

COLLEGE OF SAINT MARY
DIVISION OF HEALTH PROFESSIONS

C O L L E G E O F
SAINT MARY

PRACTICAL NURSING CERTIFICATE (PNC)
PROGRAM

STUDENT MANUAL

2024-2025

COLLEGE OF SAINT MARY
DIVISION OF HEALTH PROFESSIONS

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Welcome Letter

Dear Student,

This manual has been developed to give you easy access to the policies by which decisions are made in the Division of Health Professions, Practical Nursing Certificate (PNC) program. These policies will outline requirements, expectations, and answer questions about the PNC program. It is important that you read, understand, and refer to this manual when planning your curriculum, making decisions, and have any questions regarding the policy requirements and expectations in the PNC program.

The introductory pages give an overview of the nursing curriculum and philosophy of the PNC program. The manual serves as a guideline for the plan of study and description of the expectations of the program.

When policies are revised and represent significant change, the manual available online will reflect these changes. Questions about these policies should be addressed to your Academic Advisor. The advisor will then direct you to the Program Director or other members of the faculty as needed. Any questions may come directly to the Program Director if the Academic Advisor is not available.

These policies are in addition to those of College of Saint Mary as listed in the College Catalog. Please refer to both documents for policies and procedures related to your PNC student experience.

The college catalog is available at this link: <http://www.csm.edu/academics/catalog>

Sincerely,

Shamra Lundeen, MSN, RN

Instructor Shamra Lundeen MSN, RN (she/her)
Director, Practical Nursing Certificate Program

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Nursing Program Student Manual Notification

I have been notified that a copy of the Practical Nursing Certificate Program Student Manual (containing curriculum material and policies) is located on Canvas – NUR 411 Nursing Community. The PNC Program Student Manual is located within the “Handbooks and Manuals” section.

I attest I have read the policies in full and directed any questions about the policies to my Instructor, Academic Advisor, Program Director, or Associate Dean of the Division of Health Professions.

I understand that I am expected to read and abide by the policies for the duration of my nursing program. My signature indicates my willingness to comply with these regulations as stated in the policy manual.

I understand the provisions of the PNC Student Manual are not to be regarded as a contract between any student and the College of Saint Mary and are subject to change.

Policies are subject to revision. Students are expected to review the handbook at the beginning of each semester to be aware of any policy revisions. Students will be notified of any revisions.

An electronic version of this document will be signed and retained within the clinical compliance software.

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Core Performance Standards

College of Saint Mary is committed to inclusivity and attracting and educating students who will diversify the state and national nursing workforce. Our university's core values translate into our work with all students, including those with disabilities. College of Saint Mary actively collaborates with students and faculty to develop innovative ways to ensure accessibility and to help create a respectful, accountable culture through confidential and individualized disability support. College of Saint Mary encourages students with disabilities to disclose and seek accommodations.

The College of Saint Mary PNC program provides the following sample description/examples of core performance standards to inform incoming and enrolled students of the performance abilities and characteristics necessary to successfully complete the nursing curriculum requirements and provide safe and effective nursing care (*Policy 1.2*). To matriculate (enroll) into the PNC program, the student must meet these core performance standards with or without reasonable accommodations and maintain related satisfactory demonstration of these standards for progression through the program.

Core performance standards for successful completion of program outcomes include the following topics: General Ability, Observational Ability, Communication Ability, Motor Ability, Intellectual-Conceptual Ability, Behavioral and Social Attributes, Ability to Manage Stressful Situations, and Background Check/Drug Screening.

Procedure: The student will be required to sign an attestation form declaring the ability to meet the core performance standards at the time of admission into the nursing program. Additionally, the student will notify the nursing Program Director and the ADA Coordinator with any changes in ability

I attest I have read *Policy 1.2: Core Performance Standards* and declare that I am able to meet the core performance standards as defined in the policy. Any falsification or misrepresentations will be sufficient grounds for my dismissal from the nursing program.

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Student Affiliation Agreement for Health Care Agencies

I, the undersigned, a student enrolled in a Health Professions Program at College of Saint Mary, abide by the policies enforced by the College of Saint Mary and do hereby agree to the following:

1. To be available for clinical activities as scheduled between College of Saint Mary and the agency.
2. Students must abide by the rules, regulations, and policies, including clinical compliance requirements of the agency, which may be updated at any time.
3. To abide by the dress code of the agency.
4. To abide by the computer and electronic medical record login procedures required to remain active in the system of the agency which includes attending open-house login events to maintain access, when applicable.
5. To abide by existing laws and agency policies regarding the confidentiality of all information related to patients/clients, staff, and facility and which prohibits reproduction of any protected health information for purposes of removal from the agency.
6. To follow all safety procedures in force for the agency.
7. To hold the agency harmless for possible losses incurred as a result of accident, injury, or illness that may occur to the student while on affiliation in the agency.
8. To obtain express written permission from both the College and the agency prior to submitting for publication any material obtained as a result of education training.
9. To notify of any termination actions from any possible clinical affiliate to the Program Director to determine eligibility for clinical placement.
10. To safely retain facility identification badges and parking permits as distributed, returning them to CSM at the conclusion of the course/program. Replacement badge and/or parking permit costs will be at the student's expense.

This agreement will be in effect for the duration of the student's enrollment in the CSM PNC program.

Policies are subject to revision. Students are expected to review the handbook at the beginning of each semester to be aware of any policy revisions. Students will be notified via any revisions.

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Confidentiality Agreement

In 1996, Congress recognized the need for national patient privacy standards and set a 3-year deadline to enact such protections as part of the “Health Insurance Portability and Accountability Act of 1996” (HIPAA). At your assigned clinical sites, efforts will primarily focus on Title II – which mandates regulations that govern *Privacy, Security, and Electronic Transactions*.

The Privacy Rule, for the first time, creates national standards to protect individuals’ medical records and other protected health information (PHI). PHI includes any information about a person’s condition and anything about the care or payment received for it.

Examples of PHI include appointments, diagnostic lab results, symptoms, treatments, blood type, procedures, medical records, patient’s bills, procedure coding, and aggregate data which includes patient identifiable information.

All patients have the right to have confidential care provided. No one wants to receive services and have that information be available and/or given to others without a right or a need to know. *It is your responsibility to protect this sensitive personal information.*

Patient confidentiality begins from the moment you receive the first information regarding a patient. Confidential information should not be discussed with anyone except on a professional need-to-know basis to further the delivery of patient care. Releasing confidential patient information, whether intentional or accidental, is in conflict with the professional guidelines of any medical/healthcare entity. This includes, but is not limited to, written information, electronic information, and verbal communication.

I understand that violation of this confidentiality agreement may result in possible fines and civil or criminal penalties under state or federal law, as well as disciplinary or other corrective action, including suspension or dismissal from PNC program at CSM.

This agreement will be in effect for the duration of the student’s enrollment in the CSM PNC Program.

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A Student's Guide to the Health Professions Skills and Simulation Center

As a student of the Health Professions Skills and Simulation Center (HPSSC), I understand the significance of confidentiality with respect to information concerning simulated patients/clients and fellow students. I will uphold the requirements of the Health Insurance Portability and Accountability Act (HIPAA) and any other federal or state laws regarding confidentiality. I agree to report any violations of confidentiality that I become aware of to my facilitator and/or Instructor.

I agree to adhere to the following guidelines:

- All patient/client information is confidential, and any inappropriate viewing, discussion, or disclosure of this information is a violation of the College of Saint Mary Academic Integrity policy as well as PNC Student Manual policy 2.1: Professional Conduct.
- This information is privileged and confidential regardless of format: electronic, written, overheard, and/or observed.
- I may view, use, disclose, or copy information only as it relates to the performance of my educational duties. Any inappropriate viewing, discussion, or disclosure of this information is a violation of hospital policy and may be violation of HIPAA and other state and federal laws.
- The HPSSC is a learning environment. All learning activities, regardless of the patient/client and/or outcome, should be treated in a professional manner. The student running 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 mistreatment of fellow students.
- The simulation mannequins are to be used with respect and be treated as if they are live patients adhering to confidentiality requirements.
- No Betadine or ink pens may be used on or near the simulation mannequins. Only 22- gauge IV catheters, or smaller, may be used.
- When using the SimPad for skills and/or simulation, the wrist strap will be worn at all times or the cost of a new SimPad will be incurred to the student responsible for the damage caused.
- HPSSC resource manuals/reference materials are available for student use. These materials are located on Canvas-NUR 411 Nursing Community as well as in Walsh 76. Please DO NOT remove from lab.
- Utilization of the electronic lab sign-in/sign-out procedures and simulation mannequin scheduling requirements must be followed.
- There is an opportunity to check out select equipment from the skills lab for practice. No IV supplies, or medication supplies (i.e., syringes, needles) will be permitted for checkout. Check with lab personnel regarding equipment check out procedure.
- If requesting use of a laptop from the HPSSC, CSM ID (or another form of ID) will be held until the laptop is returned.

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- The lab is designed to be a safe area for practice and education. Real needles are used thus the need to practice with care. Practicing of any invasive procedures is not permitted on self or other individuals.

