

YOUNGSTOWN STATE UNIVERSITY



Department of
Nursing

Department of Nursing
Undergraduate Student Handbook
2020 - 2021



Your Name: _____

Your Advisor's Name: _____

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INTRODUCTION

This booklet has been prepared to inform you of privileges and responsibilities inherent in being a nursing student. It is our hope that this will assist you in obtaining your educational goal of a Bachelor of Science in Nursing degree from Youngstown State University.

Material included in this student booklet is intended to supplement the information in the *Youngstown State University Undergraduate Bulletin* regarding Mission and Goals, Student Requirements and Regulations, Grades and Grading, etc. Students are responsible for information in this handbook, the *Youngstown State University Undergraduate Bulletin*, and *The Code of Student Rights, Responsibilities, and Conduct*. All of these are accessible online via YSU's website: www.ysu.edu

The Department of Nursing, as part of the Dominic A. and Helen M. Bitonte College of Health and Human Services, has always maintained the highest standards and is proud of its record of preparing well-qualified professional nurses. We are confident that you will join us in maintaining this record and taking pride in your chosen profession and school.

ACCREDITATION

Youngstown State University's Undergraduate and Graduate nursing programs are accredited by the Commission on Collegiate Nursing Education, CCNE (655 K Street, NW, Suite 750 Washington, DC 20001; (202) 887-6791 and the Accreditation Commission for Education in Nursing, ACEN (3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; 1.404.975.5000; www.acenursing.org) and approved by the State of Ohio Board of Nursing (17 South High Street, Suite 400, Columbus, Ohio 43215-7410; 1.614.466.3947; www.nursing.ohio.gov).

HISTORY OF THE DEPARTMENT OF NURSING

Youngstown State University's Department of Nursing began in 1967, with a two year Associate Degree in Nursing (ADN) Program. The Department of Nursing was part of the new Technical and Community College (T&CC) within the University, which had recently changed from private to a state-supported institution. The first nursing class graduated in 1969 and received Associate in Applied Science (AAS) degrees. The program was accredited by the National League for Nursing (NLN) in 1973. The last Associate Degree class was accepted in 1987 and graduated in 1989.

In 1971, an RN-Completion Program was initiated and a Bachelor of Science in Applied Science (BSAS) with a major in nursing was awarded. With the initiation of this and other bachelor degree programs, the T&CC became the College of Applied Science and Technology (CAST). The Department of Nursing began reconstructing the completion program in 1978, and authorization was received from the Ohio Board of Regents to grant a Bachelor of Science in Nursing (BSN) degree in 1979. A grant from the Department of Health and Human Services provided supplemental funds to develop a freestanding BSN completion program. This program graduated its first class in 1981 and received an eight-year NLN accreditation in 1982.

Following a thorough study of community nursing needs by the Mahoning Shenango Area Health Education Network (now the Eastern Ohio Area Health Education Center), the Department developed a four-year BSN Program and submitted an in-depth change of program report to the NLN in 1984. The first four year entry-level BSN class graduated in 1988. The BSN program received an eight-year reaccreditation in 1990. In 1993, CAST became the College of Health and Human Services. The National League for Nursing Accrediting Commission (NLNAC), which was the accreditation arm of NLN, reevaluated the program and granted continuing accreditation for another eight years in 1998 and 2006.

Work began on development of a Master of Science in Nursing Program in 1988. In 1990, a proposal was submitted to the Ohio Board of Regents (OBOR). The program received favorable OBOR approval in 1996 and accepted its first class in September, 1997. The first MSN class graduated in the spring of 2000. This Clinical Nurse Specialist (CNS) Program in Chronic Illness program received initial accreditation by the NLNAC in July, 2001. A Nurse Anesthetist Program, in conjunction with St. Elizabeth Health Center School of Nurse Anesthetist, Incorporated, was added in 2001. The charter class of 12 students was admitted in August, 2001, with 11 students graduating in August, 2003. MSN graduates are eligible to sit for the certification exam to become a certified Clinical Nurse Specialist (CNS) or Certified Registered Nurse Anesthetist (CRNA). Graduates from both the CNS and CRNA tracks are required to obtain a Certificate of Authority to practice as an Advanced Practice Nurse in the State of Ohio.

In spring of 1998, the Ohio Board of Education approved a School Nurse Licensure program offered through the Department of Nursing in conjunction with the College of Education. The curriculum can be taken by nurses as undergraduate or graduate credit. In 2005, a third option, school nursing, was added to the MSN program. Nurse Education and Family Nurse Practitioner options were added in 2011.

MISSION STATEMENT

The Department of Nursing supports the missions of Youngstown State University and the Bitonte College of Health and Human Services. The Department of Nursing provides high quality baccalaureate and graduate nursing programs that are responsive to the health care needs of society. The Department of Nursing values high standards of professional ethics; cultural, racial, and ethnic diversity; and student-faculty relations that foster excellence in teaching, learning, scholarship, and public service.

The program offers both a four year entry-level track for new or transfer students who do not have a diploma or degree in nursing or a RN-BSN completion track for Registered Nurses with a diploma or associate degree. The curriculum is designed to include a broad base in general education and a strong nursing foundation. Graduates are prepared to function as generalists with professional and technological competence in a variety of settings.

PHILOSOPHY

The following is the Department's beliefs about humanity, environment, health, professional nursing practice and learning. The human being is an interwoven unity influenced by cultural, biological, psychosocial and spiritual elements. Human functioning is a unique integration of these elements. Humans possess motivation, creativity, intellect and individual perceptions when

functioning and interacting with the world around them. The individual should be considered an integrated whole that is unique and deserves respect.

The human being and environment form an integrated system. The environment that influences human function consists of internal and external components that affect individuals, families, groups and communities. The environment includes economic, political, social, spiritual and physical surroundings. Human beings can creatively change components of the environment that may increase their ability to achieve a desired level of human functioning.

The individual and society share the responsibility for one's health. Health is a state of wholeness or integrity of individuals. Health is a result of diverse cultural, biological, psychosocial, spiritual and environmental elements that exist on a continuum across the life span. Health demands are met by assisting individuals to participate in activities necessary to meet optimal health outcomes.

Nursing is a caring profession that exists to meet society's healthcare needs by assisting individuals, families, groups, and communities to identify and achieve their health goals throughout the life cycle. Nursing is an art that creatively uses knowledge from the sciences and humanities to plan and provide therapeutic interventions to meet the unique healthcare needs of society. Nursing is an evolving science that synthesizes concepts and theories through research and critical inquiry to develop an understanding of human responses to health needs. Nursing process is the basis of professional practice. Nursing assumes leadership roles in healthcare, legislation and public service to identify and implement changes in the delivery of healthcare.

Learning in the undergraduate and graduate nursing education programs is a continuous process involving cognitive, affective and psychomotor skills. Personal growth and self-discovery in the learning process are enhanced in an environment that encourages collegial relationships that stimulate a curious examination of the world. The results of the educational experience are the development of communication processes, critical thinking, analytic inquiry, creativity and professional judgment that prepares the student for future challenges in nursing practice.

Faculty serves as motivators and facilitators of learning. Faculty seeks to inspire an appreciation and desire in each student for new knowledge and life-long learning. Graduates of undergraduate and graduate programs will be an integral part of the continued development of the profession. The graduates will participate in endeavors to discover new knowledge and methods to meet the health needs of all individuals.

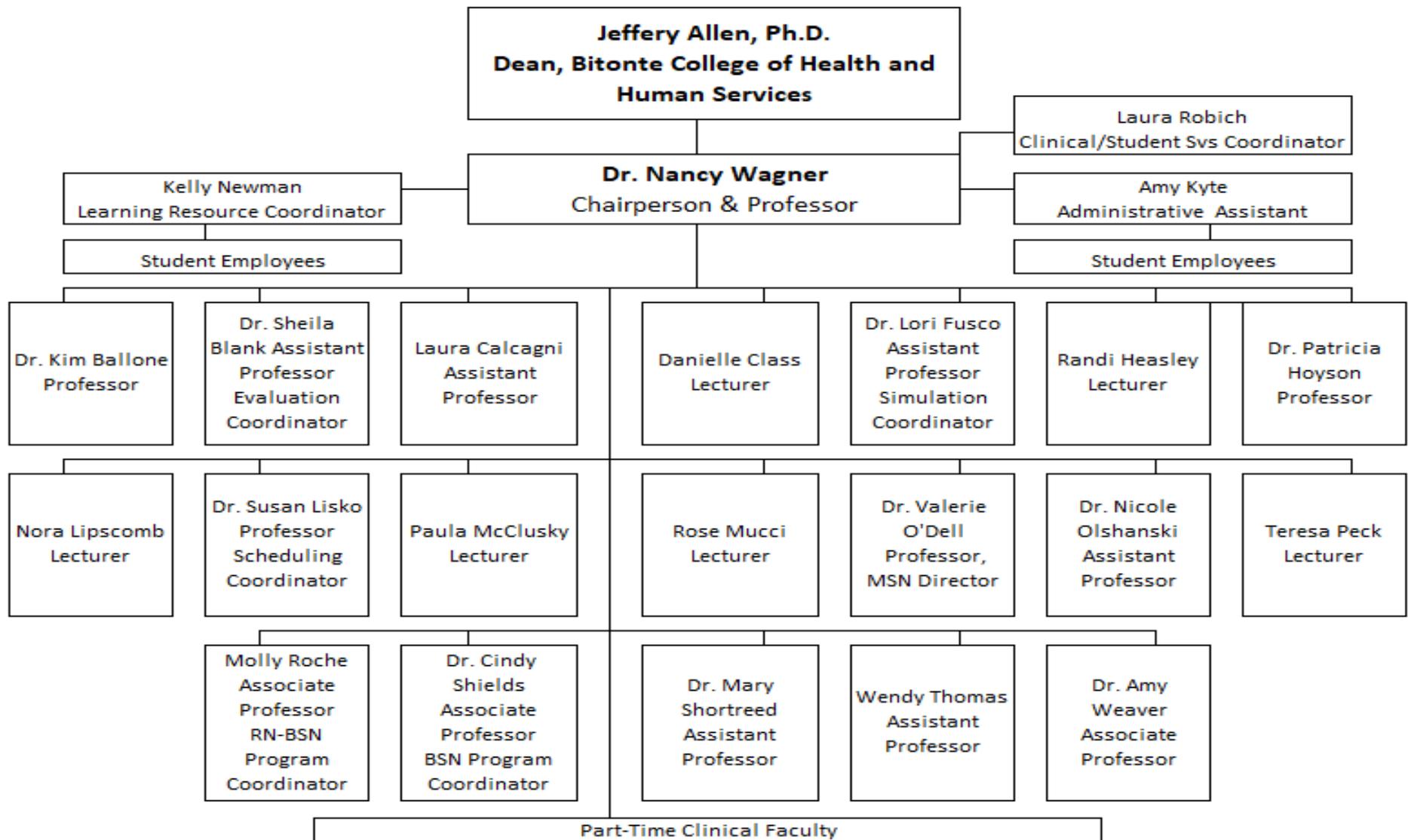


Baccalaureate Nursing Student Learning Outcomes

The integration of nursing theory, clinical practice, and critical thinking serves as the foundation for the program and upon completion of the program, the graduate is able to:

1. Utilize the American Nurses Association Standards of Care when providing care for individuals, families, groups, and communities across the life span.
2. Utilize critical thinking in decision-making and problem-solving while adhering to the Professional Code of Ethics for Nurses.
3. Utilize effective and appropriate interpersonal communications and information technology.
4. Apply theories and research findings from nursing and other disciplines to provide evidence-based, clinically, competent care.
5. Provide culturally sensitive care and health education to individuals, families, groups, and communities.
6. Demonstrate leadership and apply management skills that promote accountability, legal and ethical conduct, and maintenance of standards of care.
7. Collaborate with the interdisciplinary healthcare team in planning, coordinating, and evaluating outcomes for quality cost-effective care and continuous improvement of the healthcare system.
8. Manage human and material resources to provide access to healthcare for individuals, families, groups, and communities.
9. Advocate for public policy to provide and protect the health of the public.
10. Demonstrate commitment to life-long learning and service to the nursing profession.

