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WELCOME to SDSU School of Nursing. On behalf of the faculty and staff, and the Dean of the College of Health and Human Services, We want to welcome you. We are delighted that you choose SDSU for your nursing education and believe you will find the programs stimulating and supportive to your development as a professional nurse. We wish you well in your studies. If you find you need assistance at any time during your work here, please contact your advisor, or a member of leadership. All of the faculty and staff at SDSU want this to be a wonderful experience for you and are here to support you.

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PURPOSE OF THE MANUAL
This manual was developed to assist students in their progression through the nursing program. It is important to note that most policies are not included in this book, rather there are links to current policies and websites.

The SDSU web site and the School of Nursing (SON) website are a wealth of information. We recommend frequent review of these sites in order to remain informed of current changes and announcements. The School of Nursing Homeroom on Blackboard will also contain current announcements, policies, scholarships and program information.

University policies are online at [http://newscenter.sdsu.edu/universitysenate/policyfile.aspx](http://newscenter.sdsu.edu/universitysenate/policyfile.aspx)

Admissions requirements are in the general catalog at [http://arweb.sdsu.edu/es/catalog/quickref.html](http://arweb.sdsu.edu/es/catalog/quickref.html)

The School of Nursing website is [http://nursing.sdsu.edu](http://nursing.sdsu.edu)

Library information is at [http://infodome.sdsu.edu/index.shtml](http://infodome.sdsu.edu/index.shtml)

Student Affairs is [http://www.sa.sdsu.edu/](http://www.sa.sdsu.edu/) this site has links to financial aid, counseling, student health service, information systems and more. If you need something and cannot find it, please ask and we will help get you connected.

School of Nursing information, faculty and staff directory, program information updates are online at: [http://nursing.sdsu.edu](http://nursing.sdsu.edu)

Technology support is available at [http://its.sdsu.edu](http://its.sdsu.edu)

You will also find information in the student homeroom on Blackboard, the student/faculty course information tool. [https://blackboard.sdsu.edu/](https://blackboard.sdsu.edu/)

SCHOOL OF NURSING MISSION
The mission of the School of Nursing is to enhance and improve the health and well-being of the people of California and beyond. The School of Nursing prepares nurses and scholars to lead and transform nursing care in a rapidly changing, diverse and complex health care environment through academic excellence, professional practice, and strong community partnerships. The school is enriched through its diverse student population.

SCHOOL OF NURSING VISION
San Diego State University School of Nursing is committed to developing innovative, practice-relevant leaders through collaborative partnerships to improve health.
ACCREDITATION
The School of Nursing has maintained continuous accreditation by the California Board of Registered Nursing (BRN) since its inception. The School also received continuing National League for Nursing accreditation until 2001 at which time it changed accrediting agencies to the Commission of Collegiate Nursing Education (CCNE). The academic programs of the School of Nursing were first accredited by CCNE in 2001 and received ongoing accreditation in 2006. Full accreditation was granted for 10 years. The advanced practice programs (nurse practitioner, clinical nurse specialist, and nurse midwife) are approved by the California Board of Registered Nursing. The Nurse-Midwifery Program is accredited by the American College of Nurse Midwives, now the American Commission for Midwifery Education (ACME). The School Nurse Credential Program is accredited by the California Commission on Teacher Credentialing. The Women's Healthcare Nurse Practitioner program is approved by the National Certification Corporation. SDSU and its programs are WASC (Western Association of Schools and Colleges) accredited.

PURPOSE OF THE UNDERGRADUATE NURSING PROGRAMS
The purposes of the undergraduate programs in nursing are: for the student in the generic baccalaureate program, to prepare Registered Nurses for beginning level professional practice; for students in the RN to BS program, to advance the basic Associate degree or Diploma education to broaden access to upper-division academics and to prepare the nurse for practice in beginning leadership and community/public health.

PHILOSOPHY OF EDUCATION
The undergraduate program is built on the foundation of the Essentials of Baccalaureate Education for Professional Nursing Practice (AACN 2008) and the required curriculum for registered nurse education as outlined in the California Board of Registered Nursing (BRN) Director’s manual for Schools of Nursing (2013). SDSU School of Nursing uses the standards set out by the QSEN Institute (Quality and Safety Education for Nurses).

The faculty believes that the teaching/learning process in education is based on approaches that provide the student with an atmosphere endorsing scientific investigation, critical thinking, and professional commitment. We strive for teaching excellence in preparing students for nursing practice through faculty role modeling and mentorship. The faculty assumes responsibility for educating registered nurses in a caring environment grounded by evidence-based practices that are sensitive and respond to ever changing societal needs. Our philosophy of teaching values caring as an essential component of educating students, who will care for and teach patients, families, and others in the community. Caring is personified in our graduates by their compassion, cultural sensitivity, advocacy and respect for others.

The faculty has a responsibility to prepare professional nurses who value the art and science of lifelong learning, scholarship, and scientific discovery. We recognize that a nurse’s clinical experience evokes passions and curiosity, as well as confusions and ethical quandaries. An essential principle of teaching is to awaken and build upon the student’s existing knowledge base by introducing them to library resources, internet searching skills, research literature databases and formal processes of clinical reasoning, critical thinking and decision making.
The role of the professional nurse is significant in today's pluralistic and dynamic society. Societal changes generate a need for complex ethical and legal decision making. The professional nurse needs a comprehensive understanding of the relationships among social cultural forces, fiscal and human resources, technological advances, and political power in the delivery of health care. Through leadership, effective communication, evidence-based practice guidelines, and knowledge of health care delivery systems, the graduate is able to influence and direct improvement in these systems for the enhancement of patient care.

The scope of practice for professional nursing is dynamic, continually evolving, and has a flexible boundary that is responsive to changing societal needs and expanding professional knowledge and technology. Our faculty value professional collaboration among health care professionals and recognize the expertise of others within and outside the nursing profession and the need to collaborate with other health care providers when appropriate.

**EXPECTED OUTCOMES FOR THE GRADUATE OF THE BS PROGRAM**

**SDSU SON**

**Student Learning Outcomes: Baccalaureate Program**

**Approved in Faculty Meeting 10-15-13**

1. Applies an integrated liberal educational experience in personal and professional development.
   a. Examples of potential evidence include: Noting developmental and/or cultural differences in planning nursing care; or Incorporating knowledge of the political process in lobbying for a health care policy change. These could both be documented in student portfolios.