This agreement will be in effect for the duration of the student's enrollment in the CSM PNC Program.

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Photograph and Audio/Visual Recording Release

Any lab with audio/visual equipment is live streaming to the CSM server at all times and may be accessed by faculty and staff. Additionally, photography and audio/visual recordings may or may not be in use while students are using the Health Professions Skills and Simulation Center (HPSSC) as well as in the classrooms and clinical/practicum setting. The use of photo/audio/visual recording equipment allows work done in these settings to be reviewed by faculty and students for learning purposes. A photo/audio/visual release form must be signed by all students prior to use of the HPSSC.

I, _____, grant the right and permission to College of Saint Mary to use and publish the photography, audio and/or visual recordings of any or all sessions made of me by College of Saint Mary, and hereby release the College from any and all liability from its use and publication of some or all of the recordings for the College's educational purposes. I understand that the recordings may be edited; however, College of Saint Mary will not edit the recordings so as to misrepresent or alter the meaning of the contributions.

I release and waive any claims or rights of compensation or ownership regarding such uses and understand that all such recordings shall remain the property of College of Saint Mary.

Policies are subject to revision. Students are expected to review the handbook at the beginning of each semester to be aware of any policy revisions. Students will be notified of any revisions.

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PRACTICAL NURSING CERTIFICATE (PNC) PROGRAM
CURRICULUM MATERIALS

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College of Saint Mary Mission Statement

College of Saint Mary is a Catholic university providing access to education for women in an environment that calls forth potential and fosters leadership. Consistent with the works, values, and aspirations of the Sisters of Mercy, this mission inspires us to:

- Excellence
 - We share a passionate commitment to Mission that drives us to achieve academic distinction, foster leadership, and nurture the love of lifelong learning.
- Service
 - Our culture is characterized by our commitment to servant leadership and social responsibility, where we strive to understand and attend to the needs of our community in a spirit of mutuality, addressing the concerns of our times.
- Dignity
 - Our profound respect for all of creation calls us to honor the sacredness of one another, care for the earth and recognize the presence of God in all things.
- Compassion
 - In solidarity, we extend our spirit of mercy in all relationships, caring for the joys and sorrows, hopes and dreams of others.
- Inclusivity
 - Our welcoming and hospitable environment reflects a diverse collegial community that honors all cultures and cares for the global community.
- Integrity
 - We uphold the trust people place in us by demonstrating wholeness of character, stewarding the gifts we have been given, and caring for the well-being of our body, mind, and spirit.

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CSM Nursing Philosophy

In accordance with the Mission of College of Saint Mary, the nursing faculty believes that:

Nursing is an art which promotes an individual's commitment to the well-being of others, the quality of mercy and compassion, and the healing power of the human relationship. As an applied science, nursing is grounded in a strong liberal arts and science foundation. Nursing is a holistic, compassionate, and caring profession which requires integrity, skillful decision making, and critical thinking. Nursing is an essential humanitarian service profession and requires interprofessional collaboration. Nursing occurs across the lifespan in rapidly evolving and complex healthcare environments, thus requiring a commitment to lifelong learning.

Human beings are unique individuals with inherent rights, dignity, worth, and potential. An individual interacts with the ever-changing environment which impacts their decisions, learning, and ability to change. Individuals have the inherent right to participate in activities that affect their health status and therefore are responsible for their own actions. The nurse brings the art and science into every encounter with the patient, without bias or prejudice.

Health is viewed as a dynamic continuum of wellness and illness in individuals, families, groups, communities, and populations. Healthcare is an interprofessional, collaborative effort focused on health promotion and maintenance, illness care, rehabilitation, and end-of-life care. The pursuit of health is the right and responsibility of each individual. CSM nursing is committed to all dimensions of the human life: physical, mental, social, spiritual, and emotional in an effort to reach optimal health and well-being.

Education is the process of developing an individual's knowledge, skills, and critical thinking. Learning, the outcome of education, is influenced by conditions in the environment. A conducive learning environment includes open discourse, inclusivity, constructive guidance, opportunity for creativity, recognition and acceptance of responsibility, participation in decision making, and cooperative relationships. College of Saint Mary and the nursing faculty provide an environment in which individuals are free to explore and develop personally, professionally, and intellectually.

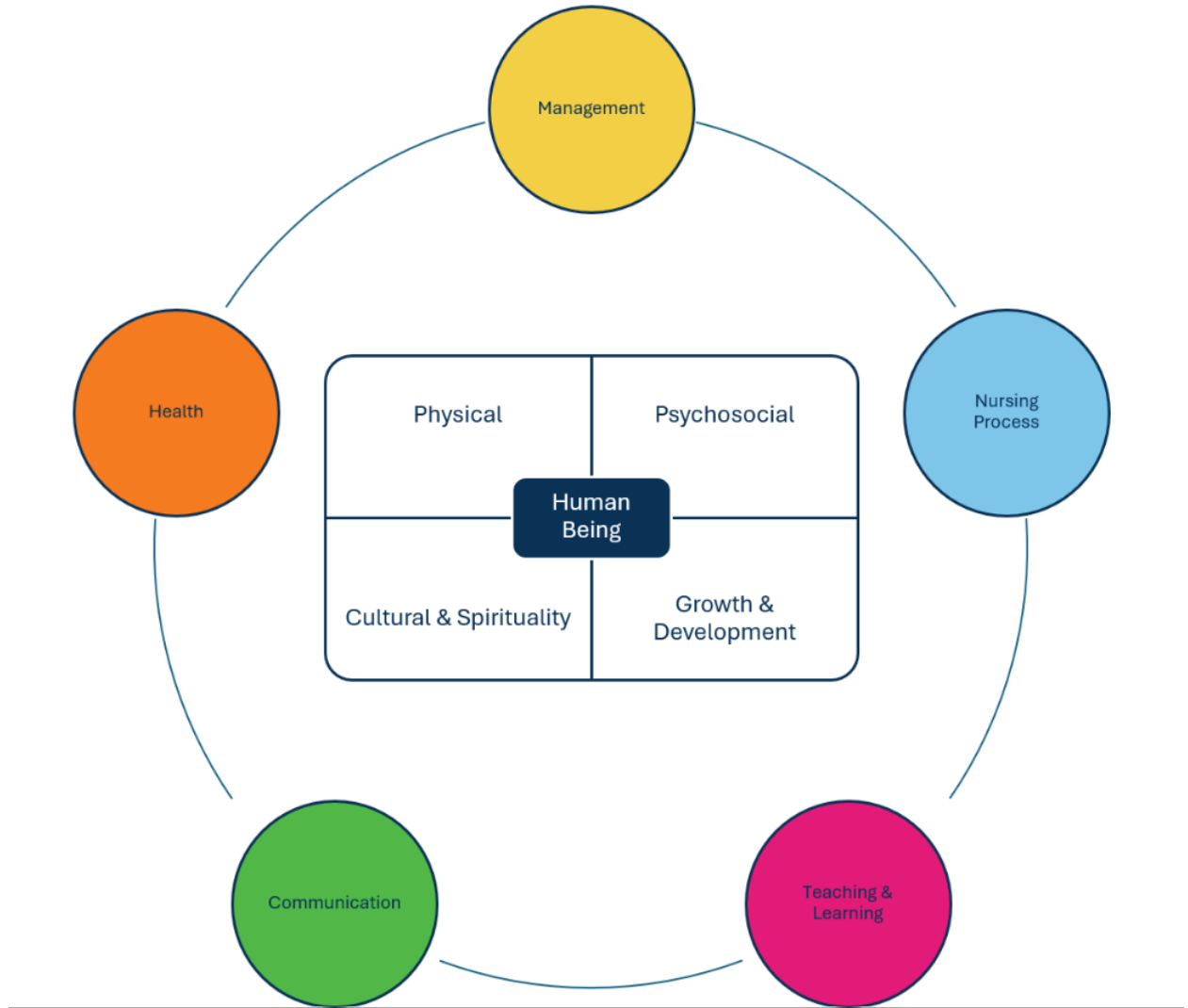
Nursing education is the development of knowledge, skills, critical thinking, and values to promote scholarship, service, social responsibility, and academic excellence. Our nursing programs prepare graduates to function in an increasingly complex healthcare system that includes responding to global, technological, and environmental issues in accordance with their level of education and practice. The nurse involves the individual as a partner in care and strives to ensure that they are well-informed on their health journey.

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Program Organizing Framework

Created: November 2008

Revised: April 2011



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PNC End-of-Program Student Learning Outcomes

Upon completion of the Practical Nursing Certificate program, the nursing student will be able to demonstrate the following outcomes:

1. Recognize abnormal alterations in clients across the life span.
2. Contribute to health assessment, establishing nursing diagnoses, the development of individualized care plans, implementing the care plan, and evaluating the patient's response to nursing interventions.
3. Utilize nursing care plans as they relate to selected alterations in care of the individual client.
4. Apply therapeutic communication skills in interactions with the client and health care team.
5. Demonstrate an understanding of the legal, ethical, and professional responsibilities related to the role of a practical nurse.
6. Apply the principles of human growth and development in client care across the life span.
7. Contribute to patient education as directed by the registered nurse consistent with the identified learning needs of individuals, families, and groups.
8. Incorporate cultural and spiritual diversity principles while providing individualized nursing care.
9. Implement basic management principles when working with members of the interdisciplinary treatment team.

