Nursing Department Student Handbook
Four-Year BSN Program
TABLE OF CONTENTS

Welcome Message ...............................................................................................................4
Accreditation and Memberships ..........................................................................................5

INTRODUCTION

Full-Time Faculty and Staff Contact Information ...............................................................7
Nursing Program Organizational Chart ...............................................................................8
Mission, Vision, and Goals ..................................................................................................9
Philosophy ..........................................................................................................................11
ANA Code of Ethics ..........................................................................................................12
National Student Nurses Association, Inc .........................................................................14

PRE-PROGRAM POLICIES AND PROCEDURES

Academic Advising ............................................................................................................16
Academic Information .......................................................................................................17
Transferring Credits ...........................................................................................................18
Background Checks ...........................................................................................................19
Drug Screening Policy .......................................................................................................20
Acceptance Policy and Application Process ......................................................................23

PROGRAM POLICIES AND PROCEDURES

Program Completion Requirements ...................................................................................26
Writing Proficiency ............................................................................................................26
Technical Standards Guidelines .........................................................................................26
Technical Standards for Admission, Progression, and Graduation ....................................27
Physical and Sensory Requirements ..................................................................................30
Reasonable Accommodation .............................................................................................31
Academic Status and Progression Policy ..........................................................................32
Academic Conduct .............................................................................................................34
Student Honor and Conduct Code ....................................................................................34
Ethics ...............................................................................................................................35
Classroom and Clinical Policies ........................................................................................35
  Attendance ....................................................................................................................35
  Behavior .......................................................................................................................36
  Communication ..............................................................................................................36
  Testing Etiquette ............................................................................................................37
  Standardized Testing .....................................................................................................37
  Medication Administration Safety ................................................................................37
  Grading ..........................................................................................................................38
  Fundamental Nursing Supplies .....................................................................................38
  Clinical / Simulation Lab Dress Code ..........................................................................39
  Clinical/Simulation Grading .........................................................................................39
Clinical Requirements .....................................................................................................40
  Physical Exam, Immunizations, CPR, Liability Insurance & Clinical Identification
Confidentiality ......................................................................................................................................41
Course Evaluations ...........................................................................................................................42
Excused Absence Notification Policy ............................................................................................43
Military Leave Policy .....................................................................................................................43
Substance Abuse Policy ................................................................................................................43
Institutional Policies ........................................................................................................................44
Unusual Occurrence Policy and Procedure ..................................................................................44
Readmission Policy ........................................................................................................................45
Formal Complaint Policy and Procedure .......................................................................................46

APPENDICES

Performance Improvement Contract .............................................................................................49
Failure to Meet Course or Program Requirements Report ..........................................................50
Readmission Application ..............................................................................................................51
Formal Complaint Statement .......................................................................................................52
Complio Immunization Tracking Instructions .............................................................................53
Physical Assessment Form ............................................................................................................55
Immunization Form ........................................................................................................................57
Handbook Agreements ..................................................................................................................59
Dear Baccalaureate Nursing Students,

Welcome to the Adams State Nursing Program! We are delighted that you have chosen Adams State for your professional nursing educational preparation. On behalf of all nursing faculty and staff, we are looking forward to working with you over the next 2 ½ years.

Our nursing program is accredited through the Commission on Collegiate Nursing Education (CCNE). CCNE ensures the quality and integrity of nursing programs across the nation. We believe our program is of the highest quality with student success in mind. Our curriculum is based on the 2008 Essentials of Baccalaureate Education for Professional Nursing Practice published by the American Association of Colleges of Nursing and we are governed by the Colorado State Board of Nursing regulations. The emphasis of our program is on professional nursing standards, evidence-based practice, cultural diversity, community service, and rural healthcare.

The Nursing Department faculty are highly qualified to help guide you through this program and prepare you for nursing licensure. As you may know, our nursing program is extremely rigorous with high standards in an effort to provide you with a sound nursing foundation upon graduation. Our goal as a department, however, is to see you all succeed not only in our program but beyond graduation as a lifelong learner.

Thank you for giving us the opportunity to provide you with the tools you need to seek excellence in the profession of nursing. Congratulations and best wishes for a successful academic journey!

Respectfully,

Dr. Melissa Milner, DNP, MSN-Ed, RN
Director of Nursing
Accreditation and Memberships

Adams State University is recognized by all major accrediting agencies and is accredited by the North Central Association of Colleges and Secondary Schools and the Higher Learning Commission.

The Nursing Department is accredited by:

Commission on Collegiate Nursing Education
One Dupont Circle, NW, Suite 530
Washington, DC 20036-1120
www.aacn.nche.edu

The Nursing Department maintains the following memberships: American Association of Colleges of Nursing; Colorado Association of Colleges of Nursing; Colorado Council on Nursing Education; and National Student Nurses Association.
Introduction
# Full-Time Faculty & Staff

208 Edgemont Blvd.  
Suite 2250  
Alamosa, CO 81101  
www.nursing.adams.edu

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Contact Information</th>
</tr>
</thead>
</table>
| Director of Nursing / Assistant Professor | Dr. Melissa Milner, DNP, MSN-Ed, RN | O: 719-587-8190  
mmilner@adams.edu                  |
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fcrowther@adams.edu                   |
| RN-BSN Program Coordinator             | Vacant                      |                                   |
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mgeiger@adams.edu                    |
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Mission, Vision & Goals

Mission
The Nursing Department shares the mission of Adams State. In addition, the mission of the Nursing Department is to prepare individuals for successful integration into the profession of nursing by providing students of nursing with an excellent theory-lead, evidence-based educational program with a focus on professional nursing standards, patient safety, cultural diversity, community service, and rural healthcare.

Vision Statement
We envision each student who graduates from Adams State Bachelor of Nursing Program will pass the NCLEX-RN exam on the first attempt; that each of our graduates will be highly successful in their chosen area of expertise within the profession of nursing; that each of these graduates will still find themselves happily employed in the profession of nursing when they are ready to retire; and that Adams State will be recognized as the premier baccalaureate nursing program in rural Colorado.

Program Goals and Student Learning Outcomes (SLO)
The following program goals are based upon The Essentials of Baccalaureate Education for Professional Nursing Practice, published by the American Association of Colleges of Nursing (2008). Faculty strive to facilitate the student learning outcomes throughout the curriculum and upon completion of the BSN program, the graduate will meet the student learning outcomes that support the program goals.

• Provide a Liberal Education for students seeking a Baccalaureate of Science in Nursing degree
  • SLO 1.1: Student will complete general liberal arts education of sciences, arts and culture as a requirement of general education of Adams State University for graduation and the mission of ASU
• Provide Basic Organizational and Systems Leadership for Quality Care and Patient Safety
  • SLO 2.1: Students will demonstrate knowledge regarding quality assurance and patient safety strategies throughout curriculum
  • SLO 2.2: Students will apply leadership knowledge to improve quality care and patient safety using inter professional collaboration within practice settings
• Provide Scholarship for Evidence Based Practice
  • SLO 3.1: Students will receive evidenced based knowledge within all theory and clinical courses
  • SLO 3.2: Students will research, synthesize and present evidenced based research throughout nursing program
  • SLO 3.3: Students will understand the importance of staying current with evidenced based practice
• Provide Information Management and Application of Patient Care Technology
  • SLO 4.1: Student will analyze and safely implement nursing informatics throughout the curriculum
• Provide education regarding Healthcare Policy, Finance, and Regulatory Environments
  • SLO 5.1: Student will be familiar with current challenges and professionalism within the evolving healthcare environment
• SLO 5.2: Students will understand health care policy, finance, regulation, scope of practice and advocacy in regards to the nursing practice

• Provide Inter-professional Communication and Collaboration for Improving Patient Health Outcomes
  • SLO 6.1: Students will identify professional communication strategies for the purpose of acquisition, collaboration, analysis, and dissemination of knowledge within an interdisciplinary health care team
  • SLO 6.2: Student will be able to effectively communicate in verbal, written and electronic formats

• Provide Clinical Prevention and Population Health Education
  • SLO 7.1: Students will describe processes to promote, protect, and restore the promotion of health in the community both locally and globally
  • SLO 7.2: Students will safely deliver competent and compassionate care for a diverse population

• Demonstrate and Teach Professionalism and Professional Values
  • SLO 8.1: Students will demonstrate professional standards of moral, ethical and legal behavior while providing care to patients, families and communities
  • SLO 8.2: Students will demonstrate professional standards of moral, ethical and legal behavior while interacting within academic and healthcare settings
  • SLO 8.3: Students will demonstrate altruism, excellence, caring, ethics, respect, communication and accountability
  • SLO 8.4: Students will assume accountability for professional and personal behavior

• Provide Baccalaureate Generalist Nursing Practice Education and that first-time pass rates for the NCLEX-RN exam will be at or above the national mean for BSN programs
  • SLO 9.1: Student will integrate nursing theory, skills and professionalism as delineated in the BSN Essentials of Baccalaureate Education for Professional Nursing Practice
  • SLO 9.2: Students will demonstrate compassionate, culturally competent, evidenced based interventions to provide safe, holistic patient centered care
  • SLO 9.3: Students will demonstrate lifelong learning and continuous self-reflection to promote personal and professional growth
  • SLO 9.4: Students will pass the NCLEX exam the first time

• Demonstrate professional writing skills per the American Psychological Association format
  • SLO 10.1: Students will be prepared to enter graduate studies
  • SLO 10.2: Students will be prepared to submit articles to professional publications

Other National standards and guidelines that are used to guide the BSN curricula include:

• National Council Licensure Examination for Registered Nurses (NCLEX-RN) Test Plan (National Council of State Boards of Nursing)

• Quality Safety and Education for Nurses (QSEN) Competencies

• Institute of Medicine (IOM) Core Competencies

Philosophy

The philosophy of ASU’s Nursing Department is centered on the success of the student. It is our belief that students learn best in a supportive environment, thus caring is an integral element in the educational program. Faculty role model caring, thus assisting students to assimilate caring into their nursing practice.

The essence of nursing is the caring relationship between client and nurse, designed to preserve and enhance the integrity, dignity and worth of the individual. Ethical, moral, legal and humanistic principles are upheld within this relationship. These principles are incorporated into the education of the ASU nursing student.

The nurse is a professional member of an interdisciplinary team who practices the art and science of nursing from a holistic perspective. The nurse collaborates with patients and the health care team for the design, provision, management and coordination of quality and safe care.

Communication, leadership and critical thinking skills are mandatory for the assessment and provision of nursing care. The nurse’s clients include individuals, families, groups and communities.

Health promotion, risk reduction and disease prevention are essential ingredients of nursing care. The nursing process and information technologies enable the nurse to practice within an evidenced based model. The professional nurse advocates for quality care that respects human diversity within a global environment. Involvement in professional organizations, as well as in the political and regulatory processes, demonstrates the nurse’s commitment to the profession of nursing.
ANA Code of Ethics

• The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
  • Respect for Human Dignity
  • Relationships with Patients
  • The Nature of Health
  • The Right to Self-Determination
  • Relationships with Colleagues and Others

• The nurse’s primary commitment is to the patient, whether an individual, family, group, community or population.
  • Primacy of the Patient’s Interest
  • Conflict of Interest for Nurses
  • Collaboration
  • Professional Boundaries

• The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
  • Protection of the Rights of Privacy and Confidentiality
  • Protection of Human Participants in Research
  • Performance Standards and Review Mechanisms
  • Professional Responsibility in Promoting a Culture of Safety
  • Protection of Patient Health and Safety by Acting on Questionable Practice
  • Patient Protection and Impaired Practice

• The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.
  • Authority, Accountability, and Responsibility
  • Accountability for Nursing Judgments, Decisions, and Actions
  • Responsibility for Nursing Judgments, Decisions, and Actions
  • Assignment and Delegation of Nursing Activities or Tasks

• The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
  • Duties to Self and Others
  • Promotion of Personal Health, Safety, and Well-Being
  • Preservation of Wholeness of Character
  • Preservation of Integrity
  • Maintenance of Competence and Continuation of Professional Growth
  • Continuation of Personal Growth

• The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environments of the work setting and conditions of employment that are conducive to safe, quality health care.
  • The Environment and Moral Virtue
  • The Environment and Ethical Obligation
• Responsibility for the Healthcare Environment

• The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
  • Contributions through Research and Scholarly Inquiry
  • Contributions through Developing, Maintaining, and Implementing Professional Practice Standards
  • Contributions through Nursing and Health Policy Development

• The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
  • Health is a Universal Right
  • Collaboration for Health, Human Rights, and Health Diplomacy
  • Obligation to Advance Health and Human Rights and Reduce Disparities.
  • Collaboration for Human Rights in Complex, Extreme, or Extraordinary Practice Settings

• The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values for maintaining the integrity of the profession and its practice, and for shaping social policy.
  • Articulation and Assertion of Values
  • Integrity of the Profession
  • Integrating Social Justice
  • Social Justice in Nursing and Health Policy

National Student Nurses’ Association, Inc.