2. Demonstrates the central professional value of caring by delivering compassionate, safe, appropriate and culturally sensitive care.
   a. Examples of potential evidenced include: Acceptable completion of a patient care assignments in clinical labs. Graded care plans articulating the planned care and faculty notation of student completion of the care.

3. Consistently uses communication, assessment, contextual knowledge, clinical reasoning, and evidence in the delivery of nursing care.
   a. Examples of potential evidence include: Documented plans of care for patients assigned. Plans of care validated for appropriateness by faculty. Appropriate student responses to significant changes in the condition of patient(s), documented by student and faculty.

4. Demonstrates accountability for professional values and standards of nursing practice in a variety of settings among diverse populations.
   a. Examples of potential evidence includes: Articulates in a course paper, the relationship between written professional standards and the practice witnessed by the student. In a paper or journal articulates what values guided the planning and implementation of care for an individual, family or population.
5. Accepts responsibility for professional growth and learning in consonance with the emerging roles of the nurses in a changing society.
   a. Examples of potential evidence includes: Completion of course work, preparation course or discussion group for NCLEX examination, applying for work in an organization supportive of Nursing development through a residency program. Active participation in CNSA.

6. Demonstrates effective collaboration skills when interacting with patients families, populations, and interdisciplinary healthcare teams.
   a. Examples of potential evidence include: Planning and completing a community assessment with nurses and one or more members of other disciplines; Planning and implementing a plan of care for an individual working with the patients and 1 or more members of their significant group. Planning, gathering supplies for, and executing an international trip during which care is provided to a population by a team of people.

7. Demonstrates leadership within local, national, and global healthcare.
   a. Examples of potential evidence include: participation in local, national, or global professional organizations such as CNSA, SDSU Associated Student Organization, Global Care Brigades, local, state or national government, or work related governance groups.

8. Develops an awareness of, participates in, and/or advocates for social, economic, and political issues that affect healthcare.
   a. Examples of potential evidence include: Participation in an organization that develops, implements, markets, and/or lobbies for initiatives that influence health care at the local, national or international level. Such activities could be documented in student portfolios, on YouTube, and/or in the University newspaper.

REQUIREMENTS FOR ADMISSION TO THE SCHOOL OF NURSING
Please go to the website http://nursing.sdsu.edu/ and look under academic programs, BS in Nursing for information about programs, admissions, and course sequencing (under BS Curriculum, maps). Requirements are also listed in the San Diego State University General Catalog a http://arweb.sdsu.edu/es/catalog/quickref.html

STATEMENT OF RESPONSIBILITY FOR UNDERGRADUATE STUDENTS
At the beginning of this program, each student will be asked to sign a form attesting to the following:

1. I have read the School of Nursing Undergraduate Student Handbook and understand that I am responsible for the information it contains.
2. I understand that I am responsible for keeping up-to-date on the information on the School of Nursing website.
3. I understand that I am also held to the requirements of student conduct contained in the
SDSU catalog and in this handbook.

4. I understand that because of the unique skills I must learn related to client care situations, I am held to a different professional standard than other SDSU students. See Appendix A – SDSU School of Nursing, Professional Behavior Policy.

5. I understand that any changes in my academic program must be discussed with the School of Nursing Student Services Advisor.

6. In the event that you must take a leave of absence for health related reasons, you will be required to provide a letter from the treating provider indicating that you are unable to continue in the program. You are not asked or required to tell the School of Nursing faculty or staff the reason for the leave. You will be required to bring a letter from the treating provider stating that you are cleared to return to school and clinical placements before you will be permitted to re-enroll in classes.

7. I understand that it is my responsibility to report demographic changes to the nursing office.

8. I understand academic dishonesty is a serious offense and will be reported to the University Center for Student Rights and Responsibilities.

9. I understand that transportation to and from all clinical experiences is my sole responsibility regardless of distance.

ORIENTATION
CNSA (The California Nursing Students’ Association, SDSU Chapter provides orientation for students who are new to the School of Nursing each semester.

STUDENT ADVISING
Academic advising is available with the School of Nursing Student Services Advisor. It is required that all entering students, including freshman, attend a group advising session prior to making an individual appointment with the School of Nursing Student Service Advisor. Dates and times of the group advising sessions are posted on the website.

Advising regarding general education requirements is available through the University Advising Center on a walk-in basis.

Students are responsible for meeting the graduation requirements of the University as identified in the San Diego State University General Catalog. Students are advised to request an evaluation for graduation with the Evaluations Office early in their career in the School of Nursing so that any deficiencies might be corrected. Evaluation may be requested after completion of 56 college units.

FINANCIAL AID
Sources of financial aid and scholarship information include:

San Diego State University General Catalog
Financial Aid and Scholarships Office http://starter.sdsu.edu/fao/
California Nursing Student Association http://www.cnsa.org/
School of Nursing Website - http://nursing.sdsu.edu
STUDENT EMPLOYMENT
Nursing students may want to consider financial aid opportunities rather than employment due to the work load and clinical hours required in the nursing program. Students who plan to work are advised to check class and clinical schedules and class workload requirements prior to making commitments. Orientations for work and work schedules must be scheduled around classes and clinical labs. Faculty are unable to adjust clinical rotations to accommodate student work obligations.

Student Workers
Students may not be assigned to clinical labs or externships on a unit on which they are employed. Please read the California Nurse Practice Act. In California students are unlicensed and able to work in their clinical roles providing nursing services only under the supervision of faculty or an approved (by the school) externship.