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Practical Nursing Certificate Plan of Study

Supporting Courses		Major Program Courses	
Prerequisite Course(s) to be taken before starting PNC program		Summer Semester	
<i>ENG 099 (If needed by placement test)</i>	(3)	PNC 101-Introduction to Practical Nursing	3
ENG 101-English Composition	3	PNC 171-Practical Nursing Clinical I	3
		Fall Semester	
Required Supporting Courses		PNC 102-Medical-Surgical Practical Nursing I	3
BIO 120-Principles of Anatomy & Physiology AND	3	PNC 104-Maternal/Child Practical Nursing	2
BIO 121-Anatomy & Physiology Lab	1	PNC 124-Introduction to Pharmacology	3
OR		PNC 142-Nutrition	2
BIO 202-Anatomy & Physiology II AND	3	PNC 172-Medical-Surgical Practical Nursing Clinical I	3
BIO 203-Anatomy & Physiology II	1	PNC 174-Maternal/Child Clinical	1
		Spring Semester	
		PNC 103-Medical-Surgical Practical Nursing II	3
		PNC 105-Transition to Practical Nursing Practice	2
		PNC 131-Psychosocial Concepts in Practical Nursing	3
		PNC 143-Integrating Practical Nursing Concepts	3
		PNC 173-Medical-Surgical Practical Nursing Clinical II	3
		PNC 175-Transition to Practical Nursing Clinical	1
Total	7	Total	35
Summary			
Major Program Courses	35		
Supporting Courses	7		
Total	42		

All courses listed above must be completed with a “C” or above.

Developmental courses cannot be counted toward graduation requirements.

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PRACTICAL NURSING CERTIFICATE (PNC) PROGRAM
ADMINISTRATIVE POLICIES

COLLEGE OF SAINT MARY
DIVISION OF HEALTH PROFESSIONS

Original Date: March 2015
Last Revised Date: June 2024

Number: 1.1
Section: Student Policies

Admission to PNC Program

Policy:

1. Students desiring admission to the PNC Program apply through Enrollment Services and must meet the CSM admission criteria.
2. Detailed criteria for admission are found on the following page.
3. The nursing program reserves the right of admitting only those students who, in the judgment of the program, satisfy the requirements of scholarship, health, and personal suitability for nursing. College of Saint Mary students recognize that respecting the dignity of every person is essential for creating and sustaining a flourishing University community.
4. To participate in laboratory/clinical courses, the student must have the following on file: a) the American Heart Association (AHA) Basic Life Support (BLS) CPR certificate, b) Clinical Agency Requirements and, Health Clearance items including background checks, drug screen, fit-for-work physical, and immunization records, and c) be able to meet Core Performance Standards (See Policy 1.2 and Policy 1.3).

Procedure:

1. Application materials for the nursing program are processed by Enrollment Services and then submitted to the nursing Program Director for review.
2. Applications are reviewed by the nursing Program Director upon receipt of all of the following:
 - Application form
 - May need official copy of high school transcript or GED with appropriate signatures
 - Official school transcripts from all colleges attended
 - Official school of nursing transcripts if student has attended a nursing program completion and documentation of an active and unencumbered CNA license
 - Demonstration of English Language Proficiency
3. A letter of recommendation or personal interview may be requested by the Program Director.
4. If the applicant meets the criteria for nursing, they are notified of their acceptance in writing.

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Admission Criteria

PNC application reviews are done on a rolling basis, beginning July 1 for a May start date annually. To be accepted into the PNC program, all applicants must:

- High School graduate or GED with appropriate signatures.
- Official transcripts from all colleges attended.
- Cumulative college GPA of 2.5 or higher
- Completion of ENG 101 with a final grade of C or higher.
- Completion of BIO 120/121 or BIO 200/201 with a final grade of C or higher. If transferring in A&P courses, they must have been successfully completed within the last 5 years.
- Demonstration of English Language Proficiency through one of these options:
 1. Graduate from an English-based high school
 2. Associate's (or higher) degree from an accredited, English-based, college or university
 3. Complete an English Placement Test through CSM, placing into ENG 101 or higher
 4. English Language Proficiency testing
 - Test of English as a Foreign Language (TOEFL) paper version minimum score of 560
 - Test of English as a Foreign Language (TOEFL) computer version minimum score of 220
 - Test of English as a Foreign Language Internet-Based Test (TOEFL iBT) minim score of 84 and a minimum speaking score of 26
 - International English Language Testing System (IELTS) academic version with overall score of 6.5 and minimum score of 6.0 on all modules
 - Test of English for International Communication (TOEIC) with a minimum score of 780
 - Michigan English Language Assessment Battery (MELAB) with a passing standard of 81 and speaking section score of 3
 - Michigan English Test (MET) with a minimum overall score of 55 and a minimum speaking score of 55
 - Pearson Test of English Academic (PTE Academic) 55 overall with no sub scores lower than 50 in each scored part
 - Duolingo English Test Score minimum score of 105
- An active and unencumbered CNA license.
- A letter of recommendation may be requested by the Program Director.
- Prior to program start:
 1. Meet Core Performance Standards (Policy 1.2) and Nursing Program Requirements (Policy 1.3)
 2. Completed health record, including BLS documentation, immunizations and laboratory results, background check and drug screen.
- The nursing program reserves the right of admitting only those students who, in the judgment of the program, satisfy the requirements of scholarship, health, and personal suitability for nursing.
- A personal interview with the program director may be required.

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Original Date: March 2015
Last Revised Date: July 2024

Number: 1.2
Section: Student Policies

CORE PERFORMANCE STANDARDS FOR CLINICAL COURSES

College of Saint Mary is committed to inclusivity and to attracting and educating students who will diversify the state and national nursing workforce. Our university core values translate into our work with all students, including those with disabilities. College of Saint Mary actively collaborates with students and faculty to develop innovative ways to ensure accessibility and to help create a respectful, accountable culture through confidential and individualized disability support. College of Saint Mary encourages students with disabilities to disclose and seek accommodations.

The College of Saint Mary PNC program provides the following sample description/examples of core performance standards to inform incoming and enrolled students of the performance abilities and characteristics that are necessary to successfully complete the requirements of the nursing curriculum and provide safe and effective nursing care. To matriculate (enroll) into the PNC program, the student must meet these core performance standards with or without reasonable accommodations and maintain related satisfactory demonstration of these standards for progression through the program.

Policy: A profession's essential functions, or performance standards, are considered to be the fundamental duties that one must be able to perform with or without a reasonable accommodation. A student who wishes to be considered for reasonable accommodations at College of Saint Mary must self-identify to the ADA Coordinator as a person who has a disability and is seeking accommodations. College of Saint Mary will provide reasonable and appropriate accommodations to qualified students with disabilities unless doing so would fundamentally alter the nature of the program or create an undue hardship to CSM. The applicant should consult with the ADA Coordinator and PNC Program Director to discuss any individual circumstance in which they may not be able to meet the essential functions.

Core Performance Standards/Essential Functions for successful completion of program outcomes include the following:

- General Ability:
 - The student is expected to integrate, analyze, and synthesize data received through vision, touch, hearing, and smell in a consistent and accurate manner. The student is expected to possess the ability to perceive pain, pressure, temperature, position, vibration, and movement in order to effectively evaluate patients/clients. A student must be able to respond promptly to urgent situations.

- Observational Ability:
 - The student must have the ability to make accurate visual observations and interpret them in the context of clinical/laboratory activities and patient/client care experiences. The student must be able to document these observations accurately.

- Communication Ability:

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- The student must communicate in a professional, effective manner to obtain information and explain that information to others. Each student must have the ability to read, write, comprehend and speak the English language to facilitate communication with patients/clients, family members, and other members of the health care team. The student must be able to maintain accurate records, present information in a professional manner and provide patient/client instruction to effectively care for patients/clients and their families.
- Motor Ability:
 - The student must be able to perform gross and fine motor movements with sufficient coordination needed to provide complete physical assessments and provide safe effective care for patients/clients. The student is expected to have psychomotor skills necessary to perform or assist with procedures, treatments, administration of medications, and emergency interventions including CPR if necessary. The student must have sufficient levels of neuromuscular control and eye-to-hand coordination as well as possess the physical and mental stamina to meet the demands associated with extended periods of sitting, standing, moving, and physical exertion required for safe patient/client care. The student is expected to be able to maintain consciousness and equilibrium and have the physical strength and stamina to perform satisfactorily in clinical settings.
- Intellectual –Conceptual Ability:
 - The student must have the ability to develop problem-solving skills essential to professional nursing practice. Problem solving skills include the ability to measure, calculate, reason, analyze, synthesize objective and subjective data, and to make decisions in a timely manner that reflect thoughtful deliberation and sound clinical judgment. The student must demonstrate application of these skills and possess the ability to incorporate new information from peers, instructors, and from the nursing and healthcare literature to demonstrate sound judgment to establish care plans and priorities in patient/client care activities.
- Behavioral and Social Attributes:
 - The student is expected to have the emotional stability required to exercise sound judgment, and complete assessment and intervention activities. Compassion, integrity, motivation, and concern for others are personal attributes required of those in the nursing program. The student must fully utilize intellectual capacities that facilitate prompt completion of all responsibilities in the classroom and clinical settings; the development of mature, sensitive, and effective relationships with patients/clients and other members of the health care team. The ability to establish professional rapport with individuals, families, and groups from a variety of social, emotional, cultural and intellectual backgrounds is critical for practice as a nurse. Each student must be able to adapt to changing environments; display flexibility; accept and integrate constructive feedback given in the classroom and clinical settings; and effectively collaborate in the clinical setting with other members of the healthcare team.
- Ability to Manage Stressful Situations:
 - The student must be able to adapt to and function effectively in stressful situations encountered in both the classroom and clinical settings, including emergency situations. Students will encounter multiple stressors while in the nursing program. These stressors may be (but are not limited to) personal, patient/client care/family, faculty/peer, and or program related.