*Code of Academic and Clinical Conduct*

Preamble:
Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of healthcare environments. The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust which society has placed in us. The statements of the Code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environments but can assist in the holistic development of the person.

A Code for Nursing Students:
As students are involved in the clinical and academic environments we believe that ethical principles are a necessary guide to professional development. Therefore, within these environments we:

- Advocate for the rights of all clients.
- Maintain client confidentiality.
- Take appropriate action to ensure the safety of clients, self and others.
- Provide care for the client in a timely, compassionate and professional manner.
- Communicate client care in a truthful, timely and accurate manner.
- Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
- Promote excellence in nursing by encouraging lifelong learning and professional development.
- Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual beliefs.
- Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of care.
- Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
- Encourage faculty, clinical staff and peers to mentor nursing students.
- Refrain from performing any technique or procedure for which the student has not been adequately trained.
- Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the clients, self or others.
- Assist the staff nurse or preceptor in ensuring that there is full disclosure and that proper authorization is obtained from clients regarding any form of treatment or research.
- Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.
- Strive to achieve and maintain an optimal level of personal health.
- Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
- Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

Pre-Program Policies & Procedures
Academic Advising

The One Stop and Academic Advising Center is where students initially go to declare a major. Once Pre-Nursing / Nursing major is declared the Academic Advising Center will assign a nursing faculty advisor. It is recommended that the student contact the nursing advisor before the first week of classes or sooner. The Nursing Program’s degree plan differs slightly from the general education requirements. It is important for the student to work closely with their advisor in planning a course schedule. The student is responsible for knowing the requirements for graduation from the nursing program.

During registration, the student is expected to follow the procedures as outlined by the Records Office. Students are assigned a PIN number each semester to ensure the student has met with their advisor prior to enrolling in courses. The student cannot enroll without a PIN number for fall and spring semesters.

For further information regarding advisement and registration, please refer to:
http://www.adams.edu/students/aac
http://www.adams.edu/admissions/registration/registration.php

Student Role and Responsibility
Advisors are available to assist students as they progress through the program, but each student is ultimately responsible for his/her own education and contacting their advisor as needed. Students are responsible for knowing and completing all the curriculum requirements and assuming the following responsibilities:

- Knowing the degree requirements.
- Making initial contact with the advisor through email or phone.
- Meeting with the advisor for program degree plan review and advice if the student is failing a course or encountering difficulties that might affect progression.
- Meeting school deadlines; such as application for graduation.
- Managing financial aid and scholarships.
- Contacting the advisor regarding a possible leave of absence from the program, situations that may require medical clearance, or other situations that may affect progression.
- Contacting the advisor regarding clinical placement issues or performance in the clinical area that may arise throughout the program.

Advisors have a wide array of clinical and academic resources readily available to students, as well as expertise in their own area or nursing practice. Students are encouraged to periodically contact their advisor for guidance regarding career planning placement options.
Academic Information

Four-Year Bachelor of Science Nursing Curriculum

The following table lists the recommended course sequencing for completion of the nursing program in four years. More than four years may be needed to complete the nursing program if additional developmental courses in English or Math are required, or if a student is an athlete. To lighten the credit load per semester, taking summer courses is recommended. This is only a guide and will be individualized according to student’s needs. Select pre-requisite courses are available on-line through Extended Studies (online sciences are not accepted except for Nutrition).

<table>
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<td>Gen Ed – BIO 206</td>
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<td>Gen Ed – PSYCH 211</td>
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<td>Gen Ed – CHEM 105</td>
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<td>Gen Ed – Arts &amp; Humanities</td>
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<td><strong>Total</strong></td>
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<td>NURS 206 – Pathophysiology</td>
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<td>Gen Ed - BIO 215</td>
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<td>NURS 207 – HealthAssessment</td>
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<td>Gen Ed - BIO 125</td>
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<td>NURS 309 – Fundamentals</td>
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<td>NURS 309C – Fundamentals Clinical</td>
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<td>NURS 311 – Geriatric Nursing</td>
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<td>NURS 409 – Psychiatric Nursing</td>
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<td>NURS 314 - Health Care Ethics</td>
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<td>NURS 210 - Nursing Research</td>
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<td>NURS 415 – Nursing Management</td>
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<td>NURS 407 – Obstetric Nursing</td>
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<td>NURS 412 – Rural/Community Health</td>
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<td>50 of Gen Ed / 76 in Major</td>
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</tbody>
</table>
Transferring Credits

- Adams State Nursing Department will accept grades of C- or better, P (pass), CR (credit) and S (satisfactory) in non-science courses for transfer credit.

- Science, statistics, and any drug calculation courses must have a grade of C or better for transfer.

- Students with advanced placement scores of 3 or higher and CLEP scores in the 50th percentile or higher may receive credit upon approval by the department chair of the appropriate department.

- Vocational courses and courses which are listed as "electives" or “no equivalent” at Adams State can be considered for credit if a grade of C or better has been earned. Course equivalency and credit is evaluated by the Director of the Nursing Department for final approval.

- There is no limit to the number of transfer hours accepted. However, students are required to complete a minimum of 30 institutional hours to obtain a BA or BS degree.

- Transfer students are urged to visit the campus and meet with the transfer student coordinator to ensure a smooth transition of transfer credits.

- Transfer credit more than 10 years old (7 years for science courses) must be evaluated by the transfer student coordinator for general education requirements and the Director of the Nursing Department for nursing prerequisites.

Adams State will evaluate courses in three categories:

Category 1: General education courses, their equivalents (both in state and out of state), and courses specified in the statewide core transfer process or the guaranteed transfer process with grades of C or better will be evaluated by the Transfer Student Coordinator.

Category 2: Upper level courses (300-499) or courses specifically related to a student's intended major with grades of C or better will be evaluated for acceptance by the department chair for which the credit would be issued.

Category 3: Credits that fall outside of Categories 1 and 2 (i.e., elective credits) will be evaluated for acceptance by the Transfer Student Coordinator.
Pre-Admission Requirements

Background Checks

Students will undergo a criminal background check prior to admission to the Nursing Department. Official background checks will be conducted by a contracted agency. Students are responsible for all fees associated with background checks.

Any conviction, plea of guilty or no contest, or deferred adjudication of felony or misdemeanor offenses may jeopardize clinical agency acceptance and may disqualify applicant for admission into the Nursing Program. Students who have successfully completed the terms of their deferred adjudication agreement will not be disqualified. Offenses older than seven years will not necessarily disqualify you from the Program.

In the event that an offense appears on a student’s background check, the student will be given the opportunity to discuss the circumstances of the offense with the Felony Review Committee. If the investigation reveals information that could be relevant to the application, The Felony Review Committee may request additional information from the applicant. Offenses shall be reviewed on a case by case basis. Judgments are based on the severity, timing, frequency, and nature of the offense. The accuracy of the students’ disclosure is also taken into consideration.

Based upon this discussion, the nursing administration will take one of the following actions:

- Disqualify the student’s application for admission into the nursing department.
- Share the background check with clinical agencies and allow the clinical agencies to determine whether the student will be allowed to complete the required clinical/field experience in their institution. If the clinical agency denies the student access to clinical experiences in their institution, the student will be disqualified for admission into the nursing program.

Students will be asked to sign a waiver, allowing the Nursing Department to share the results of the background checks with the supervisor of clinical agencies being used for clinical courses. They will only be shared with clinical agencies upon request; otherwise, the results are securely locked and kept confidential in the Nursing Department.
Drug Screening Policy

The Adams State Nursing Department requires, as a matter of routine, all matriculating students (participating in a clinical program of study) to submit to a drug screen. The student will comply with directions given regarding the designated vendor and any appropriate follow-up that may be required. All associated fees are the sole responsibility of the student.

The drug screen may consist of the following: marijuana, benzodiazepines, cocaine, amphetamines, opiates and PCP. This may also include a breathalyzer exam.

The Nursing Department administers a monthly random drug screening program and reserves the right to require additional drug screenings from individual students on a “for-cause” basis. Students must provide a urine sample when they are chosen within 24 hours. If the student misses the deadline, this will be considered a positive test & disciplinary action will be taken which may include dismissal from the program. All disciplinary associated fees are the sole responsibility of the student.

Applicability:
This policy applies to all applicants and currently enrolled nursing students in the Nursing Department.

Supporting Background Information for Drug Screening:

Safety and Well-Being of Patients. Health care providers are entrusted with the health, safety and welfare of patients; have access to controlled substances and confidential information, and operate in settings that require the exercise of good judgment and ethical behavior. Thus, an assessment of a student’s possible impairment that diminishes his/her capacity to function in such a setting is imperative to promote the highest level of integrity in health care services.

Accreditation Standards. Clinical facilities are increasingly interpreting standards by accreditation agencies, such as The Joint Commission or CMS, to require drug screening for security purposes on individuals who provide services within the facility and especially those who supervise care and render treatment including controlled substances. To facilitate this requirement the Department of Nursing has agreed to conduct drug screenings for students who participate in clinical training programs.

Licensure Issues. Clinical rotations and early experiential rotations are an essential element in certain health science curricula. Students who cannot participate in clinical rotations due to revealed illegal use of controlled or illegal substances will be unable to fulfill the requirements of the program for advancement or graduation. Additionally, many healthcare licensing agencies require individuals to pass a drug screen panel as a condition of licensure or employment. Therefore it is important to resolve these issues, prior to a commitment of resources by the Department of Nursing or the student.
**Contractual Obligations.** The Department of Nursing is obligated to meet the contractual requirements contained in affiliation agreements between the Department of Nursing and the various healthcare facilities. Many of the healthcare facilities that provided clinical learning experiences for our students require drug screening of all employees, volunteers, and trainees.

**Liability Issues.** Given the current medical liability environment, Adams State University health care facilities are appropriately attentive to those factors that may adversely affect the security of the clinical environment and thus increase their liability exposure. As a result, schools and health care facilities, both independently and, at times, through legislative mandate, have appropriately sought to enhance their scrutiny of professional and non-professional students involved in patient care activities.

**Drug Screening Procedure for Applicants to the Nursing Department:**

1. Nursing program applicant receives information about the requirement for drug screening, results, reporting, and associated fees in the Admissions packet.
2. Applicant picks up the drug screen kit from the Nursing Department Office.
3. Applicant MUST register with the vendor online before proceeding with collection process.
4. Applicant is to complete the drug screening process before **JULY 15** of the calendar year. This process can take 12-14 weeks to complete so plan accordingly.
5. Applicant receives instructions (Drug Screening Instructions) in the Admission packet regarding location of the designated vendor drug screen site:
   a. Applicant completes the Drug Screen Authorization document
   b. Applicant selects designated vendor screening site from list provided
   c. Drug Screen Authorization document brought to screening site by student along with a government-issued photo ID
   d. Applicant maintains designated vendor receipt of drug screen issued at the time of screening
   e. Applicant is responsible for all associated fees.
6. Results of applicant drug screen are electronically reported directly to the Nursing Department from the designated vendor. Review of drug screen results occurs with the Medical Director of the designated vendor and the Nursing Department.
7. Applicant may review the information reports by the designated vendor for accuracy and completeness and to request that the designated vendor verify that the results of the drug screen provided are correct. Prior to making a final determination, that may adversely affect the applicant, the Nursing Department will inform applicant of his/her rights, how to contact the designated vendor to challenge the accuracy of the report, and that the designated vendor was not involved in any decisions made by the Nursing Department. A student or applicant who does not pass or refuses to submit a drug screen may be refused admission into the nursing the program.
8. Applicant/student drug screen results are recorded in an internal database by the Nursing Department.
9. Negative student drug screen results are reported to clinical agency, for clinical placement purpose only, as affirmative in meeting affiliation agreement requirements.
10. The Nursing Department reserves the right to require any individual student to submit to immediate drug screening at any time, on a for-cause basis. A screen may result in a minimum of an immediate administrative withdrawal from all nursing courses, placement on a leave of absence and/or a referral to Peer Assistance Services, Inc.