NURSE EXTERNSHIPS
NURS 498 Cooperative Education, Supervised (Externship, unpaid): Students may enroll in NURS 498 for a nursing externship in a specific clinical area provided they meet the following criteria:

1. Must have Completed NURS 300
2. To work in a specialty area such as maternal-child health, the student must have completed the appropriate course in the program (e.g., Nursing Care of the Childbearing Family).
3. Must not have failed any of the nursing courses in the preceding semester. (Can have failed one course during the program, provided it was re-taken and a grade of C or better was achieved)
4. Have the recommendation of the Nurse Extern Coordinator (this is a faculty position, highlighted on the faculty directory in the School of Nursing website).
5. This is an elective course that provides students with the opportunity to obtain supervised practice of previously learned knowledge and skills in selected clinical agencies. It is an opportunity for additional patient care experience, but it does not supersede class work and associated clinical lab requirements.
6. For more information, please see the Extern Coordinator

POLICY CONCERNING MATRICULATION WITHIN THE MAJOR

PREEQUISITES
Prerequisites for each nursing course are stated in the catalog.

1. The student may not register for any course for which the indicated prerequisites have not been completed. Co-requisite courses must be taken concurrently.
2. On rare occasions, a course may be taken out of sequence. This may occur with permission of both the professor teaching the course and the Director or Associate Director of the School of Nursing. The change needs to be in writing and signed by the Associate Director. A copy will be kept in the student record.
GRADE STANDARD

1. A minimum grade of C must be earned in each nursing course in order to enroll in the next sequential course. Clinical is graded on a pass/fail basis. Students must pass the clinical portion of clinical nursing courses in order to receive a passing grade and continue in the sequence. If a student fails the clinical portion of the course, the entire course must be repeated. If a student passes clinical but fails the class portion, the entire course (clinical/lecture) needs to be repeated.

2. Students earning a grade of C- through F in any nursing course may repeat the course one time only. Readmission to the course will be on a space-available basis.

3. Students may repeat an individual nursing course one time only. A second failure in the same course will result in the student being dropped from the nursing program.

4. Students who receive a C- through F grade in two different nursing courses will be dropped from the nursing program.

5. Students taking a leave of absence for more than one semester must demonstrate competency to proceed in their course of study, through assessment with faculty in the skills lab, simulation lab and if required, in the clinical areas.

6. Faculty will submit the names of all students in their courses achieving a C- through F, an I or U to the Associate Director; this information will be shared with the Student Services Adviser.

7. Incompletes need to be completed before the beginning of the following semester in order to progress in the program.

GRADING

<table>
<thead>
<tr>
<th>Grade</th>
<th>% of total points</th>
<th>Grade</th>
<th>% of total points</th>
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<tbody>
<tr>
<td>A=</td>
<td>93-100</td>
<td>C</td>
<td>73-76</td>
</tr>
<tr>
<td>A-</td>
<td>90-92</td>
<td>C-</td>
<td>70-72</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
<td>D+</td>
<td>67-69</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
<td>D</td>
<td>63-66</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
<td>D-</td>
<td>60-62</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
<td>F</td>
<td>Less than 60</td>
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Faculty choosing not to use plusses and minuses in grading will use the following grading Standard

A = 90-100    D = 60-69
B = 80-89    F = Less than 60
C = 70-79

SPACE AVAILABLE POLICY

1. This policy applies to the following students

1.1 Students who have failed a nursing course. Unsatisfactory grades include all grades of C minus and below or Withdrawal.

1.2 Students who have withdrawn from the course and are attempting to re-enter.
1.3 Students who are on an approved or unapproved leave of absence.

1.4 Students who are transferring into the SDSU School of Nursing from other nursing schools.

1.5 Non-SDSU School of Nursing students requesting permission to take a single course.

1.6 Students taking the LVN-RN 30-unit option.

2. Matriculated students who want to be considered for space available entry or re-entry must submit a Space Available form (found on the SON website) to the Student Services Advisor no later than one week after grades are posted on the SDSU Web Portal. Failure to comply with this deadline may result in low priority consideration for readmission.

3. The Student Services Advisor will meet with the Director or Associate Director prior to the beginning of each semester to assign students to space available seats. They will do so based on the following order of priorities:

3.1 Students on an approved leave of absence and students with an approved part time plan of study.

3.2 Students who have withdrawn with a passing grade (C and above, C- is not a passing grade)

3.3 Students who are transferring into the SDSU School of Nursing from another nursing program.

3.4 Students who have applied to return to a specific course due to a non-passing grade in the course.

3.5 Students who are requesting permission to take a single course through Open University.

3.6 Students in the LVN-RN 30-unit option.

4. In addition to the above priorities, the student’s previous course performance, reason for the request and the content of the application will be considered for Space Available placement.

5. Students who have waited out a semester due to lack of space for a course will have priority over students who have petitioned for the first time for space availability.

6. The Student Services Advisor will contact students regarding the status of their Space Available application. Students may not register until they are approved for space available seating.
PART-TIME STUDY OR LEAVE OF ABSENCE
This is not a part time program. Students requiring part-time study or in need of a leave of absence must make an appointment with the Student Service Advisor to develop a plan for their progression through the nursing program. This plan needs to be in writing and signed by the Student Service Advisor and the Director or Associate Director of the School. A copy of the plan is to be placed in the student record.

Students taking a leave of absence for more than one semester must demonstrate competency to proceed in their course of study, through assessment with faculty in the skills lab, simulation lab and if required, in the clinical areas.

All students taking a leave of absence for any reason will be readmitted to their course of study on a space available basis.

TRANSFER STUDENTS FROM OTHER NURSING SCHOOLS
Please see the SDSU School of Nursing (SON) website for information on transferring into the SON.

OPEN UNIVERSITY
1. Due to the fact that nursing is an impacted program, we are unable to accept undergraduate students into nursing courses through Open University.

REGISTERED NURSE - BACHELOR OF SCIENCE, MAJOR IN NURSING PROGRAM
An RN to Bachelor of Science Degree with a Major in Nursing option is available for registered nurses. This program gives credit for previous course work. Interested registered nurses should make an appointment with the School of Nursing RN-BS program advisor for additional information and see the website noted below.

RN-TO-BS OPTION STUDENTS
See SDSU SON website http://nursing.sdsu.edu/programs/rn-to-bsn/overview/

ON-GOING ACADEMIC PROGRESS
After admission to the Program, each student has available, on-line, an evaluation of coursework from the Academic Advising Office. REVIEW THIS DOCUMENT IMMEDIATELY EACH SEMESTER, DO NOT SET IT ASIDE! These are courses the university is willing to transfer in and also lists those courses you must take to graduate. You need to review it carefully to see if you agree with the evaluation. You may go to campus Academic Advising with your transcripts to discuss recognition of previous course work.

