and drug screen. If a student nurse leaves the ASNP for any reason during a semester, they are required to repeat the background check and drug screen; in addition, students coming from other programs are required to complete the background check and drug screen. If the background check reveals previous criminal charges, the ASNP Chair and the HSHS Instructional Dean will review the charges with the student nurse and determine if the student will be allowed to continue admission in the ASNP. A positive drug and/or alcohol screening results will be reviewed by the ASNP Chair and CSI Dean of Students.

Health Related

Prior to the first semester the student nurse must provide current proof of health insurance, physical exam, and required immunizations: a) Tdap b) hepatitis B series; c) varicella; and d) measles, mumps, and rubella (MMR). The influenza vaccine is required during the fall/winter months when made available. If circumstances prevent vaccination, provider documentation is required. The Covid19 vaccine(s) are required; CSI medical exemption and/or religious accommodation forms are available but does not guarantee if approved upon admission will continue to be approved throughout completion of the program.

Annual Tuberculosis (TB) is also required for proof of absence of disease. If this is the first TB skin test, the two-step process must be completed. In the event of a positive result or a history of having received Bacillus Calmette-Guerin (BCG) vaccination, the student must pick up and return a completed annual waiver form from the HSHS office. Routine annual chest x-rays are no longer recommended for asymptomatic, tuberculin skin test “positive” students or students who have received a BCG vaccination. Should a student nurse develop signs and symptoms of tuberculosis at any time, the student nurse must schedule a chest x-ray and notify the ASNP Chair immediately. The student nurse may be subjected to individuals with serious illness or hazardous treatments.

Basic Life Support

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

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

Professional Conduct

The student nurse is expected to follow the conduct guidelines outline in the [CSI Student Code of Conduct](#), the *ASNP Student Handbook*, and ANA’s [Code of Ethics for Nurses](#). Failure to follow these guidelines may result in a review of allegations by the ASNP Chair and/or College Dean of Students with possible sanctions.

Unprofessional and disruptive behavior that may result in dismissal from theory, lab, and/or clinical include but not limited to yelling, throwing things, making faces, gossiping, inappropriate and/or foul language, disruption of learning environment, etc.; if dismissed, the attendance policy will apply.

Social Media

The student nurse should be mindful that their social media behavior is subject to the standards of conduct established by the College and ASNP. Content posted to social media is in the public realm and can potentially affect the student nurse ability to secure future employment and status as a student nurse. The student nurse is encouraged to become familiar with the [NCSBN Social Media Guidelines for Nurses](#) and American Nurses Association (ANA) [Social Media](#).



Confidentiality

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

Professional Development

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

Pre-nursing and student nurses are encouraged to hold [National Student Nurse Association](#) (NSNA) membership; a professional student nurse affiliated with the [American Nurses' Association](#) (ANA). The Idaho Student Nurse Association (ISNA) is an affiliation of the NSNA. Participation demonstrates professionalism, leadership, and team work in nursing practice. The student nurse is encouraged to participate in campus, local, state, and national activities.

Readmission

A student who does not successfully pass the course may discuss with the course faculty the opportunity for a one-time readmission. Readmission is based on the student nurse's previous and current theory/lab, and clinical performance and professional behavior and circumstances leading to the inability to successfully complete the course; however, readmission is not guaranteed.

The student nurse completes the *ASNP Readmission Application* (Appendix H) and submitted to the HSHS Office, attention ASNP Chair, within 24 hours of completion of course final. The ASNP Readmission Committee will review the student nurse application and faculty documentation. If readmitted, determined by the ASNP Readmission Committee, the student nurse will complete a PIP, to be filed in the student nurse ASNP file, and consult with course faculty upon readmission to the course. Course faculty may add to the PIP requiring but not limited to: 1) logged/witnessed study hours on campus to be placed in student file; 2) biweekly meeting; 3) additional assignments; 4) 2x/wk peer tutoring (if available); and/or 5) skills review.

