



Department Of Nursing
STUDENT HANDBOOK 2011/2012

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Introduction

Welcome to the Sonoma State University Nursing Department. The purpose of this Handbook is to inform students about the nursing programs and specific policies and procedures of the Department, University, and the Board of Registered Nursing. The guidelines/policies are effective for the current academic year. You should check the Department's website (<http://www.sonoma.edu/nursing>) and your sonoma.edu e-mail frequently for news and policy updates.

The curriculum prepares nurses to think critically and exercise leadership in planning, implementing, and evaluating nursing care. Students and faculty work closely together to choose clinical experiences which meet the interests of the student and the needs of the community.

Sonoma State University's nursing programs are approved by the California State Board of Registered Nursing and accredited by the National League for Nursing Accreditation Commission, from which information about tuition, fees and length of program may be obtained, either in writing or by telephone at National League for Nursing, 350 Hudson Street, New York, NY, 10014, 212 989-9393.

We welcome you to the Sonoma State University Nursing Program and hope that your experience and education will be personally and professionally rewarding.

University and Program Overview

Sonoma State University was established by the California State Legislature in 1960 as Sonoma State College. The college has grown steadily since its conception in developing academic programs based on traditional liberal arts and sciences as well as career and professional programs and emphasizing close student-faculty interactions. The college moved to its present 220-acre site in 1966. New facilities and extensive landscaping have made this one of the most attractive, modern, and well-equipped campuses in the state. In 1978, university status was granted, and the name was changed to Sonoma State University.

The university now enrolls approximately 7500 students and offers 41 bachelor's degrees, 14 master's degrees, and 9 credential programs. The university is regionally accredited by the Western Association of Schools and Colleges.

The Department of Nursing became a part of the university as a response to the service area's interest in a baccalaureate nursing program at Sonoma State. In spring of 1971, plans were made to initiate a bachelor's program in nursing, and Dr. Mary Searight was recruited as chairperson. The proposal to initiate an upper division nursing major for registered nurses who had an associate degree or its equivalent was made by the chair at her first meeting with university officials. The Second Step program was developed with the primary purpose of



providing a two-year upper division nursing program for registered nurses which articulates with junior college nursing programs. In fall 1972, the first class was admitted. The first class graduated in 1974, and the program received its initial accreditation from the National League for Nursing the same year.

The program has served as a model for other upper division RN programs (also known as “RN to BSN”, “second step”, “bridge”, or “post-licensure”). The faculty wrote a book, *The Second Step: Baccalaureate Education for Registered Nurses*, (1976, Mary Searight, ed.), describing various facets of their experience in second step education. The department became a nationally recognized leader in second step education through major research and demonstration projects, such as *Demonstration Study of a Second Step Program*, HEW Special Project Grant, 1975-78; *Researching Second Step Education*, First Annual Conference, supported by HEW Special Projects Grant, 1980; and *Second Annual Conference Researching Second Step Education*, HEW, 1981.

The program experienced phenomenal growth until the mid 1980s when undergraduate enrollment leveled off and then declined throughout the country. Enrollment in the baccalaureate program fluctuated for the next few years, and the department turned to development of graduate education. A Master's program with Family Nurse Practitioner specialization was developed in 1984. A second Master's option in Nursing Administration was begun in 1988 and has developed into the current Nursing Leadership and Management program with tracks in Administration, Nursing Education and Clinical Nurse Leader, including a Direct Entry Master's program for students who hold a bachelor's degree in another field but do not have nursing licensure.

Concurrently with the graduate nursing program development, the Department of Nursing began to explore the creation of a pre-licensure baccalaureate program option that would articulate with the established upper division RN to BSN program. The local community was very supportive of the Department of Nursing developing a prelicensure baccalaureate program and in the fall of 1994 the department admitted the first class of students who completed their BSN and curriculum for RN licensure simultaneously. The first class graduated in May, 1998 and was successful on the RN licensing exam and in obtaining employment in the health care field.

Mission Statement

Sonoma State University's mission (U) is reflected in the Department of Nursing's (N) commitment to:

N: Providing a foundation for lifelong professional learning

U: Have a foundation for lifelong learning

N: Practicing nursing within a broad cultural perspective

U: Have a broad cultural perspective

N: Affirming intellectual and aesthetic achievements as part of the human



experience

U: Have a keen appreciation of intellectual and aesthetic achievements

N: Developing professional leadership and active citizenship.

U: Will be leaders and active citizens

N: Fostering flexibility and resilience for a career in nursing within a dynamic world

U: Are capable of pursuing fulfilling careers in a changing world

N: Contributing to the health and well-being of the community within a perspective of the world at large

U: Are concerned with contributing to the health and well-being of the world at large

Philosophy

The philosophical foundation of the SSU Department of Nursing is based upon Humanistic Nursing Theory (HMT) (Paterson & Zderad, 1988). Departmental values are based in HMT from which faculty tailor curriculum and pedagogical methods. HMT is a multi-dimensional metatheory centered on the essence of nursing, the nurse client (individual, family, community, organization) interaction, providing an inclusive bridge from theory to practice. The Department of Nursing recognizes nursing as a nurturing response, based upon a blend of art and science, occurring within a subjective and objective environment with the aim of developing the wellbeing of both nurse and client (client as individuals, families, communities and organizations). Consistent with HMT is the consideration of students as unique individuals with varied ethnic and cultural backgrounds, learning styles and goals. Therefore Department of Nursing curriculum and policy are structured by the following philosophical statements.

1. Nursing centers on shared experiences and these interactions hold client nurse potentials for achieving growth, development and greater well-being.
2. Fulfilling health potentials for the client and nurse is the outcome of choices and the mutually determined inter-subjective relating of those involved.
3. Humans have a basic need for being heard and affirmed. All nursing actions have the potential for being humanizing.
4. Humans have an "all at once" or gestalt existence including perceptions of the past, hopes, fears, environment and future. This inherent wholeness cannot authentically be reduced to separate needs, pathologies, cultures and parts.
5. The nurse must be aware of what he/she individually holds as truth so assumptions, preconceived ideas and expectations do not interfere with understanding the client's perceptions of the experience.



6. Nurses perceive clients scientifically and intuitively through synthesis of subjective and objective accumulated knowledge.
7. Nurse client interactions are mutually dynamic in that they organize diverse data to create something new.
8. Nurses are members of an interrelated nursing community and a global community with obligations to each to promote a greater well-being.

Foundational Concepts to Organize the Curriculum

Nine concepts are identified to serve as a foundation from which to implement the philosophy of the Sonoma State University Department of Nursing and guide for meeting the terminal objectives. These concepts are: caring, critical thinking, communication, advocacy/social justice, teaching, learning, professionalism, leadership, research, and cultural competency.

Human caring is the core of the inter-subjective relationship between the client and the nurse. Caring encompasses nurturing thoughts and behaviors that support the fulfillment of client and nurse health potentials and the outcome of choices. Caring is manifest in compassion, empathy, respect, and presence. Caring occurs through sharing and relating with clients, families, professional colleagues and other health care providers within a local and global perspective. Supported by philosophical statements 1,4.

Critical thinking is essential for the practice of nursing. Philosophical statements 1,2,5,7 support the following definition.

The ideal critical thinker is habitually inquisitive, well-informed, trustful of reason, open-minded, flexible, fair-minded in evaluation, honest in facing personal biases, prudent in making judgments, willing to reconsider, clear about issues, orderly in complex matters, diligent in seeking relevant information, reasonable in the selection of criteria, focused in inquiry, and persistent in seeking results which are as precise as the subject and the circumstances of inquiry permit. (Facione, 1990, p3)

Communication is the vehicle for inter-subjective relating between client, nurse and the greater community that fulfills health potentials. Communication requires scientific and intuitive perceptions to support an exchange in which the client is heard and affirmed. Communication in nursing is a dialogue in which meeting, relating, presence, a call and response are essential (Paterson and Zderad, 1976, 1988). Philosophical statements 1,2,3,5,7



Advocacy/Social Justice is the spiritual and ethical determination of beneficence for the client, for the self and the profession. Advocacy acknowledges uniqueness and diversity and requires free choice, self-determination and self-responsibility. Social justice acknowledges just ways of care in accordance with ethical nursing practice. Philosophical statements 1,3,5,8.

Teaching is a system of directed and deliberate actions that are intended to result in learning. Learning is self-active and results in a personal change mediated by an experience. The teaching-learning process is a complex, cooperative and personal relationship. Philosophical statements 1,2,5,6,7,8.

Professionalism in nursing is the embodiment of the art and science of nursing. Professionalism is a process of self-transformation which includes integrity, intellectual awareness, and commitment to the well being of client and self. Philosophical statements 1,3,4,6,8.

Leadership is the ability to influence change and is guided by vision and commitment to the well being of the client as an individual, group or organization. Leadership is an active state in which the nurse is fully present in actualizing inter-subjective choices. Philosophical statements 1,8.

Research is a scholarly process of acquiring knowledge essential to provide evidence and theory based practice. Scholarship includes the critique and management of information and thoughtful participation in inquiry. Philosophical statements 1,6,8.

Cultural Competency encompasses diverse populations of clients who need culturally sensitive care by healthcare providers. This care values and respects diversity and individual differences and treats clients as unique individuals. Philosophical statements 1,3,4,5,6.

Terminal Objectives

Each terminal objective is followed by defining characteristics differentiating the BSN and MSN graduate

These concepts are: caring, critical thinking, communication, advocacy/social justice, teaching, learning, professionalism, leadership, research and cultural competency.

The graduate of Sonoma State University Department of Nursing programs will:

1. Develop inter-subjective nurturing relationships that support the fulfillment of potential of client and nurse. (Caring)

BSN – Demonstrate the integration of respect for human diversity, social justice and self in the nursing role



MSN – Initiate policy and practices that demonstrate the integration of respect and social justice that consider the client, the profession and nurse.

2. Make informed choices through critical analysis that ***promote nurse/client well-being.***
(Critical Thinking)

BSN – Participate in ***initiatives*** that support health promotion and disease prevention.
MSN – Create and implement initiatives which support health promotion and disease prevention.

3. Demonstrate humanizing interactions that are grounded in the integration of the art(subjective) and science (objective) of nursing. (Communication)

BSN – Communicate within a team framework to promote optimal client outcomes.
MSN – Create a collaborative milieu in dialogue with nurses and other health care professionals to promote team decision making.

4. Exemplify moral and ethical professional standards within a framework of equitable care.
(Advocacy/social justice)

BSN –Delineate ethical principles on which to base practice decisions
MSN-Advocate for the nursing profession, the organization and the global community.

5. Develop directed and deliberate actions for self and clients intended to result in learning.(Teaching/Learning)

BSN – Demonstrate the role of the nurse in specific, client centered teaching.
MSN –Implement curriculum for client and professional centered education and present evidenced based protocols for client and staff centered education,

6. Continue the process of self-transformation in the profession of nursing and in the world community. (Professionalism)

BSN – Commit to life long learning and participation in the profession.
MSN – Contribute to the development of organizations and the advancement of the profession.

7. Actualize inter-subjective choices guided by vision and commitment to the wellbeing of the client. (Leadership)

BSN-Participate in changes to promote improvement in patient care.
MSN-Effect improvement of patient care outcomes, systems, and policy.