You will receive a final evaluation from the Evaluations Office after you petition for graduation. If the form mentioned above was correct or corrected, the final evaluation should contain no surprises. If you have problems with transfer of credit, notify the School of Nursing Student Service/Undergraduate Program Advisor immediately.
COMPLIANCE REQUIREMENTS
ALL students, regardless of program, must meet the same compliance requirements as the generic student.

See: https://blackboard.sdsu.edu/webapps/portal/frameset.jsp click on School of Nursing HR (Home Room), then click on “compliance information” in tiles on the left.

30 UNIT OPTION FOR LVNs
See SDSU catalog https://blackboard.sdsu.edu/webapps/portal/frameset.jsp

STUDENT AWARDS
During the Honors Convocation scheduled in association with pinning and program completion in December and May, the San Diego State University School of Nursing grants awards to graduating students who have distinguished themselves. These awards are given to both the December and the May graduates from that academic year. Below are listed the categories of the awards and their criteria.

School of Nursing Awards

1. Overall Academic Achievement Award - highest overall GPA.
2. Academic Achievement in Nursing Award (non-military) - highest nursing GPA
3. Academic Achievement in Nursing Award presented by Military ROTC – Outstanding Leadership Award
4. Outstanding Student Award for highest academic achievement, clinical excellence, and active community involvement.
5. Personal and Professional Development award. Student demonstrates the ability to overcome adversity, achieve high academic marks, and demonstrate strong professional ethics
6. Clinical Achievement Award. This award is for a person you would want to care for you or your loved ones. The person demonstrates outstanding clinical practice

POLICIES ON EMOTIONAL ILLNESS, DRUG ABUSE, ALCOHOLISM, AND SEXUAL HARASSMENT AND DISCRIMINATION, AND STUDENT DISCIPLINE
Are located at http://oerc.sdsu.edu/Senate_Policies.html

STUDENT DISCIPLINE
University policies on cheating, plagiarism and disciplinary action can be found at: http://arweb.sdsu.edu/es/catalog/2014-15/GeneralCatalog/143_UniPolicies.pdf
The School of Nursing Policies on Professional Behavior Standards is in Appendix A

LEARNING CONTRACTS
If a student is not performing at an acceptable level in a nursing course or clinical lab, faculty will meet with the student and outline a learning contract. The student is required to meet the objectives of the contract in order to receiving a passing grade in the course.
ANA PROFESSIONAL CODE OF ETHICS FOR NURSES
The Code of Ethics for Nurses is based on belief about the nature of individuals, nursing, health and society. Recipients and providers of nursing services are viewed as individuals and groups who possess basic rights and responsibilities, and whose values and circumstances command respect at all times. Nursing encompasses the promotion and restoration of health, prevention of illness, and the alleviation of suffering. The statements of the code and their interpretation provide guidance for conduct and relationships in carrying out nursing responsibilities consistent with the ethical obligations of the profession and quality in nursing care.

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social and economic status, personal attributes, or the nature of health problems.
2. The nurse primary commitment is to the patient, whether an individual, family group, or community.
3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patients.
4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse’s obligation to provide optimum patient care.
5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
6. The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy. (Fowler, 2010)

PROTECTION OF THE DIGNITY/CONFIDENTIALITY OF CLIENTS
Professional judgment entails distinguishing between client treatment needs and student learning needs. In each course students are expected to be aware of their responsibility to protect the dignity and well-being of the client. Students must not violate the rights of the client in order to complete an assignment. Students must also be aware of their responsibility to maintain confidentiality regarding patient information. In the event that an agency permits document removal (most do NOT), **Students must eliminate all patient identifiers from any paper/record containing patient information before removing them from a clinical agency.** Students MUST verify the agency’s policy with their instructor. Failure to maintain client/patient confidentiality is cause for termination from the program.

Students need to complete and maintain compliance regulations required by the School of
Nursing, State and Federal requirements (ie. HIPAA), and the requirements of affiliating agencies.

See Appendix A: Professional Behavior Policy

TRANSLATOR/INTERPRETER POLICY
As the U.S. grows increasingly more linguistically and culturally diverse, safety experts worry that healthcare providers too often are not making certified interpreter and translator services available to patients and families. Instead, healthcare providers frequently rely on bilingual nonprofessionals, including patients' friends and family members, or bilingual staff or students. When a non-certified interpreter is used there is a good chance that they are not fluent in all of the legal, medical or technical terminology that they may need to interpret effectively. They also may not be aware of the professional and ethical responsibilities of certified interpreters. This may lead to the omission of key words or an inadequate or inaccurate summary leading to an increased risk of medication errors, wrong procedures, avoidable readmissions and other adverse events. Therefore, San Diego State University, School of Nursing Students are not allowed to be used as translators or interpreters during any patient interaction where a certified translator or interpreter is required.

Note: this does not mean that a student cannot speak to a patient in their native language while providing basic nursing care if they have the linguistic ability to do so.

CHANGE OF NAME, ADDRESS, E-MAIL ADDRESS OR PHONE NUMBER
Students who have a change of name, address, e-mail address or phone number must notify both, the School of Nursing Office and University office of Admissions and Records.

PRIVACY RIGHTS OF STUDENTS
The School of Nursing follows the University policy, see. http://arweb.sdsu.edu/es/catalog/2014-15/GeneralCatalog/143_UniPolicies.pdf

See also the Center for student rights and responsibilities website: http://studentaffairs.sdsu.edu/srr/index.html

CHANNEL OF COMMUNICATION/STUDENT GRIEVANCE
1. Students needing to resolve a problem within a course need to complete the following steps.
   At each step, if the problem remains unresolved, proceed to the next step.
   a. Discuss problem with instructor
   b. Make an appointment with the Course Coordinator
   c. Make an appointment with the SON Student Services Advisor if the problem is academic or the Associate Director of the School of Nursing involving problems concerning faculty
   d. Make an appointment with the Director of the SON
   e. Make an appointment with the Assistant Dean for Student Affairs, College of Health and Human Services.
   f. The final step for resolution is to see the Ombudsman who can advise the student regarding procedure to follow for a student grievance against members of the faculty.