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- Clinical Agency Requirements:
 - Clinical facilities require that College of Saint Mary perform drug screening, testing, health clearances, and background checks on all students before they are allowed to participate in clinical experiences. These requirements must be met prior to conducting any laboratory or clinical experiences.
 - Clinical agencies require students to login to maintain an active status. It is the responsibility of the student to ensure their status remains active and prevent accounts from being disabled or deactivated.

Procedure: CSM wishes to ensure that access to its facilities, programs, and services are available to students with disabilities. CSM provides reasonable accommodations to students on a nondiscriminatory basis consistent with legal requirements as outlined in the Americans with Disabilities Act (ADA) of 1990, the Americans with Disabilities Act Amendments ACT (ADAAA) of 2008, and the Rehabilitation Act of 1973.

Students who, after review of the core performance standards, determine that they require accommodation to fully engage in the program, should contact the ADA Coordinator to confidentially discuss their accommodations needs. Given the clinical nature of the PNC program, additional time may be needed to implement accommodations. Accommodations are never retroactive; therefore, timely requests are essential and encouraged.

Students will be required to sign an attestation form declaring the ability to meet the core performance standards at the time of admission into the nursing program. Additionally, the student will disclose if there is ever a change in ability at any time during the program.

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Original Date: March 2015
Last Reviewed Date: August 2023

Number 1.3
Section: Student Policies

NURSING PROGRAM REQUIREMENTS

Policy:

To ensure College of Saint Mary students are in compliance with college and clinical agency requirements and mitigate the risk of injury and/or communicable disease transmission, the nursing program requires all students to continuously meet CPR requirements, Clinical Agency Requirements, and Health Requirements. The student must comply with such requirements. Failure to do so will result in the ineligibility to attend laboratory, clinical, and preceptorship experiences which may impact progression in the program.

Expenses incurred by the student in connection with the Nursing Program Requirements are the responsibility of the student.

1. Basic Life Support for the Health Care Provider (BLS)/Cardiopulmonary Resuscitation (CPR) Requirement

- A current BLS/CPR card endorsed by the American Heart Association (AHA), specifically for Health Care Provider with content including CPR for the adult, child, and infant, as well as AED training. This is required to participate in a lab/clinical course.

2. Clinical Agency Requirements

• **Criminal Background Checks and Abuse/Neglect Screening**

- Criminal Background Check
 - All students must complete a background check through the CSM-designated consumer reporting service as partial fulfillment of clinical agency contracts. This process must be completed prior to beginning nursing courses.
- NE DHHS Abuse Screen
 - All students must complete an abuse screen through the state of Nebraska as partial fulfillment of clinical agency contracts. This process must be completed prior to beginning nursing courses.
- Iowa SING Check
 - All students must complete an abuse screen through the state of Iowa as partial fulfillment of clinical agency contracts. This process must be completed prior to beginning nursing courses.
- All students must complete a background check through the CSM-designated consumer reporting service and abuse screen through the state of Nebraska and Iowa as partial fulfillment of clinical agency contracts. This process must be completed prior to beginning nursing courses.
- Background checks and abuse screens from other companies or organizations will **not** be accepted.
- Students will complete the application for background check and abuse screen as stipulated by the nursing program.

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- If there is concern that the findings have a rational connection and/or pose a liability risk to nursing faculty or clinical agencies, findings will be brought to the Program Director.
 - If findings indicate a rational connection and/or pose a liability risk to nursing, the student may be denied admission to nursing or be dismissed from the nursing program.
 - Decisions for continuing in the program in no way can be construed as a guarantee that the State Board of Nursing will find the student eligible for licensure even upon graduation. Boards of Nursing will make independent decisions on eligibility requirements as stated in the law (Neb. Statutes 38-2220).
- Drug Screening
 - Students entering nursing will be required to undergo a 10-panel drug screening at the designated location as required by clinical contract. Current students will be required to repeat drug screening for reasonable cause. Reasonable cause exists when:
 - i. Actions, appearance, or scent are out of the ordinary and unusual to the normal behavior patterns of an individual and could indicate the presence of an intoxicating substance.
 - ii. Behavior is such that it presents a danger to the safety of other students, faculty, clients, staff and/or member of the public.
 - Refusal to submit to a drug screen when there is reasonable cause is grounds for the Student Committee to dismiss the student from the program.
 - Any positive result for any screening will result in immediate dismissal from the program.

3. Health Requirements

- The following policies and procedures have been identified to meet health requirements of clinical agencies. The student must be physically and mentally able to engage in clinical practice to ensure the safety of clients, self, peers, faculty, and staff. These requirements will facilitate maintenance of our health as professionals and that of our clients.
 - Physical examination stating 'fit for duty' from a medical provider. All items on the medical form must be filled in for the record to be considered complete.
 - Immunizations must be current and the report must include all dates immunizations were given. Students are to meet immunization requirements per the state of Nebraska Immunization Law and any further requirements as outlined in clinical agency policies.
 - Proof of receiving the MMR series (two doses) or positive titers for measles, mumps, and rubella
 - Proof of receiving the Hepatitis B series (three doses) or positive titer
 - Proof of receiving the Varicella series (two doses), positive titer, or documented history of chicken pox
 - Proof of receiving the Tdap vaccine or booster within the past 10 years
 - The Tdap vaccine is required every 10 years.
 - TB Testing: Two-step TB Skin PPD Test within six weeks of first TB Skin PPD Test when a Level 1 student and completion of the TB Assessment or follow-up TB Skin PPD Test annually when a Level 2 and 3 student

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- If PPD is positive, a chest x-ray is required
- Proof of receiving the seasonal annual flu vaccination
- Proof of receiving the initial COVID-19 series or the bivalent COVID-19 vaccine is required. An additional COVID-19 Booster is recommended and may be required at any time in the future.

All CSM health professions students are required to be immunized against COVID-19 without exception. Students are required to provide CSM and clinical partners (upon request) with a copy of their Centers for Disease Control (“CDC”) COVID-19 vaccination record card evidencing their receipt of the bivalent COVID-19 vaccine.”

CSM is committed to closely monitoring and responding to ongoing public health concerns. As situations evolve, our top priority remains the health, safety, and well-being of our community both on and off campus. The impact of public health challenges may require adjustments to some of the services, programs, procedures, or activities described in this Handbook.

Our clinical partners are essential to providing students with clinical rotation opportunities. It is crucial that clinical sites are informed of any student activities relevant to public health concerns. This includes, but is not limited to, potential exposures to communicable diseases and recent travel that may have put the student at risk of exposure. Students are responsible for immediately disclosing any exposure or symptoms related to a communicable illness to their clinical instructor. The clinical site has full discretion to determine the necessary actions required of the student before and during the rotation. This may include providing a negative test result for the illness, or requiring quarantine before or during the rotation. Please note that any required quarantine could potentially delay graduation.

Policies:

- Every student in the PNC program is required to have current health records prior to beginning nursing courses. Any student who does not complete all Nursing Program Requirements by the University’s official drop/add date will be administratively dropped from all nursing courses. Should this occur, graduation may be delayed.
- Students are responsible for updating their health records annually and as needed with the CSM-designated health services office and providing documentation to the nursing program. Failure to do so will result in missed lab/clinical experiences, which may result in an unsuccessful course completion.
- Students who stop out and are readmitted to the program must submit another health record, current to within six months.
- Health records will be maintained through CSM’s designated clinical compliance software.
- Additional immunizations or health screening may be required to meet clinical agency requirements.
- The student is responsible for any expense incurred in completing this process.

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Procedures:

- The CSM Nursing Program Director or the CSM designated health services office shall:
 - Review the medical form for completeness and content.
 - Notify students of any deficiencies.
 - Document that the student meets health clearance requirements as designated on the healthy clearance form.
 - Share information that may affect the student's ability to function in the classroom or clinical area with appropriate faculty.

- The Program Director or designee shall:
 - Inform prospective or new students of the necessity of meeting the health requirement.
 - Notify Advisors, Instructors, and/or students of any deficiencies or special needs.