8. Acquire knowledge to support theory and evidenced based practice. (Research)

BSN -Demonstrate the use of theoretical foundations of nursing and engagement in scholarship to guide clinical practice

MSN -Integrate the science of nursing, advanced knowledge and practice excellence to actualize the professional roles associated with in area of role focus.

9. Promote cultural sensitivity and cultural competent care that respects each individuals rights to be understood as a unique individual. (*Culturally competent*)

BSN-Demonstrate respect for the unique care of clients in all aspects of the nurse client relationship

MSN-Identify and initiate changes related to system health care inequities of client populations.

PROGRAM LEVEL OBJECTIVES

Baccalaureate

The baccalaureate graduate incorporates concepts from nursing knowledge, humanities, and sciences to assist individual clients, groups, and communities to attain and/or maintain an optimal level of wellness.

The baccalaureate junior student integrates concepts from nursing knowledge, humanities and sciences to assist individual clients and families at various developmental levels to attain and/or maintain an optimal level of wellness.

The baccalaureate sophomore student utilizes concepts from nursing knowledge, humanities, and sciences to assist adult clients in structured settings to attain and/or maintain an optimal level of wellness.

MSN – Direct Entry Clinical Nurse Leader

The DEMSN-CNL graduate incorporates concepts from nursing knowledge, humanities, and sciences to assist individual clients, groups, and communities to attain and/or maintain an optimal level of wellness.

The DEMSN-CNL graduate provides clinical leadership, implements outcomes –based practice, contributes to the profession, and manages systems of care that will be responsive to the health care needs of society.

MSN and Post-Masters – Family Nurse Practitioner

In addition to the departmental nursing terminal objectives, the Family Nurse Practitioner program prepares students to be competent practitioners in the following categories or areas of practice as defined by the National Organization of Nurse Practitioner Faculty (NONPF):

1. Health Promotion, Health Protection, Disease Prevention, and Treatment: Makes informed choices



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through critical analysis that promote optimal well-being in clients and self (NONPF FNP I; Core 1, 2, 3)

Accurate assessment and documentation of health status

Utilize critical thinking, differential diagnosis and integrates and interprets various forms of data to diagnose health status

Develop a plan of care and treatment that recognizes the client's uniqueness and supports the fulfillment of potentials and well-being

2. Nurse Practitioner-Patient Relationships with clients: Develop inter-subjective nurturing relationships with clients that foster therapeutic outcomes (NONPF FNP II; Core 1)

Assist individuals and families with ethical issues in balancing differing needs, age-related transition, illness, or health among family members

3. Teaching-Coaching: Develop directed and deliberate actions for self and clients intended to result in learning and well-being (NONPF III; Core, 2, 5, 7) Promote of client education and self-care

Elicit information that supports the client in making informed choices
Possess knowledge and skill in addressing sensitive topics

4. Professional Role: Continues the process of self-transformation and is comfortable in exemplifying moral and ethical professional standards (NONPF IV; Core 4, 6)

Demonstrate a practice commitment to care of whole family

Recognize and value participation in community and professional organizations that influence the health of clients and supports the FNP role.

5. Managing and Negotiating Health Care Delivery Systems and Ensuring the Quality of Health Care Practice: (NONPF V, VII; Core 4, 8)

Accept responsibility in maintaining current knowledge of State and Federal regulations and programs for family health.

Act as an advocates for families in negotiating the multiple systems and programs

Maintain standards that are moral, ethical and legal in caring for clients

Acquire and maintains knowledge to support theory and evidence-based practice



6. Cultural Competence: Develop inter-subjective nurturing relationships that support the fulfillment of client potentials (NONPF VIII, Core 1)

Develop and applies a process for assessing beliefs and preferences and takes this uniqueness of person into account when planning and delivering care

Admission Requirements

Baccalaureate

The undergraduate nursing program provides two options to obtain a baccalaureate degree in nursing:

1. A pre-licensure program option that prepares students to become licensed registered nurses.
2. An R.N. to B.S.N. program option for licensed R.N.s with associate degrees or the equivalent.

- **Pre-Licensure Admission Requirements** The pre-licensure option consists of two components: the pre-nursing curriculum, in which the student takes the prerequisite courses for the nursing program; and the pre-licensure curriculum, in which the student is admitted on a competitive basis to take the courses required for R.N. licensure and complete the bachelor of science in nursing degree.

Pre-Nursing Admission

1. Standard SSU admission criteria.
2. High school or college level chemistry and biology with a GPA of 3.00 (B) or better.
3. Overall high school or college GPA of 3.0 or better.

Pre-Licensure Admission

1. Overall GPA of 3.0 or higher
2. Transcript verification of completion of GE categories A (Written and Oral Analysis, Fundamentals of Communication, and Critical Thinking) and B (Natural Sciences and Mathematics [Statistics required for Nursing]).
3. GPA of 3.00 or better in prerequisite science courses: BIOL 220, 218, 224, and CHEM 105 or equivalent.
4. Results of the Test of Essential Academic Skills (TEAS).
5. Certified Nurse Assistant licensure
6. Essay (criteria available from the Department of Nursing).

LVN 30-Unit Option

On a space available basis, LVNs can enter the pre-licensure program to complete the courses required for an RN license. To qualify for this option, students must:

1. hold current, clear California licensure as an LVN
2. have completed 4 units of physiology with a lab and 4 units of microbiology with a lab with grades of B or better

It is emphasized that students can only be admitted to the 30 unit option if there is space available in the Pre-Licensure program. The Department participates in a collaborative statewide program with Indiana State University in which LVNs complete the curriculum for RN licensure and receive a Bachelor's degree from

Indiana State University. LVNs are encouraged to participate in this degree program. More information can be obtained from The College Network at madkins@college-net.com.



- **RN-BSN Admission Requirements**

Sonoma State University's baccalaureate program also offers an upper-division option designed to articulate with community college Associate Degree Nursing (ADN) programs for students to obtain a Bachelor of Science degree. Admission requirements are:

1. Standard SSU admission criteria.
2. Current California licensure as a Registered Nurse. (Recent ADN graduates who have not received California R.N. licensure but who otherwise meet program prerequisites will be accepted on a conditional basis pending NCLEX results. Failure to pass NCLEX disqualifies the student from the nursing major – but not from the University – until such time as a passing score is obtained.)
3. *Sixty semester units of college-transferable credit: 30 units should meet California State University general education requirements, including Areas A (English Composition, Speech, and Critical Thinking) and B4 (Statistics required); 30 units must be credit for lower-division nursing course work. R.N.-B.S.N. applicants may be admitted to SSU and the Nursing program without having yet completed Critical Thinking and/or Statistics.
4. Minimum of 3 semester units of college-transferable credit in general chemistry with a grade C or better.
5. Human anatomy and physiology within the past 10 years or direct clinical nursing experience within the past two years.

*R.N.s who have attended a hospital (diploma) program should contact a community college with an R.N. program to obtain equivalent credit for their diploma program (30 ungraded lower-division nursing units) and to complete the community college's general education requirements for an A.A. degree prior to applying to SSU's RN to BSN program.

Graduate Program

The Department offers a Master of Science in Nursing degree with two specialty options: Family Nurse Practitioner or Leadership & Management. Within the Leadership & Management specialty, students may choose from three concentrations: Administration, Education or Clinical Nurse Leader. Within the Clinical Nurse Leader concentration there is an admission option for students with no nursing background (Direct Entry).

Admission Status for Graduate Students

Conditionally Classified Graduate Status

Students eligible for admission to SSU as conditionally classified students have deficiencies in prerequisite preparation which, in the opinion of the graduate department, can be met by specified additional preparation. At the time of admission to conditionally classified standing, the student will be told exactly what conditions must be met before fully classified standing can be attained. The student is usually expected to complete the conditions before or during their first year. Students are to present proof of completion of the condition met to their Program Coordinator with a request to be changed to classified standing.

Classified Graduate Status

Students who have met all standards for admission to a particular graduate degree program and who have been recommended for admission by the department will be placed in classified graduate standing. Only those applicants who show promise of success will be admitted to graduate degree curricula and only those who continue to demonstrate a satisfactory level of scholastic competence will be eligible to proceed in such curricula.

- **Family Nurse Practitioner**

1. B.S.N. degree
2. GPA of 3.00 in the last two years (60 units) of undergraduate or post-graduate study.
3. Current California licensure as a registered nurse.
4. Completion of statistics
5. Completion of physiology/pathophysiology within the last seven years (Students may challenge the physiology requirement by taking the NLN A&P test.)



6. Completion of a physical assessment course within the last three years. Completion of course(s) in community health nursing required for Public Health Nursing Certificate.
7. Two years full-time experience as an R.N. preferred.

- **Leadership & Management**

1. B.S.N. degree
2. GPA of 3.00 in the last two years (60 units) of undergraduate or post-graduate study.
3. Current California licensure as a Registered Nurse.
4. Completion of statistics
5. Completion of course(s) in community health nursing.

- **Direct Entry**

1. Baccalaureate or higher degree in a discipline other than nursing.
2. Minimum 3.0 GPA in college level, nursing major prerequisite courses:
 - Integrated chemistry (5 units)
 - Human Anatomy (4 units, lab)
 - Human Physiology (4 units, lab)
 - Microbiology (4 units, lab)
 - Statistics (3 units)
 - Human Growth and Development [across the lifespan] (3 units)
3. California certification as a certified nursing assistant (CNA)

- **Pathways Option**

For RNs with a bachelor's degree in a field other than Nursing, a Pathways program is available which prepares the student for admission to one of the MSN specialty options.

1. California RN licensure
2. Bachelor's degree in a field other than Nursing
3. GPA of 3.0 or higher in last 60 units

CERTIFICATE PROGRAMS

Post-MSN Family Nurse Practitioner Certificate

The FNP Certificate Option is a 31-unit course of study designed for Registered Nurses who hold a master's degree in nursing who wish to become family nurse practitioners. Applicants must meet the following minimum criteria:

1. Master of Science in Nursing
2. R.N., licensed in California
3. Two years' experience as an R.N. preferred
4. Overall Grade Point Average of 3.0 in graduate program coursework
5. Completion within the past 7 years of physiology (Students may challenge the physiology requirement by taking the NLN A&P test.)
6. Completion within past 3 years of upper division course in physical assessment

Post-Bachelor's Rural and Community Clinic Management Certificate

This 10 unit on-line program is designed to provide clinical practitioners and other baccalaureate-prepared clinic personnel with the administrative tools to manage rural and community clinics.

Criteria to apply:

1. Baccalaureate degree
2. GPA of 2.5 or higher
3. Experience in a healthcare setting preferred



CURRICULUM

1 lecture unit = 50 min of class time 1 lab unit = 2 hours and 30 minutes of lab/clinical time

UNDERGRADUATE

Please note the curriculum shown below is the Nursing major only. To earn a bachelor's degree, the student must also meet the University degree requirements (please see the SSU catalog

PRE-NURSING

The current pre-nursing curriculum may be found at <http://www.sonoma.edu/nursing/undergrad.shtml>. Pre-nursing students will also have a review during on campus sessions posted each semester on the nursing website at www.sonoma.edu/nursing.

PRE-LICENSURE BSN COURSE PROGRESSION

The current pre-licensure curriculum may be found at <http://www.sonoma.edu/nursing/undergrad.shtml>.