Collective issues and concerns of both students and faculty can be channeled through
the School of Nursing Undergraduate Program Committee. Student-faculty meetings may be held to address areas of interest or concern brought up by students and/or faculty. The primary objectives of these meetings are to increase communication within the nursing school and explore, discuss, and resolve collective issues. Issues should be brought to the Undergraduate Program Committee student representatives or to the Undergraduate Program Committee chairperson.

CLINICALS

Liability Insurance
Students are required to have professional liability insurance provided through SDSU Tuition fees. The School of Nursing will verify current insurance coverage at the beginning of each semester.

CLINICAL EXPERIENCE AND BACKGROUND INVESTIGATIONS
Clinical setting accepting student placements require background screening on all individuals providing care to patients. A background check and drug screen is required of all students upon admission. This check will be repeated prior to the pediatric rotation and for any student who has not been enrolled in a nursing course for more than one semester. The check may be repeated prior to enrollment in other specialty courses as required by placement agencies. You will be responsible for the cost of the background check. You must be willing to participate in any investigation and give permission for the results to be provided to the affiliating clinical agencies and/or the School of Nursing when requested. If at any time you fail the screening, you will be removed from the clinical situation and will not be eligible for placement in another hospital institution for the remainder of the academic semester. Failing a screening may be grounds for disqualification from the undergraduate nursing program.

Protocol for a “flagged” background check
1. Students who receive a “flag” on their background check or drug screen must notify the clinical placement coordinator and the Associate Director.
2. It is the responsibility of the student to contact the appropriate person at the clinical agency in order to ascertain whether the “flag” will disallow the student from attending clinical.
3. The Associate Director will notify the student’s course coordinator and clinical instructor if the “flag” prevents participation in clinical.
4. If the clinical agency will not allow the student to participate in clinical, the student must withdraw from that clinical course.
5. Following course withdrawal, the student will meet with the SON Student Services Advisor to make necessary adjustments in program planning.

CLINICAL SCHEDULES
Clinical lab sessions will be scheduled according to facility availability and may include day and/or evening shifts on week days and weekends. See the SON Class Schedule posted on the website.
CLINICAL ATTIRE AND HYGIENE GUIDELINES FOR ALL STUDENTS

Remember that each time you walk through a health care facility’s door for a clinical rotation you are representing the School of Nursing at San Diego State University, and more importantly, yourself. Therefore, creating and maintaining a professional image is crucial for a successful nursing career.

Students must wear the SON accepted uniform except in clinical courses where other forms of attire are described by the course coordinator.

Basic Uniform

1. Navy blue scrub set and scrub jacket with embroidered SDSU School of Nursing above breast pocket of shirt. This uniform consists of a drawstring waist unisex pants a three pocket V-neck shirt, scrub jacket and white lab coat. It is to be purchased through the agency contracted with SDSU School of Nursing to provide uniforms.

2. Picture identification badge with name that meets the guidelines of AB 1439, which amended Chapter 1 of Division 2 of the Business and Professional Code of the State of California. Some facilities require both student and facility badges, or may allow either student or facility badges.

3. Clean uniform or lab coat over street clothes of knee length or longer. No jeans or visible midriffs.

4. Scrubs or other clothing must be hemmed and above floor length.

5. No face covering is allowed.

Uniform Options and Clarifications

1. No low necklines. No visible cleavage.

2. Undergarments cannot be visible through or under the uniform.

3. Long-sleeve garments cannot be worn underneath scrubs.

4. Long-sleeved navy blue, antimicrobial cover jacket embroidered with SDSU School of Nursing. *This jacket is to be purchased through the agency contracted with SDSU School of Nursing to provide uniforms.

Pre-Clinical Uniforms

1. Unless otherwise instructed, the navy blue uniform cover jacket or a white lab coat must be worn over clean professional conservative street clothes to the assigned agency when performing pre-clinical work such as selecting your patient the day before clinical. Your picture ID badge must be visible. Shoes with open toes are not allowed, and clogs must
have a heel strap. Blue jeans, hip-huggers or low pants, visible cleavage are not acceptable for any clinical interaction.

**Community Health and Psychiatric Clinical Experience**

1. Street clothes attire as described in the course syllabus or defined by your clinical instructor. Must be solid white or black, clean, and low-heeled with closed toes. Clogs are acceptable but must have a strap around the heels. No sandals or flip-flops are allowed. Shoes must be made of leather or leather-like material that is cleanable.

**Hosiery and Socks**

1. Hosiery is to be neutral in color.
2. Socks are to be white or neutral.

**Jewelry**

1. Only wedding or simple rings and limited to one per hand
2. No piercings or jewelry/hardware may be evident other than small stud earrings.
3. Earrings must be in the earlobe with no more than one per ear.

**Body Piercings**

1. No visible body or tongue piercing allowed except for pierced ears.

**Tattoos and Brands**

1. Tattoos and brands are permanent markings that are difficult to reverse (in terms of financial cost, discomfort, and effectiveness of removal techniques). While the University does not prohibit visible tattoos or brands, our practice partners may have policies that do not allow any visible tattoos or brands. Further, the facility policies may make it difficult or impossible to place you in a clinical rotation in certain courses.
2. Tattoos or brands anywhere not concealed by the nursing uniform need to be covered, unless such covering violates infection control policies.
3. Tattoos or brands that are extremist, indecent, sexist, or racist are prohibited, regardless of location on the body.

   *(a)* Extremist tattoos or brands are those affiliated with, depicting, or symbolizing extremist philosophies, organizations, or activities. Extremist philosophies, organizations, and activities are those which advocate racial, gender or ethnic hatred or intolerance; advocate, create, or engage in illegal discrimination based on race, color, gender, ethnicity, religion, or national origin; or advocate violence or other unlawful means of depriving individual rights under the U.S. Constitution, and Federal or State law.

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1 Tattoo and Brand policy based on Chapter 1 of Army Regulation 670-1, Wear and Appearance of Army Uniforms and Insignia, Department of the Army, Washington, DC, April 10, 2015.
(c) Indecent tattoos or brands are those that are grossly offensive to modesty, decency, propriety, or professionalism.

(d) Sexist tattoos or brands are those that advocate a philosophy that degrades or demeans a person based on gender.