**Additional Policy/Procedure Information:** Medical Marijuana: The Nursing Department takes patient safety very seriously. The Technical Standards for students require that all students be able to
meet the physical and cognitive demands of the clinical setting as well as exhibit sound judgment (including but not limited to Medical Marijuana) may not be able to meet the Technical Standards, and therefore, may not be suitable for the clinical environment where patient safety is the utmost concern. Students who take Medical Marijuana should consider deferring entry into the Nursing Department while they explore other avenues of treatment, which would allow them to meet the Technical Standards and pass a drug screen.

**Rural or Out of State Applicants:** The Nursing Department contracts with Quest Diagnostics for the collection of specimens for the drug screening process. If there is not a Quest Diagnostics in your area, you may go elsewhere but you may be subject to increase cost for the drug screening process.
Acceptance Policy and Application Process

All students wishing to obtain a Bachelor of Science Degree in Nursing from Adams State University must first be accepted into Adams State University, then with a separate application process, into the Nursing Department the summer after the Freshman year. This handbook is for the four-year BSN students.

Admission to the Nursing Program
Prospective students must be accepted into Adams State before applying to the Nursing Program. *Completion of the general education requirements and pre-requisites does not guarantee admission into the Nursing Program.*

Prospective nursing students should request an application packet for the BSN program during spring advisement of their freshman year. Application packets will be accepted between **Feb 1 & July 15** prior to the sophomore year. Students will receive notification of admission status by **August 15** of the sophomore year. Prospective students are scored based on the following criteria; selection is highly competitive and all minimum criteria MUST be met for consideration into the program. **Only complete applications will be considered. You will be notified by the nursing department when application is complete.**

<table>
<thead>
<tr>
<th>Selective Criteria</th>
<th>Points Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GPA</strong></td>
<td></td>
</tr>
<tr>
<td>3.9-4.0 = 12 points</td>
<td></td>
</tr>
<tr>
<td>3.6-3.8 = 10 points</td>
<td></td>
</tr>
<tr>
<td>3.3-3.5 = 8 points</td>
<td></td>
</tr>
<tr>
<td>3.0-3.2 = 6 points</td>
<td></td>
</tr>
<tr>
<td><strong>ACT or Composite ≥ 21 = 2 points</strong></td>
<td></td>
</tr>
<tr>
<td><strong>SAT or Combined ≥ 900 = 2 points</strong></td>
<td></td>
</tr>
<tr>
<td><strong>ATI/TEAS Composite ≥ 66% = 2 points</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Science Classes Repeated</strong></td>
<td></td>
</tr>
<tr>
<td>No repetition of science course = 1 point</td>
<td></td>
</tr>
<tr>
<td>1 repetition of science course = 0 points</td>
<td></td>
</tr>
<tr>
<td>More than 1 repetition of any science course, application will not be considered.</td>
<td></td>
</tr>
<tr>
<td><strong>Previous College Degree</strong></td>
<td></td>
</tr>
<tr>
<td>Master’s degree = 3 points</td>
<td></td>
</tr>
<tr>
<td>Bachelor’s degree = 2 points</td>
<td></td>
</tr>
<tr>
<td>Associate degree = 1 point</td>
<td></td>
</tr>
<tr>
<td><strong>CNA</strong></td>
<td></td>
</tr>
<tr>
<td>Holds certification and working as a CNA = 3 points</td>
<td></td>
</tr>
<tr>
<td>Holds certification = 2 points</td>
<td></td>
</tr>
<tr>
<td>Successfully completed CNA course but not certified = 1 point</td>
<td></td>
</tr>
<tr>
<td><strong>Previous Health Care Related Experience (not CNA)</strong></td>
<td></td>
</tr>
<tr>
<td>Yes = 2 points</td>
<td></td>
</tr>
<tr>
<td>No = 0 points</td>
<td></td>
</tr>
<tr>
<td>*<em>Residency <em>max of 3 points</em></em></td>
<td></td>
</tr>
<tr>
<td>San Luis Valley High School Graduate = 3 points or</td>
<td></td>
</tr>
<tr>
<td>Majority of pre-requisites acquired at Adams State University = 2 points</td>
<td></td>
</tr>
<tr>
<td>Colorado or New Mexico Resident = 1 point</td>
<td></td>
</tr>
</tbody>
</table>
**Autobiographical Essay and Resume**  
- Work history = 1 point  
- Community Service/Volunteer work = 0-2 points  
- Achievements = 1 point  
- Passion/drive/spirit = 1 point  
- Writing proficiency = 0-2 points  

**Application packet turned in and complete before due date**  
- Yes = 2 points  
- No = 0 points  

**Total Maximum points = 33 points**  
Scores less than 10 will not be considered

**Admission Process:**
- Acceptance into Adams State University  
  - Transfer students must be accepted by August 30th  
  - Send unofficial transcripts from all institutions attended other than Adams State University  
- BSN application and a $35.00 non-refundable fee. Make check out to “Adams State University Nursing”.  
- Minimum GPA of 3.0 is required after completion of all general education courses and nursing prerequisites, acceptance will be CONDITIONAL on any prerequisite course grades completed the fall semester before admittance. Minimum grade of C in all Biology and Chemistry courses, and the Psychology 211 course.  
- Proof of enrollment in prerequisite courses for the fall semester prior to acceptance  
- A 500-word autobiographical essay  
- Your Resume  
- Two letters of recommendation; at least one letter must be from a professor and the second letter from someone in an authoritative position such as a professor, employer or coach. Letters from relatives are not acceptable.  
- Documentation showing submission of fingerprints and background check to American DataBank. Contact the ASU Nursing Office for forms.  
- CNA licensure is highly recommended but not required for admission to the BSN program. If you do have your licensure please submit your documentation.  
  - Documentation showing CNA licensure or proof of successful completion of a CNA course. May also submit proof of enrollment into a CNA course if taking after application deadline (if applicable)
Program Policies & Procedures
Program Completion Requirements

To be eligible for graduation from the Nursing Department, a student must achieve a minimum of a “C” or better in each course in the nursing curriculum. If these minimum achievements are not met see the Academic Status and Progression Policy pg 34.

The total amount of credit hours needed for graduation is 126.

<table>
<thead>
<tr>
<th>Hours in the major</th>
<th>76</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours in supporting courses/general education</td>
<td>50</td>
</tr>
<tr>
<td>Total credits to graduate</td>
<td>126</td>
</tr>
<tr>
<td>Upper Division Hours</td>
<td>59</td>
</tr>
</tbody>
</table>

Writing Proficiency

A requirement for graduation from ASU is writing proficiency. Each department determines if a student is proficient in writing. Those students who have not passed the writing proficiency requirement to date will be evaluated in NURS 211. Students may be referred to the writing studio. The course paper will determine if writing proficiency has been met.

Technical Standards Guidelines

The Nursing Department has put into place a process for addressing the issue of compromised Technical Standards for Admission, Progression and Graduation requirements. If Nursing students are observed by qualified nursing or other health care professionals to be unsafe in the clinical environment due to an inability to meet the Technical Standards, the Nursing Department will take action to ensure a safe environment for students, patients and other personnel.

Technical Standards exist in the areas of: Observation, Communication, and Motor Abilities; Intellectual, Conceptual, Integrative and Quantitative Abilities; Behavioral and Social Abilities, Health and Related Requirements, and Physical and Sensory Requirements.

If any student is observed to be unsafe due to a temporary or permanent inability to meet any one or more of the Technical Standards, the nursing faculty or other health care personnel will report these observations to the nursing program director.

The Director of the Nursing Program will research the question and determine if conditions warrant a professional evaluation. Professional evaluations can include the assessment of the student in question by a variety of professionals capable of assessing the situation. These professionals may include but are not limited to health care providers, mental health care providers, drug and alcohol counselors (currently through Peer Assistance Services), Physical Therapy providers, campus ADA accommodations.
evaluators (through the Office of Disability Resources and Services), and Nursing Department faculty members.

The Director of the Nursing will ask the Diversity/ADA Officer to arrange for the respective evaluation(s) as deemed necessary. The Director of the Nursing Department will then respond to the evaluation report from the qualified professional. Responses may range from taking no action (if supported by the findings of the evaluation), mandatory changes in student behavior, requiring the student to take a Leave of Absence (LOA) from the program in order to address specific concerns, or mandatory student withdrawal or administrative withdrawal of the student from the program; in accordance to the reasonable accommodation process.

The nursing program director will develop a reentry plan for the student in question including the management of the LOA process if necessary. This plan will address any additional work that may be recommended in order to remedy the specific set of conditions that have led to the LOA or withdrawal from the program. For a LOA that extends for a period of time beyond one semester; any reentering student must be tested by the nursing faculty to ensure that an understanding of clinical competencies is current and adequate for the safe practice upon the student’s return.

### Technical Standards for Admission, Progression, and Graduation

#### Introduction
Candidates for the BSN degree must be able to meet these minimum standards for successful completion of degree requirements. The following technical standards explain attributes necessary to complete the educational program in nursing.

The Nursing Department will consider any applicant who demonstrates the ability to perform, or to learn to perform, the skills listed here. An applicant with concerns about these technical standards is strongly encouraged to discuss the issue with the director of the program. An applicant is not required to disclose the nature of any disability. If appropriate, per the ASU disability policy, reasonable accommodations will be provided.

#### Standards

- **Observation**
  - The student must be able to observe and participate in lectures, demonstrations, and research and practice situations in nursing.
  - She/he must be able to observe health assessments and interventions, diagnostic procedures and waveform readings to determine a client’s condition and the effect of therapy.
  - Observation necessitates the functional use of vision, hearing, tactile and somatic senses.

- **Communication**
  - A student must be able to communicate clearly and effectively with clients, teachers and all members of the health care team. Written and oral communication must use standard, professional medical terminology.
- He/she must communicate with clients clearly and effectively to elicit information regarding history, emotional status and activity, and to perceive nonverbal communications.

- **Communication includes speech, hearing, reading, writing and computer literacy.**
  - A student must be able to clearly and effectively report to members of the health care team. Additionally, students must be able to relay appropriate information to clients, as well as teach, explain, direct and counsel a wide variety of individuals.
  - In some instances, the student will be required to provide clear, direct communication during highly stressful, crisis and must have the ability to promptly interpret pertinent patient data.
  - Students must be able to communicate online in a timely, professional manner, e.g., enter an electronic medical record immediately after the patient visit.

- **Violation of the Communications Standard**
  - For all students at the University, patient safety is of paramount concern. Despite admission policies, safety concerns are occasionally raised by clinical or other instructors regarding students’ communication skills and concerns of potential risks to student and patient safety; consequently all students who are observed to be unsafe in a clinical or simulation environment by qualified nursing or other health care personnel, are to be identified and reported to the program director and may be removed from clinical settings.
  - The program director will ask the Diversity/ADA Officer to arrange for the respective evaluation(s) as deemed necessary. The Diversity/ADA Officer will arrange for the appropriate evaluation or ongoing evaluations and forward the evaluation reports to the program director as appropriate.