POST LICENSURE COURSE PROGRESSION

The current post licensure curriculum may be found at <http://www.sonoma.edu/nursing/undergrad.shtml>.

30 UNIT OPTION FOR LVNs COURSE PROGRESSION

The current 30 unit option for licensed vocational nurses curriculum may be found at <http://www.sonoma.edu/nursing/undergrad.shtml>.

As of Fall 2007, Sonoma State University Department of Nursing no longer offers an LVN-BSN Program. However, by state regulation, the "LVN-30 unit option" continues to be available on a "as space is available" basis for clinical and didactic coursework. LVN's interested in an LVN-BSN program are encouraged to contact the Indiana State University LVN-BSN program offered in California through a state approved partnership with SSU. Students will be graduates of Indiana State University. Contact Millie Adkins, ISU-California LVN-BSN Program Coordinator, for more information at 800/496-9613 or madkins5@indstate.edu.

GRADUATE

Family Nurse Practitioner

The sequence below is for full-time students. A part-time sequence that can be completed in six semesters is also available.

1st Year, Fall Semester	Units	1st Year, Spring Semester	Units
NURS 501 Assessment & Maintenance of the Individual, Family & Community	3	NURS 540B Pathophysiologic Concepts in Diagnosis & Treatment	4
NURS 540A Pathophysiologic Concepts in Diagnosis & Treatment	2	NURS 550B FNP Preceptorship II	5
NURS 549 Health Maintenance Practicum	3	NURS 505 Ethics in Healthcare	3
NURS 550A FNP Preceptorship I	2		
NURS 552 Pharmacology for FNPs	3		
2nd Year, Fall Semester	Units	2nd Year, Spring Semester	Units
NURS 500A Scholarly Inquiry	3	NURS 500B Scholarly Inquiry II	3
NURS 504 Policy & Politics of Healthcare	2	NURS 510 Professional Issues Culminating Experience	3



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NURS 550C FNP Preceptorship III 4

Leadership & Management

Leadership & Management Core Courses (required of all students in L&M specialty)

	Units		Units
NURS 500A Scholarly Inquiry I	3	NURS 500A Scholarly Inquiry I	3
NURS 504 Policy & Politics of Health Care	2	NURS 505 Ethics in Healthcare	3
NURS 506 Systems Management in Healthcare	4	NURS 515A Financial Mgmtt in Healthcare Org I	4

In addition to core courses above, students take courses within their chosen concentration:

Administration		Education		Clinical Nurse Leader	
NURS 515B Financial Management II	4	NURS 522A Instructional Process in Higher Education I	4	NURS 509 Advanced Assessment & Clinical Decision- Making	3
NURS 530 Nursing Leadership Theory	4	NURS 522B Instructional Process in Higher Education II	4	NURS 516 Pathophys/Pharm course being developed	3
NURS 535 Residency	5	NURS 535 Residency	5	NURS 535 Residency	5
				NURS 536 CNL Professional	
				Role Development course being developed	2

Direct Entry MSN in the CNL concentration Pre-requisites to the DEMSN program

The current DEMSN curriculum is suspended at this time. Updates may be found at www.sonoma.edu/nursing

Pathways

Course progression in the Pathways program is determined through individual advisement



CERTIFICATE PROGRAMS

Post-MSN Family Nurse Practitioner Certificate

Fall Semester	Units	Spring Semester	Units
NURS 501 Assessment & Maintenance of the Individual, Family & Community	3	NURS 540B Pathophysiologic Concepts in Diagnosis & Treatment	4
NURS 540A Pathophysiologic Concepts in Diagnosis & Treatment	2	NURS 550B FNP Preceptorship II	5
NURS 549 Health Maintenance Practicum	3	NURS 510 Professional Issues	3
NURS 550A FNP Preceptorship I	2		
NURS 552 Pharmacology for FNPs	3		
Summer Session			
NURS 550C FNP Preceptorship III	4		
NURS 505 Ethics in Healthcare	2		

Post-Baccalaureate Rural and Community Clinic Management Certificate

Fall Semester	Units	Spring Semester	Units
NURS 606 Systems Mgmt in Rural/Community Clinic Settings	4	NURS 615 Financial Mgmt in Rural/Community Clinic Settings	3
Summer Semester			
NURS 635 Management Practicum in Rural/Community Clinic	3		

POLICIES

Advising University Advising Policy

The advising process depends on the thoughtful participation of the student. Students must:

- know and meet graduation requirements contained in the appropriate catalog, class schedules, and other University publications
- maintain their own personal academic advising folders in portfolio and take them to every advising appointment
- make every reasonable effort to obtain adequate advising each semester

Program Advising

Faculty advisors are resource persons and advocates for the students. Faculty advisors assist students in planning their course of study and provide academic counsel throughout their program. The academic advisor reviews with the student his or her progress in the nursing program and advises the student about strategies to complete degree requirements for graduation. Refer to the listing below for your assigned advisor. Department of nursing student academic folders are securely kept in the nursing office and can only be obtained by nursing faculty and staff members. Academic advising will be documented in the student folders during individual or group advising sessions.

Although faculty advisors assist with planning student progression, students are responsible for fulfilling admission requirements, removing Incomplete (I) grades or unacceptable grades (C-or



lower in major courses), submitting appropriate petitions, and meeting graduation requirements, as defined by the Department and the University.

It is important that students meet in person or via e-mail with their advisor each semester prior to registration for the following semester. Undergraduate group advising times are scheduled each semester and the dates, times and locations are posted in the Nursing Department. Students are encouraged to attend these scheduled advising meetings. If individual advising is needed, faculty advisors post their office hours on their office doors and students may contact them directly for an appointment.

Undergraduate Program Advisors

Pre-Nursing	Deborah A. Roberts	664-2945	deborah.roberts@sonoma.edu
Juniors	Deborah A. Roberts	664-2945	deborah.roberts@sonoma.edu
Seniors	Jeanette Koshar	664-2649	jeanette.koshar@sonoma.edu
LVN 30 unit option	Deborah A. Roberts	664-2466	deborah.roberts@sonoma.edu
Post licensure BSN	Deb Kindy	664-2438	deb.kindy@sonoma.edu

Graduate Program Advisors

Family Nurse Practitioner	Wendy Smith	664-2276	wendy.smith@sonoma.edu
Leadership & Management	Anita Catlin	664-2640	anita.catlin@sonoma.edu
DEMSN/CNL	Melissa Vandever	664-2650	melissa.vandever@sonoma.edu
Pathways – FNP	Wendy Smith	664-2276	wendy.smith@sonoma.edu
Pathways – L&M	Anita Catlin	664-2640	anita.catlin@sonoma.edu

APA Format

Papers will be written in the formatting style of the American Psychological Association. All students are required to adhere to the **Publication Manual of the American Psychological Association** and follow current APA guidelines when writing papers.

Attendance

Classroom

Class attendance in lecture and seminar courses is a professional expectation. Prompt arrival and appropriate departure are also expected. Students who miss class are responsible for content and information provided during the class. Check individual course syllabi for class participation requirements.

On-Line Courses

Class attendance in an online course is considered in terms of assignment postings and due dates. Missed postings and assignments are the same as missing classes. Assignments postings and online exams are not excused. All must be completed. Arrangements to complete late assignments are individually determined by the instructor. It is important for the student to assume responsibility for maintaining close communication with the course instructor when tardiness or absenteeism occurs.



Attendance in Clinical Courses Student Illness: The student should not provide care to patients if he/she has symptoms of or is aware of a contagious illness or infection. Absence due to illness must be reported prior to the beginning of a clinical assignment according to the course and agency policies.

Tardiness: It is imperative that students arrive promptly for clinical activities. If a student is late, he/she risks the possibility of being dismissed from that clinical session. Tardiness in more than one instance may result in development of a behavioral contract.

Attendance in Clinical Courses: Pre-Licensure, LVN 30 unit Option & DEMSN Programs

The policy regarding clinical experience includes:

- A. All clinical experiences are mandatory including clinical skills lab.
- B. The student must be prepared, dressed appropriately and on time.
- C. In the event of tardiness and absence the student must notify the appropriate individual(s) as indicated in the course syllabus prior to the time clinical begins.
- D. In the event of tardiness and absence without notification more than once in the semester, the student will receive an F for the course and not be permitted to continue in the clinical experience.
- E. Makeup opportunities are available to students who have notified the appropriate individual(s) prior to the absence.

The following make up opportunities are available in the event of clinical absences with notification. Once makeup clinical time is completed students are considered in good standing in the course and program and may continue.

- A. One missed clinical session with notification: Written case study to equal the clock hours of missed clinical time and/or simulation experience scheduled and arranged by faculty.
- B. Two missed clinical sessions with notification: Receive an Incomplete for the course. Enroll in Intersession or Summer Session* to complete the two missed clinical days.
- C. Three missed clinical sessions with notification. Petition the nursing faculty for permission to receive an Incomplete for the course and to enroll in Intersession or Summer Session to complete the missed clinical time.
 - a. Petition must include reasons for missing the clinical sessions, self assessment of academic and clinical standing and goals for completion of the missed clinical time.
 - i. Petition approval – Enroll in Intersession or Summer Session.
 - ii. Petition denial – Receive an F in the course. Petition for readmission to the program and re-enrolling in the failed course the next time it is offered. Continuance in the program is denied until the failed course is completed satisfactorily.



The Intersession or Summer Session assignment will be determined by the Department Chair.

Attendance in Clinical Courses: Family Nurse Practitioner

Absences are to be made up in real time equivalent assignments/clinical to time absent. The student must contact faculty of record or clinical faculty who will also determine when too much time has been missed to allow for successful completion of the course objectives.

Client Safety

If, during enrollment in a clinical nursing course, a student's performance presents a potential harm to the welfare of clients, the faculty will determine, on the basis of oral and/or written documentation, whether or not the student will be permitted to continue in the course. If the student's performance presents an immediate potential harm to clients or self, program faculty and/or preceptors have the responsibility to immediately remove the student from the clinical environment.

Clinical Skills Laboratory

The Clinical Skills Laboratory is located in Nichols 149. Many programs and students share the lab space. Please be respectful of space, equipment, safety and confidentiality of fellow students. Equipment is to stay in the lab unless specifically arranged with faculty. Students use the lab for many skills as well as the FNP Health Maintenance Center. Students will be practicing numerous skills in the lab with simulated as well as real practice. Keep in mind your safety and the safety of others is our primary responsibility in all cases. Review and sign the practice policy prior to arriving to your first skills lab. (Appendix 6)

Communication

sonoma.edu e-mail: Communications from the Nursing Department will be sent to all nursing students via their **official university email address**. Instructions and deadlines are announced through this e-mail communication and it is the student's responsibility to check the e-mail frequently. Webmail can be accessed through Sonoma On-Line Login on the University website, <http://www.sonoma.edu/university/students.shtml>.

Communication Folders: There are also student **communication folders** for each student in the nursing program (graduate and undergraduate). These are located in the Department mailroom (Nichols 265) in two-drawer files. Instructors will use these folders to return papers, leave notes, and respond to your hard-copy communications. The department, your faculty and classmates may place some [non-electronic] communications to you in the file. Please check your communication folder frequently but do not remove it from its location in the file drawer.

