



College of Applied and Technical Studies

Associate Degree in Nursing

2022 – 2023 Student Handbook

August 2022

Letter to Nursing Students

August 2022

Dear Nursing Student,

The Directors and Faculty of the Associate Degree in Nursing Program of Kent State University want to welcome you to the Nursing Program. The next two years will be busy ones as you study and learn about the profession of nursing. You will be challenged to work hard and become the kind of nurse that you would want to care for yourself or your family.

This Handbook supplements the student life policies, and regulations found in the most recent issues of Kent State University's Undergraduate Catalog (<http://catalog.kent.edu/>), Code of Student Conduct (www.kent.edu/studentconduct/code-student-conduct) and the University Policy Register (<https://www.kent.edu/policyreg>). It contains additional rules and regulations for all students enrolled in the nursing program and it will be utilized as an agreement for student performance and evaluation. The policies, procedures, and information are designed for your assistance and orientation. This handbook should be kept for reference.

This is an extremely exciting time for nursing. You are going to be offered possibilities undreamed of by those who entered this profession before you. Your experiences in the Associate Degree in Nursing program will prove to be challenging and rewarding. The coming years will be filled with great learning experiences and much personal and professional growth. We are looking forward to it and know you are too.

Welcome!

The Nursing Directors and Faculty

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SECTION I: GENERAL INFORMATION

HISTORY AND DESCRIPTION OF THE NURSING PROGRAM

Associate Degree Nursing Education

Associate degree programs in nursing became a part of the American system of nursing education in 1952. Developed because of research and study, based on sound principles of adult education, and conducted in institutions of higher education, associate degree nursing education programs are proliferating more than any other type of nursing program.

Although there are variations, several features are unique to associate degree programs:

- * The majority are conducted and controlled by colleges or universities.
- * The programs vary in length from two academic years to two calendar years.
- * The program of study combines a balance of nursing courses and general education courses.
- * Students must meet requirements of the university and the nursing program for admission and graduation.
- * Costs and living arrangements for nursing students are comparable to those for students in other curriculums in the university.
- * The purpose of the associate degree programs is to educate students who will be eligible to sit for the Nurse Credentialing License Examination (NCLEX-RN) and apply for licensure as registered nurses and who will be prepared to give direct nursing care to patients.

Associate Degree Nursing Education at Kent State University

Kent State University's Associate Degree in Nursing Program (ADN) began as three separate programs on three regional campuses, each of them in response to community needs and following a comprehensive feasibility study. Initially the program was established at the Ashtabula Campus of Kent State University in September 1967, at the Tuscarawas Campus in 1969, and at the East Liverpool Campus in 1973. In 1996 the three programs merged and became "one program on three campuses." In 2006 another site was established, the Geauga Campus/Regional Academic Center at Twinsburg. The program is accredited by the Accreditation Commission for Education in Nursing (ACEN) and has full approval by the Ohio Board of Nursing.

The unique features of ADN education outlined above are incorporated in the Kent State Associate Degree Program. The Program is an integral part of Kent State University and the overall standards and policies of the university apply to it as well as they do to all types of programs within the university.

Students of nursing must meet the requirements of the university and the nursing program for admission and graduation. They pay the same tuition and fees as other regional campus students. The curriculum is organized within the framework of two academic years. General education and nursing courses are carefully selected and arranged in terms of student needs and the purposes of the program. Clinical nursing practice is carried out in cooperating hospitals and health care agencies. Nursing graduates are awarded an Associate of Applied Science in Nursing Degree and are eligible to apply for the National Council Licensure Examination. Passing the NCLEX-RN qualifies the graduate as a Registered Nurse.

The Future

Since its inception, the Associate Degree in Nursing Program has grown in size and stature within Kent State University and within the communities it serves. In 1994, in response to an aging population in need of care, changing health care delivery models and an increasing emphasis on disease prevention and health promotion as primary nursing functions, the AD faculty and administration revised the curriculum based on the Orem Theory of Self-care Nursing. In the decades ahead, the Program and its leadership will continue

to be responsive to community needs and accountable to the populations it serves.

Accreditation Commission for Education in Nursing (ACEN)

Information concerning the nursing program is available through the ACEN, 3390 Peachtree Road, NE, Suite 1400, Atlanta, Georgia 30326, or by phone at 1.404.975.5000.

The most recent accreditation decision made by ACEN Board of Commission for the Associate Degree in Nursing Program is Continuing Accreditation. View the public information disclosed by ACEN regarding this program at: <https://www.acenursing.org/>

MISSION STATEMENT

Our mission of the Kent State University Associate Degree in Nursing Program is to provide quality nursing education that prepares students as Registered Nurses, to recognize cultural dynamics and diversity within the health care environment, and to foster humanitarian lifelong learning values.

PHILOSOPHY

The Associate Degree in Nursing Program embraces the educational philosophy and objectives of Kent State University and the Regional Campuses. The faculty of the Associate Degree in Nursing Program believes the following:

Individual:

The individual is a complex, biological, psychological, sociocultural, spiritual being who is in the process of development. Everyone has rational powers and specific capabilities for self-care and dependent-care activities depending upon the stage of development, knowledge level, motivation, skills, and orientation. The individual is viewed as a holistic being who is constantly interacting with the environment to attain wellness. The individual actively seeks learning experiences which will deliberately modify behavior toward self-care.

Environment:

Environment is the interaction with others or specific conditions. The individual exists within the environment and possesses internal and external factors that condition development and individual functioning capability. Environment impacts the individual's interaction with the family, community, and society. Environment can be adapted for promotion of self-care.

Health:

Health is a state of being influenced by biological, psychological, socio-cultural, and spiritual aspects. Inherent in the concept of health are the attempts to maintain stability and to achieve the highest level of functioning. Health requires deliberate actions and learned behaviors which enable an individual to live within the environment with a maximum amount of self-care. Illness occurs when an individual has health-related limitations which affect specific structures, integrated human functioning or normal development that render one incapable of maintaining self-care.

Nursing Practice:

Nursing is the protection, promotion and optimization of health and abilities, prevention of illness and injury, alleviation of suffering through the diagnosis and treatment of human response and advocacy in the care of individuals, families, communities, and populations (ANA, 2004).

Practice of the AD Graduate:

Associate degree nursing is the caring art and science of administering to individuals who require assistance to maintain self-care and/or dependent-care activities due to developmental levels, or psychological or physical illness or injury. Although the practice applies across the life span, emphasis is on care of adults with a particular focus on the older adult. The associate degree nurse gives care based on biological, psychological, sociocultural, and spiritual dimensions of the individual and considers the influence of the environment on health care needs.

The practice of the associate degree nurse encompasses three roles: (1) provider of care, (2) manager of care, and (3) member within the discipline of nursing. These three roles of the Associate Degree nurse include: Professional Behavior, Communication, Assessment, Clinical Decision Making, Caring

Interventions, Teaching and Learning, Collaboration and Managing Care.

Therapeutic communication is an essential component of all nursing interactions and is effective in promoting caring, compassion, and cultural awareness. Clinical decision-making is based on thorough assessment skills that identify actual and potential health care needs. Effective management of patient care will be accomplished through use of the nursing process in collaboration with the patient and their support persons and appropriate health care members. As a member within the nursing discipline, the associate degree graduate functions within the ethical and legal framework of nursing and is responsible for ensuring high standards of nursing practice.

The practice of the associate degree nurse also encompasses the four competencies for graduates as identified by the National League for Nursing: (1) Human Flourishing, (2) Nursing Judgment, (3) Professional Identity and (4) Spirit of Inquiry.

- **Human Flourishing:** Advocate for patients and families in ways that promote their self-determination, integrity, and ongoing growth as human beings.
- **Nursing Judgment:** Make judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and promote the health of patients within a family and community context.
- **Professional Identity:** Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy and safe, quality care for diverse patients within a family and community context.
- **Spirit of Inquiry:** Examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions and offer new insights to improve the quality of care for patients, families, and communities.

These competencies are applicable to nursing practice, will establish consistent baseline expectations and help graduates experience a smoother transition from academics into the practice environment.

Nursing Education:

The curriculum is designed to provide a balance between general education and nursing education. This design is implemented through a curriculum which includes a foundation in scientific principles, a background in the humanities, knowledge and understanding of nursing concepts, and the application of technical skills. The framework for the curriculum is an adaptation of Orem's Theory of Nursing using the nursing process as the methodology for decision-making. Critical thinking skills are structured and facilitated through the nursing process.

Learning is an active process involving the cognitive, psychomotor, and affective domains of the learner. Learning takes place through participation in selected experiences that enable the student to identify concepts and apply principles. Faculty facilitates the learning process by designing teaching strategies to meet the needs of students with diverse backgrounds and experiences.

Faculty affirms principles of adult learning for the education of the associate degree nurse. Students admitted to the program are motivated to become registered nurses and will work to the best of their ability to attain that goal. Learning builds on past experiences, allows for self-direction and individualized learning styles. Opportunities to apply newly learned skills are provided.

Faculty as nurses and educators serve as role models for the nursing profession and to facilitate learning. The caring principles are primary to the practice of nursing characterize effective teacher/student interaction. The combination of the caring role and the facilitator role forms a partnership in the learning process.

SECTION II: ASSOCIATE DEGREE IN NURSING PROGRAM

END - OF - PROGRAM STUDENT LEARNING OUTCOMES

The curriculum is designed to prepare an associate degree nurse who will:

1. Use the nursing process to meet self-care demands of individuals in structured settings.
2. Demonstrate therapeutic communication skills in interactions with patients, families, and health team members.
3. Perform safely the nursing skills and techniques identified in all nursing courses.
4. Function within the legal and ethical guidelines of the nursing role as a provider of care, manager of care and member of the profession.

PROGRAM OUTCOMES

The curriculum is designed to demonstrate evidence of graduate achievement by:

1. Program Completion Rates
2. NCLEX Pass Rates
3. Job Placement Rates

College of Applied and Technical Studies Associate Degree in Nursing Program Outcomes

ACEN Achievement Date 2018 – 2020 Admits	2020	2021	2022
Program Completion Rates 3 - 4 Semesters	55%	*55%	58%
OBN Achievement Date 2017 – 2019 Admits	2020	2021	2022
Program Completion Rates 5 - 6 Semesters	70%	68%	72%
Annual NCLEX Pass Rates	2019	2020	2021
NCLEX Pass Rates 2019 - 2021	93.56%	**77%	84%
Employment Rate	2019	2020	2021
	100%	**94%	96%

*Newly defined outcome

**COVID 19 Disruption impacting outcome

Course Fees

Course fees are required for the following NRST courses:

- **NRST 10001** Foundations of Nursing Agency
- **NRST 10003** Nursing Agency I
- **NRST 10006** LPN to Associate Degree in Nursing Transition
- **NRST 10008** Paramedic to Associate Degree in Nursing Transition
- **NRST 20206** Nursing Agency II
- **NRST 20208** Nursing Agency III

All NRST course fees are non-refundable.

Program Fees

Program Fees are assessed based on the student's primary academic program. All ADN program fees are non-refundable.

Program Requirements

			<u>Credit Hours</u>	<u>Class Clock Hours</u>	<u>Lab Clock Hours</u>	<u>Clinical Clock Hours</u>	<u>Observation Clock Hours</u>
<u>First Year, First Semester</u>							
BSCI	11010	Foundational Anatomy and Physiology I	3	30	45	0	0
CHEM	10055	Molecules of Life	3	45	0	0	0
UC	10097	Destination Kent State	1	15	0	0	0
PSYC	11762	General Psychology	3	45	0	0	0
NRST	10001	Foundations of Nursing Agency	5	25	58.5	54.25	0
		Kent Core Mathematics & Critical Reasoning	3	45	0	0	0
			18	205	103.5	54.25	0
<u>First Year, Second Semester</u>							
BSCI	11020	Foundational Anatomy and Physiology II	3	30	45	0	0
BSCI	20021	Microbiology	3	45	0	0	0
NUTR	23511	Nutrition	3	45	0	0	0
NRST	10003	Nursing Agency I	6	43.75	31.5	57.5	5.5
NRST	10010	Therapeutic Use of Self	1	15	0	0	0
			16	178.75	76.5	57.5	5.5
<u>Second Year, First Semester</u>							
ENG	11011	College Writing I	3	45	0	0	0
NURS	20950**	Human Growth and Development for Health Professionals	3	45	0	0	0
NRST	20206	Nursing Agency II	5	31.25	12.5	78	5.5
NRST	20205	Psychosocial Self-Care Deficits	3	25	4.25	33.75	0
		Kent Core Humanities & Fine Arts	3	45	0	0	0
			17	191.25	16.75	111.75	5.5
<u>Second Year, Second Semester</u>							
ENG	21011	College Writing II	3	45	0	0	0
SOC	12050	Sociology	3	45	0	0	0
NRST	20208	Nursing Agency III	6	37.5	12.5	95	5.5
NRST	20209	Maternal/Newborn Developmental Self-Care	2	12.5	5	32.5	0
NRST	20210	Child/Family Developmental Self-Care	2	12.5	5	32.5	0
			16	152.5	22.5	160	5.5

Total Requirements 67 Credit Hours

***Must have been successfully completed within five (5) years of admission to the nursing program.*

The Associate Degree in Nursing program, Regional Campuses, Kent State University, reserves the right to initiate changes in the program as deemed necessary for maintaining a quality nursing education.