- **Motor Abilities**
  - A student must have sufficient gross and fine motor skills, physical endurance, physical strength, mobility, vision, tactile abilities and sense of smell to carry out nursing procedures and to operate equipment safely.
  - He/she must have sufficient motor function to elicit information from patients by: tactile palpation, auscultation using a stethoscope, direct hand percussion, indirect percussion using a percussion hammer, and other diagnostic maneuvers.
  - A student must possess sufficient fine motor skills to be able to perform basic laboratory tests (e.g. using a glucometer, slide preparation) and perform basic patient care procedures (e.g. tracheostomy care, urinary catheterization, insertion of intravenous catheters, giving intramuscular and subcutaneous injections and using oxygen/respiratory equipment).
  - He/she must be able to execute motor movements reasonably required in a prompt, timely fashion in order to provide routine and emergency care to patients.
  - Examples of emergency treatments required of student nurses to be done in a prompt, timely fashion include but are not limited to: cardiopulmonary resuscitation, administration of intravenous medications, application of pressure to stop bleeding, obtainment & interpretation of vital signs, opening of obstructed airways, notification of a change in patient status to the appropriate provider.
  - Examples of routine treatments required of student nurses to be done in a reasonable, timely fashion include but are not limited to: administration of scheduled and as needed...
medications, obtaining of vital signs, performing a basic head-to-toe assessment, performing and assisting with activities of daily living.

- **Intellectual, Conceptual, Integrative and Quantitative Abilities**
  - The student must be able to read and understand written documents in English and to solve problems involving measurement, calculation, reasoning, memory, analysis and synthesis.
  - He/she must be able to synthesize knowledge, integrate and prioritize all aspects of patient care in a prompt, timely fashion. This includes synthesis of objective and subjective findings and diagnostic studies in order to formulate and initiate a plan of care integrating the gender, age, religious, physical and patient preferences.
  - The student must be able to integrate concepts of pathophysiology, pharmacology and fundamentals of nursing care in order to formulate a cohesive, multidisciplinary plan of care for desired patient outcomes appropriate to each clinical setting.
  - The student must be able to use this information to identify and develop a diagnosis, establish priorities and monitor treatment plans and care modalities.
  - The student must be able to comprehend three dimensional and spatial relationships.
  - The student must be able to incorporate data from multiple patient sources (e.g. physical assessment, vital signs, lab values, interdisciplinary documentation) in a prompt manner in order to provide appropriate, safe patient care.
  - He/she must be able to recognize and respond rapidly and safely to changes in a patient’s status based on a variety of sources such as physical assessment and pertinent laboratory findings. The student must be able to revise care to promote appropriate patient outcomes.

- **Behavioral and Social Abilities**
  - A student must have the capacity to demonstrate full utilization of his/her intellectual abilities, emotional stability, exercise good judgment under stressful, crisis and non-crisis situations and promptly complete all responsibilities pertinent to the diagnosis and care of clients in a variety of settings.
  - The student must have the capacity to develop mature, sensitive and effective therapeutic relationships with clients in a variety of settings and from different cultures. Individual patient care must be performed regardless of the patient’s race, ethnic group, age, gender, religious or political preference, ability to pay, gender or sexual orientation.
  - The student will be required to perform nursing care in many settings including acute care inpatient settings (e.g. medical surgical, obstetrics, psychiatric, pediatric) as well as outpatient settings (e.g. public health, outpatient clinics, long term care facilities, schools and homes). The student must have the ability to perform nursing care that may be outside their own personal level of comfort in these settings so that the patient’s needs are a top priority.
  - He/she must be able to tolerate physically and mentally taxing workloads and function effectively under stress.
  - The student must be able to exhibit a level of consciousness and attentiveness that guarantees patient safety. Examples of unacceptable compromise include excessive somnolence, memory impairment, or an inability to retain pertinent details of a patient’s situation.
As a component of nursing education, a student must demonstrate ethical behavior, including adherence to the American Nurses Association Code of Ethics for Nurses and Adams State student honor codes.

- Students are not required to be involved with medical procedures that are in disagreement with individual attitudes and values. Nevertheless, students are required to learn about these procedures and participate in the professional care of the patient before and after such procedures.
- Although student safety is of utmost importance, students will be exposed to a variety of communicable pathogens and are expected to care for patients with communicable diseases using appropriate standard precautions and/or guidelines.

**Health and Related Requirements**

- Students are required, according to agency and ASU policy, to provide current proof of having met all health related requirements prior to participating in any clinical activities. Students are responsible for maintaining all personal health records including current immunizations, CPR (American Heart Association BLS for Health Care Providers), OSHA and HIPAA documentation.
- All students are required to provide proof of health insurance coverage that must remain in effect for the duration of the program. Discount card programs are not acceptable.
- All entering students are required to complete a background check, including a drug screen, prior to entering the Department of Nursing.
- Students are required to complete a physical exam prior to entering the clinical courses.
- Certain chronic or recurrent illnesses and problems that could interfere with patient care or safety may be incompatible with nursing education or practice. Some illnesses may lead to a higher likelihood of student absences and should carefully be considered. Deficiencies in knowledge, judgment, integrity or professional attitude may jeopardize patient care, and as a result could become grounds for course failure and possible dismissal from a nursing program.

### Physical & Sensory Requirements

#### Physical Capabilities

<table>
<thead>
<tr>
<th>Activity</th>
<th>Frequency</th>
<th>Activity</th>
<th>Frequency</th>
<th>Activity</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lift/Carry</td>
<td>X</td>
<td>Push/Pull</td>
<td>X</td>
<td>Walk</td>
<td>X</td>
</tr>
<tr>
<td>10 lbs or less</td>
<td>X</td>
<td>15 lbs or less</td>
<td>X</td>
<td>Sit</td>
<td>X</td>
</tr>
<tr>
<td>11-20 lbs</td>
<td>X</td>
<td>16-30 lbs</td>
<td>X</td>
<td>Stand</td>
<td>X</td>
</tr>
<tr>
<td>21-50 lbs</td>
<td>X</td>
<td>31-50 lbs</td>
<td>X</td>
<td>Fine motor manipulation</td>
<td>X</td>
</tr>
<tr>
<td>51-100 lbs</td>
<td>X</td>
<td>51-100 lbs</td>
<td>X</td>
<td>Grip</td>
<td>X</td>
</tr>
<tr>
<td>100+ lbs</td>
<td>X</td>
<td></td>
<td></td>
<td>Squat/Kneel</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Bend</td>
<td>X</td>
</tr>
<tr>
<td>Drive</td>
<td>X</td>
<td>Computer</td>
<td>X</td>
<td>Twist/Turn</td>
<td>X</td>
</tr>
<tr>
<td>Manual</td>
<td>X</td>
<td>Data Entry</td>
<td>X</td>
<td>Crawl</td>
<td>X</td>
</tr>
</tbody>
</table>
### Reasonable Accommodation

Adams State University complies with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Adams State University is committed to achieving equal educational opportunities, providing students with documented disabilities access to all university programs, services and activities. In order for this course to be equally accessible to all students, different accommodations or adjustments may need to be implemented. The Office of Accessibility Services (OAS) is located in Richardson Hall 3-100, or available at OAS@adams.edu, and 719-587-7746. They are your primary resource on campus to discuss the qualifying disability, help you develop an accessibility plan, and achieve success in your courses this semester. They may provide you with letters of accommodation, which can be delivered in two ways. You may give them to each course faculty, or have the Office of Accessibility Services email them. Please make an appointment with their office as early as possible this semester so that we can discuss how potential accommodations can be provided and carried out for this course. If you have already received letters of accommodation for this course from OAS, please provide me with that information privately so that we can review your accommodations together and discuss how best to help you achieve equal access in this course this semester.

### Institutional Policies

For more information on disability services, please see the Disability Services Guidelines found on ASU website under ADA - Disability Services.

For Institutional policies please see the ASU Student Handbook 2016-2020 on items such as The Americans with Disabilities Act page 55, Academic Integrity page 28-29, Student Rights and Responsibilities page 6 and The Family Educational Rights and Privacy Act of 1974 (FERPA) page 33;

### Implementation of Accommodations for Students with Disabilities

Once accommodations have been approved, the ASU OFFICE OF DISABILITY SERVICES /

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<table>
<thead>
<tr>
<th>Activity</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Able to see clearly at both near and far distances</td>
<td>X</td>
</tr>
<tr>
<td>Able to identify and distinguish colors</td>
<td>X</td>
</tr>
<tr>
<td>Able to judge distances and spatial relationships</td>
<td>X</td>
</tr>
<tr>
<td>Able to communicate verbally and in writing</td>
<td>X</td>
</tr>
<tr>
<td>Able to distinguish between sounds such as a telephone vs. fire alarm,</td>
<td>X</td>
</tr>
<tr>
<td>tone of voice, varied decibels</td>
<td></td>
</tr>
<tr>
<td>Able to perceive attributes of objects such as size, shape, temperature,</td>
<td>X</td>
</tr>
<tr>
<td>texture through touch</td>
<td></td>
</tr>
</tbody>
</table>
DIVERSITY will notify the involved faculty that the student is qualified and the student needs to provide a copy of the Academic Accommodations Letter to all faculty of current courses.

**Academic Status and Progression Policy**

Adams State charges the nursing faculty with the responsibility for the quality of education of each individual student. Inherent in this responsibility is the assessment of individual progression based on both academic and professional standards. Any student may be subject to immediate suspension or dismissal when in the judgment of the faculty in consultation with the Director of the Nursing Program and other appropriate University officials, the good of the University, public and/or safety and welfare of patients warrant such action. No student shall be suspended or dismissed except for cause and the student will have an opportunity for one appeal. The grounds for suspension or dismissal include but are not limited to demonstrable behavior contrary to generally accepted ethical and professional nursing standards, neglect of clinical responsibilities, impairment in classroom and clinical settings due to illegal drug and/or alcohol use, or violation of the standards of conduct established by Adams State.

- **Regular Admission Status**: All admission requirements must be completed by the application deadline to be eligible for Regular Admission Status.
- **Good Academic Standing**: Students have achieved a passing grade of “C” or better in all nursing courses and all nursing courses are complete at the end of the semester.
- **Academic Progression**: Academic progression is the continuation of the academic program based upon an approved sequenced plan.
- **Leave of Absence**: Continuous registration according to the approved, sequenced academic program plan is a requirement for active status in the Nursing Department.
  - If a student needs to interrupt her/his progression in school, the student may request a “Leave of Absence” (LOA) for not more than one academic year, provided s/he is in good academic standing and intends to return to school.
  - A letter addressing the LOA must be submitted to the Director of the Nursing Department. A student may be granted a LOA for up to one academic year.
  - It is the student’s responsibility to ensure that s/he is not registered for any courses during the terms for which a leave has been granted.
  - If a student petitions for a LOA after the designated drop/add period he/she may be subject to full payment of tuition.
  - If the student is receiving financial aid they also must provide the Office of Student Financial Aid notice of the LOA.
- **Academic Probation**: When a nursing student fails to maintain good academic standing, the student is placed on academic probation by the Program Director.
  - Reasons for Academic Probation include, but are not limited to the following:
    - Student has an incomplete grade, due to an excused absence, in a course at the end of the semester of which the course was taken. Incompletes must be finished within the next academic semester.
    - The student has acted in an unethical or unprofessional manner in the classroom, clinical, or community setting. Circumstances of the act will be judged on an
individual basis and may result with a disciplinary action plan to the other end of
the continuum of immediate dismissal from the program. i.e.

- Academic Probation indicates that the student is in academic jeopardy and should seek frequent communication with their academic advisor and utilize other campus resources as needed. Duration of Academic Probation varies by the reason student is placed on probation.
- The student will be placed on a **Performance Improvement Contract**

**Academic Suspension:** When a nursing student fails to maintain good academic standing related to achieving passing grades, the student is placed on academic suspension by the Program Director.