Student Records and Files:

The Department of Nursing will maintain a file in the office for each student in all nursing majors. These files will be maintained and monitored by the faculty and staff of the department of nursing only. The files will remain in a locked security cabinet when not specifically in use by faculty. Should a student need to review or copy any item in this file they are required to make an appointment with their advisor and review the file in their advisors office only. Students need to maintain their own file of grades, immunization records, clinical evaluations, etc. The Department Office staff is not permitted to copy items from your file for you. Files are not to be removed from the department and will be maintained by the department for five years after



graduation at which time all documents in the file will be shredded. (see appendix 8)

Updating your address/phone: Your academic folder needs to reflect your current address, phone and personal e-mail address at all times. Change of information forms are available on the counter in the Nursing Department. Turn your form in to the Nursing Department receptionist (Ana Munoz) for input to the nursing student database and for filing. You also need to update address and phone changes with the University through your PeopleSoft account (Self Service – Campus Personal Information).

Internet sites: Much of the information a student will need is available through Sonoma State University's home page on the Internet (www.sonoma.edu) as well as SSU Nursing's home page (www.sonoma.edu/nursing). It is the **student's responsibility** to obtain and be knowledgeable about University and program requirements.

Computer Requirements

Nursing courses use a wide variety of distributive education strategies to facilitate your learning. The Instructional Technology department is a valuable resource for you to identify home computer needs and to solve a variety of problems as you incorporate informatics into your repertoire of scholarly activities. You may use computers on campus to facilitate your learning in a variety of campus labs or, if you choose to use your home computer you will have the best results if you:

- 1 Ensure that you have a computer with a fast Internet connection.
- 2 Ensure that you have a web browser that works with our version of Moodle. Firefox is recommended by SSU IT Department as the preferred browser.

If you have questions about setting up your computer, review the Information Technology website at <http://www.sonoma.edu/it/> and/or call 664-HELP.

Confidentiality of Patient Information

In order to comply with HIPAA confidentiality regulations, clients must not be described in any identifiable way. Do not use initials, exact descriptions, or locations in journals or care plans either in paper documents or on-line assignments. Use only generalities so that no client can be explicitly recognized. Sonoma State University students and faculty must comply with the confidentiality requirements that our partner clinical agencies are mandated to follow.

An inappropriate patient care description might be, "D.E., a Vietnamese manicurist in northeast Santa Rosa, has been diagnosed with positive tuberculosis." This type of description cannot be used. A more general description, in which the patient cannot be identified, would be, "Miss X, a service worker in Sonoma County, is positive for tuberculosis."

References to patients, patient data or clinical experiences involving patients or family members are not allowed in any social networking environment. Use of cell phones and other electronic devices in the clinical setting are deemed appropriate only by your individual clinical faculty prior to any clinical rotation.



Careful consideration must also be given to the location of any discussions on patients and their families. Classroom, post conference and lab settings may be used for such discussions as a learning tool. Cafeteria, lunch or dinner conversations on or off site are not appropriate and would be considered a violation of patient and family confidentiality.

Failure to comply with strict confidentiality of all patient and patient family information could result in failure of a course and dismissal from the program.

Continuing Education Units

For students who hold California RN licensure, SSU is approved by the BRN to provide continuing education units. One semester unit of an SSU nursing course equals 15 contact hours (15 CEUs). (example: a two-unit nursing course = 30 contact hours, which fulfills the biannual licensure renewal requirement for continuing professional education in California).

SSU's Continuing Education BRN provider number is **00369**. Your official University transcript serves as verification of your coursework. Certificates such as those provided at conferences will not be issued to you.

Contractual Agreements

The University maintains contracts with clinical agencies in which students are placed for clinical learning experiences. As part of these contracts, students have the responsibility, for the safety of the patients, themselves and the faculty, to provide evidence of currency of the following. Students must keep these on file with the University and also maintain their own portfolio to show the agencies upon request.

- CPR certification (adult, child and infant)
- Hepatitis B vaccine series in progress or completed
- Health Physical Form completed by a physician or Family Nurse Practitioner
- Positive Rubella Titer or positive antibody screen or MMR vaccine record (Measles/Mumps/Rubella)
- Positive Varicella Titer or positive antibody screen or Varicella vaccine record
- Proof of negative mantoux, PPD (TB test) or TB symptom free form evaluation.
- Influenza and H1N1 vaccine or Declination record
- Back ground check
- Finger printing and drug screening as requested

Course Challenge

A student may earn credit for a course at SSU by successfully completing a course challenge examination. Only courses which are listed in the University catalog for which the student has not received prior credit may be challenged.

Students should read the course syllabus, requirements and objectives before making the decision to challenge the course. After reviewing these, the student should contact the instructor of record to further discuss the challenge examination process and develop a plan for the challenge. This plan must be documented on a Nursing Department Petition, signed by the instructor. The instructor will present this petition to the appropriate program director for approval.



The student enrolls in the course and receives a grade at the end of the semester, based on the challenge. Should the student fail to meet the course challenge requirement, they may elect to remain enrolled in and complete the course or may withdraw from the course for the semester.

Clinical Course Challenge by Licensed Family Nurse Practitioners

Students who are licensed nurse practitioners returning to school for their Master's degree should seek individual advising to plan appropriate course challenges. The procedures for FNP course challenges is:

1. To challenge 550A and 550B:

- Enroll in the appropriate clinical course: Students challenging 550A and/or 550B are either transfer students or practicing Nurse Practitioners. Faculty make a site visit to their work setting for an evaluation of clinical skills. Students are asked to pull charts for 5-6 patients from among a selected group of clinical problems. In addition, the faculty making the site visit observes the student managing 3-4 cases and does a standard site visit evaluation. The faculty may also discuss the NP's skills with the consulting physician. After analyzing these data, the faculty makes a judgment whether the student has met performance objectives for the first clinical course (N550A) or the second clinical course (N550B). A grade is awarded for satisfactory completion of the performance objectives for the course, as appropriate. This grade can be awarded for the course on the basis of one visit. If there is any question regarding clinical performance, a second visit is made by the faculty to obtain more data. Usually not more than two visits are made. If the faculty is dubious after two visits, a grade of "U" (unsatisfactory) is awarded and the student must take the required regular clinical course the next semester.
- The faculty believes that every student should have at least one semester of graduate level clinical experience in which they can integrate and apply concepts from theory, research, ethics, professional role and health economics. Therefore, no challenge of N550C is allowed.

Course Equivalency

A student who believes they have taken a course which is equivalent to one in SSU's curriculum may petition for approval of equivalency on a Nursing Department petition form. Evidence of completion of the course at another institution and a course description must be submitted with the petition. The petition is presented to the appropriate program director for approval.

Culminating Experience (MSN students only)

The culminating experience provides students who are about to graduate an opportunity to synthesize the clinical and theoretical knowledge they have learned throughout their masters program of study and apply it in their area of specialization. The culminating experience also provides an effective means of communicating theoretical knowledge and its application in nursing to academic peers and professional colleagues. Students are expected to demonstrate proficiency in the following areas to successfully complete the culminating experience:

- Information content: The information presented must be accurate and current. Students must



demonstrate mastery of the subject and appropriately apply theoretical knowledge to practice in the specialty area of nursing.

- Synthesis of information: Students demonstrate their advanced practice skills of critical thinking by their ability to synthesize and apply theoretical knowledge.

- Communication: The outcome of the culminating experience is presented in an organized logical manner. The outcome of the experience reflects the ability of the student to communicate clearly and competently. The APA format (or the format of the publisher to whom the written outcome is directed), is the standard for a written outcome.

Students are expected to pass all three of the above areas to successfully complete the culminating experience. Students who choose Options I and II (below) need to submit their culminating outcome during the 12th week of class in the semester the student plans to graduate. One faculty member evaluates the outcome which will be graded Pass/Fail. If the outcome fails, a second faculty member will evaluate it, and that evaluation is final. A student who fails the second evaluation must successfully re-do the culminating experience in order to graduate.

Culminating Experience Options for Leadership & Management Program (Administration, Education, Clinical Nurse Leader, DEMSN)

Option I: Project (see Appendix 1)

- Implement a project directly related to the student's research proposal completed during the masters program.
- Implement a project that addresses a significant issue, or concern or problem that the student has identified in the clinical setting.

The project may be implemented in conjunction with other health care providers and/or masters students who collaborated on the research project. If the project involves other health care providers the student must take the lead role in the implementation of the project. The student submits a proposal of the project and intended outcomes and describes how outcomes are measured.

Examples of projects include, but are not limited to: videotape production, development of training program and presentation to the staff of a clinical agency, development of program to enhance patient care in a clinical agency, development of instructional materials for staff or patients, development of software or graphic arts, an in-depth review of a primary care condition utilizing current guidelines and research findings, and other such resources.

Option II: Paper For Publication (see Appendix 2)

- Prepare and submit a scholarly paper that can be submitted for publication in a professional, refereed journal.

This scholarly paper may report findings from the student's research or may be based on another topic of



significance related to the student's practice. The student may co-author the paper with those they collaborated with on the research project in N500 A & B. The final paper must conform to, and be accompanied by, the publisher's detailed instructions for publication and the students must demonstrate efforts to submit the paper for publication.

Option III: Thesis (see Appendix 3)

A thesis is an original contribution to knowledge resulting from the systematic study of a significant problem or issue. The finished thesis is a substantial paper, presented in a format that includes a statement of the problem or issue, a review of pertinent literature, collection and analysis of relevant data, a conclusion, and a formal bibliography, with appropriate documentation throughout.

All graduate students electing the thesis option should obtain a copy of Guidelines for Master's Theses and Projects online at <http://www.sonoma.edu/aa/guidelines/toc.shtml>.

Culminating Experience Option for Family Nurse Practitioner Program Comprehensive Clinical Simulated Exam (see Appendix 4)

FNP students will take the Clinical Simulated Exam (CSE), also known as the Objective Simulated Clinical Exam (OSCE), to satisfy the culminating experience requirement. The CSE will be based on a standardized client and will simulate a clinical encounter with a client. There are three major parts to the exam.

- Part I. Ability to gather subjective and objective data from client.
- Part II. Ability to provide a logical assessment and plan for a client.
- Part III. Ability to apply theoretical principles to client care

Grading Procedure: Students must pass each section to successfully complete the entire culminating exam. Grading will be based on a percentage that will be translated into a "pass/fail" grade.

DISABILITY SERVICES

"If you are a student with a disability and you think you may require accommodation you must register with the campus office of Disabled Student Services, in Salazar Hall, 1049, phone 42677. DSS will provide you with written confirmation of your verified disability and authorize commended accommodations. *This authorization must be presented to the instructor before any accommodations can be made.*" Ruthann Daniel-Harteis of Disability Student Services, Feb. 10, 2003. Students with documented disabilities are encouraged to speak with faculty to arrange any needed accommodations during the first two weeks of the semester.

DRESS AND IDENTIFICATION

Hospital Clinical Rotations

Pre-licensure BSN and DEMSN students must purchase a standard nursing uniform as outlined in the uniform policy below. The required SSU uniform will be worn during all hospital clinical rotations. Students will also purchase the Department identification badge and patch, which must be worn on the uniform. The patch will be worn on the left sleeve. Standard white nursing or white athletic shoes are acceptable for the hospital clinical rotations.