CURRICULUM FRAMEWORK

The program curriculum reflects a coherent organizing structure. The foundation of the nursing program at Kent State University Regional Campuses is based on the scientific and humanistic course work studied throughout the program. The program flows from the nursing philosophy, the three roles of the ADN graduate, Orem's theory of nursing and the nursing process. The threads represent content areas that are sequenced and integrated throughout the curriculum and are inherent in the goals of the program of learning.

The threads are as follows:

- ❖ Communication
- ❖ Skills
- ❖ Ethical/Legal
- ❖ Nutrition
- ❖ Pharmacology
- ❖ Rehabilitation

The nursing process serves as the method for organizing the delivery of nursing care by utilizing a creative, systematic problem-solving approach to identify, prevent, and treat actual or potential health problems and promote wellness. In addition, the nursing process provides a framework to enhance the use of nursing knowledge and skills to promote individual caring. Orem's Theory of Nursing and the nursing process guide the student in promotion of patient self-care. Inherent in Orem's Theory of Nursing are the universal, developmental and health deviation self-care requisites.

The four end of program student learning outcomes of the nursing program at Kent State University Regional Campuses are to prepare graduates to:

1. Use the nursing process to meet self-care demands of individuals in structured settings.
2. Demonstrate communication skills in interactions with patients, families, and health team members.
3. Perform safely the nursing skills and techniques identified in all nursing courses.
4. Function within the legal and ethical guidelines of the nursing role.

The course objectives are derived from these four student learning outcomes and are listed in each syllabus. The module objectives to be mastered in each course are identified in each course syllabus.

DESCRIPTION OF COURSES: General Studies and Related Courses

Grade of "C" (2.00) or Higher Must be Achieved in All Required Courses

BSCI 11010 Credit 3

Foundational Anatomy and Physiology I Lecture 2, Lab 1

Anatomy and physiology to include organization of the human body, cells, tissues, organs and systems, integumentary, skeletal, muscular, and respiratory systems, and overviews of the nervous and circulatory system. This course is taught on Kent State's regional campuses for associate degree programs. This course may not be used to fulfill major or minor requirements in the following programs: BA Biology, BS Biology, BS Botany, BS Environmental and Conservation Biology, BS Medical Technology, BS Biotechnology, BS Zoology, and the Biological Sciences minor. **Prerequisite: Special approval.**

BSCI 11020 Credit 3

Foundational Anatomy and Physiology II Lecture 2, Lab 1

Anatomy and physiology of the circulatory, digestive, urinary, nervous, endocrine, and reproductive systems. This course is taught on Kent State's regional campuses for associate degree programs. This course may not be used to fulfill major or minor requirements in the following programs: BA Biology, BS Biology, BS Botany, BS Environmental and Conservation Biology, BS Medical Technology, BS Biotechnology, BS Zoology, and the Biological Sciences minor. **Prerequisites: BSCI 11010; and special approval.**

BSCI 20021 Credit 3

Basic Microbiology Lecture 3

Principles of microorganisms having a direct relationship on the health and well-being of humans. This course may not be used to fulfill major or minor requirements in the following programs: BA Biology, BS Biology, BS Botany, BS Environmental and Conservation Biology, BS Medical Technology, BS Biotechnology, BS Zoology, and the Biological Sciences minor. **Prerequisite: BSCI 20019; or BSCI 21010; or BSCI 10005; or BSCI 11010; or ATTR 25057; or EXSC 25057; and CHEM 10050 or 10052 or 10055 or 10060.**

CHEM 10055 Credit 3

Molecules of Life Lecture 3

An integrated introduction to molecular systems and their participation in the processes of life.

Prerequisite: None.

NUTR 23511 Credit 3

Nutrition Lecture 3

Basic concepts and principles in the science of human nutrition, energy balance and weight control, individual nutrient needs, diet selection, nutrition related metabolism and physiological functions, nutritional diseases, and current human nutrition controversies. **Prerequisite: None.**

PSYC 11762 Credit 3

General Psychology Lecture 3

Introduction to the scientific approach to understanding human behavior and mental processes such as emotions, perceptions, and cognitions. Topics may include personality, social and environmental factors, biological aspects of behavior and the experience of emotion and psychological disorders. **Prerequisite:**

None.

SOC 12050 Credit 3

Introduction to Sociology Lecture 3

Scientific approach to understanding social interaction, institutions, and organization. **Prerequisite: None.**

UC 10097 Credit 1

Destination Kent State Lecture 1

(Equivalent to US 10002 AND 20007) Assists student in making a successful academic transition to the university through experiential or intellectually engaging discipline-based content. Required of all first-year students. Not required of transfer students with 25 or more credit hours. **Prerequisite: None.**

Kent Core Summary

Kent Core Categories	Important Notes	Remaining Credit Hours
Composition (6 credit hours) <i>ENG 11002, 11011, 21011; HONR 10197, 10297</i>	Enrollment based on placement test	0
Mathematics and Critical Reasoning (3 credit hours)	Enrollment based on placement test	0
Humanities and Fine Arts (9 credit hours)		6
Social Sciences (6 credit hours)	Fulfilled in this major with PSYC 11762 and SOC 12050	0
Basic Sciences (6-7 credit hours)	Fulfilled in this major with BSCI 11010 and 11020	0

Chemistry Option – choose from the following:

CHEM 10055 Molecules of Life	3	CHEM 10050 Fundamentals of Chemistry	3	CHEM 10060 General Chemistry	3
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Nutrition Option – choose from the following:

NUTR 23511 Science of Human Nutrition	3	NUTR 33512 Intermediate Nutrition Science	3
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Microbiology Option – choose from the following:

BSCI 20021 Basic Microbiology	3-4	BSCI 30171 General Microbiology	3-4
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Biology Option – choose from the following:

BSCI 11010 & 11020 Foundational Anatomy and Physiology I & II	6	BSCI 21010 & 21020 Anatomy and Physiology I & II	8
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DESCRIPTION OF COURSES: Nursing

All nursing courses require a grade of "C" (2.000) or higher. Lab hours may consist of one or more of the following: clinical, computer, or skills lab.

NRST 10001	Credit 5
<u>Foundations of Nursing Agency</u>	<u>Lecture 2, Lab/Clinical 3</u>

Development of basic nursing skills and physical assessment. The student will begin implementation of the nursing process using universal self-care requisites as an organizational framework. Prerequisite: Nursing ADN major and admission to technical study.

NRST 10003	Credit 6
<u>Nursing Agency I</u>	<u>Lecture 3.5, Lab/Clinical 2.5</u>

Emphasizes broad concepts common to nursing practice. Increasingly complex skills are introduced. Care focuses on simple therapeutic self-care demands. Prerequisite: Nursing ADN major; and minimum 2.000 overall GPA; and minimum C grade in the following: BSCI 11010 and CHEM 10055 (or CHEM 10050) and NRST 10001 and UC 10097 and one from the Kent Core Mathematics and Critical Reasoning category.

NRST 10006	Credit 3
<u>LPN to Associate Degree in Nursing Transition</u>	<u>Lecture 2, Lab/Clinical 1</u>

Course is designed for the LPN's advanced placement to the nursing program. It includes content areas from all first-year nursing courses and will have both a theory and a campus lab. Orem's theory is introduced emphasizing the assessment of the client's self-care assets and self-care deficits. Prerequisite: Nursing ADN major; minimum 2.700 overall GPA; admission to technical study; and minimum C grade in the following: BSCI 11010 and CHEM 10055 (or CHEM 10050) and UC 10097 and one from Kent Core Mathematics and Critical Reasoning category.

NRST 10008	Credit 5
<u>Paramedic to Associate Degree in Nursing Transition</u>	<u>Lecture 3.5, Lab/Clinical 1.5</u>

Serves to validate prior learning, update, and enhance the student's knowledge, begin the process of role transition, and prepare the student for advanced placement into the ADN program. Prerequisite: minimum 2.700 cumulative GPA; Nursing ADN major; admission to technical study; and minimum C grade in the following: BSCI 11010 and CHEM 10055 (or CHEM 10050) and UC 10097 and one from Kent Core Mathematics and Critical Reasoning category.

NRST 10010	Credit 1
<u>Therapeutic Use of Self</u>	<u>Lecture 1</u>

Focus is on the self-care of individuals with emphasis on understanding human relationships in the promotion of self-care. Culture, values, and past experiences as factors in communication are explored. Prerequisites: NRST 10001 with a minimum grade of C (2.000); and admission to the nursing technology (NRST) major; and minimum 2.000 cumulative GPA.

NRST 20205	Credit 3
<u>Psychosocial Self-Care Deficits</u>	<u>Lecture 2, Lab/Clinical 1</u>

Focus is on providing mental health nursing care utilizing the nursing process for the emotionally ill client, family, and community with psychiatric mental health needs. Emphasis is placed on understanding holistic human needs and promotion of the professional therapeutic nurse-client relationship. Prerequisite: minimum grade of C (2.000) in NRST 10003 and NRST 10010 and PSYC 11762; and NUTR 23511 or

NUTR 33512; and BSCI 11020; and minimum 2.000 cumulative GPA; and Nursing ADN major.

NRST 20206

Credit 5

Nursing Agency II

Lecture 2.5, Lab/Clinical 2.5

Nursing care of adults with intermediate therapeutic self-care demands. Emphasis is placed on the nurse as a provider of care. Prerequisite: Nursing ADN major; and minimum 2.000 overall GPA; and minimum grade of C (2.000) in BSCI 11020 and BSCI 20021 and NRST 10003 and NRST 10010 and PSYC 11762; and NUTR 23511 or NUTR 33512; and minimum 2.000 cumulative GPA.

NRST 20208

Credit 6

Nursing Agency III

Lecture 3, Lab/Clinical 3

Nursing care of individuals with complex therapeutic self-care demands. Emphasis is placed on the nurse as provider and manager of patient care. Prerequisite: minimum grade of C (2.000) in NRST 20205 and NRST 20206 and NURS 20950; and minimum 2.000 cumulative GPA; and Nursing ADN major.

NRST 20209

Credit 2

Maternal/Newborn Developmental Self-Care

Lecture 1, Lab/Clinical 1

Nursing care of the expectant and newly delivered family. The nursing approach acknowledges the mother's self-care abilities and dependent care agent role. Health deviations related to childbearing are incorporated. Prerequisites: minimum grade of C (2.000) in NRST 10003 and NRST 10010; and BSCI 11020 and BSCI 20021 and PSYC 11762 and NURS 20950; and NUTR 23511 or NUTR 33512; and cumulative GPA of 2.000 or higher; and Nursing ADN majors.

NRST 20210

Credit 2

Child/Family Development Self-Care

Lecture 1, Lab/Clinical 1

Family-centered nursing care of children. Developmental self-care requisites and common health deviations are emphasized. Prerequisites: minimum grade of C (2.000) in NRST 20205 and NRST 20206 and NURS 20950; and minimum 2.000 cumulative GPA.

NURS 20950

Credit 3

Human Growth and Development for Health Professionals

Lecture 3

Examines theoretical principles and concepts of human growth and development throughout the life cycle applicable to personal and professional activities essential to the accurate assessment of human needs and understanding human behaviors. Prerequisite: PSYC 11762 and sophomore standing. *Must be successfully completed within 5 years of admission into the nursing program with a minimum grade of C (2.0).*

Notification to Students of Program Changes

1. Students who are enrolled in the Associate Degree in Nursing Program will be notified of all program changes. No changes will be made to policies affecting student progression and/or program completion for students enrolled in the ADN Nursing program.
2. Students will be notified of these program changes prior to implementation whenever feasible. If a policy warrants immediate implementation, students will be notified as soon as possible and no later than one month after the policy effective date.
3. Students who reenter the nursing program will be notified of program changes affecting students at the time of their reacceptance to the program.

COURSE, CLINICAL AND FACULTY EVALUATION PROCESS

Students can participate in the evaluation of nursing courses, faculty, teaching assistants and clinical facilities. They also can evaluate the entire learning program within one year after graduation. All evaluations are anonymous, and the faculty does not receive results until students have completed the course and grades are posted.

Clinical Site Evaluation

At the end of each clinical rotation students complete a clinical agency evaluation tool such as the one included in the following pages. Criteria used on the evaluation tool are developed from the student learning outcomes, course objectives, and student evaluation tools. Data collected from the student evaluations is considered when the faculty re-evaluates the clinical site for future use. When students and faculty provide positive responses, the faculty will continue to use the clinical facility for learning experiences. Criteria that are not met adequately indicate a need for further communication between faculty and agency personnel. Selecting an alternative clinical site may be necessary if criteria cannot be met.

Classroom Clinical Evaluation

At the completion of each semester the university requires the students to complete a course evaluation form. This form asks the students to evaluate the instructor's classroom presentation and course classroom content and/or the clinical content instruction. This information is used to evaluate the faculty's presentation style, rapport with students, and teaching effectiveness.

Graduate Surveys

The regional campus administration requires information regarding program satisfaction and job placement. This information is sought in a variety of ways such as a questionnaire sent to the students, conducting a phone survey, reviewing Facebook etc. Students who participate in this survey will help shape content and learning experiences for students enrolled in the nursing curriculum. Information gained will assist in compiling statistics for accrediting bodies and help shape the university mission.