(e) Racist tattoos or brands are those that advocate a philosophy that degrades or demeans a person based on race, ethnicity, or national origin.

**Personal Hygiene and Habits**

2. Hair color must fall within natural occurring shades, be neat, and if long, secured back.
   Facial hair must be neatly trimmed.
3. Mustaches, sideburns, beards: clean and neatly trimmed; no stubble.
4. Fingernails must be cleaned and trimmed short. Nail polish, artificial nails, and acrylic nails are not permitted due to infection control risks.
5. Nail jewelry and appliqués are not permitted.
6. Make up is to be worn in moderation.
7. No gum or tobacco chewing.
8. No smelling like smoke.
9. No perfume or scented lotions.

Any student considered unprofessional in appearance will be asked to leave the clinical setting. This will result in an unexcused absence and will affect the student’s clinical evaluation. The school uniform is required except as allowed by the facility, e.g., in a community health or mental health rotation.

**WORKERS COMPENSATION**

1. Students need to be covered by workers compensation. Each semester a list of students’ names with beginning and ending dates for clinical experience will be obtained for each clinical group. These lists are to be submitted by the faculty to the School of Nursing Office. The lists will then be forwarded to the SDSU Contracts Office.

In the event of an incident, the student must complete a workers compensation form and a supervisor form. These are located on Black Board in the School Homeroom section under forms, “Student Injuries, What To Do” section The forms are to be filled out and turned in within 24 hours. The agency contract identifies what kind of treatment they will provide for students.

**CPR CERTIFICATION**

Current **American Heart Association “Healthcare Provider”** CPR certification is required for all nursing students. The agencies accepting students for clinical placement requested that AHA (American Heart Association) be the only certification we accept. Certification must be obtained prior to entry into first semester sophomore classes (N202, N206), and must be maintained while enrolled in the nursing program.

Students will assume responsibility for obtaining and maintaining their own CPR certification. School of Nursing will verify current certification at the beginning of each semester. A student
without current certification in CPR may not continue in clinical nursing courses.

**Clinical Facilities**
San Diego State University students visit a variety of facilities for clinical lab experiences. Students are assigned to clinical facilities based on course and facility availability.

**Transportation to Clinical Facilities**
Students are responsible for their own transportation to the clinical areas and within the clinical area in community health. Car-pooling is encouraged. Parking is consistently limited at clinical facilities. Each student in Community Health Nursing, N415, must have a car to use during the laboratory experience.

**Preparation for Clinical Labs**
Some clinical courses require students to go to the facility prior to the lab time to get assignments and prepare for the coming lab day. This preparation trip and time should be considered in making semester plans.

**MEDIA LAB - SCHOOL OF NURSING**
Information about the media lab is posted at the School of Nursing Website (nursing.sdsu.edu) under Laboratory Facilities
The Media Lab is a facility where computers, audiovisual materials, diagnostic equipment, reference books, and course readings are available to nursing students. Required readings, computer software, and videotape viewing for various classes are available in the Media Lab. It is possible for nursing students to check out certain equipment or materials from the Media Lab with a University I.D. Card. (Other materials are to be used only in the lab.) Guidelines for student use of the Media Lab and forms for application to check out materials are available through the Media Lab Coordinator. The hours that the Media lab will be open are posted at the beginning of the semester.

**LOVE LIBRARY**
The Science Department on the fifth floor contains the journals and reference section related to nursing. The Reserve Book Room on the first floor has books on reserve which may be checked out for a period of two hours. Tours of the Library and term paper clinics are available at different times during the semester. Please see: http://library.sdsu.edu/

The reference librarian welcomes any questions from students related to locating specific information.

**STUDENT HEALTH AND COMPLIANCE**
See Blackboard, School of Nursing HR, and Compliance Information for the check-off list for Health Clearance and compliance requirements. Please read all documents in this section and complete the Compliance Requirements check off sheet BSN. https://blackboard.sdsu.edu

**PURPOSE:**
The health and compliance requirements are for the purpose of protecting the health and safety of students and clients in the clinical setting. Please see Blackboard for information on the
SAFETY

General Statements on Infectious Diseases

1. Students are to follow guidelines from the Centers for Disease Control and Prevention (CDC) to treat ALL clients as "potentially infective" and requiring blood and body fluid precautions. See guidelines for universal precautions. [http://www.cdc.gov/](http://www.cdc.gov/) Search for Universal Precautions guidelines and practices for Standard Precautions (Tier I) and Transmission-Based Precautions (Tier II)

2. Education on how to implement these precautions will be provided prior to beginning client care and will be ongoing throughout the curriculum.

3. Students are expected to care for clients with all types of diseases.

4. For any student with an infectious disease, clinical duties and assignments will be adjusted according to potential client exposure to the disease and limitations of the student.

5. Acquired Immunodeficiency Syndrome
   a. The School of Nursing follows the California State Law, Department of Health Regulations, and The California State University System and San Diego State University Policy and Guidelines regarding confidentiality and assistance for students with HIV positive antibody tests results, related diseases, and AIDS.
   b. SDSU Operating Guidelines states, "San Diego State University does not discriminate against persons with AIDS and AIDS-related medical conditions in terms of admission to the University and student status, participation in educational programs and related campus activities, or in decisions involving employment and employee status. The University recognizes that AIDS is a relatively new disease not fully understood by the medical community and therefore will continue to review, on a case-by-case basis, circumstances which might necessitate the special accommodation of persons contracting such diseases, including auxiliary educational assistance, modification of educational requirements, educational leave, work reassignment, employment leave and disability retirement. Such determinations will be made only after appropriate discussion with the person who has the disease, campus officials and representatives of the medical community.
   c. Students who test HIV positive or who have AIDS are encouraged to notify their clinical faculty so that special provisions may be made to protect their health from contagious diseases. These students are also encouraged to have regular medical evaluations.
   d. Faculty recognizing a student's fear of AIDS exposure while caring for clients clinically will counsel and educate the student or refer the student for counseling and education with a knowledgeable individual.
   e. In the event of a needle stick accident while doing clinicals, the student will be
treated according to protocol of that facility where the incident occurred. In the event of other injury or exposure to an infectious disease, acute treatment will take place at the clinical facility. The student will then be referred to Sharp Rees Stealy Workers Compensation for further treatment if necessary. Students must complete an incident report and supervisor report in the event of needle sticks or other untoward events. See appendix B

**Latex Allergy Policy**

**Definition:** latex allergy is an allergic/inflammatory response to one or more of a specific set of allergens related to rubber products or associated chemical proteins. Reactions can range from minor rash to anaphylactic shock, which may be life threatening. Reactions usually begin as minor and many gradually progress to more severe with subsequent exposure.