DEPARTMENT OF NURSING ORGANIZATIONAL CHART



Updated August 2020

STUDENT ACADEMIC POLICIES

FOR THE BACHELOR OF SCIENCE IN NURSING PROGRAM

I. General Academic Policy Statements

- A. The general faculty organization of the Department of Nursing delegates to the Admission, Progression, and Graduation (AP&G) Committee the responsibility of implementing policies and procedures regarding admission, readmission, progression, and graduation. Following a review of grades each term, the AP&G Committee and the department chairperson act on student progression, readmission, and graduation matters according to established policies.
- B. The AP&G Committee reserves the right to make recommendations concerning preference for readmission, progression, and graduation in order to preserve the high standards essential for approval by accrediting bodies.
- C. The Department of Nursing **reserves the right** to implement changes in curriculum, schedules, and policies in order to preserve high standards essential for approval by accrediting bodies.
- D. The Department of Nursing will inform students about policy and curriculum changes via their YSU email (student.ysu.edu) and class announcements.
- E. The Department of Nursing reserves the right to dismiss a student for legal, ethical, academic, emotional, and/or physical reasons.
- F. A decision to be absent from regularly scheduled theory and clinical classes, for whatever reason, including employment, does not excuse the student from the responsibility of examinations, assignments, or the knowledge acquired by attending class. Makeup of the class work, assignments, or examination(s) is the responsibility of the student, and will be determined by the faculty member.
- G. Each student is individually responsible for adhering to the requirements of the nursing curriculum at the time of admission/readmission. (**See Appendix A: Admission Policy & BSN Curriculum**)
- H. Students who have questions or concerns must adhere to the following steps:
- Students with general **academic concerns** must first consult with their faculty advisor.
 - Students with concerns about a **nursing theory course** must first consult with the theory course faculty member.
 - Students with concerns regarding **nursing clinical courses** must first consult with their clinical faculty member.

If questions or concerns are not resolved at the student-faculty level, the student or faculty member may request a joint meeting with the Chairperson of the Nursing Department.

- I. The nursing student must practice within the boundaries of: 1) the Nurse Practice Act for the State of Ohio; 2) the Youngstown State University Department of Nursing Policies; 3) the clinical course objectives and guidelines; 4) the *Code of Student Rights, Responsibilities, and Conduct of Youngstown State University*; and 5) the policies and procedures of the health care agencies and community organizations.
- J. Students are expected to abide by the following guidelines, “How to Avoid Disclosing Confidential Patient Information”, developed for nurses by the National Council of State Boards of Nursing. (**See Appendix B: Social Media Policy**).

ADMISSION, READMISSION, AND WITHDRAWAL POLICIES

II. Admission Policy

A. Upon admission to the Nursing Program, a student must provide the following documentation. **All requirements are due by September 1st.**

- **Current CPR certification**, American Heart Associate certification for Healthcare Provider
- **Completed history and physical exam**
 - A history & physical (H&P) exam form, dated no earlier than six months prior to admission, must be completed by a Healthcare Provider.
 - Note: A copy of the required H&P form is available on Castlebranch website. The form will also be given out at Sophomore Orientation meeting.
- **Nursing Student Essential Functions/Abilities for Admission and Progression**
 - Certain functional abilities are essential for the nursing student to deliver safe, effective nursing care. These abilities are essential because they constitute core components of nursing practice, and there is a high probability that negative consequences will result for patient/clients under the care of nurses who fail to demonstrate these abilities. (See Appendix C: Nursing Student Essential Functions)
- **Immunization**
 - All students accepted into the nursing program are required to provide documentation via Castlebranch. (See Appendix D: CPR and Health Requirements)
 - The two-step tuberculin (Mantoux) skin test is required initially on admission. A one-step tuberculin (Mantoux) skin test is required annually thereafter. If the test is positive, a negative chest X-ray result is required annually. If a student has received BCG immunization, a chest x-ray, T-spot, or Quantiferon Gold test is required in lieu of the tuberculin test.
 - A positive hepatitis titer is required. If the hepatitis titer is negative, the hepatitis booster vaccine is required. It is a three-part series given at 0, 1 and 6 months. Another hepatitis titer will be drawn 4-6 weeks later. At least two of the three hepatitis boosters must be completed prior to sophomore clinicals in Spring semester.
 - A positive titer is required one time for MMR, Varicella and Hepatitis B.
 - TDap vaccine is required one time and must remain current.
 - Note: It is recommended that the above requirements be uploaded as received.
- **Drug Screening**
 - Drug screen forms are available on the Castlebranch website. (See Appendix E: Drug Screen Policy)
- **Fingerprinting**
 - Fingerprinting for Ohio Bureau of Criminal Identification and Investigation (BCI) and Federal Bureau of Investigation (FBI) check must be completed through Castlebranch. (See Appendix F: The Criminal Records Check Law in Ohio)
 - Fingerprinting will take place in the Nursing office at the beginning of Fall semester. All students must sign up online prior to scheduled dates. Details will be presented at the mandatory student orientation.
 - Note: Certain egregious felonies are absolute bars to taking the licensure exam. Some lesser offenses may impede student placement at a clinical site which will affect student's ability to progress in the program.
- **Handbook agreement**
 - The Undergraduate Student Handbook provides academic policies and relevant information that each student is responsible to follow throughout the program. Any changes that become necessary will be communicated in writing. The student is required to sign off via Castlebranch website stating that they read and comply with these policies.

- B. Malpractice insurance is required for all clinical nursing experiences and is provided by the University.
- C. Student Health Insurance is an individual student responsibility.

III. Military Credit

YSU has been designated as a “Military Friendly School” by G.I. Jobs, a magazine for military personnel transitioning into civilian life. At YSU, all military credit is awarded to a student, including the Joint Service Transcript. For questions regarding credit transfers, refer to http://web.ysu.edu/gen/ysu/Credit_Evaluations_m202.html. Classes may transfer as general credit, elective credit, or may apply to your degree.

Typically, the majority of credit is applied as elective hours unless the topic listed on the military transcript is equivalent to a nursing course offered at the University. Transcripts will be reviewed by the Department of Undergraduate Admissions and the Nursing AP&G committee. If requested by the Department of Veteran’s Affairs, the Department Chairperson may be asked for final review.

The Student Veterans Resource Center is located at 633 Wick Avenue. They may be reached by phone at (330) 941-2523.

IV. Readmission Policy

A. Readmission Procedure as follows:

1. The student may need to reapply with the University Admission Office (See *University Undergraduate Bulletin*).
2. The student must submit a written request for readmission to the Admission, Progression and Graduation (AP&G) Committee. This letter must be received by the AP&G Committee no later than **March 1st** for Fall Semester readmission or **October 1st** for Spring Semester readmission.
3. Students will be notified about their readmission status prior to the last day to add a class on the academic calendar.
4. Students who have not completed a clinical nursing course for 2 or more consecutive semesters (including summer semester) are required to successfully complete a review of module and exam for readmission. Students must demonstrate competency necessary to maximize safety and minimize risks for students, patients, and others in clinical courses. Students must successfully complete a module review and pass the module exam with and 80% or better.

B. Unsuccessful completion of the review of module and examination with an 80% or better will result in the student being denied readmission into the nursing program.

C. Readmission into the nursing program is not guaranteed and will be granted as clinical spaces are available. Previous YSU students will take precedence over transfer students.

D. Upon satisfactory completion of the review of modules, preference for readmission is as follows:

1. First Preference: Students who withdrew for personal or health reasons.
2. Second Preference: Students who repeated a course because of unsuccessful completion of a required course.

E. The AP&G Committee notifies the student in writing about their readmission status.

F. Readmitted students must meet the curriculum requirements effective at the time of readmission.

G. The student will not be permitted to re-take a clinical instructor that they previously had in a failed course or clinical.

V. Withdrawal Policy

- a. Students withdrawing from the nursing program or any required course in the nursing curriculum **must**:
 - i. Inform the course faculty member (if withdrawing from an individual course)
 - ii. Inform their individual nursing faculty advisor. Faculty advisors are available for a conference during regular office hours or by appointment.
 - iii. Notify the Admission, Progression and Graduation (AP&G) Committee in writing. This letter will be placed in the student's academic file. **Failure to notify the committee will result in last preference for readmission.**
- b. When a student withdraws, readmission into the nursing program is not guaranteed and will be granted only as availability of clinical space allows.
- c. In addition, withdrawals are to be executed in accordance with University Policy (See Policy for Withdrawal and Refunds section in the current *YSU Undergraduate Bulletin*.)

PROGRESSION POLICIES

I. Grade Requirements

- A. Students are responsible for adhering to the prescribed Bachelor of Science in Nursing (BSN) curriculum sequence, including but not limited to, course prerequisites and mandated sequencing of nursing classes. **A failing grade in prerequisite courses must be removed prior to taking sequential courses in nursing.** Students must follow the BSN Curriculum in the *Undergraduate Student Handbook* effective for the year of the student's admission/readmission to the nursing program (See **Appendix A: Curriculum Sheet**).
- B. Students who register for conflicting nursing courses will not be permitted to remain enrolled in those conflicting courses. A student will be administratively removed from the conflicting course.
- C. All pre-nursing, nursing, and nursing support courses (BIOL1560/L, FNUT 1551) *must* be taken for a letter grade. Electives, including general education elective hours, may be taken CR/NC. Only one course per term with a maximum of 12 semester hours in a baccalaureate degree program can be taken CR/NC. Refer to the *YSU Undergraduate Bulletin* CR/NC Policy and consult your nursing advisor before taking a course CR/NC.
- D. Once admitted into the nursing program, students must maintain an overall cumulative GPA of 2.00 or above.
- E. The grading scale for the Department of Nursing is:
A 93-100 B 86-92 C 78-85 *D: 70-77 *F: Below 70
* requires repetition in the nursing curriculum
- F. A grade of "C" or better is required in all nursing courses and non-nursing support courses (BIOL 1560/L, FNUT 1551).
- G. Students who receive an incomplete ("I") grade in a nursing or non-nursing support course (BIOL 1560/L, FNUT 1551) must remove the "I" with a grade of "C" or better prior to the beginning of the course for which it is a prerequisite. All "I" prerequisite course grades of incomplete must be removed for admission to the program.
- H. When a student receives a grade of "D" or "F" in a nursing course or non-nursing support course, the course must be repeated. Once admitted into the nursing program, students may repeat only one required course in the nursing curriculum. Students who receive a second grade of "D" or "F" in either a nursing or non-nursing support course (BIOL 1560/L, FNUT 1551) will be transferred out of the nursing program. The student must change their major to a major other than nursing or the major will be administratively changed to Undetermined/BCHHS and the academic file will be transferred to the BCHHS Dean's Office.

- I. Students who receive a “D” or “F” in only one nursing (NURS) or non-nursing support course (BIOL 1560/L, FNUT 1551) may request readmission. Students who have not completed a clinical nursing course for 2 or more consecutive semesters (including summer) must successfully complete a review of module and exam with a satisfactory score of 80% in order to be readmitted. Please refer to Readmission Policy.
- J. Once admitted into the nursing program, students who earn a grade of “D” or “F” in more than one nursing course or nursing support course (BIOL 1560/L, FNUT 1551), must transfer to a major other than nursing and **will not** be readmitted into the nursing program. Students in this situation have the right to due process with the Admission, Progression and Graduation Committee.

II. Academic Honesty

- A. The integrity of the academic enterprise of any institution of higher education requires honesty in scholarship and research. Academic honesty is therefore required of all students in the BSN Program at Youngstown State University.
- B. Academic dishonesty includes, but is not limited to:
 - *Cheating* - intentional use, and/or attempted use of trickery, artifice, deception, breach of confidence, fraud and/or misrepresentation of one's academic work.
 - *Fabrication* - intentional and unauthorized falsification and/or invention of any information or citation in any academic exercise.
 - *Plagiarism* - knowingly representing the words or ideas of another as one's own work in any academic exercise. This includes but is not limited to submitting without citation, in whole or in part, prewritten term papers of another or the research of another, including commercial vendors who sell or distribute such materials.
 - *Facilitating dishonesty* - knowingly helping or attempting to help another commit an act of academic dishonesty, including substituting for another in an examination, or allowing others to represent as their own one's papers, reports, or academic works.
http://www.umass.edu/dean_students/rights/
- C. Students and faculty share joint responsibility to prevent cheating and plagiarizing by reporting any act of academic dishonesty. Any person who has reason to believe that a student has committed academic dishonesty should bring such information to the attention of the appropriate course instructor as soon as possible.
- D. The student may receive a failing grade for a test, written assignment, or the course for participating in such acts. This action may affect the student's ability to progress in the nursing program. Also, refer to the Academic Honesty Statement in the *Youngstown State University Undergraduate Bulletin*, and Article III of the *Code of Student Rights and Responsibilities & Conduct* from the *YSU Student Handbook* (available on www.ysu.edu).