SECTION III: ADMISSION, READMISSION, ADVANCED STANDING POLICIES

NURSING ADMISSION POLICIES

1. Applicants are admitted to the Associate Degree in Nursing Technical Study sequence for the fall semester of each year at all campuses and in the spring semester at the Ashtabula campus.
2. Applicants must first be admitted to Nursing Technology (NRST) major at Kent State University and meet with an ADN program representative, for the Twinsburg campus attend the required ADN information session before they are eligible for selection to the Associate Degree in Nursing Technical Study sequence.
3. Selection of applicants to the Associate Degree in Nursing Technical Study sequence is based upon the following:
 - a. Successful completion of high school equivalency to algebra, biology, and chemistry. If high school course work was not taken in those areas, then college or equivalent courses in those areas must be completed prior to consideration for admission to the program.
 - b. Successful completion of all developmental courses prescribed through placement testing or evidence of mastery of the content.
 - c. Students must have a grade of "C" (2.00) or higher in all courses completed in the curriculum for the ADN program or LPN to ADN Transitions or Paramedic to ADN Transition program options prior to admission.
 - d. GPA admission requirements must be met as follows:
 - i. A minimum 2.70 cumulative GPA is required.
 - ii. Under no circumstance will a GPA be rounded.
 - iii. For students who have attended one or more academic institutions (includes all accredited colleges and universities):
 1. The cumulative GPA from your most recent school **where at least 12 overall credit hours were completed** will be utilized in the admission selection process.
 2. If Kent State University was attended but is not the most recently attended school, the Kent State cumulative GPA must be a minimum 2.00 and the cumulative GPA from the most recent school with at least 12 completed credit hours must be a minimum 2.70.
 3. If fewer than 12 credit hours were completed at all institutions, the admission committee reserves the right to determine which GPA will be used for admission.
 - iv. For College Credit Plus/dual enrolled high school students applying directly from high school who have taken college courses while in high school, minimum high school, and college cumulative GPAs of 2.70 are required.
 - v. For high school students with no college courses taken, a minimum high school cumulative GPA of 2.70 and a composite ACT score of 22 or SAT score of 1030 are required.
4. All completed applications for the Associate Degree in Nursing Technical Study sequence will be reviewed by an Admission Committee on each campus. Applicants will be evaluated according to criteria which can be obtained at a nursing information session and is available from each nursing program department. Applicants will be notified of the decision concerning their admission to the nursing program. The nursing program will admit as many qualified students as its resources permit. Applicants who are not admitted may reapply for consideration for the next class.
5. For students who attend another accredited nursing program:
 - a. Students who have failed out of one nursing program may apply for admission to the Associate Degree in Nursing (ADN) Program. These students will not be eligible to receive substitute credit

for NRST 10001 and are required to begin in the first semester of the nursing program and take NRST 10001.

- b. Students who have failed out of two or more nursing programs are not eligible for admission to the ADN program.
- c. Students who are currently enrolled and passed all their nursing courses on the first attempt in an accredited and approved nursing program may request admission to the ADN program. These students are eligible to receive substitute credit for NRST 10001 only.

Courses taken in other nursing programs do not automatically transfer into the Associate Degree program at Kent State University. Students who have taken nursing courses in an accredited nursing program may request to receive substitute credit for NRST 10001 only if the following requirements are met:

- For a course to be considered for substitute credit, the student must have earned a letter grade of “C” (2.00) or higher.
- The last nursing course completed in the other nursing program must be taken within 1 (one) years of admission into the Associate Degree in Nursing Program.
- For a course to be evaluated, the student must have applied for admission to Kent State University’s Nursing Technology (NRST) major and have an official transcript of previous coursework sent to Kent State University for review.
- Students may be asked to submit course descriptions, course outlines with syllabi/syllabus to the ADN Program Director to aid in the evaluation.
- Students must provide evidence of clinical competence for any courses for which they are requesting an adjustment in requirements. This is done by successful demonstration of their nursing skills.
- Submit a letter of **recommendation** from the Administrator of your previous nursing program(s) to the Kent State University ADN Program Director.
- Obtaining these materials is the responsibility of the student. All materials must be sent from the transferring program directly to the ADN Program Director.
- Students will be required to meet the admission criteria for admission to the Associate Degree in Nursing Technical Study sequence.
- Student admission will be dependent upon seat availability.

According to University Policy, students must meet residency requirements. Students seeking an Associate Degree must complete 15 hours at Kent State University. Credit earned by means of transfer or correspondence courses do not count toward the hours required to fulfill residency.

6. For students transferring between Kent State University health care programs: Students who are not permitted to continue in any KSU ADN program for academic reasons from a health care program at Kent State University are eligible to apply for admission to another health care program if they meet the admission requirements of the program to which they are transferring to and there is available space in the program.

Students who are not permitted to continue in a health care program at any campus of Kent State University for other specified reasons may not enroll in another health care program or transfer to another campus within the same healthcare program. Specified reasons include, but not limited to failure to pass a background check screening, falsification of information or documentation, plagiarism, unprofessional behavior, use of drugs or alcohol, breach of confidentiality, threatening or manipulative behavior, failure to maintain professional boundaries with clients and other behavioral or ethical issues identified at the discretion of the Dean. This does not include being permitted to continue in any KSU ADN program for

academic reasons

The health care programs referred to herein include, nursing, occupational therapy assistant technology, physical therapy assistant technology, radiological technology, respiratory therapy technology and any other health-related programs identified by the Dean.

7. Upon admission to the Associate Degree in Nursing Technical Study sequence, students must take all NRST courses through the campus of admission. In special circumstances, an exception may be considered by the ADN program director.

8. More information on Kent State University Admissions can be accessed on the web at:
(www.kent.edu/admissions/undergraduate)

9. Upon admission to the nursing program, students will be required to attend an orientation prior to the beginning of the first semester, first year.

Awarding Credit for Military Education and Skills Training

The Associate Degree in Nursing program at Kent State University recognizes the education and skills training of students who have experience in the armed forces of the United States, or in the National Guard or in a reserve component. As per University policy, students must submit an official transcript or certificate of completion or a veteran's DD 214 form of their Military education for evaluation by the Transfer Center.

To request credit specifically for NRST courses, the student must provide a course syllabus and/or course description to the nursing department at the respective campus for evaluation. Credit will be awarded to the student for any of the military education or skills training which is substantially like the Associate Degree in Nursing curriculum. As per program policy, credit may only be awarded for NRST 10001 (Foundations of Nursing Agency). The American Council of Education Military Guide will be used as a reference as applicable.

READMISSION POLICIES

1. To be **eligible** for readmission to the nursing program, students seeking readmission must meet with the ADN program director as soon as possible after the end of the semester in which the student withdrew or failed and **prior to the start of the next semester**, to discuss the readmission process and policies.
2. Readmission to the nursing program is based on the decision of the Readmission Committee and seat availability. *Readmission is not guaranteed to any student.*
3. A minimum cumulative GPA of 2.70 from Kent State University is required for readmission.
4. Students applying for readmission to the nursing program must put that formal request in writing to the ADN Program Director. The deadline for requesting readmission are as follows: June 1 for fall semester, November 1 for spring semester except at the Ashtabula campus the deadline is December 31 and March 1 for summer semester.
5. Students must submit a detailed plan for academic success. The plan must address, in detail, why the student was not successful during the previous attempt, and how the student intends to be successful if readmitted to the nursing program. The student must sign the plan and it will become a contract that the student will follow throughout the remainder of the nursing program.
6. Readmitted students who have been out of the program more than one semester must follow the Nursing Clinical Requirements Policy for readmitted students.
7. Readmitted students who have been out of the program more than one semester will be required to demonstrate satisfactory performance of previously learned skills. The students will have three attempts to demonstrate competency to be eligible for readmission. The deadline for completing these skills as required are as follows: July 1 for fall semester, December 1 for spring semester and April 1 for summer semester.
8. Students in the “withdrawn” or “failed” category may reapply for readmission to the nursing program one time only.
9. Any student who fails to meet the nursing program progression requirements a second time will not be permitted to continue in the ADN program and will not be eligible to begin another NRST course or be eligible for readmission.
10. Readmitted students are responsible for following the Kent State University Associate Degree Nursing Student Handbook in effect at the time of readmission and changing to the current catalog year.

ADVANCED PLACEMENT POLICY FOR LPN

Grade of "C" (2.00) or Higher Must be Achieved in All Required Courses

Licensed practical nurses who graduated from an LPN program that has full approval and who hold the appropriate credentials to administer medications may be admitted to the LPN-ADN program option. They must hold an unrestricted LPN license. LPN applicants for advanced placement must complete the following requirements in the outlined sequence.

1. Apply to Kent State University (which includes having any official transcripts from previous college and technical level coursework sent for evaluation). Take the placement test, if required. A meeting with an ADN representative is required.
2. Students must complete any developmental coursework as prescribed through the placement test or evidence of mastery of the content.
3. The following courses must be completed with a "C" (2.00) or higher prior to admission to the LPN to ADN Transition course: BSCI 11010 and CHEM 10055 (CHEM10050) and UC 10097 and one from Kent Core Mathematics and Critical Reasoning category.
4. The following courses must be completed with a "C" (2.00) or higher: BSCI 11020, BSCI 20021, NUTR 23511 or NUTR 33512, PSYC 11762, and NRST 10010 prior to entering the second year, first semester.
5. Students must have a minimum cumulative GPA of 2.70 to be admitted to NRST 10006. Admission will be dependent on enough students to hold the course.
6. After successful completion of NRST 10006, students will be awarded substitute credit for NRST 10001, NRST 10003 and waived NURS 20950.
7. After successful completion of the above, students may enter the 2nd year of the Associate Degree in Nursing Program.

Students who fail NRST 10006 will not be articulated into the LPN-ADN program option. Students who still wish to pursue an associate degree in nursing may request readmission into NRST 10001. Students will need to complete NURS 20950 Human Growth and Development.

A student who did not pass a transition course at another college or university, cannot be admitted into the LPN- ADN program option but may apply for admission to the ADN program.

ADVANCED PLACEMENT POLICY FOR PARAMEDIC

Grade of "C" (2.00) or Higher Must be Achieved in All Required Courses

Certified paramedics who graduated from an approved program may be admitted to the Paramedic-RN program option. They must hold an unrestricted Paramedic certification. Paramedic applicants for advanced placement must complete the following requirements in the outlined sequence.

1. Apply to Kent State University (which includes having any official transcripts from previous college and technical level coursework sent for evaluation). Take the placement test, if required. A meeting with an ADN representative is required.
2. Students must complete any developmental coursework as prescribed through the placement test or evidence of mastery of the content.
3. The following courses must be completed with a "C" (2.00) or higher prior to admission to the Paramedic to ADN Transition course: BSCI 11010; CHEM 10055 (CHEM10050); UC 10097 and one from Kent Core Mathematics and Critical Reasoning category.
4. The following courses must be completed with a "C" (2.00) or higher: BSCI 11020, BSCI 20021, NUTR 23511, PSYC 11762, NRST 10010 and NURS 20950 prior to entering the second year, first semester.
5. Students must have a minimum cumulative GPA of 2.70 to be admitted to NRST 10008. Admission will be dependent on enough students to hold the course.
6. After successful completion of NRST 10008, students will be awarded substitute credit for NRST 10003 and waive NRST 10001.
7. After successful completion of the above, students may enter the 2nd year of the Associate Degree in Nursing Program.

Students who fail NRST 10008 will not be articulated into the Paramedic-ADN program option. Students who still wish to pursue an associate degree in nursing may request readmission into NRST 10001.

A student who did not pass a Paramedic transition course at another college or university, cannot be admitted into the Paramedic to ADN program option but may apply for admission to the ADN program.

SECTION IV: EVALUATION AND PROGRESSION POLICIES

Methods of Evaluation

Students should refer to the core and supplemental syllabi for each course for methods of evaluation in the classroom (theory), clinical and the laboratory for that course.

Medication Math Evaluation

The medication math **skills evaluation** will be given to validate the student's ability to safely administer medications in the clinical setting, it is a simulation of the clinical experience. The medication math evaluation will consist of ten (10) medication math questions. The student will be allotted 20 minutes to complete the evaluation. The student must earn a score of 100% on the evaluation to be permitted to administer medications in the clinical setting. Questions about accommodations for the evaluation should be directed to Student Accessibility Services.

The medication math skills evaluation is assessed a satisfactory(S)/unsatisfactory (U) performance outcome. A student who is unsuccessful on the first attempt will earn a needs improvement (NI) outcome and must be re-evaluated prior to administering medications in the clinical setting. The student will be permitted a second attempt to complete the medication math skills evaluation on campus. Inability to earn a score of 100% on the second attempt will earn the student a clinical unsatisfactory (U) outcome. After the second attempt, each subsequent unsatisfactory (U) outcome to achieve a score of 100% will result in an assignment of a clinical unsatisfactory (U). **Two (2) or Three (3) clinical unsatisfactory outcomes will constitute a failure (F) for the course.** Refer to the core syllabus to determine the number of clinical unsatisfactory outcomes constitute a failure (F) for the course.

A medication math **competency evaluation** is to be given in the second semester of the program and thereafter to validate the student's ability to safely administer medications in the clinical setting. Although this medication math evaluation will be given in an on-campus classroom setting it is a simulation of the clinical experience. The medication math evaluation will consist of ten (10) medication math questions. The student will be allotted 20 minutes to complete the evaluation. The student must earn a 100% on the evaluation to be permitted to administer medications. Each failure to earn a score of 100% will result in the assignment of a clinical unsatisfactory (U) for the day. Questions about accommodations for the evaluation should be directed to Student Accessibility Services.