Acute Care Uniform Policy

Students are required to wear full school uniforms to all acute care experiences. Uniforms may be purchased at any store or site offering the following brands and colors. Brands not listed below do offer the color choice specific to Sonoma State. If you are unsure of the colors/brand please discuss your uniform choice with your clinical faculty PRIOR to purchase. If the color you purchase without prior approval is incorrect you will be asked to purchase the correct uniform for the program. In some cases a lab coat will be required. Lab coats are to be white with the Sonoma State emblem patch applied to the left upper sleeve.

Uniform Brand	Designated Brand Color Name
Dickies	Royal Blue
Landau	Royal Blue
Cherokee	Royal Blue
Peaches	Sailor Blue
Iguana Med	Azure Blue
Urbane Scrubs	Royal Blue
Eagle Scrubs	Royal Blue
Uniform Advantage Scrubs	Royal Blue
Happy Scrubs	Dazzling Blue
All Heart	Royal Blue
Barco	New Royal Blue
White Swan	Royal Blue
LA Rose	Royal Blue
Jasco	Romantic Blue

All Clinical Rotations

All students in clinical settings must follow a professional standard of dress and deportment, including hairstyle, make-up, type and amount of jewelry.

Students may not wear jeans, sweats, stretch pants, shorts, tight fitting, low cut or midriff baring tops or other sports clothing to any clinical rotation. Lab coats may be required in certain clinical courses.

All students must purchase a picture ID badge through the Department Office to be worn during all clinical experiences with the exception of some psychiatric rotations.

Clinical faculty will not allow a student to remain in the clinical setting if the student arrives with inappropriate attire or without ID badge.

Financial Aid and Scholarships

Financial Aid

The Financial Aid Office website <http://www.sonoma.edu/finaid/index.html>. Many types of financial aid are available through this office, including grants, work-study and loans. Check with the Financial Aid Office for deadlines and eligibility.

Scholarships

Scholarship information is available at the Scholarship Office, located in Salazar 1010C, phone 664-2261,



website <http://www.sonoma.edu/Scholarship/> The application deadline for University scholarships is usually February 15. Check with the Scholarship Office each year for any changes to deadlines.

Occasionally, the Nursing Department receives scholarship information that the ScholarshipOffice does not have. Information will be placed near the communication folders and/or sent via Sonoma.edu e-mail.

GRADING

Undergraduate Course Grading Scale

Final course grades will be based on the following percentages and will earn grade points as indicated. Students must earn a minimum grade of "C" (2.0) in each course in order to continue in the program. A grade of "C-" or lower is unacceptable. Only letter grades are given in nursing major courses, except in courses for which a Cr/NC option is specifically indicated.

94 -100	A	4.0	
90 -93	A	3.7	
87 -89	B+	3.3	
84 -86	B	3.0	
80 -83	B	2.7	
77 -79	C+	2.3	
74 -76	C	2.0	Minimum acceptable grade in Nursing major course
70 -73	C	1.7	
67 -69	D+	1.3	
64 -66	D	1.0	
60 -63	D	.7	
Below 60	F		

Graduate Course Grading Scale

Final course grades will be based on the following percentages and will earn grade points as indicated. Students must maintain a 3.0 in graduate level courses to continue in the program.

95.5 -100	A	4.0	
92.5 – 95.4	A	3.6	
89.5 – 92.4	B+	3.3	
86.5 – 89.4	B	3.0	
83.5 – 86.4	B	2.7	Minimum acceptable grade in clinical/residency course
80.5 – 83.4	C+	2.4	
77.5 – 80.4	C	2.0	
74.5 – 77.4	C	1.7	
72.5 – 74.4	D+	1.3	

69.5 – 72.4	D	1.0	
Below 69.5	F		



Grading of Assessment Technology Institute (ATI) Exams

Background: The nursing program at SSU has student success as its top priority. To that end, the department utilizes a comprehensive program of quality assessment called ATI Assessment Technologies, Inc.). These twelve sets of modules and exams have been proven to increase student success in both program content and NCLEX pass rates (www.atitesting.com). Prior to entering the program students have been introduced to the TEAS. Each Content Mastery Series module follows the program algorithm for testing and, if necessary, remediation and retesting. These courses include Fundamentals, Pharmacology, Medical-Surgical Nursing, Mental Health, Maternal-Newborn, Nursing Care of Children, Leadership and Management, and Community Health Nursing. In addition, the SSU nursing program utilizes a capstone exam, The RN Comprehensive Predictor, with designated benchmarks to predict likelihood of passing the NCLEX-RN. Passing the RN Comprehensive Predictor is required to complete the program and graduate. The department encourages students to seek faculty assistance for any questions they may have regarding ATI and this comprehensive program. See appendix 7 for full policy.

Graduation

Curricular requirements for graduation are specified in the Sonoma State University catalog. Students must meet the requirements of the catalog under which they were admitted. In addition to the curricular degree requirements, the following paperwork must be submitted:

BSN Graduation

The "Major/Minor Requirements" and the "Application for Award of Degree" forms must be completed and turned in to Admissions & Records by the appropriate deadline to graduate in the semester the student desires.

An advising session is scheduled in the spring prior to the students' year of graduation to review degree requirements and to complete the forms. If a student misses this session, examples of completed forms are available in the Nursing Office.

Graduation Applications must be received in the Office of Admissions and Records by the following dates:

GRADUATION DATE	Priority Filing Date *	Final Deadline **
May graduation	September 15	February 15
August graduation	February 15	April 1
December graduation	February 15	September 15

* Students who file by the Priority Filing Date will have the benefit of receiving a Graduation Evaluation prior to registering for their final semester.

** The Final Deadline is the date by which students must submit applications to be considered for graduation at the conclusion of that term.

BSN Graduation with Distinction

The Department of Nursing faculty (or student peer) may nominate an undergraduate student for "Graduation with



Distinction." The Department of Nursing Faculty awards "Graduation with Distinction" to individual graduates who have been judged by the Faculty to have made an outstanding contribution to the department and the nursing profession. Nominations are due to the faculty October 31 for December graduates and March 31 for May and August graduates.

MSN Graduation

In addition to meeting the curricular requirements of the program, graduate students are required to successfully complete a culminating experience (see the section in this handbook on the Culminating Experience). Students are responsible for submitting the following forms in order to be able to graduate:

1. Advancement to Candidacy Form (GS01) This form is to be completed and filed as soon as a student knows the date he/she will be completing the requirements for graduation, i.e., when the date of the culminating experience is known or when submitting the plan for the final project or thesis prospectus, which is usually the semester before the student plans to graduate.
2. Completion of Requirements Form (GS02) This form is completed and filed when the final project has been successfully completed, usually a few weeks before graduation.

Turn the above forms in to the Department Office to obtain your program coordinator's signature (and thesis committee signatures if you're writing a thesis). The Department Office will forward the forms to Graduate Studies.

3. Application for Graduation Students must also file an Application for Graduation form with the Office of Admissions and Records. Students should check each semester with the Office of Admissions and Records for exact filing deadlines.

GRADUATION DATE	Final Deadline
May graduation	February 15
August graduation	April 1
December graduation	September 15

Group Projects

The educational purpose of group assignments is to maximize the potential for a cooperative and highly productive group effort. To be successful all students are to contribute equally ,attend all scheduled meetings, and have delegated work completed as agreed upon. If a student does not meet group expectations (in person or online) the group members first address their concerns with the student. If the problem(s) is not resolved then group members should discuss concerns with the course instructor. If the problem(s) remain unresolved the group may vote to dismiss the student from the group. The dismissed student will need to complete all required components of the group project as an individual.

Health And Immunization Requirements

Before beginning clinical classes, all students are required to submit documentation of a health history and current immunization status. The history and physical examination must be completed within the six months prior to start of the first clinical class. All immunizations and CPR must be review and, if required updated



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annually by August first. Students will not be allowed in the clinical setting without evidence of these documents. Clinical facilities require proof of the following before beginning clinical experience:

- Health Physical Form completed by a physician, Family Nurse Practitioner or Physician's Asst
- Positive Rubella Titer or positive antibody screen or proof of MMR vaccine (Measles/Mumps/Rubella)

- Positive Varicella Titer or positive antibody screen or proof of Varicella vaccine
- Second Rubella vaccine or MMR 4-6 weeks after initial MMR for students born after 1957, or proof of immunity.
- Hepatitis B vaccine series
- Tetanus within 10 years.
- Proof of negative mantoux, PPD (TB test) or TB symptom free form evaluation. (updated annually with one PPD)
- Influenza Vaccine Consent/Declination (appendix 9) (Updated annually)

A two step Tuberculosis screening test is required for students who have no history of tuberculosis and who have never had a positive TB test. If you have been positive in the past, you will need a clearance from a physician to allow you into the clinical area.

Students must take the two step exam. A first skin test is given. If the first test is positive, the student should have a chest x-ray to rule out active infection with tuberculosis. If the test is negative, a second skin test is given a week later. Again, if this test is positive, the student must have a chest xray to rule out latent tuberculosis.

Any positive skin test, regardless of positive or negative chest x-ray, must be evaluated for treatment by a health care practitioner and clearance to clinical.

Students are tested or cleared by their health practitioners annually, which should include a symptom of tuberculosis evaluation.

Students who do not follow the procedures related to health requirements will not be allowed to practice in the clinical setting. It is the student's responsibility to insure that these health care requirements are met and copies of documentation are submitted to the Department of Nursing before beginning the nursing program. Subsequent updated certification and documentation must be submitted to the department to continue with clinical placements. **The student is responsible for carrying a copy of immunization status.**

Illness

Students should not appear in clinical if they are ill or suspect that they have a contagious disease. If a student has been exposed to a communicable disease (for example, chicken pox or strep throat) the student should contact the clinical instructor to discuss if attendance in clinical is contraindicated. Absence from the clinical area for medical reasons may be made up at the discretion of the instructor, taking into consideration the student's performance to date and the clinical setting. Following an illness, students may be asked for a medical clearance to return to the clinical setting. If a student has missed clinical days due to illness, and as a consequence is unable to meet clinical and/or course objectives, it may be



necessary for that student to repeat the course. Students are encouraged to maintain clear communication with faculty if illness has occurred.

Impaired Student Performance

The faculty of the Department of Nursing at Sonoma State University concur with the California Board of Registered Nursing in relation to nursing students who are impaired by alcoholism, drug abuse and emotional distress.

1. We recognize that substance abuse and dependency are diseases and should be treated as such.
2. We are aware that personal and health problems arising from these diseases can affect a student's academic and clinical performance and that the impaired nursing student is a danger to self and a grave danger to the patients in his or her care.
3. We believe that nursing students who develop these diseases can recover.
4. We agree that it is the responsibility of the nursing student to voluntarily seek diagnosis and treatment for any suspected illness.
5. We acknowledge that confidential handling of the diagnosis and treatment of these diseases is essential.

Furthermore, any behavior observed by a clinical instructor which may be indicative of use of substance use or abuse or emotional instability and which could be potentially dangerous to a client's health and safety is cause for immediate removal of that student from the clinical area.

A meeting between the student and instructor will take place as soon as possible after the incident to discuss the matter. A performance contract will be implemented.

The instructor will notify the Department Chair of the incident and provide a copy of the performance contract.