III. Clinical Risk

- A. Students are required to perform clinical activities in a variety of settings. Some risk is inherent to nursing students during their clinical education.

IV. Immunization and Fingerprinting Requirements

- A. For continuation or progression through the nursing program, students are responsible for meeting the immunization, CPR, and fingerprinting requirements as set forth by the Department of Nursing. Failure to meet these requirements will prohibit student registration and participation in clinical nursing courses.

- B. Juniors and Seniors must provide proof of all requirements including Immunization, Drug Screen and Fingerprinting to Corporate Screening/Castlebranch before the first clinical day. (See **Appendix D: CPR and Health Requirements**)
- C. CPR certification from **American Heart Association** for **Healthcare Providers** must be current throughout the nursing program. This certification requires renewal every two years.
- D. Fingerprinting for a BCI & FBI criminal background check is required annually. These checks will be completed through Corporate Screening/Castlebranch Services.

V. Clinical Requirements

The Department of Nursing reserves the right to dismiss a student whose clinical performance for any nursing course is deemed unsafe as characterized by dangerous, inappropriate, irresponsible, or unethical behavior.

****New Covid-19 policies for clinical. See Appendix M.**

A. ATTENDANCE FOR LABORATORY/CLINICAL COURSES IS MANDATORY.

The final clinical course grade is S/U. To achieve a satisfactory clinical course grade, the student must show success in three (3) main clinical areas. The final clinical grade comprises of (1) evaluation of written assignments, (2) clinical performance and (3) attendance.

1. It is expected that students maximize their learning by attending all clinicals as assigned. As part of professional responsibility, the student will notify the faculty and clinical agency in the event of absenteeism prior to clinical start time.
2. It is expected that students remain off work at least 8 hours between work and clinical.

The student is permitted one (1) missed clinical per clinical course during the semester. Any more than one (1) missed clinical will result in a course failure. **NOTE: Due to the COVID-19 pandemic, students who miss a second clinical will be evaluated on an individual basis. A health care provider release may be required prior to returning to clinical after a second absence.**

3. There will be a required make up for the one (1) missed clinical during week 16 of the semester on a pre-determined date.

B. Student Conduct

Students must adhere to the standards for safe nursing care set forth in Chapter 4723 of the Ohio Revised Code and the Ohio Board of Nursing rules adopted under that chapter, including, but not limited to the following:

1. A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the patient, and the patient's response to that care.
2. A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.
3. A student shall not falsify any patient record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports, or time records, or reports, and other documents related to billing for nursing services.
4. A student shall implement measures to promote a safe environment for each patient.
5. A student shall delineate, establish, and maintain professional boundaries with each patient.
6. At all times when a student is providing direct nursing care to a patient the student shall:
 - a. Provide privacy during examination or treatment and in the care of personal or bodily needs; and
 - b. Treat each patient with courtesy, respect, and with full recognition of dignity and individuality.
7. A student shall practice within the appropriate scope of practice as set forth in division (B) of section 4723.01 at <http://codes.ohio.gov/orc/4723.01> and division (B)(20) of section [4723.28](http://codes.ohio.gov/orc/4723.28) at <http://codes.ohio.gov/orc/4723.28> of the Revised Code for a registered nurse:

“Practice of nursing as a registered nurse” means providing to individuals and groups nursing care requiring specialized knowledge, judgment, and skill derived from the principles of biological, physical, behavioral, social, and nursing sciences. Such nursing care includes:

- a. Identifying patterns of human responses to actual or potential health problems amenable to a nursing regimen;
 - b. Executing a nursing regimen through the selection, performance, management, and evaluation of nursing actions;
 - c. Assessing health status for the purpose of providing nursing care;
 - d. Providing health counseling and health teaching;
 - e. Administering medications, treatments, and executing regimens authorized by an individual who is authorized to practice in this state and is acting within the course of the individual’s professional practice;
 - f. Teaching, administering, supervising, delegating, and evaluating nursing practice.
8. A student shall use universal and standard fluid precautions established by *the Ohio Administrative Code* at <http://codes.ohio.gov/oac/4723-20>;

During the delivery of healthcare, students shall be familiar with, observe, and rigorously adhere to the acceptable and prevailing standard precautions to minimize exposure to disease causing agents and prevent infection, including at least the following:

- Appropriate use of hand hygiene;
- Appropriate use of respiratory hygiene;
- Effective disinfection and sterilization of equipment;
- Safe injection practices;
- Safe handling and disposal of needles and other sharp instruments;
- Safe handling and disposal of blood and body fluid; and
- Appropriate use of personal protective equipment, including wearing and disposal of gloves and other protective garments and devices.

9. A student shall not:
- a. Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a patient;
 - b. Engage in behavior toward a patient that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.
10. A student shall not misappropriate a patient’s property or:
- a. Engage in behavior to seek or obtain personal gain at the patient’s expense;
 - b. Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient’s expense;
 - c. Engage in behavior that constitutes inappropriate involvement in the patient’s personal relationships; or
 - d. Engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient’s personal relationships.

For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.

11. A student shall not:
- a. Engage in sexual conduct with a patient;
 - b. Engage in conduct in the course of practice that may reasonably be interpreted as sexual;
 - c. Engage in any verbal behavior that is seductive or sexually demeaning to a patient;
 - d. Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a patient.

For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to sexual activity with the student.

12. A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:
 - a. Sexual contact, as defined in section [2907.01](http://codes.ohio.gov/orc/2907.01) of the Revised Code at <http://codes.ohio.gov/orc/2907.01>;
 - b. Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.
13. A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section [4729.01](http://codes.ohio.gov/orc/4729.01) of the Revised Code at <http://codes.ohio.gov/orc/4729.01>, in any way not in accordance with a legal, valid prescription issued for the student or self-administer, or otherwise take into the body any drug that is a schedule 1 controlled substance.
14. A student shall not habitually indulge in the use of controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice (**See Appendix E: Drug Screen Policy**).
15. A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of use of drugs, alcohol, or other chemical substances.
16. A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability;
17. A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance.
18. A student shall not misappropriate or attempt to misappropriate money or anything of value by intentional misrepresentation or material deception in the course of practice.
19. A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.
20. A student shall not aid and abet a person in that person's practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without a certificate issued by the board.
21. A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion;
22. A student shall not assist suicide as defined in section [3795.01](http://codes.ohio.gov/orc/3795.01) of the Revised Code at <http://codes.ohio.gov/orc/3795.01>.
23. A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the nursing program, its administrators, faculty, teaching assistants, preceptors, or to the board.--Reference <http://codes.ohio.gov/orc/4723-5-12>.
24. A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the health care team for health care purposes only, shall access patient information only for purposes of patient care or for otherwise fulfilling the student's assigned clinical responsibilities, and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the student's assigned clinical responsibilities through social media, texting, emailing or any other form of communication.
25. To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.
26. For purposes of paragraphs (C)(5), (C)(6), (C)(9), (C)(10), (C)(11) and (C)(12) of this rule, a student shall not use social media, texting, emailing, or other forms of communication with, or about a patient, for non-health care purposes or for purposes other than fulfilling the student's assigned clinical responsibilities.

The student must demonstrate competency by responsible preparation, implementation and documentation of the nursing care of clients. In addition, the student must demonstrate respectful behavior toward all individuals (client, client's family, health team members, faculty, peers, and self) following the guidelines set forth by the American Nurses Association (ANA) Code of Ethics for Nurses (**See Appendix G: Code of Ethics for Nurses**).

C. Unacceptable Clinical Behaviors

The Department of Nursing reserves the right to dismiss a student from the **Program** and/or **Clinical** who demonstrates unacceptable clinical behaviors that include, but are not limited to:

1. Failing to pick up a clinical assignment or inadequate preparation for clinical experience;
2. Attending clinical experiences under the influence of drugs and/or alcohol;
3. Refusing to care for an assigned client based on client's characteristics; e.g. race, culture, religious beliefs, or diagnosis;
4. Participating in acts of omission or commission in the care of clients, such as physical abuse; placing the client in a hazardous position, condition, or circumstance; mental/emotional abuse;
5. Disrupting client care or unit functioning related to poor interpersonal relationships with agency health team members, peers, or faculty;
6. Demonstrating behavior that affects one or more parameters of safe clinical practice and/or jeopardizes the well-being of the client, client's family, health team members, peers, or faculty;
7. Documenting dishonestly, breaching client confidentiality, soliciting of client for services leading to personal gain, and other behaviors listed under the Professionalism category of the clinical evaluation in the course syllabus.
8. Failing to adhere to OBN's rules as stated in Section V, B Student Conduct.

D. Due Process

1. A student who exhibits unacceptable clinical behavior and/or violates student conduct requirements set forth by the Ohio Board of Nursing will be given a verbal and written performance report by the clinical faculty member. The performance report becomes part of the student's academic file.
2. The faculty member will notify the AP&G Committee of the student's conduct, violation and/or unacceptable behavior for further consideration. The AP&G Committee will consider documented evidence from the student, faculty, or health team members when making recommendations regarding continuation of the student's participation in the program and/or clinical. The AP&G recommendation may be presented to the Department Chairperson for the final decision.
3. The student will be notified of the decision, in writing, by the AP&G Committee.

E. Student Grievance Procedures

Grievances filed regarding academic matters must conform to the process described in the Undergraduate Student Academic Grievance Procedure Summary. (See **Appendix H: Grievance Policy**).

Staff in the Department of Student Success will be available to the students for questions regarding conduct and grievances at 330.941.4703.

F. Uniform/ Dress Code/Name Badges

1. Uniforms

Students must purchase the uniform designated as the Youngstown State University nursing uniform (See **Appendix I: Uniform Requirements**). Uniform items must be purchased through DeAngelo Uniforms, 6020 Market St., Youngstown, Ohio 44512.

The uniform must be worn in the clinical setting. Students must adhere to the following uniform guidelines:

- Uniforms are not to be worn to class on campus when time permits a clothing change.
- Uniforms are not to be worn outside the clinical setting.
- Uniforms should always be clean and pressed.
- In situations where a student is permitted to wear street clothes, a white warm-up jacket with the YSU name badge must be worn.

- **White Warm-up jackets should not be worn while giving direct patient care. Grey warm-up jackets may be worn over scrub top while giving patient care.**
- Street clothes worn under the warm-up jacket must reflect a professional appearance. Hip huggers, shorts, jeans, cut-offs, T-shirts, miniskirts, halter tops, bare midriffs and open toed shoes are unacceptable for professional experiences.

2. Dress Code

Shoes: Clean, white leather or vinyl shoes with white laces are to be worn. A small amount of color or ornamentation, such as an “N” is acceptable. Open toes, open heels, high heels, canvas, tennis, or jogging shoes are unacceptable. It is preferred that the student purchase the recommended white leather shoe for clinical. This shoe is available at DeAngelo’s Uniform.

Jewelry: A plain wedding band and one small stud earring in each ear are the only jewelry that may be worn with the uniform. **No other body piercing jewelry is permitted.**

Grooming: Fingernails must be kept short, rounded, and clean. **Only clear, non-chipped nail polish is permitted.** Artificial fingernails/nail tips are **not permitted.**

Male and female student’s hair must be worn in a style that is neat, well groomed, and off the collar. Long hair must be pulled away from the face with a headband or ponytail holder similar to the hair color. Plain barrettes or hair clips are also acceptable.

Hair is to be of a natural color. Unnatural hair colors (i.e. blue, purple, green, pink) are not acceptable.

Male students must be clean-shaven or maintain a beard style that reflects a neat, well-groomed appearance.

Make-up should be conservative and reflect a professional appearance. Perfume or cologne is **not** permitted.

All visible tattoos must be covered.