Basis for Determination of Final Grades/Grading Scale

All nursing courses except NRST 10010 and NURS 20950 are comprised of both a theoretical and a clinical and/or laboratory component. One grade will be recorded for NRST courses, including those courses containing a theoretical, clinical and/or laboratory component. For the nursing student to successfully complete a course in the nursing sequence, the student must achieve all the following in sequence:

1. Achieve a grade of "C" (75%) or higher in theory. Theory knowledge is evaluated by objective testing only.
2. After the student earns the minimum grade of 75%, then the final course grade, which also must be at least a 75% to progress to the next NRST course, will be determined totaling all points that the student earned from the objective tests and any additional assignments that were assigned points.
3. The numerical equivalent will not be rounded. For example, 74.99 would remain 74.99.

<u>Numerical Equivalent</u>	<u>Letters</u>
100 – 92	A
91 – 83	B
82 – 75	C
74 – 66	D
65 – 0	F

4. Achieve a designation of "satisfactory" performance in the clinical and/or laboratory component for NRST courses with a clinical and/or laboratory component. When the student's clinical and/or laboratory performance is "satisfactory," the student's nursing course grade will be compiled from the earned theory grade.
5. Earn both a "C" (75%) or higher in theory and a "satisfactory" designation for performance in the clinical and/or laboratory component to be eligible to progress to the next NRST course.
6. All class assignments and clinical experiences need to be completed to be able to take the final exam.

If the student receives a designation of "unsatisfactory" for performance in the clinical and/or the laboratory component, the student will receive a letter grade of "F" for the nursing course.

Exams will be reviewed as specified by the faculty. One week after the exam review, exams are no longer available for review. A review of the final exam will not be held.

Refer to supplemental syllabus for additional information on methods of evaluation and basis for determination of final grade.

Attendance

Students are to meet the course hours identified on the CORE syllabus as provided by the faculty and are responsible for any material during an absence. Students are required to attend all clinical, observational, and laboratory time to meet the course objectives. Any missed clinical, observational and laboratory time is required to be made up to pass the course.

Student Responsibility

Students are responsible for knowing and adhering to the Admission, Progression and Graduation Requirements and these Rules and Regulations, as well as the Methods of Evaluation and the Basis for Determination of Final Grades as outlined in each core and supplemental syllabus.

PROGRESSION POLICY FOR CURRENTLY ENROLLED STUDENTS

1. The student must achieve a grade of "C" (2.00) or higher in all required courses.
2. Students must have a cumulative GPA of 2.00 at the end of each semester to continue in the nursing sequence and complete the program.
3. The designations "satisfactory" and "unsatisfactory" are used for evaluating the student's clinical and laboratory performance. When the student's clinical and laboratory performance is unsatisfactory, the student will receive a letter grade of "F" for the NRST course. When the student's clinical and laboratory performance is "satisfactory," the student's NRST course grade is compiled from the earned theory grade.
4. Instructor evaluations of the individual student's clinical, laboratory and class performance are available to the student. All students have the privilege and are urged to consult their instructors relative to their academic progress. A student receiving an unsatisfactory clinical or laboratory performance grade must consult the instructor.
5. The instructor is available for conference during regular office hours, or by special appointment. Students are encouraged to discuss any course problems with their instructors. No information relative to grades, evaluation or examination items will be given via the telephone or email.
6. The student must complete the nursing course requirements within a maximum of four (4) years after admission to the nursing program. Students are strongly advised to avoid a full-time work schedule.
7. All withdrawals are to be executed in accordance with University Policy. Students withdrawing from the nursing program are expected to notify the ADN Program Director. Students failing to enroll in or students dropping a program required course must notify the ADN Program Director immediately.
8. Students who are considered "withdrawn" or "failed" after admission to the nursing program are as follows:
 - a. One who has officially withdrawn from an NRST course or interrupts **the nursing sequence** for **ANY** reason.
 - b. One who fails to complete the NRST course requirements as outlined in the course syllabus.
 - c. One whose final grade in theory is less than a "C" (2.00) in an NRST course.
 - d. One whose clinical and or laboratory grade is "unsatisfactory" for an NRST course.
 - e. One who does not have a 2.00 cumulative GPA at the end of the semester.
 - f. One who extends program completion beyond the 2 academic years from admission to the program.
9. Students in the "withdrawn" or "failed" category may apply for reentry to the nursing program **ONE TIME ONLY**.

STANDARDIZED TESTING POLICY

Purpose:

Systematic evaluation of the total nursing program is an essential, on-going activity. The outcomes of evaluation, however, are only as useful as the degree to which accurate, valid, and complete data are available. Testing, using appropriate measuring instruments, can yield such data, on which decisions regarding curriculum, teaching, and learning can be made. ADN students may be required to complete Kaplan assignments as a course requirement. **All required Kaplan assignments must be completed by the date stated in the supplemental syllabi. Failure to complete these assignments may result in an “F” grade for that nursing course.**

Objectives:

The testing program has been planned to:

1. Appraise students on their achievement at various stages of their program.
2. Assist the faculty in monitoring the effectiveness of the curriculum and identification of areas that may require modification.
3. Enable the faculty to evaluate specific course or program objectives in terms of nationally acceptable objectives in nursing and to compare scores of students in the program with those of students throughout the country.
4. Assist the student in preparing for the National Council Licensure Examination for Registered Nurses.

Implementation:

Please refer to the NRST Course Supplemental Syllabus for the Kaplan Assignments.

SECTION V: CLINICAL POLICIES

NURSING CLINICAL REQUIREMENTS POLICIES

All students must meet clinical requirements as specified by the dates below and must be current through the entire semester or according to the facility policy. Failure to provide the following clinical requirements will prohibit the student from being admitted, re-admitted, or progressing in the Associate Degree in Nursing Program. Documentation must be submitted and approved by the following deadlines:

August 1st - Fall Semester

January 1st - Spring Semester

June 1st Summer Semester

1. Following notification of acceptance into the nursing program, students must submit current (completed in the last three months) documentation of:
 - a. Good health as evidenced by a physical examination.
 - b. Two-step TB skin test or TB blood test or documentation of two annual TB skin tests with the most recent skin test within the last 12 months.
 - c. A passport-type photo.
 - d. Completion of an Ohio Bureau of Criminal Identification and Investigation (BCI) and Federal Background Check (FBI). Based on the results of the federal and civilian background check, access may be denied to clinical facilities at any time during the nursing program. A denial for clinical placement results in the inability to meet the program requirements. If a student is unable to meet the requirements, they cannot graduate from the Associate Degree in Nursing Program at Kent State University.
 - e. A **negative** ten (10) panel urine or blood drug screen for the following substances: cocaine, marijuana, opiate morphine, amphetamine, methamphetamine, benzodiazepine, barbiturates, methadone, oxycodone, methylenedioxymethamphetamine. A **positive** ten panel urine or blood drug screen for any of the substances listed above cannot be repeated.
2. Following notification of acceptance into the nursing program, students must submit documentation of:
 - a. Certification by the American Heart Association in Basic Cardiac Life Support, including adult, child and infant two-man resuscitation that is current through the semester of admission.
 - b. Specified immunizations and/or titers.
3. The one step TB skin test or TB blood test must be renewed every year.
4. Documentation of the influenza vaccine must be submitted annually.
- 5. Readmitted students** who have been out of the program more than one semester must provide documentation of the following which have been completed within three (3) months prior to readmission to the program:
 - a. Good health as evidenced by a physical examination.
 - b. Two-step TB skin test or TB blood test or documentation of two annual TB skin tests with the most recent skin test within the last 12 months.
 - c. Completion of an Ohio Bureau of Criminal Identification and Investigation (BCI) and Federal Background Check (FBI). Based on the results of the federal and civilian background check, access may be denied to clinical facilities at any time during the nursing program. A denial for clinical placement results in the inability to meet the program requirements. If a student is unable to meet the requirements, they cannot graduate from the Associate Degree in Nursing Program at Kent State

University.

d. A **negative** ten (10) panel urine or blood drug screen for the following substances: cocaine, marijuana, opiate morphine, amphetamine, methamphetamine, benzodiazepine, barbiturates, methadone, oxycodone, methylenedioxymethamphetamine. A **positive** ten panel urine or blood drug screen for any of the substances listed above cannot be repeated.

e. Documentation of the influenza vaccine if applicable.

f. Certification by the American Heart Association in Basic Cardiac Life Support, including adult, child and infant two-man resuscitation that is current through the semester of readmission.

6. Students are required to adhere to the Policies and Procedures of the clinical agency to which they are assigned. The clinical agency has the right to require additional requirements such as but not limited to additional substance use testing, background checks and other requirements that the student will be required to complete at their own expense. The clinical agency has the right to remove the student for any infractions.

7. A student with a positive drug screen may not be permitted to complete the clinical experience per the facility policy. The ADN program now has knowledge of a positive drug screen, and the ADN program must notify any additional facilities of this finding to determine if they are permitted to attend that clinical. The student will fail all NRST courses for the semester and the ADN program will not permit the student to continue in the ADN program at Kent State University.

Failure to provide the above will prohibit the student from being admitted, readmitted, or progressing in the ADN program and prohibit the student from providing patient care and therefore will result in failure to meet specific clinical objectives.

UNIFORM AND APPEARANCE

The following policies have been developed for nursing students to prevent the spread of infection, to avoid obstacles in caring for the patient, and to assure a professional appearance.

1. Uniform for clinical laboratory experience.

- a. Standard KSU uniform (white top and navy pants)
- b. Washable solid white scrub jacket
- c. White hose and black shoes; black or blue socks and black shoes with pants/slacks
- d. Name pin
- e. Watch with a second hand
- f. Bandage scissors
- g. Stethoscope
- h. Hemostat (straight)
- i. Pen Light
- j. No wearable technology

2. Alternative attire while in a clinical agency.

A white scrub jacket must be worn when the student is not in uniform and in the clinical setting. This scrub jacket is to be clean and in good repair. A name pin must be worn on the left side of the jacket above the embroidered KSU logo. Conservative, business-type apparel, hosiery, and shoes should be worn with the scrub jacket.

3. Outside experience attire.

Navy top with KSU insignia and khaki pants/slacks, skirt, or jumper can be worn during specified experiences. Conservative, enclosed, neutral-colored shoes must be worn.

4. General Appearance.

- a. A woman's dress type uniform or tunic and slacks must be appropriately fitted, clean, wrinkle-free and in good repair. The dress length must be below the knee. White undergarments (bra, panties, and slip) should be worn under the uniform.
- b. A man's tunic and slacks must be appropriately fitted, clean and in good repair. Plain white undergarments (crew-neck T shirt) should be worn under the uniform.
- c. Plain white shirts may be worn under the standard Kent uniform.
- d. Additional accessories which may be worn during the hours spent in the clinical and/or laboratory are:
 - A plain wedding band and any medically authorized jewelry.
- e. No body piercing jewelry is to be worn while in the clinical setting.
- f. Hair must be a simple professional style, clean, neat, with no decorative hair accessories, and not falling in front of the face, and may not be colored with extreme color, i.e., orange, or bright purple, etc.
- g. Men must be clean shaven or have neatly trimmed beards and mustaches and no visible chest hair.
- h. Makeup must be natural looking and applied in moderation.
- i. Nails must be well manicured, short and without polish. Artificial nails or artificial nail tips are **not**

permitted.

j. Offensive odors such as strong perfumes, colognes, cigarette smoke or others will not be tolerated at the clinical site.

k. Black non-fabric shoes must be clean, polished and in good repair without bright colored insignia. Laces must be clean. No **open-toed** shoes or **open-heeled shoes are permitted**.

l. No layers of hose or "footies" may be worn.

m. **All tattoos must be covered while in the clinical setting with the exception of tattoos on the hand.** If a sleeve is worn, it must be white or beige.

Students' dress and jewelry must be consistent with the requirements of the clinical agency when the clinical agency policy is more restrictive than the nursing program policy.

Students are only to wear the Kent State University Nursing uniform for clinical and/or laboratory experience; however, if necessary, the uniform may be worn for direct travel to and from the clinical agencies or laboratory as well.

Negligence on the part of the student to maintain the above standards will result in the student being required to leave the unit or facility to make the necessary changes or be sent home and/or be sent to see the ADN Program Director. The situation will be reflected on the student's clinical evaluation form and a clinical unsatisfactory grade may be assigned for the day.

Clinical Site Policies

Clinical site assignments are at the discretion of the ADN Program Director. Students are expected to adjust their personal and work schedules to accommodate their clinical placement.

Clinical Cancellations

Students will be required to meet the student learning outcomes and designated clinical and laboratory hours if classes or clinical are cancelled. For class cancellation, didactic course materials will be provided to students.

Transportation

Students are responsible for their own transportation between the health care facilities and the campus. To access the most appropriate clinical experiences, **students may have to drive extended distances. There are no guarantees that a student will get the clinical site or day, or time requested.**

Management of Exposure to Blood Borne Pathogens

The purpose of this policy is to provide appropriate and uniform management of any student exposure to patient's blood or body fluids.

The student who has experienced a contaminated needle or other sharps injury, skin, or mucous membrane exposure must: First wash the exposed area with soap and water or flood with water. Secondly, the student must follow the health care facility procedure for exposure. If the procedure requires an emergency department visit, the incurred cost will be the responsibility of the student. Follow up testing is the responsibility of the student based upon current CDC guidelines. This testing can be arranged through the student's own physician.