Academic Integrity

Please be familiar with of the College's [Academic Integrity](#) policy. The ASNP does not take any integrity matters lightly. The [Code of Ethics for Nurses](#), Preservation of Integrity, clearly depicts the expectation of a professional nurse. If an integrity matter is suspected in the ASNP, including self-plagiarism, and the course faculty determines an incident of dishonesty, the following sanctions will apply: 1) first time offense related to an exam and/or assignment will result in a minimum deduction of 50% of the allotted points, second time offense will result in a zero (0) for the exam and/or assignment, third time offence will result in a 50% deduction of the final course grade earned; and 2) offense related to clinical practice may result in dismissal from the ASNP. The student nurse will complete a PIP, filed in the student file, and consult with course faculty who will report the incident to CSIs Student Services.

Request for Recommendation

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



suitability for employment.

HSHS Policy and Procedures

Drug and Alcohol

I. Statement of Purpose

The HSHS faculty supports the College of Southern Idaho (CSI)'s Student Substance Abuse Policy. Further, agencies providing learning experiences for students require that students be alcohol and illicit drug free, and patients/clients have a right to be ensured that any CSI HSHS student interacting with them is alcohol and illicit drug free, and 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 in accordance with state and federal laws.

II. Policy

A. Criteria:

1. CSI HSHS Department strictly prohibits possession, sale, transfer, attempt to sell or use of illicit/prohibited drugs or alcohol while at a clinical/practicum site as a CSI student. If an illegal substance is found in the possession of a student at a clinical site, it should be immediately brought to the attention of the designated security authority at the site. Appropriate law enforcement agencies will then be contacted to take possession of the substance and take further legal action as is indicated by the circumstance. If the clinical site does not have a security person, then call the local law enforcement.
2. Students with a detectable level of prohibited drugs/alcohol in their system will not be permitted to interact with patients/clients. The basis for determining "under the influence" and/or "detectable level" is, for the purposes of this policy, a positive test result for drugs and/or alcohol. A positive result for alcohol shall be .02 concentration or more. Prohibited drugs include both illegal and legal substances, including alcohol or prescription drugs that have not been specifically prescribed, and used as prescribed, by a licensed physician or other health care provider, for specific treatment purposes of the student at that time.

B. Violations:

1. Any of the following shall be considered student misconduct will be reported to the Dean of Students for review:
 - a. A confirmed positive drug test and/or positive alcohol test. For the purposes of the alcohol test, a positive result shall be .02 alcohol concentration or more;
 - b. A student's refusal to provide a sample or submit for testing;
 - c. A student adulterates or attempts to alter a sample by adding a foreign substance for the purpose of making the sample more difficult to analyze; or
 - d. The student's submission of a sample that is not his or her 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 prior to entering designated HSHS programs. Should a student test positive for an illegal or unauthorized prescription during the admission drug screen, the student will be notified by the RN Department Chair as to 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 as well as randomized screenings during the student's attendance



during the program. If any 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 as outlined in this handbook.

- b. Per clinical/practicum protocol: All students will follow clinical/practicum protocol when at the clinical/practicum site.
- c. Random: Random drug and/or alcohol test may be done during the school year by designated HSHS programs.
- d. Reasonable Suspicion: A student will be required to submit to 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 upon specific emotional, physical, behavioral or performance indicators. A second witness, who is a trained supervisor, will either observe the student or concur by telephone with the decision to test. Both supervisors must concur 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 he/she could be a threat to self or others, the appropriate law enforcement will be informed.
2. The student’s clinical/practicum supervisor will contact his/her supervisor or another trained peer and request their physical presence at the site and assistance in making the decision of whether or not there is reasonable suspicion. If this is not possible, then the concurrence to test will occur by phone.
3. The student’s clinical/practicum supervisor will complete the “[Observed Behavior Record—Reasonable Suspicion](#)” form.
4. The CSI supervisor or their designee will contact CSI security to arrange for transportation of the student to a drug testing lab facility.
5. The clinical/practicum supervisor will suspend the student from the clinical/practicum site until the results of the drug test are available.
6. If the test is positive, the student will be responsible for the cost. If the test is negative, CSI will be responsible for the testing charge.