- Reasons for Academic Suspension include, but are not limited to the following:
  - The student earns a grade of less than a “C” (77%) in one nursing course.
  - Fails to follow or complete a **Performance Improvement Contract** related to academic probation status.
  - Student has 2 or more incomplete grades, due to an excused absence, in courses at the end of the semester of which the course was taken.
- Duration of suspension is one year from the time of the last passed course, in the course succession plan. In other words, until the failed course is retaken or incompletes are finished. A student must complete reapplication process to be reinstated to the program. Readmission is not guaranteed.
- A student on Academic Suspension for course failure, may repeat a course **only once** and must complete the reapplication process for consideration to resume the program. Readmission is not guaranteed. The student will be required to pay tuition and fees associated with the repeated course. Both course grades will appear on the transcript only the higher of the two will be included in the Nursing Department’s calculation of the grade-point average.
- A student on Academic Suspension for failure to complete a Performance Improvement Contract shall follow the discipline actions noted within the contract.
- If the clinical course is failed, the student must audit the associated didactic while repeating the clinical course.
- If the didactic course is failed, the student will be required to participate in all simulation activities associated with the clinical content for the didactic course. (If a student fails Fundamentals didactic course, the student would participate in all simulations during the semester he/she is repeating the Fundamentals didactic course)

**Dismissal:** Dismissal is administrative withdrawal from the nursing program.

- Reasons for dismissal include, but are not limited to the following:
  - Students who remain with incomplete grades after completion deadline.
  - Students who have failed a course for the second time, or who have failed two courses in the program.
  - Students with academic misconduct, unethical, or unprofessional behavior that warrants this severity of disciplinary action, examples including, but not limited to:
    - Plagiarism
    - HIPAA Violations
• Cheating on Exams
  o The Director of the Nursing Department will make a decision for dismissal and will notify the student in writing of the decision and their right to appeal. A student who is dismissed from the program is not eligible to reapply.

Academic Conduct

In addition to the Adams State Code of Academic Conduct ASU Student Handbook 2016-2020 page 6 - 20, the Nursing Department also requires students to adhere to the ANA Code of Ethics page 13-14 and the NSNA Code of Academic and Clinical Conduct page 15-16 as outlined in the beginning of the Four-Year BSN Student Handbook.

Violation of the either of these Codes should be immediately reported to a faculty member and the Director of the Nursing Department.

Self-reporting of a violation demonstrates accountability and will be considered in the disciplinary process.

The identity of the reporting party will be protected in the investigation process.

Violations of the Adams State Academic Conduct Code will be handled through the Office of Student Affairs.

Violations of the ANA Code of Ethics or/and the NSNA Code of Academic and Clinical Conduct will be handled within the Nursing Department.

The Director of the Nursing Department will develop a performance improvement plan that includes disciplinary sanctions that address the specific ANA Code of Ethics or/and NSNA Code violation.

Violation of the ANA Code of Ethics and/or NSNA Code of Academic and Clinical Conduct may lead to administrative withdrawal from the Nursing Program.

Student Honor & Conduct Code

The health professions are based on a high degree of trust by the individuals they serve. Students entering the health professions have a particular obligation, therefore, to conduct themselves at all times in a manner that reflects honesty, integrity and respect for others.

The Nursing Department adheres to the Adams State University Code of Conduct Policy as described in the Adams State Student Handbook. We also uphold professional behavior on internet based social media websites including but not limited to email and Facebook. Any sharing of patient information or defamation of clinical sites, preceptors, faculty, other students, etc. would be considered unprofessional and in violation of the student conduct code warranted of disciplinary action.
Ethics

Nursing students will be held accountable for demonstrating ethical behavior, as defined by the ANA Code of Ethics as noted earlier in the handbook, pg. 13-14

Concerns about unethical behavior by a student nurse should be immediately reported to a faculty member and/or the Director of the Nursing Department.

Self-Reporting of unethical behavior demonstrates accountability and will be considered in the disciplinary process.

The identity of the reporter will be protected in the investigation process.

The Director of the Nursing Department will develop a Performance Improvement Contract that includes disciplinary sanctions that addresses the specific violation.

A recurrent pattern of unethical behavior by a student may lead to dismissal from the program.

- Performance Improvement Contract along with Probation or Suspension and possible failure of course
- Dismissal from the program

Classroom and Clinical Policies

Attendance

Regular attendance and active participation in class/clinical is essential to success. All students in the nursing department are expected to promptly attend all classes and clinical placements as assigned, following the Academic Calendar of the Nursing Department and the University. Students may receive equitable accommodations for serious life event and disability if ADA approval is received. However, clinical placements are tightly controlled by our clinical partners, and therefore, make-up clinical days are usually not possible. Arrangements for an extenuating situation such as a death in the family or a serious illness of the student will be considered individually. Unexcused simulation and/or clinical absences are not tolerated and will result in a failure of the course.

The nursing department recognizes that some students may desire to make schedule changes to accommodate religious holidays. A student must work with the clinical placement coordinator to modify clinical assignments/dates. The nursing program follows the Adams State Academic Calendar but note that due to clinical placement limitations, students may be required to participate on Saturdays and Sundays, including the night shift. For example: the weekends surrounding Spring Break or Thanksgiving.
In extreme circumstances, students may change simulation and/clinical days with instructor approval. Approval will be on a case by case basis. A "Clinical Schedule Change Request Form" may be obtained from the Administrative Assistant. This form must be completed fully and returned to the Administrative Assistant.

On clinical days, students are expected to stay on site for lunch. Pack a lunch to take with you as an option if a special diet is required or if there is no cafeteria on site.

**Additional fees may be assessed to the student if clinical make-up days are necessary.**

**Behavior**

Students are expected to be respectful of their colleagues. Disruptive behavior will **not** be tolerated. Violation may result in failure of, or expulsion from, the course at the discretion of the instructor. It may also result in being placed on academic probation or suspension, or even dismissed from the program at the discretion of the Director of Nursing.

Students are expected to be on time. Prior notification to faculty in the event of absence or tardiness is expected. If you need to leave early for an appointment please let the instructor know before class and sit near the door so the class is not disrupted when you leave. Restroom breaks needed during class are to be followed per instructor’s classroom policy.

Cell phones should be turned to “off” and be put away while in the classroom and during testing. Texting and calls are disruptive to the class and should be conducted outside of the classroom, only. If there are extenuating circumstances, the student needs to get specific permission from the faculty and should sit in such a place to leave the classroom quietly and respectfully as needed. In a clinical setting the use of cell phones or other electronic devices in the clinical area must be approved by the clinical institution/preceptor. Cell phones / smart phones / PDA’s may not be allowed by the clinical facilities. If such devices are allowed, then communication with the preceptor must take place at the beginning of the shift about its use and must only be used for academic reasons only such as ‘Nursing Central’ and not for making phones calls/texting. Emergency only phone calls should happen in the clinical setting and arrangements should be made with your clinical preceptor on how to handle those situations.

Food and drink in the classroom must be contained and trash must be removed at the end of class. Faculty has the right to remove these privileges as necessary.

Children should not be brought to class. It is unreasonable to expect children to maintain decorum for lengthy class periods. Material presented in class may not always be appropriate for children.

**Communication**

Grizzlies email and Blackboard messages are the Nursing Department’s official means for all course specific communication. Refer to the course syllabus for specific instructor communication preferences. You are responsible for all communication sent to you via Grizzlies. Email or Blackboard messages. Students need to check Grizzlies email, Blackboard messages, announcements and learning modules a minimum of three times per week or as noted by faculty in individual course syllabus.

The office administrative assistant will send communication via the grizzlies email account. Students are responsible for all communication sent via the grizzlies account.
Testing Etiquette

• Arrive early for exams so that testing can be begin promptly at the starting time designated. If you arrive late, take a seat nearest to the door so you are less disruptive. It is instructor discretion to lock the door upon beginning an exam.
• Make sure all backpacks are zipped and placed along the outer walls of the classroom. If testing is taking place in the computer labs, all personal items will be placed along the wall.
• Make sure all cell phones are off or silent and put away.
• Remove (or turn around) any hats that hide your eyes. Keep your eyes on your paper or computer screen. If not, you will be warned once and subsequently removed from the testing area.
• Avoid nervous habits that distract other students (e.g., tapping on desks, clicking pens, popping gum, cracking knuckles).
• Don’t let any frustration you may have with the test, testing environment, or technical difficulties become a distraction for others also taking the test.
• If you need clarification on a question please raise your hand for instructor assistance, remember to talk quietly.
• If you need to use the restroom, please ask the instructor first. Make sure you use the restroom before coming to the testing area. This should be a rare instance and not an ongoing habit. You may also be escorted to restroom by another department member.
• When you are finished, please be considerate of your classmates by avoiding unneeded noises such as printing, snapping or zipping of coats, rustling through backpacks, or throwing things in the trash. These things can all be done after you leave the classroom.

National Standardized Testing Exams

Standardized Testing Programs, such as Kaplan, is a set of specialty exams that were developed to assess students' knowledge and their ability to apply nursing concepts within specific content areas. It helps prepare nursing students to pass the NCLEX (National Council Licensure Examination) exam for licensure after graduation. These exams are administered during finals week and are built into each course’s final grade.

During the senior year in the Nursing Internship class, there will be several Kaplan review exams. In the last part of the semester students will follow a Kaplan review plan testing format. There will be a final Pass/Fail exam at the conclusion of the Internship course. Students will have two attempts to pass this exam with a 68.0% or higher. All students will take both versions of the exam, but are only required to pass one exam to be eligible to graduation. If a student fails to score a grade of 68.0% or greater on either attempt they will fail the course and not be eligible to graduate. The student will be eligible for readmission to the ASU Nursing Program but must complete a readmission application process for consideration. Readmission is not guaranteed. Upon successful passing of the exam the student will qualify to graduate and be eligible to take the NCLEX licensure examination.

Medication Administration Safety

Student’s competence in medication administration and drug calculations will be routinely verified in order to ensure minimum safety standards in medication administration in the clinical setting.
A medication administration exam, including drug calculations, will be administered to each nursing student at the conclusion of each semester. Each exam may only be taken twice and must be passed with a score ≥ 92%. Students who do not pass the exam on the second attempt will be dismissed from the nursing program.

Senior students will have only one attempt at the final semester medication administration exam and must pass with a 100%. If the student does not pass this exam, they must retake NURS 201 during the Spring semester and pass the course with a 96%. If students fails to meet the required score, the student will be dismissed from the nursing program.

Grading

The process for grading is as consistent as possible among the entire nursing faculty. The syllabus for each course will clearly state all of the requirements in order to successfully complete each nursing course. Grading rubrics are utilized for individual assignments to help with clarity and consistency.

Each course will utilize a 1,000 point scale. Individual assignments may be assigned a different total point value as determined by the faculty of record; based upon the value of the assignment within the course. **Extra Credit will not be utilized in any nursing courses.**

The following scale will be used:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>900-1000 points</td>
</tr>
<tr>
<td>B</td>
<td>800-899 points</td>
</tr>
<tr>
<td>C</td>
<td>770-799 points</td>
</tr>
<tr>
<td>D</td>
<td>769 – 600 points</td>
</tr>
<tr>
<td>F</td>
<td>599 or below</td>
</tr>
</tbody>
</table>

Failure of Course 769 or below

All core nursing courses (Health Assessment, Pathophysiology, Pharmacology, Fundamentals of Nursing, Medical/Surgical Nursing I & II, Obstetrical Nursing, Psychiatric Nursing, Pediatric Nursing) **MUST be passed with an exam average of 77% or greater. Test score average supersedes the total score.** If a students does not have the minimum 77% test average they fail the course. After a student reaches the 77% test average then all other assignments are calculated.

**Note:** All courses **MUST be passed** with a **minimum score of 770 points** in order to progress according to the progression policy.

Fundamental Nursing Supplies

It is the policy of the Nursing Department at Adams State that each student has access to supplies with which to train and practice nursing skills such as medication administration, sterile and clean dressing changes, placement of urinary catheters, removal of staples and sutures, and other such nursing procedures; in a safe and **supervised** environment.

Course specific lab fees are required and are automatically charged with tuition for the purchase of these supplies.
Students are responsible for purchasing other fundamental nursing supplies such as: stethoscopes, sphygmomanometers, ECG calipers, scissors, etc.