- Faculty/Staff shall:
 - Allow students to come to the lab/clinical area with valid health clearance.
 - Refer students without health clearance to the CSM Nursing Program Director or CSM designated health services office and not allow students to come to lab/clinical until proof of current/valid health clearance is received.
 - Furnish the information that the student is in compliance with CSM health requirements to clinical agencies as needed.

- The student shall:
 - Maintain a valid health clearance status.
 - Show valid health clearance status at designated times.

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Original Date: December 2023
Last Revised Date: December 2023

Number: 1.4
Section: Student Policies

VACCINATION EXEMPTION POLICY

Policy:

The purpose of this Vaccination Exemption Policy is to support the health and safety of one another and our patients in the clinical and community setting while recognizing medical conditions, observance of faith, and personal beliefs as the basis for an exemption to vaccination requirements.

College of Saint Mary (CSM) is continuing to closely monitor vaccination requirements. If a nursing student has a documented exemption, they must follow the outlined procedure for exemption. Additionally, students may be held to additional infection prevention requirements as requested by the clinical facility (e.g. limited to routine testing, masking, etcetera).

At this time, the only immunizations that may be eligible for exemptions include influenza and the COVID vaccine.

Procedure:

1. Students will immediately contact the Program Director and Clinical Coordinator at CSM to inform them of their intent to file an exemption.
2. Students will complete the Request for Exemption Vaccine Form. The completed form must be submitted to the Program Director and Clinical Coordinator at CSM.
3. Exemptions must be renewed annually.

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Request for Exemption Form

Name:	CSM ID:
Date:	

I, _____, declare that I am claiming an exception from receiving the selected vaccine

- Influenza Vaccine
- COVID-19 Vaccine

based on the following reasons:

- A healthcare practitioner has advised that this vaccine is contraindicated for the named individual at this time.
- Receiving the identified vaccine is against the named individual's sincerely held religious or conscientiously held belief, practice, or observance.
- The named individual has a personal/philosophical belief against the selected vaccine.

By signing and dating this form, you acknowledge:

- I have read the CDC Vaccine Information
 - Influenza Vaccine Information - <https://www.cdc.gov/flu/prevent/flushot.htm>
 - COVID-19 Vaccine Information - <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/different-vaccines/overview-COVID-19-vaccines.html>
- I recognize immunization as one of the most effective tools in preventing disease and reducing the risks associated with exposure to certain diseases; and
- That as I am not vaccinated, to protect my own health and the health of the community, I will comply with all infection surveillance (e.g., testing when required) and mitigation measures including, but not limited to, the required use of masks, physical distancing, and physical barriers when requested; and
- That I may be required to submit supporting documentation at any time; and
- That, if approved, this exemption is provisional and is subject to change based on clinical requirements; and,
- I certify that the information I have provided in connection with this request is accurate and complete as of the date of submission. I understand this exemption may be revoked if any of the information I provided in support of this exemption is false.

(student's printed name)

(date)

(student's signature)

- Exemption Denied
- Exemption Approved

(date)

(CSM Clinical Coordinator's signature)

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Original Date: March 2015
Last Revised Date: March 2023

Number: 1.4
Section: Student Policies

READMISSION TO THE PNC PROGRAM

Policy:

1. The student who has withdrawn or has been terminated from the PNC program and wishes to be readmitted will be considered for readmission by the Program Director/Nursing Student Policies Committee with consideration of the following criteria:
 - Facts/details surrounding withdrawal or termination.
 - The amount of time elapsed between withdrawal or termination from the PNC program to anticipated date of readmission.
 - The amount of time elapsed from withdrawal or termination from the PNC program and previous college transcripts will be reviewed and recommendations made about appropriate plan of study.
2. If the Program Director desires additional information, the student application and information may be reviewed by the Nursing Student Policies Committee.
3. Students are subject to Policy 1.3.
4. The student wishing to be readmitted to the PNC program must complete the application process according to Policy 1.1.

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Original Date: March 2015
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Number: 1.5
Section: Student Policies

STUDENT WITHDRAWAL FROM PNC PROGRAM

Policy:

1. The student who withdraws from a course, the PNC program, and/or the College, and/or changes major of study follows the procedure described in the College Academic Catalog.
2. A student who voluntarily withdraws from the PNC program is not assured of readmission. Any commitment to the student will be given in writing and will be pending space availability.

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PRACTICAL NURSING CERTIFICATE (PNC) PROGRAM
ACADEMIC AND LABORATORY/CLINICAL POLICIES

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Original Date: March 2015
Last Revised Date: March 2023

Number: 2.1
Section: Student Policies

PROFESSIONAL CONDUCT

Inherent in the profession of nursing, there are values that are demonstrated through professional conduct. Examples of professional values include demonstrating a commitment to nursing, placing the client's welfare first, demonstrating cooperation and collaboration, exhibiting intellectual and personal integrity, and adhering to the nursing program and clinical facility policies. These categories serve as standards by which the student may be evaluated in the area of professional conduct.

In keeping with the CSM mission, core values, "Code of Conduct" (found in the CSM Academic Catalog), and the Nursing Philosophy, a student is expected to exhibit professional behavior in the classroom and when performing nursing activities or representing the College in any capacity.

College of Saint Mary seeks to prepare its students to be knowledgeable, forthright, and honest. It expects academic honesty from all its members. Academic honesty mandates ethical behavior in academic matters, and prohibits, among other things, plagiarism, cheating, tampering with the work of other students, or knowingly furnishing false information. (Refer to the CSM Academic Catalog for the Policy for Academic Dishonesty.)

In keeping with the philosophy of College of Saint Mary and the PNC program, a student is responsible for all required theory, clinical experience, and assignments.

Any misrepresentation of client visits, client assessments, or assignments will be considered by the Nursing Student Policies Committee for disciplinary action. Such misrepresentation may be cause for dismissal.

Classroom Policy:

Consistent with the expectations of the nursing practice environment, professional behavior, and attitudes are expected of all students during student-to-student and student-to-faculty interactions. This includes, but is not limited to:

- Is punctual to class and in appointments with faculty;
- Uses appropriate written, verbal, and non-verbal communication. This includes being non-judgmental as well as demonstrating respect, empathy, and open-mindedness toward others;
- Actively and appropriately participates in dialogue and/or classroom discussion. This includes, but is not limited to, refraining from side conversations, interruptions/disruptions, sarcasm, condescending comments, eye-rolling, sighing, cell phone use during class;
- Arrives prepared, produces quality work, accepts and utilizes constructive feedback;
- Is self-directed, self-motivated, and accountable for actions; and
- Adheres to confidentiality regarding experiences shared in the classroom or laboratory settings. This includes not disclosing classroom, laboratory, clinical, or preceptorship information on any public forum/social media.

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Lab/Clinical Policy:

1. Professional Conduct

- **Commitment to Nursing**

When attending a lab/clinical experience, the student should be identified as a College of Saint Mary student by proper uniform, and identification as listed in the Professional Image and Personal Appearance Policy (2.5). The student is expected to exhibit a professional manner, which includes but is not limited to having a neat, clean appearance, utilizing appropriate language and behavior, and refraining from use of cell phones or other electronic devices for personal matters.

The PNC student will be identified as a CSM student nurse (CSM SN) when completing official agency records or forms. Additional titles may not be used when in a student role.

The student notifies the Lab/Clinical Instructor appropriately when they are unable to complete nursing responsibilities, will be absent from the lab/clinical setting, or must leave the lab/clinical area prior to the end of the learning experience. Refer to Policy 2.4: Attendance at Clinical.

The student comes to the lab/clinical area on time and is prepared to give safe client care. The student maintains safety at all times when caring for clients. The student is expected not to enter the lab/clinical area if impaired by physical or mental impairment, controlled substance, or any other problem that could jeopardize the client, themselves, or others. Refer to Policy 2.4: Attendance at Clinical.

- **Client Welfare.**

The student is expected to deliver care in a nondiscriminatory and nonjudgmental manner. When providing care, the student places the client's welfare first by being accessible and prompt in answering the client's requests; establishing a priority of activities that reflects the client's needs; and being responsive and reliable when needs are identified by the client, staff or Lab/Clinical Instructor. The student delivers care in a manner that preserves and protects client autonomy, dignity, rights, and confidentiality.

- **Cooperation and Collaboration.**

The student interacts professionally with faculty, staff, clients, and peers when giving and receiving information. When a question or unclear situation occurs, the student follows the appropriate channels of communication and chain-of-command for clarification. The student's written work/charting is accurate, has a professional appearance, and is completed according to the standards of the agency and the College.

The student is a cooperative team member who considers the entire group's needs when working together, giving and receiving assignments, and accepting the roles and responsibilities of others in the group. The student accepts and acts upon constructive feedback.

In consultation with the Course Coordinator, the Program Director reserves the right to adjust assignments as warranted by clinical objectives, clinical facility requests, and faculty

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availability. Any changes which affect a student's schedule will be communicated to the student by the Course Coordinator and/or Program Director.