Gum chewing is not permitted while in the clinical laboratory.

Use of all tobacco products are prohibited during clinical hours.

YSU nursing students must also follow the clinical site policies, even if those policies are stricter or more specifically delineated than the policies stated above.

The clinical instructor has the right to dismiss the student nurse from the clinical area if this dress code/uniform policy is violated. A violation and dismissal will result in a grade of “U” for the day. Continuous violations and/or dismissals may result in the student’s failure of that clinical.

3. Identification Badges

A YSU student nurse identification badge is required. Clinical agency identification badges may be required by the individual clinical agency. Both the individual clinical agency ID badge, if required, and the YSU student nurse badge must be worn for all clinical experiences.

If the clinical agency badge is lost or not returned at the end of the semester, the student will be charged a fee. If the badge is not returned and the fee is not paid, the student will receive a grade of “I” for the course until the badge is returned or the fee is paid.

G. Incident Report Procedure for Injury in the Lab or Clinical Setting

If a student becomes ill or injured in the lab or clinical setting, faculty will follow the agency's policy or procedure. It may be necessary for faculty to call 911. Any medical expenses incurred are the responsibility of the involved student. The YSU Accident/Incident Report must be completed and filed with the Environmental and Occupational Health & Safety Department in Cushwa, Room 2303. This form is in addition to any forms that may be required by the particular clinical agency.

Some risk is inherent to nursing students during their clinical education. The Department of Nursing, its faculty and clinical agencies endeavor to exercise care to minimize such a risk.

H. Medical Emergency in an Office or Classroom

For ANY medical emergency that occurs anywhere on campus **DIAL 911** from a **CAMPUS PHONE**. If using a cell phone dial **330.941.3527**. **The YSU Police dispatcher will answer the 911 campus call**. Please provide the dispatcher with your specific location and all details you can provide. **The YSU Police are the first on the scene for a campus medical emergency**. Please remain on site until the campus police arrive so that you may provide any further information they may require. The YSU Police dispatcher will call for an ambulance if it is needed.

I. Transportation for Clinical Learning Experiences

The Department of Nursing utilizes numerous agencies for clinical learning experiences. These experiences include regularly scheduled clinical times in area hospitals and health care agencies. They also include community experiences that require student attendance at times other than the predetermined course schedule. It is the responsibility of the nursing student to provide or arrange dependable transportation for all components of clinical experiences. Additional components include picking up clinical assignments or necessary materials in order to successfully complete the clinical assignment.

J. Inclement Weather Policy

If it is announced that all University classes at Youngstown State University are cancelled for the day, all off-campus clinicals are also cancelled.

Keep in mind that winter weather may require students to leave early and travel at a slower speed to meet their destination. Prepare for such circumstances in order to arrive on time for clinical experiences.

Students are encouraged to sign up for YSU Alert for cancellations and other important alerts. Students may also check the YSU Website (www.ysu.edu), listen to local radio (official station WYSU-FM 88.5) or television stations for University cancellation announcements. Do not call the Department of Nursing or the Clinical Site.

VI. Academic Advisement Information

A. Course Sequencing

Students are responsible for following the nursing program curriculum exactly as outlined on the curriculum sheet. The required sequencing of courses as outlined is necessary so that all prerequisite courses are met prior to subsequent courses in the curriculum. Do not deviate from the required sequencing of courses, make any course substitutions, or take transient courses at another college or university without first consulting with your faculty advisor and the Chairperson of the Admissions, Progression, and Graduation Committee.

B. Nursing Courses with a Clinical Lab Component

When registering for a course with a clinical lab component, you must register for **both** the lecture and the corresponding lab section of the course. At the junior and senior level, students will take two clinical courses within the same semester. These two clinical courses will have clinical sites that may be paired together. This means that when a student registers for their choice of a clinical lab in one course, they must register for the

clinical lab paired with it in the other course. Any student who fails to adhere to registration guidelines will be administratively withdrawn from registered classes.

All current students have an online registration appointment time to register for classes. Please keep in mind that Saturday clinical are offered occasionally. It is expected that students must be able to attend any clinical day and location that is available, which includes Monday through Saturday; day, evening or night shifts; Mahoning or Trumbull counties.

Once clinical sections are selected and registration is complete, avoid dropping and adding clinical sections. **No student is permitted to hold any nursing course. Any student violating this rule will be removed by the Registrar and will not be permitted to register until all other nursing students have registered.**

C. Change of Name, Address, or Phone Number

Nursing faculty and staff often contact students. It is each student's responsibility to keep the Department of Nursing, the University (Records Department), and his or her faculty advisor aware of any changes in name, address, or phone number.

D. YSU Email Address and Blackboard

Students must utilize their assigned YSU email addresses (name@student.ysu.edu) and Blackboard as sources of information and communication with nursing faculty and nursing advisors. It is helpful if the student includes a "signature" that includes the student's full name, status (e.g. sophomore BSN student), and contact information.

E. Faculty Advisors

Each student is assigned a faculty advisor upon admission to the nursing program. Students should see their advisor at registration time and when they have academic, curriculum, registration, or other concerns. A list of each student's Faculty Advisor is posted on the Advising Bulletin Board in the nursing office.

VII. Student Resources

A. Learning Resource Laboratory

1. **The Learning Resource Laboratory** located in Cushwa consists of two rooms, the Betty C. Nohra Student Resource Center in room 2131 and the Nursing Skills Lab in room 2410. A Learning Resource Coordinator oversees the laboratory and is assisted by students who manage the various learning media in room 2131. No food or drink is permitted in these labs.
2. **Nursing Skills Lab (Room 2410):** Equipment necessary for implementing technical nursing skills is housed in the Nursing Skills Lab where students learn and practice a variety of nursing skills. Some of the equipment includes hospital beds, examination units, simulated manikins, and anatomical models. Students must return all equipment and maintain an orderly environment in the Nursing Skills Lab. Practice times are available by appointment. Although the hours may vary from one academic term to another, the Nursing Skills Lab usually is available Monday through Friday from 8:00 a.m. to 4:30 p.m.
3. **The Betty C. Nohra Student Resource Center (Room 2131):** Computers are available in the Independent Study Lab for nursing students to use and individually view videos at their own pace. This lab has a quick reference library and closed reserve books for up to two weeks. Denver II kits and Froggy / Tooter pediatric puppets are available for up to three days upon presentation of student ID. There is a designated quiet area for reading and studying. The center employs students and is generally open 8:30 – 4:30 Monday through Friday. Please check the open hours posted outside of 2131 each semester.

Guidelines for Using the Betty C. Nohra Student Resource Center:

1. When completing required learning modules, sign the appropriate sheet in the course folder upon completion of the assignment.
2. All materials are on closed reserve. Students must sign out all books, audio-visual resources, and folders. Certain books and folders, as specified by the instructor, may be taken out for copying. In order to take any copy material out of the lab, a student's ID must be left with the student assistant and the borrowed material must be returned within one hour or 15 minutes before the lab is scheduled to close. If necessary, grades will be withheld until the borrowed material is returned.
3. Students are expected to take proper care of the computers, CDs, DVDs, VHSs, and all other materials. This includes turning off all equipment when finished, rewinding the films or tape, and cleaning up the work area.
4. The reading area in Room 2131 is for quiet study. Students should be courteous of others by maintaining an atmosphere conducive to studying.
5. A student assistant is available for questions or any assistance needed when utilizing the center.

Completion of learning modules in 2131 is required for certain courses. These modules are independent learning tools for augmentation of course concepts. They require students' identification and signature. This allows nursing faculty to know who has completed the modules.

4. **The Masternick Nursing Simulation Center (Room 3521)** is a new addition to the Learning Resource Laboratory. The Center encourages participation in scenario simulation, a teaching-learning strategy, providing undergraduate and graduate students opportunities for nursing care, communication, collaboration, delegation, prioritization, and caring for a group of patients and families. The Masternick Nursing Simulation Center also provides a control room for the implementation of simulation activities and classroom space.

B. Support Services

1. **Students are encouraged to program the YSU Police Department emergency contact number (330-941-3527) into their cell phone for immediate access.**
2. Students have access to a wide variety of academic and non-academic support services on campus. These services include, but are not limited to, Center for Student Progress, Disability Services, Math Assistance Center, Reading & Study Skills, Writing Center, Career & Counseling Services, International Studies and Programs, and the Student Health Clinic.

For more detailed information about services available to students, refer to any of the following:

1. *YSU Bulletin*
2. YSU website at www.ysu.edu and follow links to Academics, Academic Advising, Undergraduate Bulletin and/or follow links to Center for Student Progress.
3. Contact your nursing faculty advisor or an academic advisor in the BCHHS Dean's Office.

C. Study Support Groups

Group study with peers is recommended to reinforce material learned in class and to provide a support network, as well as to connect with the college.

D. Information Sharing

The Department of Nursing utilizes several bulletin boards to share information with nursing students. Bulletin boards are located outside the Department of Nursing office on the second floor and outside faculty offices on the third floor of Cushwa Hall. Students can find information about advising, registration, course scheduling, career

opportunities, nursing organization activities and other general information of interest to nursing students on these bulletin boards.

E. Nursing Faculty Access

Nursing faculty maintain scheduled office hours three days per week. If a faculty member is unable to keep scheduled office hours, they will typically post rescheduled office hours for the week outside their office door. Messages for faculty can be left on individual voicemail, by email or by leaving a message in the faculty's mailbox in the department office. (See **Appendix J: Department of Nursing Faculty directory**).

VIII. Program Evaluation

A. Survey Questionnaires

The nursing department's Evaluation Committee surveys all senior students upon graduation (senior evaluation) and again at one and five years after program completion (alumni evaluations).

Responses on these questionnaires are very important for the success of our program. The results are used for program evaluation, assessing student academic outcomes, making necessary revisions in our program, and meeting the criteria for program accreditation by the Accreditation Commission for Education in Nursing.

B. Kaplan Testing Program

1. The Department of Nursing requires all students enrolled in the nursing major to participate in the systematic assessment of student learning outcomes.
2. Progression in the nursing program is contingent upon passing required assessment examinations.
3. Students are required to pass examinations at or above the national average score. Students who do not meet the national average score are required to complete associated focus review tests.
4. All students are required to remediate all missed questions.
5. Students will receive an "I" (Incomplete) grade until required remediation and focus review testing are completed or until fee is paid.
6. Mandatory Integrated Tests will be given at the completion of required nursing courses throughout the curriculum. These tests provide indicators of individual strengths and weaknesses in course content
7. On-line testing will be given to each senior level undergraduate BSN student at the beginning and the conclusion of Spring Semester. These tests are a reliable predictor of individual success on the National Council Licensure Examination for Registered Nurses (NCLEX-RN).
8. In order to meet graduation requirements, all senior students must successfully pass the final exam in NURS 4855 Comprehensive Nursing Summary. Please refer to course syllabus for details.

GRADUATION POLICIES

I. Graduation Policies

- A. Students are expected to adhere to the policies governing graduation as set forth in the *YSU Undergraduate Bulletin*.
- A. The Bachelor of Science in Nursing (BSN) degree will be granted to the student who has successfully completed all required course work in the baccalaureate nursing curriculum with a minimum grade point average of a 2.00 and required Kaplan Testing.
- C. Students must file an *Intent to Graduate* form one year prior to graduation. An *Application for Graduation* must be filed online in the first week of the semester prior to graduation. An academic advisor in the Dean's office will announce this information in one of your nursing classes. By following the prescribed nursing curriculum, you will have met all University, College, and Department requirements for graduation. Any changes in the curriculum because of committee approved course substitutions, waivers, or transfer credit must be carefully reviewed by the student and their advisor to be certain all graduation requirements are met.
- D. NCLEX-RN Examination.
1. Licensure is mandatory to practice as a professional registered nurse in any state in the United States. Original licensure is obtained by successfully completing a program of study in a state-approved school of nursing and passing the licensing examination. The NCLEX-RN examination may be taken in either the state where the graduate attended school or the state in which employment is sought.
 2. Applications to sit for the Ohio Board of Nursing NCLEX-RN exam are distributed spring term to eligible nursing seniors. Detailed explanations about how to fill out the application and related testing procedures are given in class.
 3. When applying for state license, candidates will be required to indicate whether or not they have been convicted of a felony or other crime. A positive response to this question may disqualify the candidate for licensure (See Appendix E). The Ohio Board of Nursing (OBN) makes all eligibility decisions. (Please refer to the OBN Website for more detailed information).
 4. All candidates who sit for the NCLEX-RN examination are required to submit fingerprinting to the Bureau of Criminal Identification & Investigation (BCI&I) and the Federal Bureau of Investigation (FBI) within 6 months of sitting for the exam. Candidates are responsible for the cost of this procedure, as well as application and testing fees stipulated by the OBN. (See **Appendix K: Approximate YSU Nursing Program Costs**)
 5. A comprehensive NCLEX-RN review course is included in the Kaplan package. All graduating seniors are required to take the four day course. Students are strongly encouraged to also prepare for the exam through self-study and tutoring as needed.