The following link to the BRN diversion materials will provide additional information on the impaired nurse and actions taken. <http://www.rn.ca.gov/diversion/index.shtml>

Injuries (including exposure to blood or bodily fluids)

The University carries Workers' Compensation insurance which covers nursing students in clinical areas. Should an injury occur, students must immediately notify their clinical instructor who will direct that student to appropriate health care (e.g., the Emergency Room). Documentation and follow up will proceed according to the agency and university policy. Records will remain confidential. For all other illness and/or injuries, the instructor may request documentation of the illness or injury from a licensed health care provider.



Integrity

Academic integrity demands that students, unless otherwise directed by faculty, complete work that is wholly their own. This means that each student takes responsibility for their own performance on quizzes, tests, papers, and other individually assigned projects unless specifically directed otherwise. The Nursing faculty does not believe that time, place, or mode of assignment/test voids this expectation. If ever there is any doubt, students are expected to ask for clarification prior to engaging in group work to complete an assignment or exam. Misrepresenting others' work as one's own, regardless of personal imprudence at justifying the act, is never acceptable.

Further guidance on this subject can be found in the SSU Student Code of Conduct and Student Rights and Responsibilities accessible from the SSU Student Affairs website, <http://www.sonoma.edu/saem/conduct.shtml> and also from the ANA Code of Ethics for Nurses, Provision 5 at <http://nursingworld.org/ethics/ecode.htm>.

Leave Of Absence

Students who find it necessary to request a leave of absence (LOA) from the Nursing major may do so after successful completion of a full semester. While this is acceptable, students so doing will be allowed to enroll in subsequent courses only on a "space available" basis. Students who take an LOA for more than one semester must be re-admitted to the University in order to be eligible to enroll in subsequent courses.

Requests for a Leave of Absence can be made on a Department Petition form and turned in to the appropriate program director.

Liability Insurance

Professional liability insurance (also known as "malpractice" insurance) is required of all nursing students enrolled in clinical courses. The California State University holds a blanket liability insurance policy with coverage in the amount of \$5 million per occurrence/\$15 million aggregate for all nursing students in its system. A clinical agency may require that you show proof of this coverage. Students can obtain a copy of the face sheet of this policy for the clinical agency through their clinical faculty.

Licensure/Certification

LVN Certification for Pre-Licensure BSN Students: The California BRN allows Pre-Licensure BSN students to take the LVN exam after the completion of the second year of nursing courses. However, the faculty has mixed feelings about the advantages of taking the exam. Some think that successful completion of the exam might open up job possibilities and provide a somewhat better salary until completion of the BSN. Others think that it is better to develop basic skills by working as a CNA until graduation with a BSN. If students choose to take the LVN exam, they should exercise several cautions: 1) They should not think that the exam mirrors the RN exam. While both exams are similar in their multiple-choice format and some content, the LVN exam tests for basic nursing tasks while the RN exam tests the application of concepts, principles and theory; 2) except in emergencies, BSN students who practice as LVNs may not function



beyond the limits of LVN licensure even though they have learned professional nursing practice in the BSN curriculum. Faculty urge you to think about the pros and cons of taking the LVN exam, and welcome the opportunity to help you weigh your decision and answer questions.

NCLEX Exam for RN Licensure: Pre-Licensure BSN and DEMSN graduates are eligible to take the NCLEX exam which, upon successful completion, provides RN licensure. In the semester before graduation, students need to download an Application for Licensure by Examination and accompanying forms from the California Board of Registered Nursing website (<http://www.rn.ca.gov/pdfs/applicants/exam-app.pdf>). It is the student's responsibility to complete the forms in a timely fashion and mail them to the Board of Registered Nursing. The BRN will return an "Authorization to Test" to the student in the week prior to graduation and the student can then schedule the appointment for testing. An Interim Permit can be issued by the BRN which allows the student to work immediately upon graduation until successful completion of the NCLEX exam (valid for 6 months and can work only under direct supervision of RN). When the student has passed the NCLEX and the final University transcript with the BSN degree posted is received by the BRN, the RN license is issued. Additionally, the National Council for State Boards of Nursing offers information on the NCLEX testing plan available at <https://www.ncsbn.org/nclex.htm>.

Public Health Nursing (PHN) Certification: Students who have earned their Bachelor's of Science in Nursing degree at SSU are eligible for the Public Health Nursing certificate from the California Board of Registered Nursing. Students who are interested in this certification can download the application for Public Health Nurse certification from the BRN's website (<http://www.rn.ca.gov>). RN to BSN graduates need to request Official transcripts from SSU'S Office of Admissions & Records.. Pre-Licensure and DEMSN graduates will have already sent their transcripts for their RN licensure and, therefore, do not need to request them again.

Nurse Practitioner Licensure: Graduates of the SSU FNP program must apply for nurse practitioner certification so they can practice legally in California. Certification forms may be obtained by requesting them from the California BRN or downloading them from the BRN website (<http://www.rn.ca.gov>). To apply for certification by the BRN, follow these steps:

- Submit completed form "Application for Nurse Practitioner Certification" and fee to the BRN. Use official graduation date for the semester you graduate (see catalogue for official date).
 - Request that the Office of Admissions & Records at SSU send transcripts to the BRN when your graduation is posted (6 to 8 weeks after graduation).
-
- Submit completed form "Verification of Completion of Nurse Practitioner Program" (page 8) (Method 1) to the FNP Program Director at SSU. When graduation or completion dates have been verified, this form will be sent to the BRN.



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The BRN will not accept verification forms dated prior to the student's actual graduation date. The Nursing Department needs to wait approximately 4 weeks from the date of graduation for official notification by the Registrar's Office that a student has graduated.

FNP Furnishing and Dispensing Certification: In order to furnish drugs or devices in approved clinics, according to California Law (BPC, Sect. 2836, 1), nurse practitioners must have pharmacology course content as specified by the BRN. The SSU FNP Program includes content and experience that meet the BRN criteria, via N552 Pharmacology.

To obtain a BRN furnishing number, graduates must submit the BRN Nurse Practitioner Pharmacology Course Verification form (available from the BRN). Send the form to the FNP Program Director who completes it and sends it to the BRN.

If the SSU-FNP program was completed more than 4 years ago, the NP must provide documentation of having experience furnishing drugs under standardized procedures for the preceding six months for a minimum of 20 hours per week.

ANA/FNP Certification Exam: Certification is the process by which the American Nurses Credentialing Center Boards on Certification, or the American Academy of Nurse Practitioners Certification Committee validate, based on predetermined standards, an individual nurse's qualifications, knowledge, and practice in a defined functional or clinical area of Nursing. Some states require ANA or AANP certification in order to practice as a nurse practitioner. As of 1993, only masters prepared NP's may sit for the exam. To get an application form contact: ANA Certification/ Credentialing Department (800) 284-CERT. The Graduate Coordinator usually has some. Once you have registered and been approved for the computerized Certification Exam you will receive a registration number. This allows you to take the exam at designated Sylvan sites by appointment.

To apply for the exam after you have graduated, fill out the forms and send Form E (or AANP forms) to the FNP program director for a signature.

To apply for the examination before you actually graduate (if you want to sit for the June exam and you graduate in May), have the program director fill out form E with your expected date of graduation. After you actually do graduate, you must get a letter from the program director verifying that you did indeed graduate. You do not need this letter if you apply for the exam after you finish the program.

American Academy of Nurse Practitioners National Competency-Based Certification Examination: This exam may be taken by FNP's and Adult NP's who are graduates of an MSN program. FNP's certified by the ANA Credentialing Center may apply to this testing board for reciprocity without examination. For information contact: American Academy of Nurse Practitioners/Capitol Station, LBJ Building/PO Box 12846/ Austin, Tx. 78711 (512) 442-4262

Netiquette and Student Responsibilities in Online Learning Communities

The department requires students to demonstrate professional and caring behaviors whenever communicating online with peers, faculty and members of the public. Netiquette is a set of principles of how to interact respectfully in cyberspace. Students need to become familiar with established standards of netiquette and are



referred to review both Shea's Rules of Netiquette on <http://www.albion.com/netiquette/corerules.html> and West's article: *A Student's Guide to Strengthening an Online Community* (2010).

Petitions

To request an exception to a rule, the student must complete a petition. University petition forms are used to request an exception from a University rule and require approval by the Department and the appropriate Vice President. Department petitions are used to request an exception from a Nursing Department rule and require approval of the Nursing faculty. These petitions, after action is taken, are kept in the student's academic file and a copy is given to the student. (see petition form appendix 5)

Pregnancy

A student who is pregnant is to:

1. Inform the instructor who is responsible for clinical supervision that semester
2. Submit a written statement from her physician or Certified Nurse Midwife to the Department of Nursing at the time of her initial visit as well as at approximately 28, 32, and 36 weeks. These statement should indicate that it is safe for her to continue in the total educational program, including clinical rotations.

Professional Portfolio

A professional portfolio consists of a compilation of papers important to your nursing education experience and future employment. You will begin collecting material during your first semester in the nursing program and maintain it throughout your enrollment in the program.

The purpose of the portfolio is to keep a record of your progression through the program. It provides documentation that can be reviewed by you and your academic advisor as an assessment of your on-going academic development. The process of organizing and compiling the document is individual and should reflect your professional goals.

Examples of papers to be included in your portfolio are:

- Transcripts and grade reports
- Professional liability insurance
- Immunization record
- Copy of current license, if any
- Sample papers
- Clinical evaluations
- Skills Checklist
- Behavioral Contracts

Progression In The Nursing Program

Nursing majors must attain a minimum grade of "C" (2.0) in all nursing courses. Should a student not maintain a minimum grade of "C" (C-is not acceptable) in a nursing major course, the student may petition the faculty to repeat one course. If approval is granted, the student must receive a "C" or better in the course when repeated. If a minimum of "C" is not attained, the student will not be eligible to remain in, or graduate from, the Nursing major.



Graduate students, in addition, must maintain a "B" average (3.0 GPA) in their courses (University rule). If the student's GPA falls below 3.0, the student will be placed on probation by the University. If the student's GPA remains below 3.0 after a semester on probation, the student will be disqualified and will be required to petition the University to be able to continue studies.

If a student receives a "U" in a nursing major course, constituting an unauthorized withdrawal, the student must repeat the course within one year or the "U" will convert to an "F". Upon repeat of the course, a "C" or better must be earned in order to remain in the nursing program.

If a student needs to take an Incomplete (I) in a course, the student must be in passing status at the time this grade is requested. An Incomplete Grade contract form must be completed by the student and the instructor and filed in the student's academic file. Although the University allows students to take up to a year to complete an Incomplete, the Department of Nursing additionally requires that all Incompletes be completed before a student progresses to a subsequent course.

A course may be repeated only once.

Mid-Term Notification

In the Pre-licensure and DEMSN programs, clinical evaluations at mid-term and at the end of clinical courses formally evaluate student performance and are based on criteria specified in the Clinical Evaluation Form. Faculty use this Clinical Evaluation Form for all clinical courses in the curriculum. Students should use this form to evaluate their own performance during the entire clinical rotation. A student whose mid-term grade is C-or below will be notified, in writing, that he/she may not pass the course. The instructor will develop a written Performance Contract to guide the student toward meeting competency expectations for clinical. Failure to meet the Performance Contract stipulations may result in immediate removal from the clinical experience and/or clinical course failure.