- Intellectual and Personal Integrity.
The student exhibits intellectual and personal integrity by readily acknowledging mistakes and/or oversights and taking action to correct the situation. The student is honest and truthful when interacting with clients, peers, faculty, and staff and completing all documentation and written work. Refer to Policy on Academic Integrity in the [Academic Catalog](#).
2. Any student nurse who is asked to vacate a clinical agency by duly authorized personnel of the agency may be subject to a recommendation of immediate dismissal from the Student Committee by virtue of that decision itself.

Professionalism Procedures:

Professionalism concerns will be classified into four categories, each with specific procedures for addressing conduct-related matters.

1. Concerning Conduct – Professional Growth Opportunity: Minor behavior concerns that can be addressed through a single conversation with faculty/administration.
 - a. Faculty will determine the most appropriate response, such as verbal discussion, clinical performance feedback, or written formative feedback. The faculty member must contact the student within 2 business days of the incident, offer feedback, and engage in a conversation on behavior improvement. If the issue is resolved, no further action is required.
2. Concerning Conduct – Professional Behavior Report: Behavior requiring formal remediation to promote professional growth, without impacting the student's progression in the PNC program.
 - a. If the Professional Growth Opportunity conversation does not resolve the issue, or if a more formal response is needed, a formal remediation plan will be developed, and a Professional Behavior Report will be completed.
 - b. The faculty member or Program Director must contact the student within 2 business days of the incident to discuss the situation and establish a remediation plan.
 - c. The faculty or Program Director may consult others involved and review relevant documents. The remediation plan will be noted in the report, with deadlines for completion and a follow-up review.
 - d. The Professional Behavior Report must be filed within 5 business days after the remediation plan is established.
3. Concerning Conduct – Multiple Professional Behavior Reports: Repeated behaviors that may impact the student's progression in the PNC Program.
 - a. If a student receives more than one Professional Behavior Report during their

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time in the PNC program, the Program Director may request a review by the Student Policy Committee to determine the student's progression in the program. This request must be made within 5 business days of the latest report. The Program Director and Student Policy Committee will then make a recommendation. Repeated reports may result in dismissal from the program.

4. Serious, Unethical, or Unprofessional Conduct: Behaviors requiring immediate attention by the Program Director, potentially leading to course failure or dismissal from the PNC program.
 - a. Any serious, unethical, or unprofessional conduct must be reported to the Program Director within 2 business days. The Program Director will promptly evaluate the situation, address the student's participation in program activities, and ensure the safety of all involved. A review by the Student Policy Committee will be requested to assess the student's progression in the program. If the Program Director is unavailable, the Nurse Administrator will assume responsibility. Examples of such conduct include client endangerment, unacceptable clinical behavior, significant classroom disruption, unprofessional interactions, and ongoing incivility or bullying.
 - b. A Professional Behavior Report must be filed within 5 business days after the Student Policy Committee's recommendation is made.

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Original Date: March 2015
Last Revised Date: March 2023

Number: 2.2
Section: Student Policies

ACADEMIC EVALUATION

Policies:

1. The scale for the percentage method of grading in the PNC Program is as follows:

Grade	Percentage
A+	97-100
A	92- 96
B+	88-91
B	85-87
C+	82-84
C	79-81
D	71-78
F	70 or below

2. The PNC program follows the College Academic Catalog for incomplete grades.
3. In the PNC program,
- Nursing courses that have only a theory component are graded as follows: The final course grade shall consist of a letter grade.
 - Nursing courses that have both a theory and clinical component are graded as follows: A final theory grade of 79% or higher and a “Satisfactory” (S) clinical grade are required to pass a nursing theory/clinical course successfully. If the theory grade is below 79% or the clinical grade is "Unsatisfactory" (U), the entire course (theory and clinical components) must be repeated.
 - Students who achieve a 79% average in theory but earn an "Unsatisfactory" (U) in clinical, will receive the following final grades:
 - Theory Grade: “No Credit” (NC)
 - Clinical Grade: “Unsatisfactory” (UN)
 - Students who do not achieve a 79% average in theory but earn a “Satisfactory” (S) in clinical, will receive the following final grades:
 - Theory Grade: Letter Grade Earned
 - Clinical Grade: “No Credit” (NC)
 - Each nursing course has specific grading criteria. Please see individual course syllabi for additional grading information.

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Number: 2.3
Section: Student Policies

PROGRESSION

Policy:

1. All Practical Nursing students are required to achieve a minimum grade of a “C” in all nursing theory courses and a satisfactory (S) in all clinical courses. Students must also have a minimum of a “C” in all required science courses; in non-science courses they must have a passing course grade (see college catalogue). Passing of clinical course requires an “S” at the time of the final clinical course evaluation.
2. Both components, theory and clinical in the nursing courses, must be passed in order to progress. A failure in the theory or clinical course results in failure of both course components and the student is no longer able to proceed in the program.
3. The Practical Nursing curriculum is organized so that a student must satisfactorily complete all courses each semester before progressing to the next semester, semester 1 prior to semester 2, and semester 2 prior to semester 3.
4. Students must maintain a minimum GPA of 2.0 throughout the program.
5. Students who enroll and do not successfully complete classes sequentially will not be allowed to continue in the program. With proper documentation, the student can be placed on LOA and may be readmitted in the semester that was not completed the following year, dependent on application for admission and space availability. If a student is not placed on LOA, they must meet all established admission criteria at the time of reapplication.
6. Academic success is only one requirement for progression in the Nursing Program. The student must meet professional conduct policy and the Code of Conduct in the Academic Catalog.
7. Each candidate for graduation from the Nursing program must complete the required credit hours outlined in the course of study.
8. To qualify for graduation with a certificate, the candidate must satisfactorily complete theory and all clinical objectives in all nursing courses as well as all other required courses.

Withdrawal/Leave of Absence/Audit Procedure

1. A student may repeat and/or withdraw from the same nursing course only once. If a student withdraws, withdraws failing, and/or fails from the course for the second time, their progression in the program will be evaluated by the Nursing Student Policies Committee. After review, a recommendation regarding the student’s continuation in the program will be made and forwarded to the Program Director and Assistant Dean of Health Sciences for a

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final decision. Withdrawals for reasons other than failing grades will be evaluated on an individual basis.

1. PNC students who take a Leave of Absence (LOA) will be reviewed by the Nursing Student Committee and may be required to audit a previously completed program-required course. A student may take a maximum LOA of two terms total.
2. Any student who had one unsuccessful course completion, may be allowed to take a Leave of Absence (LOA) and rejoin the program at the subsequent time that course is offered, pending Nursing Committee approval.
3. Students out of sequence in nursing classes may be required to complete an audit of previous curriculum content or an individualized independent study before continuing in the PNC program.
4. Conditions of the audit will be determined by the Course Coordinator(s) and approved by the Program Director. The student who audits a nursing course will be required to meet the same objectives as students who are taking the course for credit. The decision regarding the audit will be based upon recommendation made by the faculty with consideration given to the length of time since the student was last enrolled in the nursing program. Curricular changes during the time the student is out of nursing courses will be taken into consideration when determining the specific audit conditions. Recommendations for audit will be recorded in the Nursing Student Policies Committee minutes.
5. The student must request in writing their intention to return to the PNC program prior to the deadline established by the Nursing Student Policies Committee. This request goes to the Program Director.
6. The student will not be allowed to proceed to the next nursing course until conditions of the audit have been met.
7. Fees will be charged according to the current college fee structure.
8. A student who has been absent without an approved LOA or has been away from nursing courses for more than one year will be required to reapply for admission.
9. A student may repeat and/or withdraw from the same nursing course only once. If a student withdraws, withdraws failing, and/or fails from the course for the second time, their progression in the program will be evaluated by the Nursing Student Policies Committee. After review, a recommendation regarding the student's continuation in the program will be made and forwarded to the Program Director and of Health Professions for a final decision. Withdrawals for reasons other than failing grades will be evaluated on an individual basis.

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Assignment and/or Exam Grade Appeal Procedure:

No grade or academic decision may be impacted by the student's race, ethnicity, national origin, religion, gender, romantic preference, age or ability status.

1. The student shall appeal an assignment if the student considers the grade unwarranted within 5-business days of the assignment grade being posted in Canvas.
 - a. Discuss the grade with the instructor and/or Course Coordinator, if applicable, for clarification as to how the course work was evaluated.
 - b. If concerns remain, then the student shall submit a written appeal request to the Program Director.
2. The student shall appeal a quiz/exam if the student considers the grade unwarranted anytime from when the quiz/exam grade is posted until the subsequent quiz/exam.
 - a. Discuss the grade with the instructor and/or Course Coordinator, if applicable, for clarification.
 - b. If concerns remain, then the student shall submit a written appeal request to the Program Director.

Course Grade and/or Dismissal Appeal Procedure:

No grade or academic decision may be impacted by the student's race, ethnicity, national origin, religion, gender, romantic preference, age or ability status.