Epidemiologic evidence has implicated blood, semen, vaginal secretions, possibly breast milk, and other fluids, in the transmission of HIV/HBV. Because of this, please follow precautions recommended by your health care provider.

NOTE: Health care professions such as nursing carry risks in the form of **physical injury and/or air-borne and blood borne pathogen** infection. It is the responsibility of the student to follow accepted precautions to eliminate and/or minimize these risks. The student also accepts responsibility and accountability for reporting high risk incidents and following through with recommended care related to these incidents.

NURSING STUDENT CLINICAL BEHAVIOR POLICY

Faculty, teaching assistants and preceptors share in the concern for the safety of the patients entrusted to the care of the nursing students under their direction. It follows, therefore, that each nursing student become informed and accountable for her/his professional ethics. In addition to the American Nurses Association Code of Ethics (<https://www.nursingworld.org/coe-view-only>) , the faculty has adopted the following rules. All students shall:

1. Refrain from sexual advances or behavior toward clients, visitors, employees, faculty, or other students.
2. Conduct themselves in a professional manner to avoid endangering life, health and/or safety of anyone associated with the clinical facility or university.
3. Accept responsibility for assigned duties by punctual regular attendance. Have consistent preparation and care of assigned patients according to each course requirements.
4. Present self in an alert, rested mental state and be able to make safe decisions. Student will also refrain from the use of any agents/drugs (such as alcohol or sensory altering medication) which interfere with the above or which may cause erratic, explosive, or acting-out behaviors; deteriorating appearance; or avoidance of social interaction with faculty, peers, patients and/or staff.
5. Respect the rights and property of others (not be party to theft, cause destruction of property or engage in malicious conduct).
6. Maintain confidentiality of patient/clinical situations and records. Avoid discussion of clinical activities in any public or inappropriate areas which violate the client's right of privacy.
7. Maintain accurate written documentation of client behavior, procedures performed and outcomes of such. Any falsification of written documentation or verbal reports may result in not being permitted to continue in any KSU ADN program.
8. Obtain from the treating physician a written medical release form (if the student has any medical condition), to participate in clinical. The release form must be obtained from the physician rendering care, must state that the student may participate **without restrictions** of any type fully in clinical and must be presented to the ADN Program Director prior to participation in the clinical.
9. Maintain an effective working relationship with clinical faculty, employees, health team members, and fellow students. Refrain from such behaviors as fighting, arguing, coercing, threatening or manipulative behavior.
10. Follow dress code.
11. Refuse all gifts from clients and/or their identified significant others.
12. Adhere to the Policies and Procedures of the clinical agency to which they are assigned. The clinical agency has the right to remove the student for any infractions. This may constitute a clinical unsatisfactory, failure or program not being permitted to continue in any KSU ADN program.
13. Report off to the faculty, their nurse and anyone who has responsibility for the patient's care, when

arriving to or leaving the clinical unit, for any reason.

14. Assume responsibility of any medical cost for treatment of exposures, injuries, illness, or signs of impairment while on campus or at the clinic agencies.

15. Abide by the attached Ohio Board of Nursing guidelines and American Nurses' Association Code of Ethics.

16. The behaviors expected for a clinical setting are also applicable to the laboratory experience.

17. Students who are considered "withdrawn" or "failed" CANNOT attend that class or clinical.

Students will be held accountable for their behavior. Should one of the above behaviors be violated, the student may be removed from the clinical setting temporarily or permanently and will receive a clinical **"U" for the day or a failure for the course or may not be permitted to continue in the KSU ADN Program.** The student will also be subject to proceedings under the University Code of Conduct Policy available on the web at www.kent.edu/studentconduct/code-student-conduct.

INSTRUCTOR AND STUDENT EVALUATION TOOL OF CLINICAL AGENCIES

The following criteria were formulated to assist you in evaluating the clinical facility. These criteria are based upon the course/program objectives and Orem's Self-Care Theory. Please read carefully and answer appropriately. Comments may also be written on the back of this form.

Name of Facility: _____ Unit: _____ NRST Course # _____
 Clinical Day/Time: _____ Semester/Year: _____

THIS CLINICAL FACILITY PROVIDED ME THE OPPORTUNITY TO:	EXCELLENT A/1	GOOD B/2	FAIR C/3	POOR D/4
1. Utilize the nursing process to care for individuals with a variety of physical and/or psychosocial self-care demands.				
2. Safely perform all nursing skills pertinent to the Self-Care Requisites as identified in the course syllabus.				
3. Utilize therapeutic communication techniques to facilitate and enhance self-care.				
4. Perform an assessment in order to recognize normal/abnormal findings and individual variations.				
5. Develop and implement a plan of care for individuals experiencing a variety of physical and/or psychosocial selfcare demands.				
6. Recognize and discuss legal-ethical implications in relation to nursing care.				
7. Collaborate and communicate with the nursing and auxiliary staff in order to meet the patient's self-care requisites including patient education and health promotion.				
8. Adhere to the ethic of confidentiality.				
9. Accept responsibility and accountability for own actions.				
10. Learn through staff support.				
11. Utilize appropriate resources in order to meet patient selfcare needs.				
12. Access facility resources (parking, food service areas, and conference rooms).				
13. Experience a variety of patient care opportunities.				
14. Meet the objectives of this course.				
15. Overall, the clinical facility rating is:				
16. Other experiences & locations:				

SECTION VI: GENERAL NURSING STUDENT POLICIES

OHIO BOARD OF NURSING ADMINISTRATIVE CODE

Section 4723-5-12 of the Ohio Administrative Code (OAC)

February 1, 2022 Promulgated Under: 119.03

(A) The administrator of the program and the faculty shall establish and implement written policies for the following:

- (1) Student admission;
- (2) Student readmission, including a requirement that the readmitted student meet the curriculum requirements effective at the time of readmission;
- (3) The process for determining the amount of credit to be granted to an applicant for advanced standing in a program;

For individuals with experience in the armed forces of the United States, or in the national guard or in a reserve component, the program shall have a process in place to:

- (a) Review the individual's military education and skills training;
 - (b) Determine whether any of the military education or skills training is substantially equivalent to the curriculum established in Chapter 4723-5 of the Administrative Code;
 - (c) Award credit to the individual for any substantially equivalent military education or skills training;
- (4) Student progression, which shall include the following:
- (a) The level of achievement a student must maintain in order to remain in the program or to progress from one level to another; and

(b) The requirements for satisfactory completion of each course required in the nursing curriculum;

(5) Requirements for completion of the program;

(6) Payment of fees, expenses, and refunds associated with the program;

(7) Procedures for student illness in the classroom and clinical settings;

(8) Availability of student guidance and counseling services;

(9) Process for students filing grievances and appeals;

(10) A description of faculty responsibilities related to the supervision of students in accordance with section 4723.32 of the Revised Code and rule 4723-5-20 of the Administrative Code;

(11) Periodic evaluation by the faculty of each nursing student's progress in each course and in the program; and

(12) Procedures for notifying students of changes in program policies.

(B) The program shall not implement changes to policies or requirements for student progression, or requirements for completion of the program, regarding students enrolled in the program at the time the changes are adopted.

(C) In addition to the policies required in paragraph (A) of this rule, the program administrator and faculty shall implement policies related to student conduct that incorporate the standards for safe nursing care set forth in Chapter 4723. of the Revised Code and the rules adopted under that chapter, including, but not limited to the following:

(1) A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the patient, and the patient's response to that care.

(2) A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.

(3) A student shall not falsify any patient record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports, time records or reports, and other documents related to billing for nursing services.

(4) A student shall implement measures to promote a safe environment for each patient.

(5) A student shall delineate, establish, and maintain professional boundaries with each patient.

(6) At all times when a student is providing direct nursing care to a patient the student shall:

(a) Provide privacy during examination or treatment and in the care of personal or bodily needs;
and

(b) Treat each patient with courtesy, respect, and with full recognition of dignity and individuality.

(7) A student shall practice within the appropriate scope of practice as set forth in division (B) of section 4723.01 and division (B)(20) of section 4723.28 of the Revised Code for a registered nurse, and division (F) of section 4723.01 and division (B)(21) of section 4723.28 of the Revised Code for a practical nurse;

(8) A student shall use universal and standard precautions established by Chapter 4723-20 of the Administrative Code;

(9) A student shall not:

(a) Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a patient;

(b) Engage in behavior toward a patient that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.

(10) A student shall not misappropriate a patient's property or:

(a) Engage in behavior to seek or obtain personal gain at the patient's expense;

(b) Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient's expense;

(c) Engage in behavior that constitutes inappropriate involvement in the patient's personal relationships; or

(d) Engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient's personal relationships.

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

(11) A student shall not:

(a) Engage in sexual conduct with a patient;

(b) Engage in conduct in the course of practice that may reasonably be interpreted as sexual;

(c) Engage in any verbal behavior that is seductive or sexually demeaning to a patient;

(d) Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a patient.

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

(12) A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:

- (a) Sexual contact, as defined in section 2907.01 of the Revised Code;
- (b) Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.

(13) A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section 4729.01 of the Revised Code, in any way not in accordance with a legal, valid prescription issued for the student, or self-administer or otherwise take into the body any drug that is a schedule I controlled substance.

(14) A student shall not habitually or excessively use controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.

(15) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of the use of drugs, alcohol, or other chemical substances.

(16) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability.

(17) A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance.

(18) A student shall not misappropriate or attempt to misappropriate money or anything of value by intentional misrepresentation or material deception in the course of practice.

(19) A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.

(20) A student shall not aid and abet a person in that person's practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without a certificate issued by the board.

(21) A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion.

(22) A student shall not assist suicide as defined in section 3795.01 of the Revised Code.

(23) A student shall not submit or cause to be submitted any false, misleading, or deceptive statements, information, or document to the nursing program, its administrators, faculty, teaching assistants, preceptors, or to the board.

(24) A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the health care team for health care purposes only, shall access patient information only for purposes of patient care or for otherwise fulfilling the student's assigned clinical responsibilities, and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the student's assigned clinical responsibilities through social media, texting, emailing or any other form of communication.

(25) To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.

(26) For purposes of paragraphs (C)(5), (C)(6), (C)(9), (C)(10), (C)(11) and (C)(12) of this rule, a student shall not use social media, texting, emailing, or other forms of communication with, or about a patient, for non-health care purposes or for purposes other than fulfilling the students assigned clinical responsibilities.

Reference: Rule 4723-5-12 - Ohio Administrative Code | Ohio Laws

Retrieved: August 2, 2022

Professional Conduct

The student is expected to always act in a professional manner in the clinical setting, the classroom setting, the laboratory setting, and throughout the entire university. Students who fail to meet the professional conduct code may not be permitted to continue in any KSU ADN program. ALL students must sign a professional conduct contract on admission to the nursing program. See Web: www.kent.edu/studentconduct for more information.

Work Schedule Recommendation

Students are strongly advised to avoid a full-time work schedule which has been found to prevent academic success for some students.

Tobacco and Nicotine Producing Devices

Use of all forms of tobacco and nicotine producing devices is prohibited on KSU property and at the clinical facility.

Computerized Testing

Faculty may elect to use computerized testing. Students who take an examination on the computer are held to the same academic honesty policies as if they are taking a traditional paper examination. In addition, the following policies are in effect:

- Students are permitted one sheet of blank paper during the exam. Scrap paper is to be returned to the faculty at the completion of the exam.
- Any extra testing materials given to students during the exam must be returned to faculty at the completion of the exam.
- Students are permitted to access the computerized test one time only. Therefore, students should take the exam then review the results immediately (if available), prior to exiting that computerized test session. Any student who accesses an exam outside of these parameters shall receive a “zero” for the exam.
- Students are not permitted to use any wearable technology or have any technology on their person during the exam.
- Refer to the computer testing section of the supplemental syllabus for additional information.
- No wireless earbuds are permitted.

These policies will be strictly enforced. Failure to adhere to these policies will result in a “zero” for the examination and may result in not being permitted to continue in any KSU ADN program.

Electronic Devices

The use of handheld electronic devices will be permitted for reference and research of material. Kent State University shall not be responsible for any personal device. Students are expected to be respectful of peers and faculty. Respectful behavior would include assuring that pagers and/or cell phone ringers are turned off prior to the start of class and campus laboratory. Using cell phones, wearable technology or other electronic devices to text message, audio, or video tape, take photos, or access information is strictly prohibited during class and campus lab unless permission is received from all persons involved. Cell phone

use may be permitted in certain circumstances at the direction or permission of the instructor.

In the clinical setting, students must follow the rules regarding electronic devices that are in place for each facility. Taking photos or making audio or video recordings of clients or their records, is never appropriate. Such activity may constitute a violation of federal, state laws or University policy and may result in disciplinary action up to and including not being permitted to continue in any KSU ADN program.

Email Etiquette

Students are expected to review and use the following guidelines for email etiquette when using email communication with faculty, administration, and staff.

<https://students.tufts.edu/career-center/i-need/network/professional-email-etiquette>

<https://writingcenter.unc.edu/tips-and-tools/effective-e-mail-communication/>

Social Networking

This policy is instituted regarding any electronic communication published online regarding class-related matters and information, public or private. Violation of the policy may result in disciplinary action, up to and including not being permitted to continue in any KSU ADN program.