Client Safety

If, during enrollment in a clinical nursing course, a student's performance presents a potential harm to the welfare of clients, the faculty will determine, on the basis of oral and/or written documentation, whether or not the student will be permitted to continue in the course. If the student's performance presents an immediate potential harm to clients or self, program faculty and/or preceptors have the responsibility and authority to immediately remove the student from the clinical environment.

Special Studies (N495/N595)

Independent Study (Special Studies) is available to students who want to pursue a subject other than a clinical experience in greater depth or one not offered by the University. The student designs the course of study in conjunction with a faculty member willing to sponsor the study.

To enroll in the independent study, the student completes the Special Studies form with their faculty advisor and turns it in to the Department Office for Chair and Dean signatures. The completed form with signatures needs to be turned in to Admissions and Records prior to the



end of the Add/Drop registration period for that semester and is the only manner in which a student may enroll in an Independent Study.

Special Studies can be taken for 1 to 4 units. Each unit of credit requires a minimum of 45 hours of academic or clinical work.

An external program available for an additional clinical experience is the Rural Nurse Placement Program offered at CSUChico. To view more information visit their website at <http://www.csuchico.edu/catalog/cat05/2StudentServices/09intern.html#internshipsandcooperativeeducation>

A representative from CSUChico is often available to meet with students and answer questions regarding the program. Dates, times and location will be posted in the SSU Nursing Department.

Student Activities

Department/University Committees

Students are encouraged to become involved in campus life by serving on departmental and University committees. The Nursing Department has Program and Level Team meetings at which students are encouraged to provide input. The Team Leaders will solicit volunteers and notify students of the meetings.

Student Groups

An increasing number of clubs are available at SSU which meet special interests of students. Within the Department of Nursing, a student nurses group, Sonoma Students United in Nursing (NCSSU) is quite active. All baccalaureate students are encouraged to join this organization. A list of clubs chartered through the Student Activities Office (x2391) may be obtained at the front desk in the Student Union.

Sigma Theta Tau Honor Society

Students in the nursing major may become members of Sigma Theta Tau, Lambda Gamma Chapter, the international nursing honor society, by invitation.

The purposes of Sigma Theta Tau International Honor Society for Nursing are to:

1. Recognize superior achievement.
2. Recognize the development of leadership qualities.
3. Foster high professional standards.
4. Strengthen commitment to the ideals and purposes of the profession of nursing

Those qualified to be invited to apply are:

1. Undergraduate and graduate students in the top 30% of their respective classes, as determined by faculty based on GPA and leadership qualities.
2. Undergraduate students must have completed 20 nursing units.
3. Graduate students must have completed 8 nursing units in their graduate curriculum.



4. RNs not currently enrolled in school are eligible as community leaders if they have earned a baccalaureate degree and can document marked achievement in nursing education, practice, research or publication.

The procedures for application are:

1. Faculty will invite chosen students to join Sigma Theta Tau and will supply the application materials to the chosen students at the beginning of the spring semester.
2. Non-students may contact the Sigma Theta Tau Membership Coordinator or President for an application.
3. Applicants complete a Membership Intent Form and submit two letters of endorsement from Sigma Theta Tau members. Students must submit one letter from an SSU faculty member.
4. Submit the completed application to the designated STT faculty member by the due date.

The Eligibility Committee will review your application and letters of endorsement and will notify you of the Chapter's decision regarding your membership by March 1st. If you are to be inducted, a fee will be due before induction ceremonies. This fee will include the one-time induction fee as well as the annual local chapter fee and international fee. All candidates must attend the Induction Ceremony to be recognized as a member. The induction ceremony is held in April.

Student Rights -Discipline -Grievance

The Department of Nursing adheres to all university regulations regarding student conduct, discipline, grievance, and grade appeal. Students should consult the SSU Division of Student Affairs website (<http://www.sonoma.edu/saem/>), for information on the SSU Student Code of Conduct, Student Rights and Responsibilities, Student Discipline Procedures, and Student Grievance Procedures. The policy on grade appeal may be found at <http://www.sonoma.edu/uaffairs/policies/gradepolicy.htm>.

Student Rights and Responsibilities

The official Sonoma State University Statement of Student Rights and Responsibilities is available online at <http://www.sonoma.edu/saem/rights>.

Discipline and Grievance

a) Discipline: Inappropriate conduct by students or applicants is subject to disciplinary procedures. Such conduct may lead to student behavioral contracts, probation, suspension or expulsion. See the SSU Judicial Affairs website further details on student discipline (<http://www.sonoma.edu/saem/judicial>).

b) Grade Appeal and Student Grievance: The SSU Grade Appeal Policy (<http://www.sonoma.edu/uaffairs/policies/gradepolicy.htm>) and the SSU Student Grievance Policy (<http://www.sonoma.edu/uaffairs/policies/studentpolicy.htm>) describe specific measures a student must take if they wish to report/challenge academic fairness, grades, discrimination, sexual harassment, abusive treatment, etc.

In following university policy, the Nursing Department requires that students who wish to resolve a complaint



concerning an assigned grade or academic fairness in a course should first discuss the issue with the instructor involved. If the matter is not resolved at that level, the student may take the matter to the Nursing Department Chair. If the matter is not resolved at the Department Chair level the student's options are to take the issue to the Dean, School of Science and Technology and/or to the University Grade Appeals Coordinator or Grievance Coordinator. In all cases, University policy needs to be followed by students, instructors and administrators.

Transfer Policies

Undergraduate Program: The Sonoma State University Department of Nursing will consider admission of a transfer student to any SSU nursing program under all of the following conditions:

1. space is available at the appropriate level in the SSU nursing program
2. Director of the Nursing Program at the school from where the student wishes to transfer provides written documentation that the student is in good standing academically and clinically
3. the semester in which the student would begin at SSU is not more than one calendar year after the student attended nursing courses at the original campus
4. the nursing curricula at the original nursing program and at SSU are reasonably aligned such that student can be appropriately placed in the SSU curriculum
5. the student meets all applicable university and departmental academic and transfer requirements.

Graduate Program: No more than 12 units of extension or transfer course work may be applied to the Master of Science in Nursing degree.

RCCM Program: Academic Credit for Continuing Education Courses taken in Rural and Community Clinic Management (RCCM) Program

- 1 Students must receive full credit (CR) in the specific Continuing Education RCCM courses (N606, N615, N635) that they submit to be assessed for equivalent academic credit in the MSN Leadership and Management Concentration (N506, N515 and N535 respectively).
- 2 Students will submit a portfolio with copies of course work and papers specific to the course to be assessed for equivalency. The Instructor of Record (IOR) will review the portfolio and will assign a grade to the portfolio consistent with the grading criteria as specified in the specific Leadership and Management course syllabus. Please note that a grade of CR is consistent with a C and as such is lower than the required level of B (range B+ to B-) for passing a course on the grade scale used in the Masters Curriculum. Thus, in some instances in the assessment of an individual portfolio, a student may be required to do additional work to receive a passing grade for the Leadership and Management course. The additional requirements will be clearly documented and will be considered a learning contract. The additional requirements will be specific and clearly outlined with a deadline date of finals week in the specific

Leadership and Management. The grade assigned will be noted in the grade roster for the said course



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and will be posted to the academic record.

There are two options on how to proceed in this process:

1. Student will apply to and will be admitted to the University in the MSN Leadership and Management concentration and will register in the said course to be assessed for equivalency and can only do so when that specific course is offered in the Curriculum.
2. Students will apply to School of Extended Education and will register for the said course to be assessed for equivalency and can only do so when that specific course is offered in the Curriculum. Please note this option requires the signature of the course instructor and program director and is on a space available basis only. Please Note the Master of Science in Nursing Leadership and Management Concentration is a 32 unit curriculum and as such no more that10 units can be transferred in through the Open University option as described above



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**APPENDIX 1:
MSN Leadership & Management
CULMINATING EXPERIENCE OPTION I: PROJECT**

Proposal Outline:

Student(s): Names of student(s) involved in the project. Graduate student must take lead role in the implementation of this project

Faculty Advisor(s): Name of the Dept of Nursing faculty, who have agreed to advise and sponsor you on this project

Project Description: Brief description (abstract) of what you propose to do, the need it meets, the population it addresses, and the overall expected outcome(s).

Project Goals: List the project goals. Also explain in your proposal how your project represents a culminating experience that reflects the learning objectives of the master's program.

Literature Review: Brief description of work that supports this project with proposed theoretical framework.

Resources and Budget: Describe resources needed to complete project and how you propose to access them. Budget presented in table format.

Timeline: The final paper must be submitted to the faculty advisor by Week 12 of the semester in which the student expects to graduate.



**APPENDIX 2 MSN Leadership & Management CULMINATING EXPERIENCE
OPTION II: PAPER FOR PUBLICATION**

Proposal Outline: (one page)

Student(s): Names of student(s) writing the paper.

Faculty Advisor(s): Name of the Dept of Nursing faculty, who has agreed to advise and sponsor your publication preparation.

Description of Paper: Brief description (abstract) of the work you will publish, i.e., what is the problem you are addressing, what is the population it addresses, and to what publisher will you submit the finished article? Explain in your proposal for the paper how your paper represents a culminating experience that reflects the learning objectives of the master's program.

Literature Review: Brief description of work that supports your proposed article. Describe why your article will add something new to the literature. What is your proposed theoretical framework?

Timeline: The final paper must be submitted to the faculty advisor by Week 12 of the semester in which the student expects to graduate.



APPENDIX 3
MSN Leadership & Management
CULMINATING EXPERIENCE OPTION III: THESIS

Students choosing this option should obtain a copy of the Guidelines for Masters Theses and Projects, available in the Graduate Studies Office, Stevenson 1041 or <http://www.sonoma.edu/aa/guidelines/toc.shtml>. Following are the guidelines for the thesis option.

Students will choose a committee of 3:

- Student designates the chair, who must be a member of the Nursing Department faculty, tenure-track, and doctorally prepared.
- Two members from the Nursing Department faculty, or faculty from another department who have expertise in the area the student proposes to study. One of the two committee members must have a doctoral degree.
- Off campus experts may be a third reader. A curriculum vitae must be submitted and the person must be approved by the committee chair. The curriculum vitae and approval must be kept on file in the department.

The Committee must evaluate and approve the scope, topic, and method of investigation proposed in the prospectus. Once the student has obtained approval from the committee, he/she submits the Advancement to Candidacy form, with all committee members' signatures to the Graduate Studies Office.

All thesis students will submit a "Protocol Summary Sheet" to the Office of Sponsored Programs before initiating any thesis activity. Protocol Summary Sheets are available from the OSP office and are due there one month before the research is scheduled to begin. If the Office of Sponsored Programs should decide that no human subjects are involved, the Office will give the student an exemption notice.

The Committee is available to the student for consultation during work on the thesis.

Completion of the Thesis The completed thesis must be approved and signed by the Committee before it goes to Graduate Studies; one person needs to review the total thesis for format and style.

The format must be approved by the Nursing Department Graduate Coordinator.

University policy is that students complete a thesis in four semesters. If there are any circumstances preventing the completion, a student may request a one semester extension from the Dean of Academic Programs.

Upon successful completion of the thesis, the student files the "Completion of Requirements" form with the Graduate Studies Office.