1. The student shall appeal a course grade if the student considers the final course grade as unwarranted within 24 hours of the final grade being posted in Canvas.
 - a. Discuss the grade with the Instructor and Course Coordinator, if applicable, for clarification as to how the course work was evaluated.
 - b. If concerns remain after these steps or there was a true [extenuating](#) circumstance, then the student shall submit a written appeal request utilizing the approved template to the Program Director and come before the Nursing Student Committee.
2. The Student Committee will review nursing student appeals and make recommendations to the Associate Dean of the Division of Health Professions.
3. Any specific academic decision which the student considers unjust, must be appealed to the "Academic Integrity and Appeals Board" as stated in the Academic Appeal process as outlined in the College of Saint Mary [Undergraduate Catalog](#), see "Academic Integrity and Appeals Board." Appeals must be initiated within 2 business days from the date of student notification of the academic decision if immediately progressing into a clinical course.

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Number: 2.4
Section: Student Policies

ATTENDANCE AT CLASS AND CLINICAL LABORATORY

Policy:

Students are responsible for attending **all** scheduled classes and lab/clinical experiences. If a student chooses to miss a class or lab/clinical experience or has an emergency that necessitates missing class, clinical, or laboratory, the student is responsible for communicating with the instructor prior to the experience.

Transportation to the various clinical sites is the responsibility of the student.

Procedure:

First missed experience

- a. If a clinical make-up experience is available that covers the same learning objectives as the original experience, the student may be scheduled into that clinical make-up. If a clinical make-up experience is not available, then a virtual clinical make-up assignment (equal to a clinical day) will be given by the course coordinator. If the work completed is of a satisfactory manner, then a student will receive an 'N/A' for the absence.
- b. Subsequent absences will result in a '0' for the assigned clinical day.
- c. Excessive absenteeism ($\geq 15\%$ of the total clinical time) will result in the student's progress being reviewed by the Nursing Student Committee.

Failure to notify the Instructor prior to the experience will result in an appointment with the course coordinator to determine course of action.

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Number: 2.5
Section: Student Policies

PROFESSIONAL IMAGE AND PERSONAL APPEARANCE

Policy:

In simulation and clinical settings, nursing students are required to be well groomed and dressed to reflect a professional image. Student identification is visible.

1. Personal Appearance:
 - a. Hair shall be neatly combed and pulled back in such a way that it is out of the face and does not fall forward while giving client care. Human-colored hair is required. Hair accessories should be kept to a minimum.
 - b. Nails should be filed to a moderate length (less than ¼ inch long) and clean. Nail polish may not be worn. Artificial nails, dipping powder, and shellac products are not allowed.
 - c. The only acceptable jewelry to be worn to the clinical area will be wristwatches non-smart watch with the ability to read seconds), a ring, nose piercing, and plain non-dangling earrings.
 - i. Earrings are limited to three earrings or one gauge per ear. The one gauge per ear may not exceed 10mm/00gauge and a solid, clear or skin tone color plug must be worn at all times.
 - ii. Facial piercings are limited to one stud piercing in the nose and should not be visible OR must be 16 gauge or smaller. No nose hoops, barbells, or gems are allowed. Piercings must be solid, clear, or skin tone color. Piercings in the eyebrows, lips, etc. are not permitted.
 - iii. No other visible body dermal or subdermal piercings, or the like, on the body unless covered by the required clinical uniform. Piercings that cannot be covered by the clinical uniform must be removed, not just simply covered.
 - d. Tattoos/branding should be covered and not visible. Exception: Small tattoos on the hands, wrists, or lower arm, that could not be interpreted by clients, families, and/or the public as offensive (not limited to hateful, violent, profane, nudity, etc.), may be left uncovered. Absolutely no face tattoos allowed.
 - e. If make-up is used, it should be applied in a manner that reflects a professional appearance.
 - f. Students should be free of body odor, strong perfumes, and/or the smell of smoke.
 - g. “Professional appearance” is based on the subjective opinion of clinical faculty and agency policy. If a stricter request is made by a clinical facility/unit, all students will abide by the stricter professional appearance policy.
2. Uniform Requirements:
 - a. Student uniforms will consist of a preselected uniform top with CSM logo and scrub pants.
 - i. Uniforms should be clean and neat in appearance, without frayed hems.
 - ii. Scrub pants need to fit the natural waist and pant legs may not drag on the

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- floor/ground.
- iii. White turtlenecks or white long-sleeved tee shirts may be worn under the top. Thermal/flannel and waffle weave materials are not permitted to be worn under the scrub top.
 - b. Students will be required to have access to personal eye protection while at clinical, unless otherwise specified by the clinical coordinator. This must be purchased by the student and carried with the student during clinical.
 - c. Students may wear a white lab jacket with the CSM logo on the upper left chest in the clinical area, unless otherwise directed.
 - d. A visible CSM photo identification is a part of the student uniform. ID cannot be in a plastic pouch/holder.
 - e. Uniforms are required to be worn for all pre-lab experiences, tours, and/or observational experiences. Jeans, sweatpants, or shorts may not be worn under lab coats or at any time in the clinical agency.
 - f. Professional, closed-toe nursing or athletic shoes are to be worn with the CSM uniform. Shoes for clinical must be clean. The style for shoes selected for clinical should be suitable for hospital wear. Sandals, canvas shoes, and boots are not suitable and may not be worn.
 - g. While in surgery, mental health nursing, and maternal/newborn settings, students will adhere to the dress policies of the individual institutions to which they are assigned.

The above policies will be enforced as long as they are congruent with each clinical agency's policies. Students and Instructors are responsible for following and supporting agency policies regarding student dress code. Students will be asked to leave the lab/clinical area if their appearance does not meet the guidelines for professional image and personal appearance. Students who need to adjust uniform requirements for cultural or religious reasons need to contact the Program Director to see if this is feasible, prior to enrollment in lab/clinical courses. Students who need maternity uniforms should consult with the Program Director.

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Original Date: Marcy 2015
Last Revised Date: March 2023

Number 2.6
Section: Student Policies

SMOKING POLICY

Policy:

1. The buildings at College of Saint Mary are smoke-free.
2. The use of tobacco products or vaping during any portion of the clinical experience is prohibited.

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Original Date: April 2020
Last Revised: August 2024

Number: 2.7
Section: Student Policies

STUDENT TESTING PROCEDURES

Policy:

The purpose of the testing procedures is to ensure accurate assessments that begin to utilize procedures such as those for the NCLEX-PN and promote Academic Integrity. This policy applies to quizzes, tests, and exams.

Procedure:

Before the exam:

- 1) Students will be given assigned seats.
- 2) All electronic devices (smart watches, ear buds, phones, tablets, etc.) must be turned off/placed in airplane mode and stored in the designated area. Vibration mode is not allowed.
- 3) Personal belongings must be stored in the designated area.
- 4) Students may not wear hats, scarves, gloves, hoodies/sweat jackets/coats (large sweatshirts and/or shirts containing pockets). Provisions may be made for specific religious/cultural apparel. Students will be asked to remove any watches or large accessories before entering the testing room.

During the exam:

- 1) No electronic items will be permitted during the exam.
- 2) No food, drink, water bottles, or the like will be permitted at the exam table.
- 3) Approved items used during the exam will be provided by the proctor (ex. whiteboard, dry-erase marker). Once the test is complete, these must be returned to the proctor.
- 4) Students are required to take exams and quizzes as scheduled on the course calendar. If a student is unable to take an exam at the scheduled time, they must make arrangements with the faculty prior to the exam date. In such cases, an alternate exam may be administered. Failure to make prior arrangements or to arrive on time for the exam may result in a grade of zero.
- 5) Once testing begins, a student cannot leave the testing room unless the test has been completed as directed by the faculty.
- 6) No discussion or sharing of questions/exam content is permitted.

After the exam:

- 1) Once the student has completed their exam, the computer must be powered down.
- 2) Students may have to remain in the exam room until all have completed the exam per the faculty discretion.
- 3) Discussing, removing, or attempting to remove any exam content/questions is considered a violation of the CSM Academic Integrity policy as it is considered cheating. Students who are found to be violating this will be subject to the sanctions discussed in the CSM Academic Integrity policy.
- 4) Individual exam reviews may be scheduled by the student beginning 24 hours after exam grades are released until the next examination. Final course exams are not available for review.

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Original Date: January 2019
Last Revised Date: March 2023

Number: 2.8
Section: Student Policies

EXPOSURE and INJURY INCIDENT POLICY & Report

Policy:

The purpose of this Exposure and Injury Incident Policy is to ensure the health and safety of the student and/or patient. Nursing students may be at risk for exposure to bodily fluids, environmental hazards, and physical injury during their education. Students should be aware that any exposure or injury could adversely affect students' overall health and performance in the nursing program. Any expense incurred by the student in connection with the exposure or injury is the responsibility of the student.

Procedure:

1. Students will immediately report the incident to the on-site supervisor (staff nurse, charge nurse, clinical instructor, etc.).
2. Students will initiate and comply with the facility policy regarding exposure or injury and complete appropriate documentation at the facility.
3. If the facility does not have a policy/occupational medicine department, immediate notification to the Program Director should be made. The Program Director will counsel the student on the course of action.
4. Within 24 hours, the student will complete and submit the CSM Incident Report to the Program Director (see next page).



New Occurrence Worksheet

Safe Student Reports

Use this worksheet to assist in gathering details of the new occurrence prior to entering the data on www.safestudentreports.org.