STUDENT ORGANIZATIONS

I. National Student Nurses Association (NSNA)

The National Student Nurses Association is the only national organization for nursing students.

A. The Purposes of NSNA are to:

1. Assume responsibility for contributing to nursing education in order to provide for the highest quality of health care.
2. Provide programs representative of fundamental and current professional interest and concerns.
3. Aid in the development of the whole person, his/her professional role and his/her sense of responsibility for the health care of all people in the walks of life.*

* Taken from "What's It All About," NSNA publication #20, 100.

B. This organization functions at the national, state, and local level. Youngstown State University has an active local chapter in which nursing students may apply for membership. The Ohio Student Nurses Association (OSNA) participates with other states in the NSNA.

C. The focus of the local chapter of Student Nurse Association (SNA) is the promotion of professional nursing goals. The SNA officers consist of a President, Vice President, Secretary, Treasurer, Historian, and Junior and Senior Class Representatives. Various activities such as fund-raisers, social activities, mentorship programs and extra-curricular programs are conducted by the SNA organizations.

D. The SNA chapter has two faculty advisors. Membership meetings are scheduled throughout the academic year for the SNA membership.

E. Information regarding NSNA and SNA local chapters, including class officers, is posted on the SNA bulletin board outside the Nursing office.

II. Sigma Theta Tau International Honor Society (STTI) of Nursing

Sigma Theta Tau International Honor Society of Nursing is the only international honor society for nursing. This organization is a member of the Association of College Honor Societies.

The founders chose the name Sigma Theta Tau from the initials of the Greek words Storga, Tharos, Tima, meaning "love," "courage" and "honor." The mission of the Honor Society of Nursing, Sigma Theta Tau International is to support the learning, knowledge, and professional development of nurses committed to making a difference in health worldwide. The vision of the Honor Society of Nursing, Sigma Theta Tau International is to create a global community of nurses who lead in using knowledge, scholarship, service and learning to improve the health of the world's people.

A Nursing Honor Society was initiated in 1990 at YSU in order to meet requirements for establishing a local chapter of Sigma Theta Tau. Under the direction of Cynthia Daniels, interested faculty and students diligently followed Sigma Theta Tau guidelines to structure this organization, develop by-laws, and select members to achieve its purpose. Sigma Theta Tau approved the establishment of Youngstown State University's Xi Xi Chapter and the first chapter induction occurred in June 1994.

Membership is by invitation to baccalaureate and graduate nursing students who demonstrate excellence in scholarship, and to nurse leaders exhibiting exceptional achievements in nursing. Sigma Theta Tau International

sends students who meet eligibility criteria an invitation to join in the spring semester of each academic year. The Xi Xi induction ceremony is generally held on campus in the spring.

YSU's Xi Xi Chapter established a scholarship in 2006 for chapter members. Applications are available through the Youngstown State University Foundation.

STUDENT PARTICIPATION

I. Student Representatives

- A. One student representative and one alternate representative from the sophomore, junior, senior, and RN track serve on each of the following committees:
 - BSN Curriculum Committee
 - Evaluation Committee
 - BSN Orientation, Honors, and Awards Committee
- B. The Nominating Committee is responsible for selection and notification of committee appointments.
- C. Student representatives/alternates are notified of scheduled committee meetings by the appropriate Committee Chairperson or Co-Chairs.
- D. Student representatives are not permitted to attend meetings or participate in discussion of information regarding student grades or confidential data.
- E. A list of Student Representatives is maintained in the Nursing Department. Students are encouraged to forward questions or concerns related to the above committees through the appropriate student representative.



Bachelor of Science in Nursing

The four-year BSN program prepares students for entry-level professional nursing. Graduates will be eligible to sit for the NCLEX examination for licensure as a Registered Nurse. The program can be completed in eight semesters if students adhere to a curriculum schedule of 14-17 credit hours per semester as prescribed on page 3. A minor is not required.

The BSN degree program is approved by the Ohio Board of Nursing, www.nursing.ohio.gov, and is fully accredited by the Accreditation Commission for Education in Nursing, www.acenursing.org and the Commission on Collegiate Nursing Education, www.aacnnursing.org/ccne.

PRE-NURSING

Students who are interested in pursuing the BSN degree are admitted into the Bitonte College of Health and Human Services as a pre-nursing major. Students must complete a core of pre-nursing courses (see page 2) prior to acceptance into the BSN program. It is important for students to meet with a pre-nursing advisor for evaluation of transcripts and a plan for completing the pre-nursing courses successfully. Appointments with a pre-nursing academic advisor can be scheduled by calling the Dean's Office: **Pre-Nursing Academic Advisor Appointments, Call 330.941.1820. Please see Pre-Nursing Requirement sheet for important admission information.**

Nursing Major

When students are accepted into the nursing program they become a nursing major in the Bitonte College of Health and Human Services. Each student is assigned a nursing faculty advisor who will advise the student throughout the nursing program (sophomore through senior year).

ADMISSION

Admission into the BSN degree program is restricted. Admissions for the entry-level BSN program are held only once a year for Fall registration. Admission to the University provides students with the opportunity to complete a core of pre-nursing courses after which they may apply and compete for a position in the Nursing Program.

Guaranteed Admission

First-time freshmen students who graduate with an overall GPA of 3.4 from their high school class AND score a Composite ACT of 24 or higher, or an equivalent combined SAT score of 1190, AND receive a grade of C or better in high school Chemistry, Biology and Math are guaranteed a position in the Nursing program. Guaranteed Admission will only be available to students

who are able to complete the program in four years. To maintain this guaranteed position in the Nursing program, students must maintain a pre-nursing GPA of 3.2 with at least a "C" in all required pre-nursing courses (with no course repetitions). In addition to these grade requirements, all other admission requirements must be met. Students who do not meet the criteria for maintaining their guaranteed position, but meet the general requirements for admission into the Nursing program, will be considered for fall admission along with all other nursing applications. **All pre-nursing students, regardless of status, must complete formal application to the nursing program.** See BSN Admission policy for details. For questions, contact the Youngstown State University Department of Nursing at 330-941-3293.

Progression

Students fully accepted into the nursing program must follow the prescribed nursing curriculum (see page 3). Students must also adhere to the policies designated in the *Department of Nursing Undergraduate Student Handbook* located on the YSU website. A hard copy of this handbook will be provided to students upon request.

After admission to the program, a grade of "C" or better is mandatory for all nursing courses, required non-nursing support courses, GERs and electives.

Only one nursing or one non-nursing support course (BIOL 1560/L Microbiology and FNUT 1551 Nutrition) may be repeated. A repeated course must be successfully completed with a grade of "A", "B", or "C" and all incompletes must be removed before progressing in the nursing curriculum. Grades of less than "C" in a second nursing or required non-nursing support course will result in permanent removal from the nursing program. Up-to-date immunizations and CPR certification and an annual criminal background check, drug screen, TB test, and flu shot are required for program progression.

Graduation

A Bachelor of Science in Nursing degree will be granted to the student who has completed the required baccalaureate nursing curriculum with a minimum grade point average of 2.0. Once admitted into nursing, questions or concerns related to admission, progression, and graduation should be forwarded to the Admission, Progression, and Graduation Committee. The current chairperson and BSN Coordinator is Cindy Shields, DNP, APRN-CNP who may be emailed at cmshields@ysu.edu.

ADMISSION REQUIREMENTS

Effective Fall 2019

1. Complete the following pre-nursing courses **by the end of Spring Semester** prior to Fall admission with a grade of “C” or better and a pre-nursing GPA in these courses of **3.0 or greater**.

REQUIRED PRE-NURSING COLLEGE COURSES

- BIOL 1551/Lab
- ENGL 1550
- HAHS 1500
- PSYC 1560
- STAT 2625
- BIOL 1552/Lab
- ENGL 1551
- CHEM 1510/Lab
- PSYC 3758
- SOC 1500

Please note: There are only 9 pre-nursing courses (shown above) calculated in the nursing GPA; HAHS 1500 is not included. Admission to the University and completion of the core of pre-nursing courses with the required GPA does not guarantee admission to the Nursing Program.

2. Current students must apply **by 4pm on the 3rd Tuesday of January**. Application packets are in the Dean’s Office, Bitonte College of Health and Human Services, Room 2104.
3. Cumulative GPA of **2.50 or greater** in all college work.
4. Former YSU and Transfer Students:
 - A. Must first apply and be admitted to the University. For deadlines and application, call 330.941.2000 or visit the website at <http://www.ysu.edu>.
 - B. Complete the Nursing Program application form and return to the Dean’s office in the Bitonte College of Health and Human Services, Room 2104, **by 4pm on the 3rd Tuesday of January**. Include catalog course descriptions of each of the pre-nursing courses listed on the application form (transfer students only).
 - C. Submit transcripts from each of the postsecondary institutions and high school(s) attended. Transcripts of any academic work being completed during the Academic year of requested admission date **MUST** be submitted to the YSU Admissions Office immediately upon completion of each of the quarters/semesters in which the courses are taken (transfer students only).
 - D. LPNs and students who are requesting transfer of nursing courses from another program should refer to the Nursing Department’s Advanced Standing Policy.
5. Upon receiving admission to the Nursing Program, and as a condition of admission, student must show satisfactory evidence of the following:
 - A. Current CPR certification, American Heart Association for Health Care Provider
 - B. Completed history and physical exam
 - C. Immunization requirements
 - D. Fingerprinting and drug testing by Castlebranch. Note: Certain egregious felonies are absolute bars to taking the licensure exam. Some lesser offenses may impede student placement at a clinical site which will affect student’s ability to progress in the program.
6. YSU Student Conduct Review

OTHER FACTORS AFFECTING ADMISSION

7. Number of course repetitions: As the number of course repetitions increases, the likelihood of being admitted decreases. Applicants will have, within the last 5 years, no more than 2 repetitions in any pre-nursing course (listed above) or in NURS 2610 Contemporary Nursing, BIOL 1560 Microbiology/Lab, or FNUT 1551 Nutrition.
8. Spaces available.