Supplies are not to be removed from the nursing department or used outside of the supervised nursing area. Removal of supplies is considered theft and may result in disciplinary action.

**Clinical / Simulation Lab Dress Code**

Students must dress consistent with reasonable professional nursing expectations. The dress code is dependent on clinical agency requirements. Specific uniform information is provided at the Nursing Orientation after admission into the program. The student **must wear their ASU campus identification as a name tag**. In addition:

- Scrubs approved by the nursing department, unless a clinical agency requires otherwise. Undershirts must be black
- Adams State patch professionally sewn onto the left arm sleeve
- No bare midriffs, cleavage or gluteus maximus (even when the student squats or bends over)
- Uniform must be clean without wrinkles
- Analog wrist watch with second hand
- Shoes **MUST** be all black, including the sole, with no designs or holes. They **MUST** be flat-soled (not > 1 inch) platform with closed heels and toes. Clogs are not allowed. They **MUST** be a professional nursing shoe brand such as Cherokee, Dansko, Nurse Mates, etc.
- Hair must be of natural color, neatly secured above collar, and away from the face
- Finger nails natural in color, no acrylic nails or polish
- Facial hair neatly trimmed
- **NO** jewelry & minimal natural makeup
  - No visible facial piercings
  - No earrings, necklaces, bracelets or rings
  - Gauge holes must be covered
- Colognes, perfume and scented lotions may not be used
  - Odor of tobacco on clothing or breath is not acceptable in the clinical setting
- No exposed tattoos, they must be covered
- No gum or tobacco chewing during clinical

If a student is non-compliant with the dress code, they will be sent home and risk having an unexcused clinical absence. It is at the clinical instructor’s discretion as to whether or not a student may return after fixing the issue.

**Clinical/Simulation Grading**

Students must pass the final clinical instructor and or preceptor evaluation with at 77% or greater to pass the clinical course.

If student behavior and/or expected skill level are deemed unsafe by simulation instructors, students may be asked to leave and may result in failure of the simulation and clinical course.

**Computer Generated concept maps are not allowed!**
Clinical Requirements

Students must have a current physical exam, immunizations, CPR certification, liability insurance, and personal health insurance before beginning clinical at the beginning of the Junior year and must remain current throughout the remainder of the program or you will not be allowed into the clinical setting. All forms must be turned uploaded into Complio Immunization Tracking system. http://www.adamscx.com Directions for the Complio Immunization Tracking system is included in the appendices of this handbook.

Physical Exam
Once accepted into the nursing program and prior to any clinical activities, students are required to obtain a physical examination by a primary healthcare provider. This may a Nurse Practitioner, a Physician Assistant, a Doctor of Osteopathy, or a Medical Doctor.

The form is included in the appendices of this handbook. It is the responsibility of the student to return the completed form to the Nursing Department Office. The student is responsible for all associated fees.

Immunizations:
See immunization form included in appendices of this handbook.

CPR:
The student must attend, successfully complete, and obtain a validation card for a basic CPR course approved by the American Heart Association: Basic Cardiac Life Support – Provider. Your CPR certification must be kept current throughout the program.

Liability Insurance:
The policy must be comprehensive medical professional liability insurance with minimum coverage limits of $ 1,000,000 per claim and $ 3,000,000 annual aggregate. Each student shall be required to provide Certificate of Insurance as evidence of such insurance coverage prior to participation in any clinical experience within the program.

Students are required to obtain this at their own expense and maintain throughout the program. Most policies are renewed annually.

Clinical Identification:
You must wear an ASU nursing student identification badge in the clinical setting. This will be set up at the end of your sophomore semester.

Personal Health Insurance:
All students are required to have proof of current health insurance coverage. Discount programs are not acceptable. (CHC, CICP for example)
Confidentiality

A confidential communication is one that contains information given by one person to another under circumstances of trust and confidence with the understanding that such information must not be disclosed. Clearly, information about a patient – gathered by examination, observation, conversation, or treatment – is the type of confidential information the law has always protected. Nurses are legally and morally obligated to keep secret any information about a patient’s illness or treatment that is obtained in the normal course of their professional duties. The observance of confidentiality is one of the fundamental tenets of the Code for Professional Nurses adopted by the American Nurses’ Association and is also addressed in the NSNA Code of Academic and Clinical Conduct page 15-16.

Students will receive initial and ongoing education about confidentiality and patient privacy during their nursing education.

In the academic setting, a patient may be extended to include a guest speaker or individual whose knowledge or experience is used to assist with the students’ learning. Faculty may also ask the students to maintain confidentiality during other learning experiences in which confidential or sensitive information is shared.

All members of the healthcare team are duty bound to treat patients with decency, respect, and the greatest degree of privacy possible. At the very least, this means that the patient should be seen, examined, and handled only by those persons directly involved in his or her care and treatment. Unnecessary exposure of the patient’s body or unwarranted discussion of his or her care with third parties may give rise to legal cause of action for invasion of privacy, with appropriate damages assessed against the offending party.

Only those individuals directly involved in care of a patient may have access to patient records or information, whether in electronic or paper format.

Students may not access patient records of themselves, other students, family members, or patients unless they are directly involved in their care as a student.

Students may not photocopy or print off patient records in part or in their entirety for any reason. You may not accept a photocopy or print off from an instructor or nurse preceptor.

Students may discuss patient information with their instructor and preceptor or others involved in assisting with care of the patient.

Students may discuss their patient with other students to assist with the students’ learning process in the classroom or post-clinical conference. No discussion (direct conversations, cell phones, text messages, etc.) can occur outside of the “confidential” settings.

Students must protect the privacy of those they care for and not reveal patient names or identities on assignments, journals, or any other written or electronic means. Students may use patient’s initials on assignments.

Students may not take photographs of patients.
Student nurses will be held liable for their own acts of negligence committed in the course of clinical experiences. If they are performing duties that are within the scope of professional nursing, they will be held to the same standard of skill and competence as registered professional nurses. A lower standard of care will not be applied to the actions of student nurses.

Breach of confidentiality or patient privacy will result in disciplinary action up to and including immediate expulsion of the student(s) involved.

The Director of the Nursing Department will meet with the student(s) to discuss the breach and develop a disciplinary contract that will be in effect for the remainder of the student’s nursing degree program. Any subsequent breach will result in immediate dismissal from the nursing program.

The Director of the Nursing Department will also notify the Chief Nursing Officer of the facility where the breach has occurred, to provide information to assist the facility in their investigation and the reporting of the breach.

Course Evaluations

To assist the faculty in strengthening course offerings and improving the quality of teaching in the nursing program, students are very strongly encouraged to complete course evaluations for each nursing course.

Students evaluate the course in relation to whether course objectives have been met, and whether the teaching methodologies were effective in fostering their learning.

Students are requested to identify, strengthen and to make realistic suggestions for course improvement.

The student evaluator need not sign course evaluations.

Course evaluations are provided to the students through a University mechanism.

The course evaluations are analyzed by the Director of the Nursing Department to determine student perceptions of course strengths and weaknesses.

The results of the analysis are shared with the baccalaureate nursing faculty at the close of each semester.

The faculty consider student suggestions to strengthen course offerings in revising and updating courses.

Students are encouraged to provide constructive feedback in relation to areas for improvement and to identify strengths of the faculty member.
Excused Absence Notification Policy:

All excused absence verification (except for regularly scheduled athletic travel), shall be processed by the Office of Student Affairs (excuses must be verified within 30 days of the absence). Please see procedures outlined in the ASU student handbook and the excused absence guidelines on http://www.adams.edu/sa/excused-absence.php.

Unexcused clinical absences will not be accepted and will result in an automatic failure of the course. Excused clinical absences must be made up before the end of the semester, if possible. Student must contact the faculty person and clinical placement coordinator regarding make-up days.

**Additional fees may be assessed to the student if clinical make-up days are necessary.**

Military Leave Policy

Occasionally the Department of Nursing has students that serve in the U.S. Military, Reserves or National Guard. Adams State University supports its students who are serving the country in this way. A student who receives orders calling him/her to report for active military duty should work through the University’s Veterans Affairs Office in preparation for leaving and guidance on procedures to follow. Information can be found at [https://www.adams.edu/records/va/index.php](https://www.adams.edu/records/va/index.php).

Substance Abuse Policy

Substance abuse can profoundly affect one’s ability to provide safe and effective care for others; let alone one’s ability to learn and understand the enormous amount of information that nursing students are required to learn. The Nursing Department adheres to the Adams State Drug and Alcohol Policy as described in the ASU student handbook, page 56-57.

Any student or faculty member has the moral and ethical obligation to report suspicion of substance abuse in any other student or faculty member; without fear of retaliation.

Process for reporting:

- Notify the Director of the Nursing Program, immediately.
- Write out the date and time of the concerns and list any other witnesses, as necessary.
- If the suspicion of substance abuse pertains to the Director of the Nursing Program, or the Director of the Nursing Program is immediately unavailable, notify the Vice President of Academic Affairs.
- Maintain professionalism and confidentiality; do not share this information with any other students, faculty, etc.
The Director of the Nursing Program will then implement the process of ensuring the safety of any patients who might be affected, identifying the substance(s) of abuse and initiating the Adams State Drug and Alcohol policy. The individual under the influence may be removed from the classroom or the clinical assignment immediately and only allowed to return when deemed safe to do so.

**Institutional Policies**

For Institutional policies please see the ASU Student Handbook 2016-2020 on items such as Sexual Harassment pages 35-36, Anti-Discrimination and Grievance Procedure pages 37-45, or Campus Sexual Assault Bill of Rights page 45.

**Unusual Occurrence Policy & Procedure**

An unusual occurrence is any event that has potential to result in harm to a student or to others while in a nursing classroom or at a clinical site where the student is functioning in the capacity of a student nurse.

**Procedure:** Follow the steps outlined below when an unusual occurrence happens.

- The student needs to go to the Emergency Department or the closest Emergent/Urgent care clinic. The student is responsible for all health care costs for her/himself incurred in treatment of an injury. The student’s health care costs include both immediate care and any necessary follow-up care. The Department is not financially responsible for any costs incurred by the student.
- The student then needs to contact the Nursing Department and report the injury.
- The student needs to obtain and fill out the Workers’ Comp form from http://www.adams.edu/administration/hr/form.php.
- Pinnacol, the carrier for ASU, will then contact the injured student to advise them where to receive continuing care.
Readmission Policy

Students who are eligible to reapply must meet all admission criteria in effect at the time that she or he reapplies. Any student who is being readmitted to the program must meet all the requirements and repeat any required nursing courses that were taken more than two years ago and/or course failures.

A student will have only one (1) opportunity for readmission to the Nursing Program.

Readmission will be denied for:
- Students who were terminated for violation of the ASU Academic Dishonesty Policy, the ASU Code of Academic Conduct, ANA Code of Ethics, and/or NSNA code of Academic and Clinical Conduct.
- Students were dismissed for academic reasons.

Readmission is not guaranteed

Former Nursing Student Seeking Readmission to 1st semester

Students seeking readmission for 1st semester after failure of courses must submit a new full application packet, (application, essay, resume, SAT/ACT or other standardized test scores, background check/drug screening/fingerprinting report, and pay the $35 fee). In addition to the student will provide adequate evidence to support the re-admission request. Adequate evidence includes:

- Recognition of deterring factors in the previous program attempt
- Evidence of remediation of the deterring factors
- A plan for achieving successful completion of the Nursing Program

Nursing Readmission to the 2nd, 3rd, 4th or 5th Semesters

Former Nursing students seeking readmission to the 2nd, 3rd, 4th or 5th semesters must reapply through the Nursing Department.

Readmission Requirements:
- Readmission application due no later than 60 days before the semester begins
- Letter of application addressing
  - Recognition of deterring factors in previous program attempt
  - Evidence of remediation of deterring factors
  - A plan for achieving successful completion of the Nursing Program
- All Clinical Requirements – see 4-Year BSN Student Handbook, pg. 42
- Updated background check if previous background check is more than 1 year old.
- A recent drug test no older than 30 days old (See Clinical Requirements)
- Good standing with school financial obligations
- Readmission Test passed with a score of 80% or better
• Faculty/Peer Interview

**Readmission is not guaranteed**

Phases of Readmission Procedure for failure of 1\textsuperscript{st} semester:
Faculty/Peer review of application materials. If student meets the minimum criteria they will be notified by Director of Nursing.