1. Confidentiality of students, faculty, staff, and clinical clients is to be always maintained. Client information or clinical situations should never be discussed on social networking sites.
2. Students may not distribute or post any course, campus laboratory, or clinical photos, audio recordings, or video recordings without written permission from all involved parties.
3. Students shall not use online social networking to harass, threaten, or discriminate against other students, faculty, staff, or any member of the public. Text, photos, e-mails, or videos that are demeaning, belittling, or insulting to faculty, staff, or students may not be used or posted.
4. Personal information about students, faculty, staff, and clinical sites will not be shared on networking sites without written permission from all involved parties.
5. Social networking and other recreational computer or phone use is not permitted during class, clinical or laboratory time.
6. Students who use online social networking and identify themselves as associated with KSU must clearly and explicitly note any views or opinions made are explicitly their own and not that of KSU.

Confidentiality Policy

To protect the right to privacy and confidentiality during the creation, collection, storage, viewing and transmission of information in all learning environments.

1. Students are obligated to refrain from discussing a patient's medical, social, financial, emotional or any other condition, as well as confidential information relating to clinical facilities and its employees or volunteers or students. Confidential information includes information gathered from agency, employees, volunteers or family members or information retained in the health care computer system (including computer access codes and passwords) or paper-based file.
2. Students must follow each facility's policies regarding confidentiality and access to computer

information.

3. If any student has a computer code as an employee of a clinical facility, the student must not use this code while in the role of the nursing student.
4. Any breach in this policy will result in disciplinary action up to and including not being permitted to continue in any KSU ADN program.

Course Syllabi

Students are required to have and to abide by the core and supplemental syllabi for each nursing course.

Gender/Sexual Harassment

According to University policy, sexual harassment is a form of unlawful gender discrimination and is defined as unfavorable or unwelcome treatment, made without consent, and based on a person's gender or sex, which is severe or pervasive and has the purpose or effect of unreasonably interfering with an individual's employment or academic performance or creates an intimidating, hostile or offensive working, academic or university environment. Sexual harassment includes but is not limited to: Verbal and/or physical behavior including, but not limited to, sexually explicit jokes, insults, and taunts; obscene gestures; offensive pictorial, written, and electronic communications; and unwelcome touching. Unlawful gender-based discrimination is prohibited at Kent State University. Resources related to this topic may be found in the Policy Register for Kent State University or the Ombuds Office.

Chain of Communication

If a student perceives an issue related to the ADN program, the **Chain of Communication** is as follows:

1. The student will discuss the issue with the involved faculty. If the student feels the issue is not resolved, the student can proceed to step 2.
2. The student will discuss the issue with the level/course coordinator. If the student feels the issue is not resolved at this step, the student and involved faculty member will meet with the ADN Program Director.
3. If resolution of the issue is not obtained in the nursing program, the **Chain of Communication** continues by following the suggested Regional Campus Chain of Communication to the campus representative who will provide the web site and additional information on the student complaint procedure.

SECTION VII: STUDENT ACTIVITIES & SUPPORT SERVICES

STUDENT REPRESENTATIVES ON NURSING FACULTY COMMITTEES

Purpose: Class representative(s) serve to enhance communication among all students of the class and nursing faculty and administration.

Criteria for Student Representation: Each nursing class will be asked to select one representative and an alternate to communicate information among students, faculty, and administration.

The representative(s) will:

1. Demonstrate an interest and willingness to participate in committee activities.
2. Accept personal responsibility for attending meetings and will contact the alternate if they are unable to attend.
3. Ensure confidentiality when necessary.
4. Provide faculty with constructive input from students.
5. Serve as a liaison to faculty and/or the ADN Program Director concerning student issues.
6. Demonstrate a positive professional manner and attitude inside and outside the University.
7. Present accurate information to the students and faculty.
8. Faculty and the program director may determine that a student has not upheld the criteria for the student to be a student representative and the student can be asked to send the alternate student representative to the remaining meeting.

ALPHA DELTA NU HONOR SOCIETY

The Kent State University Associate Degree Nursing Program holds the charter for the Gamma Sigma Chapter of the Alpha Delta Nu Nursing Honor Society. The purpose shall be to promote scholarship and academic excellence of students in the study of Associate Degree Nursing.

Membership shall be offered to students after the first two semesters who have maintained a cumulative KSU GPA of 3.0 or above and have earned a grade of B or better in each nursing class (NRST and NURS 20950) of the nursing program with no previous failures in any nursing course. Students may be invited to provisional membership at the beginning of the third semester of the core curriculum. Full membership would be granted if the student maintains the cumulative 3.0 GPA and earns a grade of B or better in all nursing courses in the third semester of study during the second year of the core nursing curriculum. Students shall have demonstrated conduct on campus and the clinical areas that reflects integrity and professionalism.

STUDENT NURSES ASSOCIATION

The purpose of the Student Nurses Association is:

1. To provide opportunities to network and socialize with peers and nursing professionals.
2. To facilitate the development of self-directed individuals in the nursing profession.
3. To provide opportunities for community service.

FUNCTIONS FOR NURSING

A student in the Associate Degree in Nursing Program must have a physical exam performed to certify that the student has no health problems or communicable diseases which would jeopardize an assigned patient's welfare and has no limitations which would restrict the performance or duties of the student.

*Student must be able to complete ten (10) medication math questions in twenty (20) minutes with 100% accuracy to demonstrate arithmetic competence.

STUDENTS ACCESSIBILITY SERVICES

In accordance with University Policy, if you have a documented disability, you may request accommodations to obtain equal access and to promote your learning in the classroom. **Accommodations in clinical settings will be determined through an interactive process involving the student, Student Accessibility Services, clinical site, and program faculty.**

COVID – 19 INFORMATION

For coronavirus updates including prevention information please visit the website <https://www.kent.edu/coronavirus>

SECTION VIII: GRADUATION & LICENSURE

LICENSURE EXAMINATION

The Eight Steps of the NCLEX®

1. Apply for licensure to the board of nursing in the state or territory where you wish to be licensed. Contact the state board for the requirements.
2. Register for the NCLEX examination with Pearson VUE by mail, telephone or via the internet.
 - A. The name with which you register must match exactly with the printed name on the identification you present at the test center.
 - B. If you provide an e-mail address when registering for the NCLEX examination, all subsequent correspondences from Pearson VUE will arrive **ONLY BY E-MAIL**. If you do not provide an e-mail address, all correspondences will arrive only through the U.S. mail.
 - C. All NCLEX examination registrations will remain open for a 365-day time period during which a board of nursing may determine your eligibility to take the NCLEX examination.
 - D. There is no refund of the \$200 NCLEX registration fee for any reason.
3. Receive Confirmation of Registration from Pearson VUE.
4. Receive eligibility from the state board of nursing you applied for licensure with.
5. Receive the Authorization to Test (ATT) from Pearson VUE. If more than two weeks have passed after you have submitted a registration for the NCLEX examination and received a confirmation from Pearson VUE, and have not received an ATT, please call Pearson VUE.
 - A. You must test within the validity dates of your ATT. These validity dates cannot be extended for any reason.
 - B. The printed name on your identification must match exactly with the printed name on your ATT. If the name with which you have registered is different from the name on your identification, you must bring legal name change documentation with you to the test center on the day of your test. The only acceptable forms of legal documentation are marriage licenses, divorce decrees and/or court action legal name change documents. All documents must be in English and must be the original documents.
6. Schedule an appointment to test by visiting www.pearsonvue.com/nclex or by calling Pearson VUE.
 - A. To change your appointment date:
 - For exams scheduled on: Tuesday, Wednesday, Thursday and Friday, call Pearson VUE at least 24 hours in advance of the day and time of your appointment.
 - For exams scheduled on Saturday, Sunday and Monday, call Pearson VUE no later than the Friday at least 1 full business day in advance of the time of your appointment.
7. Present one form of acceptable identification and your ATT on the day of the examination.
 - A. The only acceptable forms of identification in test centers in the U.S., American Samoa, Guam, Northern Mariana Islands and Virgin Islands are:
 - U.S. driver's license (not a temporary or learner's permit)
 - U.S. state identification
 - Passport
 - B. For all other test centers (international), only a passport is acceptable. All identification must be written in English, have a signature in English, be valid (not expired) and include a photograph. Candidates with identification from a country on the U.S. embargoed countries list will not be admitted to test.
 - C. You will not be admitted to the examination without acceptable identification and your ATT. If you arrive without these materials, you forfeit your test session and must re-register; this includes re-payment of the \$200 registration fee.
8. Receive your NCLEX examination results from the board of nursing you applied for licensure with within one month from your examination date.



April 12, 2021

LIST OF POTENTIALLY DISQUALIFYING OFFENSES

Applicants for a license or certificate that have pled guilty to, been convicted of, or been found judicially guilty of any the following crimes **may be disqualified** from being licensed as a registered nurse, licensed practical nurse, advanced practice registered nurse, dialysis technician intern, dialysis technician, certified community health worker, or medication aide. The following crimes are considered by the Board of Nursing (Board) to be directly related to the duties/responsibilities of the licensed occupations:

1. Any Offense of Violence as defined in 2901.01(A)(9), ORC. A list of the crimes currently included in this definition follows. Please review this definition as the Ohio General Assembly may change it from time to time:

(a) 2903.01 Aggravated Murder, 2903.02 Murder, 2903.03 Voluntary Manslaughter, 2903.04 Involuntary Manslaughter, 2903.11 Felonious Assault, 2903.12 Aggravated Assault, 2903.13 Assault, 2903.15 Permitting Child Abuse, 2903.21 Aggravated Menacing, 2903.211 Menacing by Stalking, 2903.22 Menacing, 2905.01 Kidnapping, 2905.02 Abduction, 2905.11 Extortion, 2905.32 Trafficking in Persons, 2907.02 Rape, 2907.03 Sexual Battery, 2907.05 Gross Sexual Imposition, 2909.02 Aggravated Arson, 2909.03 Arson, 2909.24 Terrorism, 2911.01 Aggravated Robbery, 2911.02 Robbery, 2911.11 Aggravated Burglary, 2917.01 Inciting to Violence, 2917.02 Aggravated Riot, 2917.03 Riot, 2917.31 Inducing Panic, 2919.25 Domestic Violence, 2921.03 Intimidation, 2921.04 Intimidation of attorney, victim, or witness in criminal case or delinquent child action proceeding, 2921.34 Escape, 2923.161 Improperly discharging firearm at or into a habitation, in a school safety zone or with intent to cause harm or panic to persons in a school building or at a school function, 2903.34(A)(1) Patient Abuse, 2911.12(A)(1), (2), or (3) Burglary, 2919.22(B)(1), (2), (3), or (4) Endangering Children, and Felonious sexual penetration in violation of former section 2907.12 of the Revised Code.

(b) A violation of an existing or former municipal ordinance or law of this or any other state or the United States, substantially equivalent to any section, division, or offense listed above in 1.(a).

(c) An offense, other than a traffic offense, under an existing or former municipal ordinance or law of this or any other state or the United States, committed purposely or knowingly, and involving physical harm to persons or a risk of serious physical harm to persons.

(d) A conspiracy or attempt to commit, or complicity in committing, any offense listed above in 1. (a) – (c).

2. Any Sexually Oriented Offense as defined in 2950.01(A), ORC. A list of the crimes currently included in this definition follows. Please review this definition as the Ohio General Assembly may change it from time to time:

(a) 2907.02, Rape, 2907.03, Sexual battery, 2907.05, Gross sexual imposition, 2907.06, Sexual imposition, 2907.07, Importuning, 2907.08, Voyeurism, 2907.21, Compelling prostitution, 2907.22, Promoting

prostitution, 2907.32, Pandering obscenity, 2907.321, Pandering obscenity involving a minor or impaired person, 2907.322, Pandering sexually oriented matter involving a minor or impaired person, or 2907.323, Illegal use of minor or impaired person in nudity-oriented material or performance of the Revised Code.

(b) A violation of section 2907.04, Unlawful sexual conduct with minor, of the Revised Code when the offender is less than four years older than the other person with whom the offender engaged in sexual conduct, the other person did not consent to the sexual conduct, and the offender previously has not been convicted of or pleaded guilty to a violation of section 2907.02, 2907.03, or 2907.04, Unlawful Conduct with minor, or a violation of former Section 2907.12 of the Revised Code.

(c) A violation of section 2907.04, Unlawful Conduct with minor, of the Revised Code when the offender is at least four years older than the other person with whom the offender engaged in sexual conduct or when the offender is less than four years older than the other person with whom the offender engaged in sexual conduct and the offender previously has been convicted of or pleaded guilty to a violation of section 2907.02, 2907.03, or 2907.04, or a violation of former Section 2907.12 of the Revised Code.

(d) A violation of section 2903.01, Aggravated murder, 2903.02, Murder, 2903.11, Felonious assault, of the Revised Code when the violation was committed with a sexual motivation.

(e) A violation of division (A) of section 2903.04, Involuntary manslaughter, of the Revised Code when the offender committed or attempted to commit the felony that is the basis of the violation with a sexual motivation.

(f) A violation of division (A)(3) of section 2903.211, Menacing by stalking, of the Revised Code.

(g) A violation of division (A)(1), (2), (3), or (5) of section 2905.01, Kidnapping, of the Revised Code when the offense is committed with a sexual motivation.

(h) A violation of division (A)(4) of section of section 2905.01, Kidnapping, of the Revised Code.