Prescribed BSN Curriculum Sequence

PRE-NURSING			
Freshman Year – FALL		Freshman Year – SPRING	
HAHS 1500 First Year Experience	2	CHEM 1510/L Chem for Allied Health (NS) [Prereq]	4 (3+1)
BIOL 1551/L Anatomy & Physiology I (NS) [Prereq]	4 (3+1)	BIOL 1552/L Anatomy & Physiology II (NS) [Prereq]	4 (3+1)
ENGL 1550 Writing I [Prereq]	3	ENGL 1551 Writing II [Prereq]	3
PSYC 1560 General Psychology (SS)	3	PSYC 3758 Life Span Development (SPA) [Prereq]	3
STAT 2625 Statistical Literacy & Critical Reasoning [Prereq]	4	SOC 1500 Sociology (SS)	3
Total Hours	16	Total Hours	17

ADMISSION TO NURSING MAJOR			
Sophomore Year – FALL		Sophomore Year – SPRING	
BIOL 1560/L Microbiology	3 (2+1)	CMST 1545 Communications	3
NURS 2610 Contemporary Nursing	3	FNUT 1551 Nutrition (SPA)	3
NURS 2643/L Health Assessment	4 (3+1)	NURS 2645/L Professional Nursing 1	8 (3+5)
NURS 2646 Pathophysiology	4	NURS 2650 Pharmacology	3
Total Hours	14	Total Hours	17

Junior Year – FALL		Junior Year – SPRING	
NURS 3710/L Nursing in the Community	5 (3+2)	NURS 3743/L Professional Nursing 3	5 (3+2)
NURS 3741/L Professional Nursing 2	6 (3+3)	NURS 3749 Nursing Research	3
Arts & Humanities GER (AH)	3	NURS 3731/L Childbearing, Family & Women's Health	5 (3+2)
		OR	
		NURS 4832/L Nursing Care of Children	5 (3+2)
		Arts & Humanities GER (AH)	3
Total Hours	14	Total Hours	16

Senior Year – FALL		Senior Year – SPRING	
NURS 3731/L Childbearing, Family & Women's Health	5 (3+2)	NURS 4840/L Complex Care	5 (3+2)
NURS 4840/L Complex Care	5 (3+2)	OR	
OR		NURS 4842/L Mental Health Nursing	5 (3+2)
NURS 4832/L Nursing Care of Children	5 (3+2)	NURS 4852 Senior Capstone Seminar	1
NURS 4842/L Mental Health Nursing	5 (3+2)	NURS 4853 Nursing Transitions	4 (2+2)
NURS 4844 Community Health Nursing	3	NURS 4855 Comprehensive Nursing Summary	2
Elective	3		
Total Hours	16	Total Hours	12

[Prereq]= Check Undergraduate Bulletin for prerequisite(s)

Total Upper Division Hours: 48

Total Program Hours: 122

Basic Skills (Total = 4)

Writing – 2

Mathematics – 1

Speech – 1

Social & Personal Awareness (SPA) – 2

General Education Elective (Any AH, NS, SS or SPA) – 1

Note: All Basic Skills & Knowledge Domains requirements are included in the above curriculum.

Knowledge Domains (Total = 9)

Arts & Humanities (AH) – 2

Natural Science (NS) – 2

Social Science (SS) – 2

Sequencing:

All nursing courses (NURS prefix) must be taken in chronological order as listed above except NURS 2610 which may be taken prior to the semester listed (fall semester, sophomore year). Required nursing support courses (BIOL 1560/L, CMST 1545, FNUT 1551) may be taken prior to semester listed in curriculum, but not after semester listed. Arts & Humanities (AH), GERS, and the elective may be taken any semester.

Nursing courses are only offered in the semester(s) designated above except the following courses which may be offered summer semester: NURS 2610 (pre-nursing students), NURS 3749 (sophomore students after NURS 2645 completed), NURS 4844 (junior students after NURS 3743 completed).

Once admitted into the program sophomore year, any deviation from the prescribed curriculum must be approved by the Admission, Progression, and Graduation (APG) Committee.

Bachelor of Science in Nursing (BSN) Degree Curriculum Sheet (with grades)

Advisor: _____

Student Name: _____

Y00

UNIVERSITY REQUIREMENTS				
GER	Dept	Course	SH	GR
FIRST YEAR EXPERIENCE	HAHS	1500	2	
WRITING	ENGL	1550*	3**	
	ENGL	1551*	3**	
SPEECH	CMST	1545*	3	
STATISTICS	STAT	2625*	4**	
NATURAL SCIENCES (NS)	CHEM	1510/L*	4**	
	BIOL	1551/L*	4**	
	BIOL	1552/L*	4**	
	BIOL	1560/L	3	
ART & HUMANITIES (AH)			3	
			3	
SOCIAL SCIENCE (SS)	SOC	1500	3**	
	PSYC	1560	3**	
SOCIAL & PERSONAL AWARENESS (SPA)	PSYC	3758*	3**	
	FNUT	1551*	3	

NURSING MAJOR COURSES				
Dept	Course	Nursing (NURS) Courses:	SH	GR
NURS	2610	Contemporary Nursing	3	
NURS	2643/L	Health Assessment (3+1)	4	
NURS	2645/L	Professional Nursing 1 (3+5)	8	
NURS	2646	Pathophysiology	4	
NURS	2650	Pharmacology	3	
NURS	3741/L	Professional Nursing 2 (3+3)	6	
NURS	3710	Nursing in the Community (3+2)	5	
NURS	3731/L	Childbearing, Family & Women's Health (3+2)	5	
NURS	3743/L	Professional Nursing 3 (3+2)	5	
NURS	3749	Nursing Research	3	
NURS	4832/L	Nursing Care of Children (3+2)	5	
NURS	4840/L	Complex Care (3+2)	5	
NURS	4842/L	Mental Health (3+2)	5	
NURS	4844	Community Health	3	
NURS	4852	Capstone Seminar	1	
NURS	4853/L	Nursing Transitions (2+2)	4	
NURS	4855	Comp Nursing Summary	2	

ELECTIVES				
Elective			3	

Total 122 hours

* = Check Undergraduate Bulletin for prerequisite
** = Required Pre-nursing courses

All nursing courses except NURS 2610 and NURS 2643 have a nursing prerequisite (follow prescribed curriculum, page 3).

Many nursing courses include an off-campus clinical component. These courses are designated on the curriculum sheet with semester hours in parentheses. Example: NURS 3743...5 (3 + 2). This course has three semester hours of lecture and two semester hours of clinical. Generally, one semester hour of credit is earned for each three clock hours of on-campus laboratory skills instruction and for each three off-campus clock hours of clinical instruction. The exceptions are NURS 3741 clinical, where it is 2.7 clock hours per semester hour and NURS 4853 clinical where it is 4 clock hours per semester hour.

A variety of clinical sites are utilized. Personal responsibility for transportation is required for travel to these off-campus clinical sites.

The University's General Education Requirements (GERs) are met by fulfilling the requirements for the prescribed BSN nursing curriculum.

Arts & Humanities (AH), GERs and the required elective may be taken CR/NCR following the guidelines listed in the Undergraduate Bulletin. A list of GER courses is available on the YSU Website and in the Undergraduate Bulletin.

Revised May 2019

Effective Fall 2019 Admission Class

Social Media Policy

Social media can benefit the learning experience of students. However, this media must be used appropriately with confidentiality and privacy maintained at all times.

No personal phone calls or texting are permitted while in patient areas or in the classroom. If an emergency arises during class, the student is asked to leave the room to respond to the phone call or text.

Clinical resources (e.g. Drug Handbook, Lab values) may be accessed on a cell phone or PDA during clinical. Permission to use these resources must be obtained from faculty and the clinical facility. If these resources are on a cell phone, it is expected that the cell phone will be silenced.

Use of computers (PDAs, Notebooks, iPads, etc.) in the classroom are restricted to note taking and classroom activities. Other use is distracting to fellow students and those in close proximity.

No pictures, videotaping or audiotaping may be taken of faculty or fellow students without their consent.

No pictures, videotaping or audiotaping may be taken of patients/patient families.

Students are expected to abide by the following guidelines, “How to Avoid Disclosing Confidential Patient Information”, developed for nurses by the National Council of State Boards of Nursing:*

With awareness and caution, nurses [nursing students] can avoid inadvertently disclosing confidential or private information about patients. The following guidelines are intended to minimize the risks of using social media:

- Nurses [nursing students] must recognize that they have an ethical and legal obligation to maintain patient privacy and confidentiality at all times.
- Nurses [nursing students] are strictly prohibited from transmitting by way of any electronic media any patient-related image. In addition, nurses [nursing students] are restricted from transmitting any information that may be reasonably anticipated to violate patient rights to confidentiality or privacy, or otherwise degrade or embarrass the patient.
- Nurses [nursing students] must not share, post or otherwise disseminate any information or images about a patient or information gained in the nurse/patient relationship with anyone unless there is a patient-care-related need to disclose the information or other legal obligations to do so.
- Nurses [nursing students] must not identify patients by name, or post or publish information that may lead to the identification of a patient. Limiting access to posting through privacy settings is not sufficient to ensure privacy.

- Nurses [nursing students] must not refer to patients in a disparaging manner, even if the patient is not identified.
- Nurses [nursing students] must not take photos or videos of patients on personal devices, including cell phones. Nurses [nursing students] should follow employer [clinical facility] policies for taking photographs or videos of patients for treatment or other legitimate purposes using employer-provided devices.
- Nurses [nursing students] must maintain professional boundaries in the use of electronic media. Like in-person relationships, the nurse [nursing student] has an obligation to establish, communicate and enforce professional boundaries with patients in the online environment. Use caution when having online social contact with patients or former patients. Online contact with patients or former patients blurs the distinction between a professional and personal relationship. The fact that a patient may initiate contact with the nurse [nursing student] does not permit the nurse [nursing student] to engage in a personal relationship with the patient. Nurses [nursing students] must consult employer [clinical facility] policies or an appropriate leader within the organization for guidance regarding work related postings.
- Nurses [nursing students] are legally responsible for individual postings and may be subject to liability of individual posting are found defamatory, harassing, or in violation of any other applicable law.
- Nurses [nursing students] are legally liable for postings on your own site and on the sites of others. This includes commentary deemed to be copyrighted, defamatory, or obscene (as defined by the courts).
- Students who share confidential or unprofessional information do so at the risk of disciplinary action including failure in a course and/or dismissal from the program.
- Nurses [nursing students] must promptly report any identified breach of confidentiality or privacy.
- Nurses [nursing students] must be aware of and comply with employer [university/clinical facility] policies regarding use of employer-owned computers, cameras and other electronic devices, and use of personal devices in the workplace.
- Nurses [nursing students] must not post content or otherwise speak on behalf of the employer [university] unless authorized to do so and must follow all applicable policies of the employer [university]. This includes fellow students, faculty, hospital/facility employees.

*Excerpts from the National Council of State Boards of Nursing, *A Nurse's Guide to the Use of Social Media*, National Council of State Boards of Nursing; Chicago, IL 60601
How to Avoid Disclosing Confidential Patient Information, pp.12-13

Violation of this policy will result in removal from the course and associated clinical.

Youngstown State University
Department of Nursing

Nursing Student Essential Functions/Abilities for Admission and Progression

Certain functional abilities are essential for the nursing student to deliver safe, effective nursing care. These abilities are essential because they constitute core components of nursing practice, and there is a high probability that negative consequences will result for patient/clients under the care of nurses who fail to demonstrate these abilities. Essential functions/abilities are listed below, but this list is not meant to be exhaustive.

Visual Ability	Acute visual skills necessary to detect signs and symptoms, body language of patient, color of wounds and drainage, and possible infections anywhere. Interpret written word accurately, and read small characters or numbers on a syringe or medication package.
Hearing Ability	Auditory ability sufficient for observation and assessment necessary for nursing care. Examples include ability to hear monitor alarms, emergency alarms, auscultatory sounds, and cries for help.
Tactile Ability	Sense of touch sufficient to perform physical assessment without an intermediary. Examples include sensitivity to heat, cold, pain, pressure, and ability to collect assessment data through palpation and percussion.
Motor Abilities Fine motor Gross motor	Gross and fine motor abilities including physical ability, coordination and dexterity sufficient for providing safe and effective nursing care without an intermediary. Ability to execute motor activities in a confined space reasonably required to provide physical care and to provide emergency treatment to patients. Examples include administering intravenous, subcutaneous, enteral, medications; venipuncture; using sterile technique to insert urinary catheter; calibrating or using equipment; applying and removing protective equipment; and performing CPR.
Mobility	Physical ability, flexibility, and endurance to stand for prolonged periods of time, move from room to room (up to 8-12 hours), respond quickly to an emergency situation and perform cardiopulmonary resuscitation. Ability to lift loads in excess of twenty-five pounds with appropriate lifting technique. Assist patients in transferring, ambulating, and/or move equipment without injury to self or others.
Cognitive Ability	

Critical Thinking	Critical thinking ability sufficient for problem-solving and clinical judgment. Identify cause-effect relationships in clinical situations and develop nursing care plans.
Clinical Judgment	Assess risks and provide for patient safety. Consider multiple priorities and make effective decisions quickly.
Mental Alertness	Constant mental awareness necessary to be attentive to the patient's clinical condition and the environment in which the nurse is functioning in at all times to: work with potential hazards (blood borne pathogens and tuberculosis), follow standard precautions to prevent exposures, provide patient care safely and effectively in environment with excessive auditory and visual stimuli (e.g. an intensive care or emergency department with audible and visual alarms).
Comprehension	Comprehend and process instructions readily. Engage in written and oral directives related to patient care, focusing and remembering information given by faculty to assimilate and apply to patient care. Perform math calculations.
Communication Ability	Communicate effectively in interactions with others verbally, nonverbally and in written form.
Verbal	
Nonverbal	Examples include effective reading and writing skills for patient communication, patient education, record keeping, and professional healthcare team interaction.
Behavioral Ability	Behavior demonstrating the emotional health required for full use of intellectual abilities; exercising good judgment; completing responsibilities promptly; developing a mature, sensitive, and effective relationships with patients and families; adapting to changing environments; and function effectively under stress.
Emotional	
Function Under Stress	
Interpersonal Ability	Interpersonal abilities sufficient to interact with individuals, families and groups from a variety of social, emotional, cultural, and intellectual backgrounds.
Social	
Emotional	
Cultural	
Intellectual	

HEALTH REQUIREMENTS--Following is your checklist for requirements. Each item has to be uploaded to Castlebranch for you to be compliant. DO NOT upload this document, it is for you to keep track.