Recipient of unsafe occurrence

1. Who received injury? (select one)
 - Patient
 - Visitor
 - Student
 - Faculty
 - Staff
 - Other
2. Gender (select one):
 - Male
 - Female
 - Unknown
3. English is predominant language (select one):
 - Yes
 - No
 - Unknown
4. Status of patient/individual (select one):
 - Harm
 - No harm
 - Death
 - Other
5. Age (select one):
 - <15
 - 15-20
 - 21-25
 - 26-30
 - 31-35
 - 36-40
 - 41-45
 - 46-50
 - 51-55
 - 56+
 - Unknown

Occurrence information

6. Date (enter date of occurrence using the following format): mm/dd/yyyy
7. Time (enter time of occurrence): _____
8. Category of occurrence (select one):
 - Error [Defined as: Incident or occurrence that had the potential to place a patient at risk for harm or resulted in actual harm]
 - Near miss [Defined as: An event or situation that could have resulted in an accident, injury, or illness, but did not, whether by chance or through timely intervention. (Ebright et al., 2004)]
9. Type of occurrence (select one):
 - Medication Error
 - Needle stick
 - Inadequate preparation for providing patient care
 - Blood/pathogen exposure
 - Fall event
 - Outside scope of practice
 - Injury to body
 - Change in patient condition
 - Deviation in protocols
 - Equipment or medical device malfunction
 - Environmental safety – for self, patient or others
 - Inappropriate or inadequate communication by: Faculty, preceptor, other student, health care team, patient or visitor
 - Breach of confidentiality
 - Other
10. Occurrence description (optional: enter additional details about the unsafe occurrence):

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11. Location of occurrence (select one):

- Classroom
- Clinical Setting
- Simulation Lab
- Learning Lab
- Other

12. Who is completing the report (select one):

- Faculty
- Student/Faculty Dyad
- Other (preceptor, etc.)

Follow up action

13. Who is alerted (select one):

- Faculty
- School of Nursing (SON) Administration
- Patient/Family
- Other
- Unknown

14. Inform clinical agency (select one):

- Yes
- No
- Unknown
- N/A

15. Agency occurrence report completed (select one):

- Yes
- No
- Unknown
- N/A

16. Changes occurring as a result of occurrence (select one):

- System Changes
- Policy Changes
- Practice Changes
- Curriculum Changes
- Nothing at Present

17. Follow up actions (optional: enter additional details about any follow up action)

Student information

18. Current semester or quarter number (enter number between 1-16): _____

19. Total number of semesters or quarters in program (enter number between 1-16): _____

20. Student age (select one):

- 15-20
- 21-25
- 26-30
- 31-35
- 36-40
- 41-45
- 46-50
- 51-55
- 56+
- Unknown

21. Type of program (select one):

- LPN
- Associate
- Diploma
- BSN
- 2nd Degree BSN
- Masters - Non-APRN
- Masters - APRN

Final remarks

22. Do you wish to share anything else relevant to this report? (optional: enter any additional comments)

References

Ebright, P. R., Urden, L., Patterson, E., & Chalko, B. (2004). Themes surrounding novice nurse near-miss and adverse-event situations. *JONA*, 34(11), 531-538.

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Original Date: August 2020
Last Reviewed Date: March 2023

Number: 2.9
Section: Student Policies

TITLE IX

It is the policy of College of Saint Mary to provide equal employment and educational opportunities to students and applicants without regard to race, color, religion, gender, marital status, national origin, age, disability, citizenship, sexual orientation, veteran status, and any group protected by federal, state, or local statutes. Sexual violence and sexual harassment are prohibited by law and by College of Saint Mary policy. College of Saint Mary will not tolerate sexual violence or sexual harassment in any form, including but not limited to, sexual assault, stranger, acquaintance or date rape, stalking, domestic or dating violence, sexual cyber harassment, or bullying. College of Saint Mary will take appropriate action to prevent, correct and discipline harassing or violent behavior that is found to violate this policy. The Title IX Policy and Procedures are located at <http://www.csm.edu/student-life/student-support/title-ix>.

Sexual Misconduct and Harassment Policy (Title IX + VAWA)

College of Saint Mary encourages any student experiencing potential sexual harassment, sex/gender-based discrimination or sexual misconduct (sexual assault, domestic violence, dating violence or stalking) to contact our Title IX Coordinator, Jackie Wilson, at 402-399-2327 or TitleIX@csm.edu. If you would like to speak with a confidential resource, the following are additional community and campus resources:

- UWill – our virtual counseling program at CSM for students! Details on this new program will be shared with students early in the fall semester
- Women’s Center for Advancement (WCA), available 24/7: 402-345-7273

For additional information about policies, resources, and reporting options, please visit <http://www.csm.edu/student-life/student-support/title-ix>.

Pregnancy/Maternity Leave

Title IX’s prohibition against discrimination based on sex, includes discrimination against pregnant students in university programs and activities. Title IX also prohibits treating one sex differently than another with regard to parental status.

You may request supportive measures through the Title IX Office as a result of pregnancy, childbirth, and conditions related to pregnancy. If you have a chronic medical condition related to pregnancy and/or if you experience a pregnancy-related complication, you may also contact Tina Tingwald, ADA Coordinator, ada@csm.edu or 402-399-2446 for further support.

The Title IX Office encourages pregnant students to schedule a meeting with your Advisor or the Title IX Office to discuss your options and the availability of supportive measures.

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Original Date: August 2021
Last Reviewed Date: August 2023

Number: 2.10
Section: Student Policies

COMPREHENSIVE ASSESSMENT AND REMEDIATION POLICY

Policy: All CSM PNC students will be required to complete specialty and comprehensive practice assessments and standardized, proctored exams in various courses.

Practice Exams: Practice exams will be implemented in various courses. Practice exam requirements will be announced in the syllabus. These self-assessments assist students with the identification of strengths and opportunities for their continued preparation.

Grading: Each practice exam will be worth no more 5-10% of the total course points.

Proctored Exams: Proctored exams will be implemented in various courses. Proctored exams will be announced in the syllabus.

Grading: Each proctored exam will be worth no more 10-15% of the total course points.

Comprehensive Exit Exams: Exit Exams will be implemented at the end of the program to provide a comprehensive assessment of NCLEX-PN readiness and provide a basis for individual NCLEX-PN remediation. Up to 3 exams may be given. The established benchmark scores will be provided in the syllabus.

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Original Date: August 2022
Last Reviewed Date: August 2023

Number: 2.11
Section: Student Policies

STUDENT MISTREATMENT POLICY

Policy:

The College of Saint Mary fosters a campus community where people can work and learn with respect, dignity, and freedom from discrimination. Individuals deserve to be free from the threat or actuality of physical violence or verbal abuse. Especially intolerable are offenses against people because of their age, religion, ethnicity, physical disability, gender, or sexual orientation. Actions or expressions that may cause violent situations, create a clear and present danger, or which represent a malicious or willful attempt to demean, degrade, or harass members of the College community or affiliated hospital/clinical settings are not tolerated. Such actions include, but are not limited to:

- Physical attacks or acts of violence
- Physical or verbal threats
- Verbal harassment (unnecessary or avoidable acts or words of a derogatory nature)
- Slurs
- Degrading humor
- Written materials such as epithets, graffiti, or other similar expressions
- Public belittling or humiliation
- Mandated performance of personal services outside of the educational environment (e.g., babysitting, shopping, etc.)

It is understood that pointing out during classes, clinical settings, hospital rounds, conferences, and the like, that a student has not adequately prepared for their assignments is not mistreatment unless done in an abusive manner or if such correction is disproportionately directed at specific individuals based on their race, ethnicity, gender, or other status.

Procedure:

People who believe they are victims of such actions should notify the Course Coordinator or Program Director. If the student is not comfortable notifying either the Course Coordinator or Program Director, they should inform the Nurse Administrator, Dr. Christi Glesmann (she/her), CGlesmann@CSM.edu, 402-399-2642. If the complaint is a Title IX complaint, it will be handed per the procedures for Title IX (Policy 2.9). All reports of mistreatment are thoroughly investigated.

Confidentiality and Protection from Retaliation:

All attempts are made to maintain the confidentiality of the complainant. Complaints will be handled promptly, and appropriate action will be taken with the goal of protecting the student from harm or any type of retaliation. Likewise, personnel actions by the College against the perpetrator will remain confidential.

Process for investigation and follow-up:

All reports of mistreatment are directed to the Associate Dean for Health Professions who investigates the incident or delegates responsibility to either the Title IX coordinator, the Associate

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Dean for Arts, Science, and Professional Studies and/or the Associate Dean for Teaching and Learning. The investigating individual is tasked as serving as a neutral “third party” to reduce the possibility of retaliation by an involved faculty member, staff member, resident/fellow, health care professional, or student. All reports and investigations are treated as confidential. Involved parties and the Vice President for Academic Affairs are informed of results of the investigation and subsequent actions.

Malicious Accusations by Students:

Any complainant or witness found to have been dishonest or malicious in making the allegation of mistreatment will be subject to disciplinary action.

Education:

It is expected that all faculty, preceptors, nurses, and other healthcare personnel use positive teaching strategies and create a positive learning environment for our students.