Phases of Readmission Procedure for failure of 2\textsuperscript{nd}, 3\textsuperscript{rd}, 4\textsuperscript{th}, or 5\textsuperscript{th} semesters.

**Phase 1.** Faculty/Peer Review of the Readmission application materials. If student meets the minimum criteria of a score of 21 or higher they will be notified and moved to Phase 2.

**Phase 2:** Faculty/Peer Interview. This will allow the student an opportunity to answer any additional questions or concerns that were identified in Phase 1. If the student meets the minimum criteria of a score of 24 or higher they will be notified and moved to Phase 3.

**Phase 3:** Comprehensive Readmission exam. This exam will consist of questions from courses taken the semester prior to the semester of failure. A score of 80\% or higher is required for readmission.

- **2\textsuperscript{nd} semester failure:** Exam will consist of 70 questions including Patho, Pharm, Health Assessment and professional Practice and Math

  - **3\textsuperscript{rd} semester failure:** Exam will consist of 85 questions including all courses as listed above with the addition of fundamentals, ethics and research.

  - **4\textsuperscript{th} semester failure:** Exam will consist of 100 question including all courses as previously listed with the addition of Med Surg I, Management, Psych.

  - **5\textsuperscript{th} semester failure:** Exam will consist of 115 questions including all courses as previously listed with the addition of Med-Surg II, OB.

**Formal Complaint Policy and Procedure**

The Adams State University’s Department of Nursing recognizes the value of information provided by students and will, therefore, address any student complaints in the following manner:

Step 1: The student should confer with the faculty or staff member against whom the complaint exists in order to reach an informal resolution within twenty (20) business days of the situation or circumstance which gave rise to the complaint.

Step 2: If no satisfactory resolution can be reached through informal discussion with the faculty or staff member against whom the complaint exists, the complainant should place the complaint in writing and submit the formal complaint to the Director of Nursing (see Formal Complaint Form in appendices). This process must take place within ten (10) business days of informal discussion with faculty or staff member against whom the complaint exists. The Director of Nursing will then set up an appointment to discuss complaint with student.
Step 3: If no satisfactory resolution can be reached through discussion with the Director of Nursing or if the complaint is against the Director of Nursing and no satisfactory resolution was reached with informal discussion, then all parties will be directed to the Vice President of Student Affairs and should follow the ASU Student Complaint Procedure as outlined in the ASU Student Handbook page 73. The handbook can be found at the following link: [http://www.adams.edu/sa/student-handbook.pdf](http://www.adams.edu/sa/student-handbook.pdf).

Formal complaint form is located in appendices at the end of the Four-Year BSN Student Handbook page 55.
Appendices
Performance Improvement Plan

Purpose: To provide written agreement between student and Director of the Nursing Department to satisfy areas of needed growth.

Student Name: __________________________ Date: __________________

Area in Need of Improvement:

☐ Ethics
☐ Confidentiality
☐ NSNA Code of Academic and Clinical Conduct
☐ Other: __________________________________________

Plan for Improvement: ____________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Resources: ____________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Date for Completion: ______________________

Outcome: _____________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

_________________________________  ____________________________________
Student                              Director of the Nursing Program

Faculty
FAILURE TO MEET COURSE OR PROGRAM REQUIREMENTS REPORT

Purpose: 1) To inform a student who has failed to meet the course competencies.
2) To advise the student on future course of actions required.

Student’s Last Name: ______________________, First: ___________________________

Please check one:
☐ Failure to meet program requirements
☐ Course Failure

The standing of this student is a final grade of _____ in this course:

Course Number _____________ Title __________________________

Section: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

Check appropriate program: ☐ BSN ☐ RN-BSN

Substantiating Documentation/Rationale: (Add attachment if needed)
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Recommended Course of Action: (Add attachment if needed)
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

A Time-Specific contract needs to be drawn up and agreed upon by Faculty, Program Director, Student, and Academic Advisor.

Faculty: ____________________________ Date: ____________________________

This form must be completed and distributed as indicated below, and sent to the appropriate individuals at the time the final grades are computed for each course.

Distributed by the office of the Department of Nursing Program Director:

Signatures
1. Student: ____________________________
2. Student’s Faculty: ____________________________
4. Program Director: ____________________________

This notice will be removed from all files upon successful completion of the program.
Readmission Application

This form must be completed by any student who deviates from the standard progression of the BSN program. This form is to be turned in to the Director of the Nursing Department prior to enrolling in any nursing classes. If the student has not been enrolled at ASU, they must reapply to Adams State and be accepted prior to reapplying to the Nursing Program. This is completed in conjunction with the additional requirements for consideration for readmission.

Name: ____________________________ ASU Student ID #: __________________

Address: ______________________________________________________________________

Cell Phone: _________________________ Date: ________________________________

Semester last attended nursing courses: __________________ Year: ________________

Reason for being off-track from the standard progression in the nursing program:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Corrective actions taken to correct the situation causing the deviation:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Semester you wish to return: ____________________________ Year: __________________

Nursing courses you wish to enroll in upon returning (If you have failed a course, you must retake that course):
____________________________________________________________________________________
____________________________________________________________________________________

______ Approved _______ Denied Signed: ________________________________________

Date: _____________________________________
Formal Complaint Statement

Name (Print): ________________________________ ID # ______________ Date: __________

Address: ______________________________________________________________________

E-Mail _______________________________________________________________________

Home Phone: _________________________________ Cell Phone________________________

Current Student Status (if applicable):

• ☐ Enrolled ☐ Graduated ☐ Probation ☐ Withdrawn ☐ Terminated

Briefly describe the details of the complaint in the clearest possible language. Please indicate the time frame in which the problem referenced in the complaint occurred. Materials and documentation to support a complainant’s allegations may be submitted with this form but it should be limited to and directly related to the complaint. (May use back of form if more room is needed)

This complaint will not be processed unless all the boxes below are checked and you signed and dated the complaint.

• I have read and understand the Adams State University Nursing Department Formal Complaint Procedure.
• I have read and understand the Adams State University Student Complaint Procedure.
• If applicable, I have read and understand the Adams State University Discrimination/Harassment policy.
• I hereby certify that all the information I have given above is true and complete to the best of my knowledge.

Signature____________________________________         Date__________________________
Complio Immunization Tracking Instructions

Complio is an online tracking and screening system, selected by your school, to hold background check details and documentation proving your compliance. Follow these step-by-step instructions to create an account and move towards compliance.

Video: Complio Overview

Log in to Your Account

**Step 1:** Go to www.adamsxc.com. Click **Member Login** to get started. If you've forgotten your user name and password from your background check, then click the "Can't access your account link" and follow the steps. Once you've gained access, verify your personal information on your dashboard. Be extra careful with your Email Address, as this is the system’s main mode of communication with you.


Place Order

**Step 2:** Please note: An Account is not the same as a placing an order or subscribing for tracking your immunizations. Click the **shopping cart** to begin your order. Select "Within San Luis Valley" and click Load Packages. Choose the Immunization Tracking package for 2 years @ $34.


Electronic Signature

**Step 3:** Please read the Disclosure and Authorization on the next screen, sign, and click **Accept & Proceed** to continue.


Review and Confirmation

**Step 4:** Carefully review the information you have provided, once the order has been placed you cannot change any information. **If any information is incorrect you will be required to re-order at your own expense.**

**Step 5:** Confirmation and Receipt – Once you have confirmed that your information is correct, please select payment of Credit/Debit Card or Money Order. Upon receipt of payment, you will receive a notification via email to your email address you provided with your order confirmation.

Immunization Details & Documents

**Step 6:** Click **Upload Documents** and use the **Browse** button to locate documents within your computer. Detailed instructions for document upload are provided in the full User Guide.


**Step 7:** Click **Enter Requirement** to add details for a specific requirement. There will be multiple options, but you may not need to complete them all. Refer to the **Note** for explanation of options.


Select a Requirement, complete all required fields and select from the drop-down list of documents you’ve uploaded. You may use the same form for all doses Required Fields, with dates for each dose/titer and documents for each dose/titer:

- MMR Dose 1 & MMR Dose 2 (If doing titer, you must provide lab results for each section Measles Titer, Mumps Titer, and Rubella Titer)
- Hep B Dose 1, Hep B Dose 2, & Hep B dose 3 or a Titer
- Polio Childhood Dose 1, Childhood Dose 2, Childhood Dose 3 & Childhood Dose 4 OR Polio Adult IPV 1, Adult IPV 2, Adult IPV 3 OR a Polio Titer with lab results
- Tuberculosis PPD 1st & PPD 2nd, with lab results for each dose
- Varicella Dose 1 & Dose 2, OR proof of disease with date and Dr. Signature OR Varicella Titer with lab results Tetanus
- Physical Assessment - either the Nursing Physical or ASU Sports Physical, all fields must be filled out, with a Dr. Signature and Office Address, handwritten or stamped
- CPR - choose options American Heart Association OR ProCPR Card and upload the required document
- Liability Insurance - NSO Certificate of Insurance/Occurrence Policy Form
- Physical Assessment - either the Nursing Physical or ASU Sports Physical, all fields must be filled out, with a Dr. Signature and Office Address, handwritten or stamped
- CPR - choose options American Heart Association OR ProCPR Card and upload the required document
- Liability Insurance - NSO Certificate of Insurance/Occurrence Policy Form
- Click Submit for each entry to save what you’ve entered. You can Update the item at any time before it is approved.


**Wait for Approval**
At this time, the requirement is pending review and approval by an Administrator. American DataBank verifies items within 1-3 business day (excluding holidays and weekend).

**Monitor Your Status**
We recommend checking Complio regularly. You are not fully compliant until your Overall Compliance Status = Compliant, indicated with a Green Checkmark. Complio will notify you via email when your compliance status changes, if an item is approaching expiration, or if a new requirement is added.

**Questions?** American DataBank is available to assist you Monday-Friday 7am-6pm MST and Saturday 8am-5pm MST. You can contact us by email at complio@americandatabank.com or by calling 1-800-200-0853.
ASU Nursing Department Physical Assessment Form
To be completed and submitted before the Junior Fall Semester Begins

NAME: __________________________    Date: ____________________

<table>
<thead>
<tr>
<th>General Medical Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>Observation:</td>
</tr>
<tr>
<td>Vision:</td>
</tr>
<tr>
<td>Hearing:</td>
</tr>
<tr>
<td>Tactile &amp; somatic senses:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Motor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gross motor movement:</td>
</tr>
<tr>
<td>Fine motor movement:</td>
</tr>
<tr>
<td>Physical Endurance:</td>
</tr>
<tr>
<td>Physical Strength:</td>
</tr>
<tr>
<td>Mobility:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Behavioral &amp; Social</th>
</tr>
</thead>
<tbody>
<tr>
<td>Able to tolerate physically and mentally taxing workloads:</td>
</tr>
<tr>
<td>Able to function effectively under stress:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RECOMMENDATIONS/RESTRICTIONS</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Physician (Please Print): __________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physician Signature: __________________________</td>
</tr>
<tr>
<td>Medical Clinical Address And Phone number</td>
</tr>
</tbody>
</table>