Lab Report of each requirement must be uploaded to be compliant.

Check things off as you do them. Everything is due October 1st

- Physical Form – MUST be signed by student and doctor dated no earlier June 2020. Upload complete document to Castlebranch. Date uploaded _____.
- CPR – must be American Heart Association Certification for Health Care Provider. This includes adult, child, infant and AED training. Renew every two years. Date uploaded _____.

IMMUNIZATIONS – titers are blood draw; boosters are shots

- MMR – positive titer required** for measles, mumps and rubella virus; if you get a negative titer, you will need two booster shots approximately 28 days apart.
 - MMR booster #1. Date uploaded _____.
 - MMR booster #2. Date uploaded _____.

- Varicella** (chicken pox) – **positive titer required**; if you get a negative titer, you will need two booster shots approximately 28 days apart.
 - Varicella booster #1. Date uploaded _____.
 - Varicella booster #2. Date uploaded _____.

- Hepatitis B – positive titer required**; if you get a negative titer, you will need three booster shots as follows:
 - Hepatitis B booster #1, (get when you get the negative titer). Date _____.
 - Hepatitis B booster #2, (one month after shot #1). Date uploaded _____.
 - Hepatitis B booster #3, (six months after shot #1). Date uploaded _____.

- Tdap** (Tetanus, Diphtheria & Pertussis) – required by October 1st - every 10 years (upload)

- Flu shot** – required annually by October 1st (upload)

- TB** (Tuberculosis) - two tests required, both have to be negative and 1-3 weeks apart. Enter the date it was read below. With each TB you will have the test done and then have it read a couple days later

Negative TB #1. Date uploaded _____.

Negative TB #2. Date uploaded _____.

The Criminal Records Check Law in Ohio

This information is being sent to you per your inquiry about how the Criminal Records Check law may impact your employment as a nurse in Ohio. This information is not intended to be used as legal advice. It is intended to be used as general information and for guidance as it only provides a limited summary of parts of the Criminal Records Check law. For additional information, consult the Ohio Revised Code and Ohio Administrative Code as referenced below. If you have a specific issue or problem consult with your legal counsel.

The History of Senate Bill 38 and Senate Bill 160

Ohio is one of the many states in the country to mandate criminal records checks. In 1993, Senate Bill 38 (SB 38) was passed and codified in Section 3701.881 of the Ohio Revised Code (ORC). SB 38 requires criminal records checks for potential employees working in positions with responsibility for the care, control, or custody of children. Senate Bill 160 (SB 160), effective January 27, 1997, requires entities to request a criminal records check of each applicant under final consideration for a position that involves providing care to a person age 60 and older. SB 160 applies to home health agencies, hospice care programs and PASSPORT (Medicaid waiver) provider agencies, as well as other types of entities such as nursing homes, skilled nursing facilities, residential care facilities, adult care facilities, certain adult day care centers, and homes for the aging. ***The law requires the record checks be requested from the Bureau of Criminal Identification and Investigation (BCII) and prohibits hiring an applicant who has been convicted of certain offenses or who fails to provide the information necessary for a records check.***

The law requires a criminal records check for all prospective employees who are under final consideration for either a full-time, part-time, or temporary position where the individual will be caring for older adults or children. The law applies only to those applicants who are under final consideration for employment, not to all those who apply for a position.

Disqualifying Offenses and Personal Character Standards

The Criminal Records Check law sets forth a list of disqualifying offenses. Certain of the offenses are absolute bars to employment; however for other offenses, an employer may choose to employ an applicant, if the applicant meets the “personal character standards” set forth in Ohio Administrative Code (OAC) rules. If an employer finds an applicant has a certain disqualifying offense but the employer believes the applicant warrants further consideration, the employer may apply the OAC rules and the personal character standards. If the applicant provides proof that the personal character standards are met, the employer may hire the applicant. ***However, even if the applicant meets the personal character standards, the employer is not obligated to hire the applicant. The employer chooses to hire or not to hire based on all the factors considered.***

The various sets of rules are generally consistent in their requirements, but there are some differences. A PASSPORT agency must apply the rules and the personal character standards to applicants as specified in OAC rule 173:3-1-13. A home health agency must apply the personal character standards established in OAC rules 3701-60-02 through 3701-60-10. Other providers must apply the rules and the personal character standards in OAC rules 3701-13-01 to 3701-13-09.

The Screening Tool Based on the OAC Rules

The screening tool categorizes the disqualifying offenses and is based on the statute and rules. It is designed to assist providers in applying the criminal records check requirements and the personal character standards. The tool is comprised of “screens” which categorize the offenses according to the OAC rules. For some of the screens, some designated offenses apply only to older adults and some apply only to children. Those offenses that apply only to older adults or only to children are specified. If not specified, the offense applies to both children and adults.

Each screen is a “hurdle” that must be met before hiring is allowed. For example, the first section lists absolute

bars to employment. If an applicant has a conviction or a guilty plea to any of the offenses listed under this first section of absolute bars, the applicant cannot be employed. However, if the applicant has none of the offenses listed under the first screen, the first hurdle has been met, and the employer may continue to the second screen, and so forth. If all the hurdles are met, the employer may decide to employ the applicant.

Again, this document is for guidance only and is not intended to provide legal advice. For specific questions or problems, contact your legal counsel. This screening tool may be reproduced, but the tool should be reproduced in its entirety and not altered. Any alterations could change the content and then the tool may not meet the regulatory requirements.

First Screen for Employment

Offenses That Are Absolute Bars

If an applicant has been convicted of or pled guilty to any one of the following offenses (or any substantially equivalent offense in any state), the applicant cannot be employed. *A check mark for any one of these offenses disqualifies the applicant for employment.*

√	Based on Ohio Revised Code	Offense
	2903.34	Patient Abuse or Neglect
	3716.11	Adulteration of Food
	2903.01	Aggravated Murder
	2903.02	Murder
	2903.03	Voluntary Manslaughter
	2907.02	Rape
	2907.03	Sexual Battery
	2907.05	Gross Sexual Imposition
	2907.12	Felonious Sexual Penetration
	2903.11	Felonious Assault (with a purpose to satisfy sexual needs or desires of the offender)
	2903.04 Division (A)	Involuntary Manslaughter (with a purpose to satisfy sexual needs or desires of the offender)
	2905.01	Kidnapping (with a purpose to satisfy sexual needs or desires of the offender OR if the victim was a minor)
	2905.02	Abduction (if the victim is a minor)
	2907.321	Pandering Obscenity Involving a Minor For older adults: Division (A) (1) or (A) (3) For children: 2907.321
	2907.322	Pandering Sexually-Oriented Matter Involving a Minor For older adults: Division (A) (1) or (A) (3) For children: 2907.322
	2907.323	Illegal Use of a Minor in Nudity-Oriented Material or Performance For older adults: Division (A) (1) or (A) (2) For children: 2907.323

Continuation of the First Screen for Employment – Absolute Bars

The following offenses, when involving a minor, apply to applicants who will be responsible for the care, custody, or control of children. These offenses are not applicable for applicants providing direct care to older adults. *One check mark here disqualifies the applicant from providing care to children.*

√	Based on Ohio Revised Code	Offense
	2905.04	Child Stealing
	2905.05	Child Enticement
	2907.21	Compelling Prostitution
	2919.22	Endangering Children

The following theft-related offenses apply to applicants who will be providing direct care to older adults. Theft-related offenses are not applicable for applicants who will be responsible for the care, custody, or control of children. *Two check marks, either for separate offenses or for a repeat conviction or guilty plea for the same offense, disqualify the applicant from providing direct care to older adults. Repeat Theft Related Offenses: If a person has been convicted of or pleaded guilty to the commission of two theft-related offenses or a combination of any two of these theft-related offenses, in two or more criminal actions, the applicant is barred from providing direct care to older adults.*

√	Based on Ohio Revised Code	Offense
	2913.02	Theft
	2913.11	Passing Bad Checks
	2913.21	Misuse of Credit Cards
	2913.31	Forgery
	2913.40	Medicaid Fraud
	2913.47	Insurance Fraud
	2913.51	Receiving Stolen Property

This ends the first screen. If the applicant does not pass the above screen, the employer cannot hire the applicant. If the applicant passes the above screen, continue to the next screen.

The Second Screen for Employment

Violent Offenses

The following list identifies violent offenses that are not absolute bars. *Notice that some of the violent offenses become absolute bars under certain circumstances, i.e., with a sexual motivation or if a minor is involved.* Without these specific circumstances, the violent offense is not an absolute bar, so the offense is listed below. For example, felonious assault with a sexual motivation is an absolute bar, but felonious assault without a sexual motivation is not an absolute bar but still is a violent offense. A violent offender may be employed if ALL the following conditions are met:

- 1) The victim was not a minor; and
- 2) The victim was not an older adult; and
- 3) The applicant is not a repeat violent offender; and
- 4) At least 5 years have elapsed since the applicant was fully discharged from imprisonment, probation and parole.

√	Based on Ohio Revised Code	Offense
	2903.04	Involuntary Manslaughter (Division (A) offense with a purpose to gratify the sexual needs and desires of the offender is an absolute bar)
	2903.11	Felonious Assault (If done with a purpose to satisfy the sexual needs or desires of the offender, it is an absolute bar.)
	2903.12	Aggravated Assault
	2903.13	Assault
	2903.21	Aggravated Menacing
	2905.01	Kidnapping (If done with a purpose to satisfy the sexual needs or desires of the offender OR if the victim was a minor, it is an absolute bar)
	2905.02	Abduction (If the victim was a minor, it is an absolute bar.)
	2905.11	Extortion (does not apply for children)
	2911.01	Aggravated Robbery
	2911.02	Robbery
	2911.11	Aggravated Burglary
	2911.12	Burglary
	2919.25	Domestic Violence
	2923.161	Improperly Discharging a Firearm/Habitation or School
		Any offense substantially equivalent to the offenses of violence listed above or any statutorily designated offense of violence in any state that was committed purposely or knowingly and involving physical harm to persons or a risk of serious physical harm to persons.

This is the end of the Second Screen. *If the applicant does not pass the above screen, the employer cannot hire the applicant.* If the applicant passes the above screen, continue to the next screen.

The Third Screen for Employment

Non-Violent Offenses

For non-violent offenses, the employer must consider the offenses in relation to frequencies, patterns, etc., and if the applicant is on parole, probation, or fined, the employer needs to investigate further to determine if the applicant is meeting all conditions subject to the conviction. An applicant may be employed if the offense is a non-violent offense AND the applicant is discharged from imprisonment, sentenced to probation, or is fined or is on parole and is meeting all conditions subject to that conviction.