(i) A violation of division (B) of section 2905.01, Kidnapping, of the Revised Code when the victim of the offense is under eighteen years of age and the offender is not a parent of the victim of the offense.

(j) A violation of division (B) of section 2903.03, Voluntary manslaughter, of division (B) of section 2905.02, Abduction, of division (B) of section 2905.03, Unlawful restraint, of division (B) of section 2905.05, Criminal child enticement, or of division (B)(5) of section 2919.22, Endangering children, of the Revised Code.

(k) A violation of section 2905.32, Trafficking in persons, of the Revised Code when either of the following applies: (a) The violation is a violation of division (A)(1) of that section and the offender knowingly recruited, lured, enticed, isolated, harbored, transported, provided, obtained, or maintained, or knowingly attempted to recruit, lure, entice, isolate, harbor, transport, provide, obtain, or maintain, another person knowing that the person would be compelled to engage in sexual activity for hire, engage in a performance that was obscene, sexually oriented, or nudity oriented, or be a model or participant in the production of material that was obscene, sexually oriented, or nudity oriented; (b) The violation is a violation of division (A)(2) of that section and the offender knowingly recruited, lured, enticed, isolated, harbored, transported, provided, obtained, or maintained, or knowingly attempted to recruit, lure, entice, isolate, harbor, transport, provide, obtain, or maintain a person who is less than eighteen years of age or is a person with a developmental disability whom the offender knows or has reasonable cause to believe is a person with a

developmental disability for any purpose listed in divisions (A)(2)(a) to (c) of that section.

(l) A violation of division (B)(4) of section 2907.09

(l) A violation of division (B)(4) of section 2907.09 Public indecency, of the Revised Code if the sentencing court classifies the offender as a tier I sex offender/child-victim offender relative to that offense pursuant to division (D) of that section

(m) A violation of any former law of this state, any existing or former municipal ordinance or law of another state or the United States, any existing or former law applicable in a military court or in an Indian tribal court, or any existing or former law of any nation other than the United States that is or was substantially equivalent to any offense listed in above in 2. (a) – (l).

(n) Any attempt to commit, conspiracy to commit, or complicity in committing any offense listed above in 2. (a) – (m).

3. Registered Sex Offender Status

An applicant who is required to register as a sex offender as defined in Section 2950.01, ORC, under the law of Ohio, or under the substantially equivalent law of another jurisdiction or the federal government, may be denied a license.

4. Any Drug Abuse Offense as defined in Section 2925.01(G), ORC. A list of the crimes currently included in this definition follows. Please review this definition as the Ohio General Assembly may change it from time to time:

(a) 2913.02(A) Theft of Drugs, 2925.02 Corrupting Another with Drugs, 2925.03 Trafficking, Aggravated Trafficking in Drugs, 2925.04 Illegal Manufacture of Drugs – Illegal Cultivation of Marihuana-Methamphetamine Offenses, 2925.041 Illegal Assembly or Possession of Chemicals for Manufacture of Drugs, 2925.05 Funding, Aggravated Funding of Drug or Marihuana Trafficking, 2925.06 Illegal Administration or Distribution of Anabolic Steroids, 2925.11 Possession of Controlled Substances, 2925.12 Possession of Drug Abuse Instruments, 2925.13 Permitting Drug Abuse, 2925.22 Deception to Obtain a Dangerous Drug, 2925.23 Illegal Processing of Drug Documents, 2925.24 Tampering with Drugs, 2925.31 Abusing Harmful Intoxicants, 2925.32 Trafficking in Harmful Intoxicants –

Improperly Dispensing or Distributing Nitrous Oxide, 2925.36 Illegal Dispensing of Drug Samples, 2925.37 Counterfeit Controlled Substance Offenses, of the Revised Code.

(b) A violation of an existing or former law of this or any other state or the United States that is substantially equivalent to any section listed above in 4. (a).

(c) An offense under an existing or former law of this or any other state, or of the United States, of which planting, cultivating, harvesting, processing, making, manufacturing, producing, shipping, transporting, delivering, acquiring, possessing, storing, distributing, dispensing, selling, inducing another to use, administering to another, using, or otherwise dealing with a controlled substance is an element.

(d) A conspiracy to commit, attempt to commit, or complicity in committing or attempting to commit any offense listed above in 4. (a) – (c).

5. Any Theft Offense as defined in Section 2913.01(K), ORC. A list of the crimes currently included in this definition follows. Please review this definition as the Ohio General Assembly may change it

from time to time:

(a) 2911.01 Aggravated Robbery, 2911.02 Robbery, 2911.11 Aggravated Burglary, 2911.12 Burglary, 2911.13 Breaking and Entering, 2911.31 Safecracking, 2911.32 Tampering with Coin Machines, 2913.02 Theft, 2913.03 Unauthorized Use of a Vehicle, 2913.04 Unauthorized Use of Property – computer, cable, or telecommunication property, 2913.041 Possession or Sale of Unauthorized Cable Television Device, 2913.05 Telecommunications Fraud, 2913.06 Unlawful Use of Telecommunications Device, 2913.11 Passing Bad Checks, 2913.21 Misuse of Credit Cards, 2913.31 Forgery -Forging Identification Cards or Selling or Distributing Forged Identification Cards, 2913.32 Criminal Simulation, 2913.33 Making or Using Slugs – misdemeanor only, 2913.34 Trademark Counterfeiting, 2913.40 Medicaid Fraud, 2913.42 Tampering with Records, 2913.43 Securing Writings by Deception, 2913.44 Personating an Officer, 2913.45 Defrauding Creditors, 2913.47 Insurance Fraud, former Section 2913.47, 2913.48 Workers' Compensation Fraud, former Section 2913.48, 2913.51 Receiving Stolen Property, 2915.05 Cheating- Corrupting Sports, 2921.41 Theft in Office.

(b) A violation of an existing or former municipal ordinance or law of this or any other state, or of the United States, substantially equivalent to any offense listed above in 5. (a).

(c) An offense under an existing or former municipal ordinance or law of this or any other state, or of the United States, involving robbery, burglary, breaking and entering, theft, embezzlement, wrongful conversion, forgery, counterfeiting, deceit, or fraud.

(d) A conspiracy or attempt to commit, or complicity in committing, any offense listed above in 5. (a) through (c).

(e) Section 2913.30, ORC, Counterfeiting.

(f) Section 2913.49, ORC, Identity Fraud.

(g) Section 2923.32, ORC, Engaging in Corrupt Activity.

(h) A violation of an existing or former municipal ordinance or law of this or any other state, or of the United States, substantially equivalent to the crimes, and/or a conspiracy or attempt to commit, or complicity in committing, any offense listed above in 5. (e) through (g).

6. Other Criminal Offenses

- (a) Section 2909.22, ORC, Soliciting or providing support for an act of terrorism;
- (b) Section 2909.23, ORC, Making terroristic threat;
- (c) Section 2909.26, ORC, Criminal possession of chemical, biological, radiological, or nuclear weapon or explosive device;
- (d) Section 2909.27, ORC, Criminal use of chemical, biological, radiological, or nuclear weapon or explosive device;
- (e) Section 2909.28, ORC, Illegal assembly or possession of chemicals or substances for

- manufacture of prohibited weapons;
- (f) Section 2909.29, ORC, Money laundering in support of terrorism.
- (g) Section 2917.33, ORC, Unlawful possession, or use of a hoax weapon of mass destruction;
- (h) Section 2917.47, ORC, Improperly handling infectious agents;
- (i) Section 2919.12, ORC, Unlawful abortion;
- (j) Section 2919.121, ORC, Unlawful abortion upon a minor;
- (k) Section 2919.123, ORC, Unlawful distribution of an abortion-inducing drug;
- (l) Section 2919.13, ORC, Abortion manslaughter;
- (m) Section 2913.14, ORC, Abortion trafficking;
- (n) Section 2913.15, ORC, Dismemberment feticide;
- (o) Section 2919.151, ORC, Partial birth feticide;
- (p) Section 2919.17, ORC, Terminating or attempting to terminate a human pregnancy after viability;
- (q) Sections 2919.193 through 2919.195, Performing or inducing an abortion before determining whether there is a detectable fetal heartbeat; or without informed consent when there is a detectable heartbeat; or after detection of a detectable heartbeat;
- (r) Section 2919.201, ORC, Abortion after gestational age of 20 weeks;
- (s) Section 2921.12, ORC, Tampering with evidence;
- (t) Section 2921.13, ORC, Falsification;
- (u) Section 2921.22, ORC, Failure to report a crime or knowledge of death or burn injury;
- (v) Section 2921.36, ORC, Illegal conveyance of weapons, drugs, or other prohibited items on to the grounds of a detention facility or institution;
- (w) Section 2921.41, ORC, Theft in office;
- (x) Section 2923.16, Improperly handling firearms in a motor vehicle;
- (y) Section 2923.161, Improperly discharging a firearm at or into a habitation, in a school safety zone, or with the intent to cause harm or panic to persons in a school building or at a school function;
- (z) Section 2923.17, ORC, Unlawful possession of dangerous ordnance; illegally manufacturing or possessing explosives;
- (aa) Section 2923.20, ORC, Unlawful transaction in weapons;
- (bb) Section 2923.21, ORC, Improperly furnishing firearms to a minor; (cc) Section 2923.24, ORC, Possessing criminal tools;
- (dd) Section 2923.32, ORC, Engaging in a pattern of corrupt activity; (ee) Section 2923.42, ORC, Participating in a criminal gang;
- (ff) Section 2927.01, ORC, Abuse of a corpse; Gross abuse of a corpse;
- (gg) Section 2927.11, ORC, Desecration;
- (hh) Section 2927.12, ORC, Ethnic intimidation;
- (ii) Section 2927.13, ORC, Selling or donating contaminated blood; (jj) Section 2927.15, ORC, Unlawful collection of a bodily substance; (kk) Section 2927.17, ORC, Advertising of massage services;
- (ll) Section 2927.24, ORC, Contaminating substance for human consumption or use or contamination with hazardous chemical, biological, or radioactive substance – spreading false report of contamination;
- (mm) Any criminal offense that is based on (a) engaging in a profession that requires a license, without holding a current, valid license, or (b) that is another criminal offense, set forth in Ohio Revised Code Sections: 4715.99, 4723.99, 4725.99, 4729.99, 4730.99, 4731.99, 4732.99, 4734.99, 4759.99, 4760.99, 4761.99, 4762.99, 4765.99, 4774.99, 4778.99, or 5747.99.
- (nn) A violation of an existing or former municipal ordinance or law of this or any other state, or of the United States, substantially equivalent to the crimes, and/or a conspiracy or attempt to commit, or

complicity in committing, any offense listed above in 6. (a) through (mm).

Review of Applicant's Offense History by the Board of Nursing

The above listed crimes are not automatically disqualifying. The Board reviews the facts of each case on an individual basis. The offense may or may not result in a proposed action to deny licensure. The factors considered may include, but are not limited to the following:

- The nature and seriousness of the offense.
- Passage of time since the crime was committed and whether all terms ordered by the court were successfully completed;
- Whether any other offenses were committed since the crime;
- Relationship of the crime to the ability, capacity, and fitness required to perform the duties and responsibilities of the occupation;
- Any evidence of mitigating rehabilitation or treatment successfully completed, including whether a certificate of qualification for employment under Section 2953.25, ORC, or of achievement or employability under Section 2961.22, ORC, has been obtained;
- Whether denial of the license is reasonably necessary to ensure public safety.

The Board does not have the authority to conduct an investigation of an individual who has not applied for a license or certificate. If an applicant has a criminal history, the Board conducts a thorough investigation and considers the above factors and others, including the facts and circumstances underlying the offense; and the total number and pattern of offenses.

Determination by Board Whether a Crime is on the List of Potentially Disqualifying Offenses You may request a letter from the Board of Nursing stating whether a crime is on this list of potentially disqualifying offenses by emailing: disqualifying-offense-requests@nursing.ohio.gov. A credit card payment of \$25.00 is required.

Other Consequences of Criminal History - Not Regulated by Board of Nursing

Although the Board may grant a license or certificate to an applicant who has a criminal offense history, an individual may be restricted from working in certain settings based on his or her criminal history due to federal and state laws, which require criminal records checks prior to employment in certain settings, and which may impose absolute or discretionary bars to employment in certain patient care settings, for example, in facilities or settings involving care provided to older adults or children. *See, e.g., Ohio Administrative Code 173-9-07; 3701-60-07; 5123:2-2-02; 5160-45-07.*

Enrollment in Education Programs

The Board cannot answer questions regarding one's eligibility to attend nursing, dialysis, medication aide, or community health worker schools, or participate in clinical instruction. Nursing and other programs vary in regard to enrollment criteria, so it is recommended that you contact the nursing or other program to determine whether you are eligible to enroll. Hospitals and other medical facilities may not authorize individuals to participate in the clinical instruction necessary to complete a program based on criminal history.

Note that it is fraudulent for a third party, such as a nursing program faculty or admissions director, to submit a license application attesting to be the license applicant.

APPENDICES

DEFINITION OF TERMS

BASIC NURSING CONCEPTS:

Individual – A complex, biological, psychological, sociocultural, spiritual being who is in the process of development. Everyone has rational powers and specific capabilities for self-care and dependent-care activities depending upon the stage of development, knowledge level, motivation, skills, and orientation. The individual is viewed as a holistic being who is constantly interacting with the environment to attain wellness. The individual actively seeks learning experiences which will deliberately modify behavior towards self-care.