**Due to unforeseen events, the ASNP reserves the right to alter the ASNP Student Handbook as needed.*

Addendums will be communicated to the student nurse via Canvas.



Appendix A Traditional Academic Plan

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



Appendix B LPN-ASNP Academic Plan

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



Appendix C ASNP Requirements & Estimated Costs

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

Admission Requirements Miscellaneous <i>(must be completed one week prior to the semester or seat will be forfeited)</i>	Estimated Cost
American Databank Background Check (\$50) Complio (student profile \$30)	\$80
Drug Screen	\$20
Health Care Provider BLS Certification	\$55
myClinicalExchange (mCE)	\$79
Health Related Admission Requirements <i>(must be completed one week prior to the semester or seat will be forfeited)</i>	Estimated Cost
Physical exam	\$120
Health Insurance	Varies
Hepatitis Immunization (series)	\$90 ea.
MMR Immunization	\$50
Tdap Immunization	\$75
Varicella Immunization	\$89
TB Skin Test	\$20
Flu Vaccination (obtained in October)	\$25
Covid-19 Vaccination	Free
Supplies/Other	Estimated Cost
Computer with audio/video & Wifi	Varies
White Uniform Top	\$35
Black Uniform Pant	\$40
Shoes (closed/skid proof)	Varies
CSI Nursing Patch & 1 st /2 nd year chevron (purchased @ CSI Bookstore)	\$6 ea.
(1) Box Disposable Gloves (non-latex/powder free)	\$10.00
Bandage Scissors	\$10.00
Goggles	\$10.00
Wrist Watch (with second hand)	\$25.00
Stethoscope	\$80.00
Hemostat	\$10.00
Nursing Textbooks (<i>eBook/print available @ CSI Bookstore one week prior to semester</i>)	\$800
Fees	Estimated Cost
Skill Supplies & ASNP Student Badge	\$500
ATI First Semester Fee	\$694
ATI Second Semester Fee	\$694
ATI Third Semester Fee	\$694
ATI Fourth Semester Fee	\$694
NCLEX-RN	Estimated Cost
Background check, finger prints, NCLEX-RN Exam (after graduation)	\$350.00



Appendix D ASNP Proctorio Student Guidelines

During the Exam:

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

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

In Test Tech Support

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



Appendix E ASNP Performance Improvement Plan

Purpose: The purpose of the *Performance Improvement Plan* (PIP) is to guide the student nurse in developing an action plan to address the identified theory/lab and/or clinical performance deficiencies/concern 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 outcome and revisions if needed.

**Please type responses and upload to Canvas. The PIP and Clinical Evaluation are filed in the student nurse's ASNP file.*

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

**Appendix G ASNP Required Skills and Abilities**

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



Appendix H ASNP Readmission Application

Please carefully review the information below, feel free to contact the course faculty with any questions.

If pursuing readmission, you must submit this application within 24 hours of completion of the course final.

It is imperative you complete the three (3) questions below as thoroughly as possible as the ASNP Readmission Committee utilizes your responses, in addition to your performance in the course/program, to determine readmission outcome.

**Please type responses, print/sign/date, and submit this application to the HSHS office attention ASNP Chair.*

Name:

CSI Student ID:

Email:

Phone Number:

Requested Course:

Date of Exit From ASNP:

Current Date:

- 1) State the reason(s) for the interruption of your nursing education:**

- 2) Discuss your plan(s) for successful completion of the requested course/program if readmitted:**

- 3) What arrangements/actions have you taken, or anticipate taking, in preparation for readmission and success in the requested course/program (please include time line and documentation if applicable):**