These offenses apply to both older adults and children		
√	Based on Ohio Revised Code	Offense
	2903.16	Failing to Provide for a Functionally-Impaired Person
	2907.06	Sexual Imposition
	2907.07	Impositioning
	2907.08	Voyeurism
	2907.09	Public Indecency
	2907.25	Prostitution
	2907.31	Disseminating Matter Harmful to Juveniles
	2907.32	Pandering Obscenity
	2923.12	Carrying Concealed Weapons
	2923.13	Having Weapons While Under Disability
	2925.02	Corrupting Another With Drugs
	2925.03	Drug Trafficking Offenses
	2925.11	Drug Abuse
<p>These offenses apply only to older adults. Remember that one theft-related offense (theft, passing bad checks, misuse of credit cards, forgery, Medicaid fraud, insurance fraud, receiving stolen property) does not automatically disqualify an applicant, but a repeat of any one of these offenses or a combination of two or more of the offenses is an automatic bar for applicants working with older adults (See absolute bars).</p>		
√	Based on Ohio Revised Code	Offense
	2905.12	Coercion
	2911.13	Breaking and Entering
	2913.02	Theft, Aggravated Theft (see above explanation)
	2913.03	Unauthorized Use of a Vehicle
	2913.04	Unauthorized Use of Property; Unauthorized Access to Computer Systems
	2913.11	Passing Bad Checks (see above explanation)
	2913.21	Misuse of Credit Cards (see above explanation)
	2913.31	Forgery (see above explanation)
	2913.40	Medicaid Fraud (see above explanation)
	2913.43	Securing Writings by Deception
	2913.47	Insurance Fraud (see above explanation)
	2913.51	Receiving Stolen Property (see above explanation)
	2921.36	Prohibition of Conveyance of Certain Items onto Grounds of Detention Facility or Mental Health or Mental Retardation and Developmental Disabilities Facility
	2925.13	Permitting Drug Abuse
	2925.22	Deception to Obtain a Dangerous Drug
	2925.23	Illegal Processing of Drug Documents

These offenses apply only to children		
√	Based on Ohio Revised Code	Offense
	2907.04	Corruption of Minor
	2907.22	Promoting Prostitution
	2907.23	Procuring
	2910.12	Unlawful Abortion
	2919.22	Endangering Children
	2919.24	Contributing to the Unruliness or Delinquency of a Child
	2925.04	Illegal Manufacturing of Drugs
	2925.05	Funding Drug Trafficking
	2925.06	Illegal Administration of Distribution of Anabolic Steroids

Ohio Board of Nursing – January 2004

Department of Nursing

NURSING STUDENT DRUG SCREENING POLICY

Purpose: To provide a safe working environment, area hospitals and other institutions are requiring individuals who provide care to patients to undergo drug testing. For this reason, students in the Department of Nursing will undergo similar testing to meet the criteria of clinical agencies. Therefore, passing a drug screen test prior to engaging in a clinical course is a requirement for all students in the BSN program. In addition, a clinical facility or the Department of Nursing may require a student to submit and pass random drug screening analysis in order to remain at a clinical facility.

Policy: This policy applies to all Youngstown State University Department of Nursing students. All students admitted to the BSN program are required to complete clinical coursework at a hospital, clinic, or other healthcare facility in order to complete their degree requirements. The purpose of this policy is to notify students in the BSN program that all students in the program must submit to a drug screen as stated in this policy and test negative before engaging in clinical activity associated with the program. Any student who engages in conduct prohibited by this policy, tests positive for drugs, or who does not comply with any notice, request, or procedure provided for herein, shall be withdrawn from all clinical courses, and may be dismissed from the BSN program.

1. Student progression in the nursing program is contingent upon the student passing a drug screen.
 - a. **A drug screening result indicating dilution of the sample will require a repeat drug test. Any additional cost will be the responsibility of the student.**
 - b. **A drug screen urine sample from the student indicating an abnormal temperature will require another sample provided on the same day as the original urine sample. If the student elects to leave the drug screen site without providing an adequate sample, the sample will be handled as a “refusal to comply with the drug screen policy” and will be grounds for dismissal from the program.**
2. The student is responsible for the cost of the drug screening. The drug screen will be obtained through the Castlebranch website and the screening must be completed by September 1 of every year while in the nursing program.
3. Failure or refusal to comply with this drug screening policy will be grounds for dismissal from the program. Any attempt to delay, hinder or tamper with any testing will be considered a refusal to comply with this policy. In addition, failure or refusal to comply with any aspect of this drug screening policy may be reported to the YSU Office of Student Conduct for possibly disciplinary action in accordance with the University’s Student Code of Conduct.

4. In the event of a positive drug screening result indicating use of an illegal drug or controlled substance without a legal prescription, the student will be withdrawn from all clinical courses. And may be dismissed from the BSN program.
5. Students may be permitted to take legally prescribed and/or over-the-counter medications consistent with appropriate medical treatment plans while on duty. This must be documented on the physical form on file in the nursing office. However, when such prescribed or over-the-counter medications affect clinical judgement, the student's safety or the safety of others, the student may be removed from clinical activities. The Admissions, Progression and Graduation (AP&G) Committee may be consulted to determine if the student is capable of continuing to participate in academic and clinical programs.
6. If at any time faculty or an administrator suspects a student is impaired due to drug or alcohol use while in the clinical, classroom, or campus areas, the student will be removed from the area and may be required to undergo immediate testing for drug and alcohol use at the student's expense. Impaired students will not be permitted to drive and must bear the cost of transportation. The student will be suspended from **all** clinical activities until the investigation into the situation is complete. Absence from clinical will interfere with progression of the course.
7. Referrals for evaluation and counseling for drug and/or alcohol use will be a part of a plan for a student with a positive screening or incident related to drug or alcohol use.
8. Random drug testing can be implemented at any time without notice.

Code of Ethics for Nurses

1. The nurse, in all professional relationships, practices, with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nurse's primary commitment is to be patient, whether an individual, family, group or community.
3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
6. The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision through individual and collective action.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
9. The profession of nursing, as represented by associations and their members, is responsible for articulation nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

Academic Grievances

The Student Academic Grievance Procedure provides students with a formal channel through which complaints concerning academic matters may be heard. A student must attempt to resolve the complaint by first discussing the issue with the faculty member. If the complaint is not resolved at that level, the student should direct his or her complaint to the department chair and, if the complaint is still not resolved, then to the dean of the college.

Complaints not resolved following a discussion with the dean will be considered by an associate provost or designee, who will serve as Judicial Chair. Upon his or her review, the Judicial Chair determines whether the complaint is grievable. If the complaint is grievable, it is presented to the Student Academic Grievance Subcommittee. Per the YSU-OEA Agreement, Article 20, academic matters that may be grieved are the following:

- Material deviation from the grading scale or weight distribution indicated on the course syllabus by the faculty member, to the detriment of the individual student or the entire class.
- Material deviation of faculty contractual obligations as specified in the article on Teaching Rights and Responsibilities in the Faculty Collective Bargaining Agreement, to the detriment of the individual student or the entire class.

Other areas of contention between a student and a faculty member may not be grieved under this section. The student should contact the department chair of the faculty member's department or the dean of the college housing the faculty member's department for further advisement in these situations.

Students wishing to file a grievance should contact the administrative assistant in the Office of the Provost for an appropriate referral. Further information may be found in the Academic Grievance Guide, which is available online at the [Student Success](#) homepage. A paper copy may be obtained in the Division of Student Success.

An electronic copy of the [Student Academic Grievance Form](#) is available. An electronic copy of the [Student Academic Grievance Procedure](#) is also available.

YOUNGSTOWN STATE UNIVERSITY

Department of
Nursing

Uniform Requirements

Uniform items must be purchased through DeAngelo Uniforms, 6020 Market St., Youngstown, Ohio 44512, 330.758.5211. You will be notified of the time and date for your fitting.

The following list contains items that are required for each student in the Nursing Program:

- 2 pants
- 2 tops
- 1 warm-up jacket
- Embroidery on both tops
- Patch on warm-up jacket
- Retractable Badge reel in black
- Long sleeve t-shirt (optional)

Hemming is optional @ \$5 per hem

Complete Cost for Nursing Program Uniform Requirements:

- **Ladies – based on size**
 - XS-XL = \$128
 - 2X-5X = \$142
- **Men's – based on size**
 - XS-XL = \$125
 - 2X-5X = \$142

All credit cards accepted, no personal checks please

APPROXIMATE COSTS OF NURSING PROGRAM

APPENDIX J

Sophomore Year:

- Physical exam 0-\$100
- Immunizations/Drug Screen/fingerprinting \$155
- CPR Course: AHA for Healthcare Provider \$35-\$120
- Textbooks (varies) \$300-\$500/semester
- Course Packets (varies) \$20-\$30/semester
- Equipment \$100
- Uniforms/shoes \$128
- Shoes \$100
- NSNA \$35



Junior Year:

- Immunization/Drug Screen/fingerprinting \$120
- Textbooks (varies) \$200/semester
- Course Packets (varies) \$20-\$30/semester
- NSNA \$35
- Sigma Theta Tau \$100 (by invitation)
- Research Day \$25

Senior Year:

- Immunizations/Drug Screen/fingerprinting \$120
- Drug Screen \$40
- CPR Renewal \$60
- Textbooks (varies) \$200/semester
- Course Packets (varies) \$20-\$30/semester
- NSNA \$35
- Sigma Theta Tau \$100 (renewal by invitation)
- Research Day \$25
- Senior Pictures \$0-\$150
- Senior Banquet \$0-\$25
- YSU Nursing Medallion \$20
- State Licensure Application \$75
- NCLEX Exam \$220 (Ohio)
- Graduation Fee \$65

Reliable transportation to the clinical settings is essential!

Prices subject to change

Bitonte College of Health and Human Services
Department of Nursing
Cushwa Hall, Room 2332
Phone: 330.941.3293

Bachelor of Science in Nursing

Advanced Standing Policy for Transfer Students and LPNs

Applicants considered for advanced standing include transfer students who were in good standing at the previously attended nursing program and Licensed Practical Nurses (LPNs). Admission for advanced standing applicants is on a space available basis. Advanced standing applicants must meet all BSN Generic Admission Requirements. Once admitted, advanced standing students must follow the curriculum sequence in effect at the time of admission and adhere to the student academic and progression policies designated in the *BSN Undergraduate Student Handbook*.

Transfer applicants must submit an official copy of their transcripts, course descriptions and course syllabi to the Admission, Progression, and Graduation Committee for credit evaluation of nursing courses completed and determination of placement in the Nursing Program. Each request for advanced standing is reviewed on a case-by-case basis. The student must also provide documentation from the dean or appropriate department head of the last nursing program attended that states the student's readmission eligibility and academic standing at that school or university. If the student has not completed a clinical course for two or more consecutive semesters (including summer), he or she must pass a clinical competency exam for acceptance into the program. The clinical competency exam is a performance exam of critical skills required of students at the level in which the transfer student requests admission. Two faculty members administer the exam. The student has only **one** opportunity to pass the clinical competency exam.

LPN applicants must have graduated from an accredited Practical Nurse program and hold a current Practical Nursing License. A total of 11 semester hours of credit for two courses, NURS 2610 (Contemporary Nursing, 3 s.h.) and NURS 2645 (Professional Nursing 1, 8 s.h.), is awarded to the student after successful completion of the sophomore year in Nursing. There is no fee required to receive this credit, however the LPN must pass a clinical competency exam after successful completion of NURS 2643 Health Assessment and prior to the sophomore spring semester in the curriculum. The clinical competency exam is a performance exam of critical skills required of NURS 2645 Professional Nursing 1 students. Two faculty members administer the clinical competency exam. The LPN student has only **one** opportunity to pass the clinical competency exam. If the LPN does not successfully complete the clinical competency exam, he or she will be required to take NURS 2645/L Professional Nursing 1.

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Youngstown State University
Department of Nursing

NURSING STUDENT COVID-19 POLICY

The growing prevalence of COVID-19 in the community increases the risk of exposure to an infected person without identified symptoms. The use of eye protection (goggles, face shield) in addition to universal masking is required in all clinical settings to further reduce the risk of exposure.

- If SARS-CoV-2 infection is not suspected in a patient presenting for care (based on symptom and exposure history), health care personnel (HCP) should follow Standard Precautions).

Students are also required to:

Wear eye protection (e.g., goggles or a face shield that covers the front and sides of the face) in addition to their face mask to ensure the eyes, nose, and mouth are all protected from exposure to respiratory secretions during patient care encounters.

- Protective eyewear (e.g., safety glasses, trauma glasses) with gaps between glasses and the face likely do not protect eyes from all splashes and sprays.
- Remove eye protection after leaving the patient room or care area.
- Reusable eye protection must be cleaned and disinfected prior to re-use.
- Respirators with exhalation valves are not recommended for source control and should not be used during surgical procedures as unfiltered exhaled breath would compromise the sterile field.

Reference:

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/infection-control-recommendations.html>