Revised Summer 2017
Physical & Sensory Requirements

### Physical Capabilities

<table>
<thead>
<tr>
<th>Activity</th>
<th>Frequency</th>
<th>N</th>
<th>O</th>
<th>F</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lift/Carry</td>
<td>Push/Pull</td>
<td>N</td>
<td>O</td>
<td>F</td>
<td>C</td>
</tr>
<tr>
<td>10 lbs or less</td>
<td>X</td>
<td>N</td>
<td>O</td>
<td>F</td>
<td>C</td>
</tr>
<tr>
<td>11-20 lbs</td>
<td>X</td>
<td>N</td>
<td>O</td>
<td>F</td>
<td>C</td>
</tr>
<tr>
<td>21-50 lbs</td>
<td>X</td>
<td>N</td>
<td>O</td>
<td>F</td>
<td>C</td>
</tr>
<tr>
<td>51-100 lbs</td>
<td>X</td>
<td>N</td>
<td>O</td>
<td>F</td>
<td>C</td>
</tr>
<tr>
<td>100+ lbs</td>
<td>X</td>
<td>N</td>
<td>O</td>
<td>F</td>
<td>C</td>
</tr>
<tr>
<td>Drive</td>
<td>Computer</td>
<td>N</td>
<td>O</td>
<td>F</td>
<td>C</td>
</tr>
<tr>
<td>Manual</td>
<td>Data Entry</td>
<td>X</td>
<td>N</td>
<td>O</td>
<td>F</td>
</tr>
<tr>
<td>Automatic</td>
<td>Use of Mouse</td>
<td>X</td>
<td>N</td>
<td>O</td>
<td>F</td>
</tr>
<tr>
<td>Walk</td>
<td>X</td>
<td>N</td>
<td>O</td>
<td>F</td>
<td>C</td>
</tr>
<tr>
<td>Sit</td>
<td>X</td>
<td>N</td>
<td>O</td>
<td>F</td>
<td>C</td>
</tr>
<tr>
<td>Stand</td>
<td>X</td>
<td>N</td>
<td>O</td>
<td>F</td>
<td>C</td>
</tr>
<tr>
<td>Fine motor manipulation</td>
<td>X</td>
<td>N</td>
<td>O</td>
<td>F</td>
<td>C</td>
</tr>
<tr>
<td>Grip</td>
<td>X</td>
<td>N</td>
<td>O</td>
<td>F</td>
<td>C</td>
</tr>
<tr>
<td>Squat/Kneel</td>
<td>X</td>
<td>N</td>
<td>O</td>
<td>F</td>
<td>C</td>
</tr>
<tr>
<td>Bend</td>
<td>X</td>
<td>N</td>
<td>O</td>
<td>F</td>
<td>C</td>
</tr>
<tr>
<td>Crawl</td>
<td>X</td>
<td>N</td>
<td>O</td>
<td>F</td>
<td>C</td>
</tr>
<tr>
<td>Climb</td>
<td>X</td>
<td>N</td>
<td>O</td>
<td>F</td>
<td>C</td>
</tr>
</tbody>
</table>

**KEY:**

N = Never  O = Occasional: 1 – 33% of time  F = Frequent: 34 – 75% of time  C = Constant: 76 – 100% of time

### Sensory Capabilities

<table>
<thead>
<tr>
<th>Activity</th>
<th>Frequency</th>
<th>N</th>
<th>O</th>
<th>F</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Able to see clearly at both near and far distances</td>
<td>X</td>
<td>N</td>
<td>O</td>
<td>F</td>
<td>C</td>
</tr>
<tr>
<td>Able to identify and distinguish colors</td>
<td>X</td>
<td>N</td>
<td>O</td>
<td>F</td>
<td>C</td>
</tr>
<tr>
<td>Able to judge distances and spatial relationships</td>
<td>X</td>
<td>N</td>
<td>O</td>
<td>F</td>
<td>C</td>
</tr>
<tr>
<td>Able to communicate verbally and in writing</td>
<td>X</td>
<td>N</td>
<td>O</td>
<td>F</td>
<td>C</td>
</tr>
<tr>
<td>Able to distinguish between sounds such as a telephone vs. fire alarm, tone of voice, varied decibels</td>
<td>X</td>
<td>N</td>
<td>O</td>
<td>F</td>
<td>C</td>
</tr>
<tr>
<td>Able to perceive attributes of objects such as size, shape, temperature, texture through touch</td>
<td>X</td>
<td>N</td>
<td>O</td>
<td>F</td>
<td>C</td>
</tr>
</tbody>
</table>

Revised Summer 2017
DEADLINE FOR THIS FORM TO BE COMPLETED: 
Contingent on the dates and instructions listed in the admission letter, this form MUST be submitted in the fall semester during the Fundamentals of Nursing class.

Please upload the completed form signed by both the student and the health care certifying official to: www.adamscx.com
☐ 4 – Year BSN

Student Name: ____________________________ Date of Birth: _________________________

The following immunizations are required of all entering ASU Nursing Students. ASU follow the Center for Disease Control (CDC). Guidelines are listed with each immunization. The certifying official must list the dates and immunizations or titers received for the following:

MEASLES, MUMPS, RUBELLA (MMR): Documentation of two shots or serologies is required. Measles, mumps, and rubella require individual titers. List either the two dates of the MMRs received or the individual titer dates and results. The first MMR must have been received on or after your first birthday and there must be at least 28 days between the first and second MMR. If received prior to your first birthday or there is less than 28 days between the two MMRs received, you are required to have another MMR or show proof of positive titers.

<table>
<thead>
<tr>
<th>MEASLES, MUMPS AND RUBELLA (MMR):</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Measles Vaccine: / /</td>
</tr>
<tr>
<td>2nd Measles Vaccine: / / OR Date of Titer: / / Titer Results:</td>
</tr>
<tr>
<td>1st Mumps Vaccine: / /</td>
</tr>
<tr>
<td>2nd Mumps Vaccine: / / OR Date of Titer: / / Titer Results:</td>
</tr>
<tr>
<td>1st Rubella Vaccine: / /</td>
</tr>
<tr>
<td>2nd Rubella Vaccine: / / OR Date of Titer: / / Titer Results:</td>
</tr>
</tbody>
</table>

HEPATITIS B: You are required to have the three shot series and provide the dates. Please provide the date vaccines were received or the titer and results. There must be at least four weeks between the first and second vaccine and 4-5 months between the second and third vaccine (given at 0, 1, and 6-month intervals.) If there is less than 4 weeks between vaccines 1 and 2 or less than 4 months between vaccines 2 and 3 or more than one year between 1 and 3, you are required to show proof of a positive HBSAB titer. If you have a negative titer, you are required to complete the three dose series. If the second titer is still negative after 6 doses of vaccine the patient is a non-responder.

<table>
<thead>
<tr>
<th>HEPATITIS B</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st: / /</td>
</tr>
<tr>
<td>2nd: / /</td>
</tr>
<tr>
<td>3rd: / / OR Date of Titer: / / Titer Results:</td>
</tr>
</tbody>
</table>

POLIO: List the dates of the four shot childhood series. Adults who had 1 or 2 IPV doses and no documentation of childhood series will be to complete a total of three injections. Therefore, if they had one they would need an additional two adult catch-up injections; if they had two, they would need one additional catch-up injection. Or students may provide a titer for the polio.

<table>
<thead>
<tr>
<th>POLIO</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st: / /</td>
</tr>
<tr>
<td>2nd: / /</td>
</tr>
<tr>
<td>3rd: / /</td>
</tr>
<tr>
<td>4th: / / OR Date of Titer: / / Titer Results:</td>
</tr>
</tbody>
</table>

VARICELLA (CHICKEN POX): Please list the date (year) you had varicella (chicken pox) or dates vaccine was received, or the titer date and results. A negative titer requires two vaccines place one month apart.

<table>
<thead>
<tr>
<th>VARICELLA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Disease: OR 1st: / /</td>
</tr>
<tr>
<td>2nd: / / OR Date of Titer: / / Titer Results:</td>
</tr>
</tbody>
</table>

TETANUS: After primary vaccination, a tetanus-diphtheria (Td) booster is required for all healthcare workers every 10 years. For international students: Three documented doses of TD are required, 4-6 weeks should separate the 1st and 2nd, 6-12 months should separate the 2nd and 3rd.

<table>
<thead>
<tr>
<th>TETANUS (Td/Tdap): must be within the last 10 years</th>
</tr>
</thead>
<tbody>
<tr>
<td>International students 1st: / /</td>
</tr>
<tr>
<td>2nd: / / Date tetanus shot received:</td>
</tr>
<tr>
<td>3rd: / /</td>
</tr>
</tbody>
</table>
DEADLINE FOR THIS FORM TO BE COMPLETED:
Contingent on the dates and instructions listed in the admission letter, this form MUST be submitted in the fall semester during the Fundamentals of Nursing class

ADAMS STATE UNIVERSITY
DEPARTMENT OF NURSING
STUDENT IMMUNIZATION CERTIFICATION

Doctor’s Office Address

Please upload the completed form signed by both the student and the health care certifying official to: www.adamscx.com □ 4 – Year BSN

Student Name: _______________________________ Date of Birth: _____________________________

TUBERCULIN SKIN TEST (REQUIRED MANTOUX PPD): Two PPDs are required. If you have never had a PPD or your current PPD is more than one year old, you are required to have the two-step method of testing done. The two-step method requires placement of two separate PPD skin tests 1 – 3 weeks apart. All skin test need to be read within 48 – 72 hours or another test is required. A single TB skin test administered after the initial exposure may elicit a negative response. The immune reaction wanes over time. Giving a second test stimulates the immune system to respond and may respond positively, indication that the person was previously infected or exposed. It is important to differentiate between old and new infection. Please list he dates and results for BOTH PPDs received.

| 1st PPD: | / | / | Results: |
| 2nd PPD: | / | / | Results: |

If the PPD is positive (10 mm and above), a chest x-ray report and provider report on TB surveillance and treatment are required.

TO BE COMPLETED BY STUDENT- I understand that if my immunizations are not current or are in progress while in attendance at ASU, I may be subject to academic restrictions and may not be able to complete program/degree requirements. I authorize ASU to disclose this form and/or other information related to my immunization records to any clinical agency or other such entity only in connection with my placement or participation in clinical internships, practica, affiliations, and other programs related to my course of study.

Student’s Name: _______________________________ Student’s Signature: _____________________________ Date of Birth: _________________________

TO BE COMPLETED BY CERTIFYING OFFICIAL. The certifying official does NOT certify that they have given all immunizations listed, but that they have seen written documentation the immunizations were received.

Dr. Name please print: _______________________________ Dr. Signature: ___________________________ Date: _______________________

Medical Exemption: The physical condition of the above-named person is such that immunization would endanger life or health, or is medically contraindicated due to medical conditions. Physician’s Name (please print): ________________________________ Physician’s Signature: ___________________________

Date signed: ___________________________ Contact Number: ___________________________ Email Address: ___________________________

Religious Exemption: Parent or guardian of the above-named person or the person himself/herself is an adherent to a religious belief opposed to immunizations.

Relationship and printed name of person signing this form: ___________________________ Date signed: ___________________________

Signature of Person signing this form: ___________________________ Contact Number: ___________________________

Personal Exemption: Parent or guardian of the above-named person or the person himself/herself is an adherent to a personal belief opposed to immunizations.

Relationship and printed name of person signing this form: ___________________________ Date signed: ___________________________

Signature of Person signing this form: ___________________________ Contact Number: ___________________________

IN THE EVENT OF AN OUTBREAK, EXEMPTED PERSONS WILL BE SUBJECT TO EXCLUSION FROM SCHOOL AND QUARANTINE.

Please be advised, by signing an exemption students will be subject to academic restrictions regarding lab and/or clinical placement and will be unable to complete their program/degree requirements.

Revised Summer 2017
ASU Nursing Student Agreement

Please Initial all Agreements

Handbook Agreement

_______ I have read, and agree to comply with the policies in the four-year Baccalaureate Nursing Student Handbook.

Academic Honesty Agreement

_______ Any evidence of plagiarism, any form of cheating or knowingly furnishing false information will result in disciplinary action up to and including immediate expulsion of the student(s) involved.

Substance Abuse Agreement

_______ I have read the Substance Abuse Policy. By signing this agreement, I understand and agree to comply with the stipulations of the policy.

Confidentiality Agreement

_______ I understand and agree to comply with the confidentiality requirements as set forth by the Nursing Department at Adams State. If I should break patient confidentiality, I understand that I may be removed from the Nursing Program.

_____________________________________________
Print Student Name

_____________________________________________
Student Signature

_____________________________________________
Student ID #

_____________________________________________
Date