1. **Sample Latex Products:**
   a. In Health Care Settings
   b. Gloves and Glove Powder
   c. Catheters, Tourniquets,
   d. Adhesive Bandage/Tape
   e. Stethoscope Tubing,
   f. Anesthesia Equipment,
   g. Intravenous Tubing/Bags.

2. **In Personal Goods, Homes, Public**
   a. Clothing or Shoes,
   b. Balloons, Balls, Toys,
   c. Condoms or Diaphragms,
   d. Pacifiers or Disposable Diapers,
   e. Game Racket Handles,
   f. Rubber Bands,
   g. Paint.

3. **Latex Related Foods with Cross Allergens**
   a. Kiwi, Bananas, Passion Fruit, Peaches, Cherries, Pineapple
   b. Avocados, Water Chestnuts, Tomatoes, Potatoes.

4. **People Most Susceptible to Latex Allergies:**
   a. Persons who require frequent catheterizations;
   b. Health care workers;
   c. Rubber industry workers;
   d. Those with Asthma, Hayfever, Eczema, or Multiple Allergies;
   e. Those with many abdominal or bladder surgeries;
   f. Women (75% of those with latex allergies are women)
   g. Those with history of anaphylaxis;
h. People with food allergies (as above).

5. **Latex Reactions**:
   - a. Irritation (Not always a reaction to latex)
   - b. Irritant Contact Dermatitis
   - c. Type IV Hypersensitivity (Delayed reaction up to 96 hours)
   - d. Allergic contact dermatitis
   - e. Chemical allergy
   - f. Type I Hypersensitivity (IgE mediated response)
   - g. Immediate type hypersensitivity
   - h. Protein allergy
   - i. Urticaria (hives)
   - j. Asthma (airway resistance and inflammation in Bronchials)
   - k. Anaphylactic (itching, swelling, followed rapidly by wheezing, difficulty breathing, lack of oxygen, and circulatory collapse)

**SCHOOL OF NURSING POLICY:**
A student who suspects or knows that he or she has a latex allergy/sensitivity must Report this To all clinical instructors, the School of Nursing Student Services Advisor, and Student Health Services. Based on the circumstances, an individualized plan will be devised to validate the Allergy with the student’s health care provider and Make reasonable accommodations to maximize student safety.

**STUDENTS WITH DISABILITIES**
The website for Student Disability Services is: [http://go.sdsu.edu/student_affairs/sds/Default.aspx](http://go.sdsu.edu/student_affairs/sds/Default.aspx) Diagnosis of learning disabilities can be obtained through testing services through the student disability services. Students needing special arrangements for course tests must make arrangements with the Student Disability Services Office and are required to notify the instructor of the need for accommodations at least two weeks prior to any testing.

**COUNSELING AND PSYCHOLOGICAL SERVICES**
Is available at the Counseling and Psychological Services Center. A variety of services are available and can be accessed through [http://www.sa.sdsu.edu/cps/](http://www.sa.sdsu.edu/cps/) or by calling 619-594-5220

**PREGNANCY**
Pregnant women, when providing health care to individuals, families, or communities are at risk to expose the developing fetus to unknown hazards or medical conditions. If you are presently pregnant or become pregnant while a student in the nursing program you are strongly advised to inform your instructor and provide him/her with a medical clearance from your health care provider so that risks within a clinical setting may be minimized.

**HEALTH INSURANCE**
1. Students are encouraged to have health insurance. Those without current coverage can inquire at Student Health Services for policy information, or refer to the SDSU General Catalog. Or see Covered California at: [https://www.coveredca.com](https://www.coveredca.com)
STUDENT ORGANIZATIONS

All student organizations must join the S.D.S.U. Associated Students and abide by those regulations. Class organizations are to be set up and operated by the same regulations. Class members should select an advisor from the School of Nursing faculty and apply for membership in SDSU Associated Students.

California Nursing Students’ Association

California Nursing Students’ Association is a professional organization for student nurses-known as CNSA. All students are eligible for membership in this organization which meets bi-monthly. CNSA also publishes a newsletter, Vital Signs, and is responsible for organizing and presenting the orientation for new students each semester. CNSA members elect a faculty advisor from a list of interested faculty. CNSA chapter at San Diego State University is a member of the Regional and State organization and sends delegates to the State and National convention each year.

College Council

This student organization is composed of representatives from student organizations, faculty advisors of student organizations, and the Assistant Dean of Student Affairs of the College of Health and Human Services. Through the Associated Students elections, a member of the council is elected to represent the College at the Associated Students Council. Each department/school within the College (Department of Communicative Disorders, Department of Health Science, School of Nursing, Graduate School of Public Health, graduate and undergraduate Schools of Social work, SPAN Program) has one to two representatives to the Council. Representatives from nursing must be CNSA members and elected to serve on the Council. The meetings are held twice a month.

The purpose of the Council is to promote the interest of the College of Health and Human Services throughout the University, participate in solving common problems in the College of Health and Human Services, articulate procedures for organizing and coordinating student participation, maintain interdisciplinary focus in addressing problems, develop and promote effective representations of interest within the College of Health and Human Services to Associated Student Council, and to develop systems of communication in order to act upon professional and nonprofessional issues affecting the College. The Council also approves uses of student body organization funds through an approved budget for each student organization.

Sigma Theta Tau, Gamma Gamma Chapter

Sigma Theta Tau is an international national honor society of nursing. Gamma Gamma Chapter is sponsored by San Diego State University. The organization is a member of the Association of College Honor Societies and is professional and scholarly rather than social in its purposes.

Sigma Theta Tau’s purposes are to: (1) recognize superior achievement, (2) recognize the development of leadership qualities, (3) foster high professional standards, (4) encourage creative work, and (5) strengthen commitment to the ideals and purposes of the profession.