Health – A state of being, health is influenced by biological, psychological, sociocultural, and spiritual aspects. Inherent in the concept of health are the attempts to maintain stability and to achieve the highest level of functioning. Health requires deliberate actions and learned behaviors which enable an individual to live within the environment with a maximum amount of self-care.

Nursing Practice - A practice discipline and profession with theoretical and practical components. These components are designed, produced, and managed to ensure the following: 1) Identification of individuals' universal, developmental, and health deviation self-care requisites; 2) Determination of the therapeutic self-care demands; and 3) Institution and evaluation of care measures to support self-care requisites.

Environment – Positive or negative interactions with others or specific milieu conditions that can be outside or inside the individual. The individual exists within the environment and possesses internal and external factors that condition development and individual functioning capability.

Communication Abilities – The consistent demonstration of outcome directed, focused interactions between nurse and others.

Therapeutic Nursing Interventions – Any actions based on clinical judgment and knowledge that a nurse performs to meet therapeutic self-care demands.

OREM'S CONCEPTS:

Dependent Care – Initiation and performance of activities on behalf of an individual incapable of self-care. (Dependent care is usually performed by a family member.)

Dependent-Care Agency – The capabilities, skills, and knowledge to provide dependent-care. (The capabilities are most often taught by a nurse.)

Dependent-Care Agent – An individual providing dependent-care. (The agent is most often a family member.)

Nursing Agency – The capabilities of nurses who have the knowledge and skills to provide care to individuals who have therapeutic self-care demands and self-care deficits.

Nursing System – Sequences of deliberate actions of nurses performed in coordination with their patients and the patient's therapeutic self-care demands.

Wholly Compensatory – The individual is unable to engage in self-care actions and is dependent on others

for their continued existence and well-being.

Partially Compensatory – The individual and the nurse both perform care measures. Either the nurse or the patient may have the major role and the distribution of responsibility varies with each situation.

Supportive Educative – The individual is supported, guided, and taught by the nurse to promote self-care agency.

Self-Care – The voluntary regulation of one's own human functioning and development that is necessary for the individual to maintain life, health, and well-being. These actions are deliberately performed and can be directed toward the individual and/or the environment.

Self-Care Agency – The complex acquired ability of the individual to know and meet their continuing requirements for self-care.

Self-Care Capabilities (Assets) – The actions and abilities needed to maintain or regain self-care. Those assets include motivation knowledge, skills, physical, psycho-social, and developmental capabilities.

Self-Care Deficit – Individual conditions or imbalances that are identified through assessment that requires the attributes of Nursing Agency and actions of the Nursing System.

Self-Care Requisites – A specific need for the regulation of necessary human functioning and development:

Universal Self-Care Requisites – Needs common to all individuals and associated with life processes, maintenance of integrity of human structure and general well-being. These requisites represent actions that bring about the internal and external conditions that maintain human functioning. Included in these requisites are air, food, water, elimination, activity & rest, solitude, social interaction and prevention of hazards and normalcy.

Developmental Self-Care Requisites – Conditions, events and life cycle stages which are associated with and influence the process of human development.

Health Deviation Self-Care Requisites – Needs that exist for individuals who are ill, disabled or require medical care. Health deviation self-care requisites may arise from the illness as well as the treatment.

Therapeutic Self-Care Demand – A set of actions that assist an individual to maintain or regain health or cope with a life-cycle event.

CURRICULUM THREADS

Self-Care Demand – A set of actions that assists a person to retain or regain health, recover from illness or cope with a life-cycle event. This is accomplished by the individual.

Skills – Therapeutic actions performed to meet self-care demands.

Ethical/Legal – Appropriate, safe nursing care that is delivered while adhering to a code of ethics and follows the legal standards of the healthcare society.

Ethics – Basic beliefs about right and wrong. Principles of professional conduct that governs one's relationship with others. (The Associate Degree in Nursing program believes and follows the Code of Ethics)

put forth by the American Nurses Association which guides the Nursing Profession.)

Legal – Controls set forth by legislation to determine educational standards for nurses, licensure requirements, and license renewal. The Boards of Nursing in each state are legally empowered to carry out the provisions of the nursing practice laws in that state. They develop and enforce the Nurse Practice Acts which establish legal control over nursing practice in that state.

Nutrition – Providing nutritional health care interventions to meet food and water needs.

Pharmacology – The study of drug effects and their interactions within the individual, often influencing an individual's ability to perform self-care.

Rehabilitation – Deliberate actions of individuals becoming major contributors of their own required regimen of health care directed to achieve functional restoration improvement or compensation.

THREE ROLES OF THE NURSE

Provider of Care – A nurse who gives care to individuals and families in a variety of settings. The provider of care utilizes critical thinking, demonstrates clinical competence, accountability, and commitment to the value of caring. The nursing process is the methodology for decision making.

Manager of Care – A nurse who provides and coordinates nursing care for a group of individuals in a manner characterized by collaboration, organization, delegation, accountability, advocacy, and respect for all individuals.

Member within the Profession – A nurse who demonstrates a commitment to professional growth, continuous learning, self-growth, and self-development. The nurse practices within the ethical and legal framework of nursing and is responsible for ensuring high standards of nursing practice.

GENERAL TERMS

Competence – Ability to meet the demands of a situation.

Critical Thinking – A systematic goal directed individualized and creative method of problem solving. One method of demonstrating critical thinking is through effective use of the nursing process.

Student Learning Outcomes – The expected culmination of learning experiences occurring during the program, including mastery of essential core nursing practice competencies.

Program Outcomes – Standards by which program effectiveness is documented such as: admission data, enrollment patterns, graduation rates, NCLEX-RN results, and patterns of employment.

Nursing Process – A systematic method for decision-making that includes five steps: assessment diagnosis, planning, implementation, and evaluation.

Distance Learning – Is the process of education where student/learner and teacher/faculty are geographically separated. It can include a variety of methods of education including but not limited to videoconferencing, polycom, internet and other methods of instruction.

Evidence-based – Evidence-based practice involves the conscientious, explicit, and judicious use of theory-derived, research-based information in making decisions about care delivery to individuals or groups

of patients, in consideration of individual needs and preferences.

Human Flourishing – Advocate for patients and families in ways that promote their self-determination, integrity, and ongoing growth as human beings.

Nursing Judgment – Make judgments in practice, substantiated with evidence, which integrate nursing science in the provision of safe, quality care and promote the health of patients within a family and community context.

Professional Identity – Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy and safe, quality care for diverse patients within a family and community context.

Spirit of Inquiry – Examine the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions and offer new insights to improve the quality of care for patients, families, and communities.

Associate Degree in Nursing Program Review History

Reviewed and Revised:

1993, 1994, 1995, 1996, 1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022

STUDENT STATEMENTS

Acknowledgement

1. I am aware of the University Policy Register and understand that I may refer to this document for questions concerning the university procedures. Available on the web at www.library.kent.edu/university-policy-register-0.
2. In addition, I have access to (ADN Website or in each course on blackboard learn/canvas) or may have received and have read the Associate Degree in Nursing Student Handbook. I fully understand that I must adhere to the policies therein.
3. I agree to be videotaped as part of my nursing education. Lab practice and videotaping are standard teaching techniques.
4. I understand in order to protect my personal identity when using other third-party logins (such as Kaplan and Evolve), I should not use the same password that is used for my Kent State University accounts.

Signature_____Date_____

PROFESSIONAL CONDUCT CONTRACT

I,_____ (print name) am aware of the University Code of Student Conduct and have been given the web site address to review the requirements for student conduct at <http://www.kent.edu/studentconduct/code-student-conduct>. I realize that I will be held responsible for behavior that is not considered to be within the expected norms for a university student and that I am also bound by the professional conduct statement in my Associate Degree in Nursing Program Student Handbook, 2022 – 2023. I agree to follow the guidelines that have been put forth in these above-mentioned documents.

Signature_____Date_____

Please Print Name_____

Addendum A

Student Handbook page 3 Correction in hyperlink

Accreditation Commission for Education in Nursing (ACEN)

Information concerning the nursing program is available through the ACEN, 3390 Peachtree Road, NE, Suite 1400, Atlanta, Georgia 30326, or by phone at 1.404.975.5000.

The most recent accreditation decision made by ACEN Board of Commission for the Associate Degree in Nursing Program is Continuing Accreditation. View the public information disclosed by ACEN regarding this program at:

<http://www.acenursing.us/accreditedprograms/programSearch.htm>

or

[Search ACEN Accredited Nursing Programs \(acenursing.com\)](http://www.acenursing.com)

ADN Student Handbook 2021-2022
Addendum B

PROGRESSION POLICY FOR CURRENTLY ENROLLED STUDENTS

1. The student must achieve a grade of "C" (2.00) or higher in all required courses.
2. Students must have a cumulative GPA of 2.00 at the end of each semester to continue in the nursing sequence and complete the program.
3. The designations "satisfactory" and "unsatisfactory" are used for evaluating the student's clinical and laboratory performance. When the student's clinical and laboratory performance is unsatisfactory, the student will receive a letter grade of "F" for the NRST course. When the student's clinical and laboratory performance is "satisfactory," the student's NRST course grade is compiled from the earned theory grade.
4. Instructor evaluations of the individual student's clinical, laboratory and class performance are available to the student. All students have the privilege and are urged to consult their instructors relative to their academic progress. A student receiving an unsatisfactory clinical or laboratory performance grade must consult the instructor.
5. The instructor is available for conference during regular office hours, or by special appointment. Students are encouraged to discuss any course problems with their instructors. No information relative to grades, evaluation or examination items will be given via the telephone or email.
6. The student must complete the nursing course requirements within a maximum of four (4) years after admission to the nursing program. Students are strongly advised to avoid a full-time work schedule. For students previously in the ADN program who enter as advanced standing with LPN licensure or Paramedic certification, four (4) years would begin when they enter NRST 10006 or NRST 10008.
7. All withdrawals are to be executed in accordance with University Policy. Students withdrawing from the nursing program are expected to notify the ADN Program Director. Students failing to enroll in or students dropping a program required course must notify the ADN Program Director immediately.
8. Students who "failed" an NRST or NURS course after admission to the nursing program are as follows:
 - a. One who fails to complete the NRST course requirements as outlined in the course syllabus.
 - b. One whose final grade in theory is less than a "C" (2.7) in an NRST course.
 - c. One whose clinical and or laboratory grade is "unsatisfactory" for an NRST course.
 - d. One who does not have a 2.00 cumulative GPA at the end of the semester.
9. Students in the "failed" category may apply for reentry to the nursing program **ONE TIME ONLY**.

READMISSION POLICIES

1. To be **eligible** for readmission to the nursing program, students seeking readmission must meet with the ADN program director as soon as possible after the end of the semester in which the student withdrew or failed and **prior to the start of the next semester**, to discuss the readmission process and policies.
2. Readmission to the nursing program is based on the decision of the Readmission Committee and seat availability. Readmission is not guaranteed to any student.
3. A minimum cumulative GPA of 2.70 from Kent State University is required for readmission.
4. Students applying for readmission to the nursing program must put that formal request in writing to the ADN Program Director. The deadline for requesting readmission are as follows: June 1 for fall semester, November 1 for spring semester except at the Ashtabula campus the deadline is December 31 and March 1 for summer semester.
5. Students must submit a detailed plan for academic success. The plan must address, in detail, why the student was not successful during the previous attempt, and how the student intends to be successful if readmitted to the nursing program. The student must sign the plan and it will become a contract that the student will follow throughout the remainder of the nursing program.
6. Readmitted students who have been out of the program more than one semester must follow the Nursing Clinical Requirements Policy for readmitted students.
7. Readmitted students who have been out of the program more than one semester will be required to demonstrate satisfactory performance of previously learned skills. The students will have three attempts to demonstrate competency to be eligible for readmission. The deadline for completing these skills as required are as follows: July 1 for fall semester, December 1 for spring semester and April 1 for summer semester.
8. Students who have failed a NRST or NURS course may reapply for readmission to the nursing program one time only.
9. Any student who fails to meet the nursing program progression requirements a second time will not be permitted to continue in the ADN program and will not be eligible to begin another NRST course or be eligible for readmission.
10. Those students previously in the ADN program returning as and LPN or Paramedic are exempted and may request readmission utilizing the Advanced Placement Policies for LPN's and Paramedics.
11. Readmitted students are responsible for following the Kent State University Associate Degree Nursing Student Handbook in effect at the time of readmission and changing to the current catalog year.

Diversity Statement:

“Kent State University is committed to the creation and maintenance of equitable and inclusive learning spaces. This course is a learning environment where all will be treated with respect and dignity, and where all individuals will have an equitable opportunity to succeed. The diversity that each student brings to this course is viewed as a strength and a benefit. Dimensions of diversity and their intersections include but are not limited to: race, ethnicity, national origin, primary language, age, gender identity and expression, sexual orientation, religious affiliation, mental and physical abilities, socio-economic status, family/caregiver status, and veteran status.” [Office of Diversity Outreach and Development | Kent State University](#)

Section VI: General Nursing Student Policies**Academic Complaints Policy and Procedure**

Purpose. This administrative policy and procedure is established to provide an appropriate framework and method to resolve student complaints of an academic nature. As such, this policy is specifically designed to maintain the integrity of the academic environment and to ensure that the rights of students in such matters are clearly stated and protected. [Administrative policy and procedure for student academic complaints | Kent State University](#)