Membership in Sigma Theta Tau is an honor conferred on students in baccalaureate and graduate programs who have demonstrated excellence in their nursing programs. Students who are in...
their last semester at SDSU and have a grade point average of at least 3.0 and are in the upper 35% of their class will be invited to join the Gamma Gamma Chapter of Sigma Theta Tau (STTI)
http://gammagamma.nursingsociety.org/
http://www.nursingsociety.org/Pages/default.aspx

STUDENT REPRESENTATION
As a nursing student, one can participate in the Undergraduate Program (Curriculum) Committee. The committee has two positions for students, to be elected by CNSA. Students from two different levels are preferred. The committee has two positions for students, to be elected by the student body. As a member of a committee, one is to attend all scheduled meetings, and to take part in the committee’s specific duties.

CNSA class representatives: To be eligible to run for one of these positions one must be a member of CNSA. A representative is elected by each class. Two representatives from the first semester will be elected during the first three weeks of the semester. These class representatives act as liaisons between the students of their semester and CNSA.

FACULTY OFFICE HOURS
Each faculty member is required to set office hours at which time he or she will be available to students. These hours can be found in the School of Nursing Office or posted outside the faculty members’ offices. Appointments can be arranged between the faculty member and the student for those who are unable to come at the scheduled times. Faculty mailboxes, located in the School of Nursing Office, are another means of communication.

STATE BOARD EXAMINATIONS
Registered Nurse (R.N.) Exam information and applications are available on line at www.rn.ca.gov. The Individual Candidate roster form can be obtained in the School of Nursing Office.

REFERENCES


Quality and Safety Education for Nurses website: http://qsen.org
APPENDIX A

SDSU School of Nursing
Professional Behavior Policy

Nursing student must maintain professional behaviors in the clinical and school setting. The behavioral expectations are above and beyond the student responsibilities stated in the SDSU catalog. Because nursing students work/have clinical lab placements in patient care settings, the students are required to meet the professional expectations that nurses practicing in these settings are held to. Inappropriate language or behavior in the presence of agency staff or patients, failure to maintain professional boundaries with patients or agency staff, or failure to dress appropriately for the clinical setting will result in disciplinary action and may result in termination from the program. Failure to maintain patient confidentiality will result in termination from the program.

**Dress:** Students are expected to dress in uniform when on patient care units or settings when delivering care. If an agency requests non-uniform dress, the student is expected to comply with the agency’s stated expectations. Tight, revealing, or unclean clothing is never appropriate in a professional setting. Students will be sent home to change if they arrive in the clinical setting inappropriately dressed.

**Language:** Language is a powerful tool. Use of expletives or swear words is not appropriate in the academic or clinical setting. Inappropriate language (including but not limited to: swearing, voice raised in anger, derogatory remarks, and prejudicial/discriminatory comments) will not be tolerated in clinical settings, with agency staff, with faculty or other students in academic or clinical settings. Use of inappropriate language may lead to disciplinary action up to and including termination from the program.

**Professional Boundaries:** Learning professional boundaries is an important part of a nursing education. As a nurse and as a student nurse, you are responsible to maintain a professional position with patients and their families. The relationship is not a friendship, the nurse is not a member of a patient’s family nor are the patient/patient’s family members of the nurses family. Dual relationships (professional and personal) are not acceptable. Failure to maintain appropriate professional boundaries will be cause for disciplinary action up to and including termination from the program.

**Honesty**

Students are expected to be honest in every aspect of their school work and clinical practice. Dishonesty will result in disciplinary action up to and including termination from the program. The School of Nursing follows the University policy on academic dishonesty/student discipline as identified in the San Diego State University General Catalog which states that any student may be expelled, suspended, placed on probation, or given a lesser sanction for several campus related causes. Such sanction shall include cheating or plagiarism in connection with an academic program at a campus. The above policy applies to both on-campus and off-campus activities. It includes such off-campus activities as falsifying clinical records or public documents. University policies on cheating, plagiarism and disciplinary action can be found at: [http://arweb.sdsu.edu/es/catalog/2014-15/GeneralCatalog/143_UniPolicies.pdf](http://arweb.sdsu.edu/es/catalog/2014-15/GeneralCatalog/143_UniPolicies.pdf)
The Student Oath of Professionalism, which each student signs:

I acknowledge that there exists a need to build and reinforce a professional identity founded on integrity, ethical behavior and honor. I understand that to practice nursing as a student is an agreement to uphold the trust that faculty and society have placed in me. These statements of this oath of professionalism provide guidance for my personal and professional development. To achieve this goal I will:

• Provide competent health care for individual clients and families in an efficient, compassionate and professional manner.
• Strive to achieve and maintain an optimal level of personal health.
• Communicate in a truthful, timely and therapeutic manner.
• Take appropriate action to ensure the safety of clients, self, and others.
• Collaborate with faculty and clinical staff to ensure that the highest quality of client care is provided.
• Advocate for all clients.
• Maintain client confidentiality.
• Respect others and promote an environment that values human rights, self-determination, and cultural and spiritual diversity.
• Uphold San Diego State University School of Nursing policies and regulations related to academic integrity.
• Actively demonstrate the highest level of nursing practice based on moral and ethical principles.
• Accept responsibility for my actions.
• Promote excellence in nursing by encouraging lifelong learning and professional development.

As a student in nursing, I believe that this personal and professional development begins with my commitment to the SDSU School of Nursing Oath of Professionalism.


Approved by SON Faculty: __________
APPENDIX B

SDSU SCHOOL OF NURSING
Incident/Untoward Event Reporting Policy

Any incidents such as falls, needle sticks, errors or miscalculations in medications or fluid delivery, diet, mobility or other are to be reported to the clinical instructor as soon as the error or incident is identified. An incident/supervisor report at the agency and another with the School of Nursing must be completed for all untoward events. The goals in early identification and reporting are: first to intervene in order to avoid or minimize harm to patients/students/agency staff, and second to educate students as soon as possible to the appropriate action. Faculty are expected to assist the student in completing any required incident reporting in the agency. The clinical instructor is to report any occurrences to the School of Nursing Director or designee.

Approved by SON Faculty: __________