Prospectus: Components The purpose of the prospectus states what the study intends to examine, explore, compare or accomplish. Included should be a statement of the research problem or question (in



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one or two sentences).

Included should be a brief, focused review of the major significant articles in the literature.

The prospectus is to identify the significance of the study to the health field, nursing profession and to the student.

Methodology: include the focus of a literature review, research design, subjects, setting, sampling, data collection and analysis selected.

The length is not to exceed 5 typed pages.

Minimum Standards for Masters Thesis

Bibliography: Graduate level research should include primary as well as secondary sources. The bibliography should reflect the entire range of the student's reading relating to the thesis/project.

Use of Resource Documents: The thesis or project should indicate in the literature review (by way of footnotes, citing of references, etc.) that the writer has understood and has incorporated the material listed in the bibliography. The APA (American Psychological Association) format will be used for organization of the thesis and citing of references.

Level of Writing: Writing styles do, and should, vary. However, thesis writing must demonstrate a mastery of English grammar and syntax.

Defense of Thesis As a part of the culminating experience for those students electing to submit a thesis, a public defense before the chair of the student's committee and at least two other departmental or thesis committee members shall be held. The defense shall be announced and open to the entire University community, and shall be held prior to final approval by the Committee and the Graduate Dean.

Thesis Units: No more than 6 semester units N599 (Masters Thesis) may be applied toward the degree. Two units of 599 must be graded as SP (Satisfactory Progress) and the SP is changed to credit when the student completes the thesis. The thesis is to be completed by the end of the 3rd semester following the award of an SP grade.

Length of Graduate Study: The student must graduate within 7 years of the first semester of enrollment.

Copies of Thesis: In addition to the two copies required by the University, the student is to submit one copy to the Department of Nursing.

Timelines:

Students are advised to begin planning for the thesis option early in their program of study. The decision to write a thesis should be made before the end of N500A, the first semester theory/ research course. The thesis prospectus should be based upon the N500A paper, and submitted as part of the



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Advancement to Candidacy form, to the student's thesis committee at least 3 weeks before the end of the semester. The student would, therefore, select the thesis committee during or prior to the first semester of theory/research. The thesis prospectus must be approved before enrolling in N599 (Master's Thesis) in the following semester(s).

Deadline for submitting completed theses to the Graduate Studies Office is about 3 weeks before the end of each semester. The completed thesis must be signed by all members of the thesis committee prior to submission to the Graduate Studies Office



APPENDIX 4
MSN Family Nurse Practitioner
COMPREHENSIVE CLINICAL SIMULATED EXAM

Detailed description of CSE

The Clinical Simulated Exam (CSE) will be based on a standardized client and will simulate a clinical encounter with a client. There are three major parts to the exam.

Part I. Ability to gather subjective and objective data from client.

One of the FNP faculty will serve as the standardized client who presents to the provider (the student) with a complaint. All faculty have the same presenting problem and use the same script. The student will be observed and graded by a second FNP faculty. The whole experience will simulate a clinical encounter and will be audio-taped.

The student will work-up the "client" as they would in the clinical setting, proceeding to do a pertinent history and physical, and making a preliminary assessment/diagnosis and plan.

Part II. Ability to provide a logical assessment and plan for a client.

The student, using only the appropriate reference material, will provide a write-up of the visit using the standard SOAP format, including a problem list, a health maintenance list, and a medication list. The write-up may have an assessment/diagnosis and plan that may differ from the original oral preliminary assessment and plan, made in the exam room, because the student consulted with their reference books and materials.

Part III. Ability to apply theoretical principles to client care

The student must address, in a succinct, scholarly discussion and using APA format with necessary referencing the following:

- A. Discussion of a theoretical perspective that is logically applied in the care of the particular client seen in the encounter. Consideration must be given for the client's ethnicity, culture, socioeconomic status and pertinent demographic characteristics in detailing how the theoretical perspective is an appropriate choice.
- B. Discussion of the ethical/policy and economic principles to consider in the care of the particular client seen in the encounter.

Grading Procedure: Students must pass each section to successfully complete the entire culminating exam. Grading for Parts I and II will be based on a percentage that will be translated into a "pass/fail" grade. One faculty member evaluates the outcome which will be graded Pass/Fail. If the outcome fails, a second faculty member will evaluate it. The second evaluation is final. This is an individual exam, the use of published references is acceptable and encouraged, but students **must not consult other persons in the preparation of parts II. and III.**



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Part I. At the end of the oral part of the exam (Part I.) the faculty observer will review with the student his/her ability to have gathered the pertinent subjective and objective information based on a standardized scoring system. If a student does not pass part I. he/she will be offered the opportunity to retake the exam at another time, by seeing another "patient".

Parts II. and III. The original and 2 copies will be returned to the nursing office to the mailbox of the Program Director within the timeframe established by the Director. Parts II & III will be graded according to the standardized criteria established by the FNP faculty.

Format: Part II. Please include a face page with your name and student ID, but on subsequent pages use a header and last 4 digits of your student ID number. Must be presented in a succinct, scholarly manner using correct clinical terms and descriptions. Must document references/resources using APA format and be limited to two and a half (2.5) pages, excluding references.

Part III. Must be presented in a succinct, scholarly manner utilizing APA format with the appropriate documentation of references used. Each part of Section III. must be no more than four (4) pages in length (total for part III = 8 pages), excluding references.

Reporting of Results In the event of a failing grade (SOAP), a second faculty will read unmarked copies of parts II. (SOAP) and/or III. Failures in part II will only be read by FNP faculty but failures in part III may be read by other graduate faculty. Parts are graded Pass/Fail. The second evaluation is final. The results of the exam will be e-mailed to individual students. If a student fails part II and/or III they may, after consultation with faculty, rewrite parts II and/or III within one week of the consultation.



**APPENDIX 5
NURSING DEPARTMENT PETITION
SONOMA STATE UNIVERSITY**

Name: _____

Date: _____

Student ID: _____

Type of petition (check one & provide thorough explanation with attached requested documentation)

- Waiver of department regulation _____
List regulation and attach copy of regulation
- Repeat Course _____
Attach personal statement
- Leave of absence (list semester) _____
Attach personal statement
- Course equivalency for the major (list course) _____
Attach course description/course syllabus
- Masters Track Transfer _____
Attach personal statement

Student's justification for petition (provide rationale for consideration of petition with requested documentation)

Student's signature

Advisor comments, recommendations/conditions

Advisor's signature

Department Decision Approve Deny

Chair's signature/ date



APPENDIX 6
SONOMA STATE UNIVERSITY Department of Nursing

POLICY FOR STUDENTS PRACTICING PROCEDURES ON EACH OTHER

In the course of learning new nursing skills, it is often useful for students to take the client role. This enhances the learning experience by creating the more realistic learning experience that a “live patient” creates, and gives the client role a better perspective of the experience of the procedure creating a more empathetic and sensitive care giver.

The student’s right to privacy will be honored. Faculty will make every effort to protect privacy by making sure other students follow the same guidelines used in agencies to avoid exposure to the client. In the case of procedures, such as baths and physical assessments, students will be given the opportunity to bring bathing suits or other appropriate clothing.

The student’s right to refuse a given procedure will be honored. If a student chooses not to be a “client” for a particular skill, such as injection, bath, or IV start, the faculty will arrange a simulated experience for that student’s lab partner, unless another student is willing to take his/her turn.

Certain procedures are deemed by the faculty to be unsuitable or potentially dangerous for students to practice on each other. These procedures include: urinary catheterization, genitourinary assessment, nasal/oral suctioning, and nasogastric tube insertion.

Students may not practice any invasive procedure on another student unless there is direct faculty supervision and it is in the skills laboratory. At no time is an invasive procedure to be performed on any person outside of the nursing classes or clinical area, or in class or clinical without faculty supervision.

Syringe/needle policy: no syringe/needles will be distributed for student use without faculty supervision. Syringes will not be recapped. All used needles will be placed immediately in an impermeable puncture-resistant “sharps” container for appropriate hazardous waste disposal.

All students will sign a release form to be kept on file in the department, indicating their understanding and compliance with the policy.



Department Of Nursing
STUDENT HANDBOOK 2011/2012

**RELEASE AND CONSENT FOR STUDENTS
PRACTICING PROCEDURES ON EACH OTHER**

I, _____(insert name), have read the Department Policy for Students Practicing Procedures on Each Other, and agree to adhere to that policy. This adherence includes, but is not limited to, all students' right to privacy, a student's right to refuse a given procedure, limitations on permitted procedures, need for direct faculty supervision, practice only in skills lab, and the specified syringe/needle policy.

I voluntarily assume all the risks associated with participation in activities of this type. In consideration of my acceptance as a participant, I hereby release, forever discharge, and hereby hold Sonoma State University and its employees, Trustees of the California State University System, the State of California, its officers and agents, and other participants harmless from any and all claims, liabilities, suits, or damages which I have or might claim to have for injuries to my person, arising out of my participation in this activity.

My signature indicates that I have read, understand, and agree to the above policy.

Name _____

Date _____



APPENDIX 7
Sonoma State University Department of Nursing
ATI Policy

Policy: For pre-licensure students, participation in Assessment Technologies Institute (ATI) is mandatory. The Department of Nursing will provide students with ATI contact information. Students are responsible for contacting ATI to make payments for participation in ATI and for obtaining the requisite ATI materials before the academic year commences.

An ATI test is worth 15% of the total grade in a course for which it is assigned. To pass a course in which an ATI examination is required, at least a Proficiency Level 2 score must be attained on the proctored ATI examination or successful “Secondary Remediation” must be completed (if unable to achieve a Level 1 in two separate testing attempts).

All ATI Modules except the RN Comprehensive Predictor:

Course Points for ATI Exam Assigned by Proficiency Level and Remediation

Proficiency Level 3 On first proctored attempt	100% of the course points designated for the ATI exam
Proficiency Level 2 On first proctored attempt	89% of the course points designated for the ATI exam
Proficiency Level 1 or Below On first proctored attempt	No point assignment. See remediation plan below
Proficiency Level 3 on second attempt following first attempt at Level 2	94% of the course points designated for the ATI exam
Successful Initial Remediation on second proctored exam at Level 3	89% of the course points designated for the ATI exam
Successful Initial Remediation on second proctored exam at Level 2	84% of the course points designated for the ATI exam
Successful Secondary Remediation (see Remediation Procedure)	74% of the course points designated for the ATI exam
Unsuccessful Secondary Remediation	Course Failure

Initial Remediation Plan for a score below Level 2 proficiency on ATI exam(s). To be eligible for the second proctored ATI exam, a student must complete the following:

1. Identify basis for inadequate performance on the ATI exam. Include comments on



- test taking skills, time management, test anxiety and study efforts.
- 2. Focused Review: Go to www.atitesting.com and select My Results. Select all Topics to Review. Review areas of weakness relative to the identified course.
- 3. Email a progress report on 1 and 2 above to the faculty member of the course involved prior to taking the second exam
- 4. Retake Proctored exam and score Level 2 or above.

Secondary Remediation Plan: If a score below Level 2 is obtained on a second proctored ATI exam:

- 1. Successfully achieve a 74% or higher on an essay exam provided by the faculty. Questions will be selected from the ATI course materials and evaluated by the course faculty.
- 2. Develop a study plan for subsequent courses and submit to faculty addressing time management, text anxiety and or other issues you have identified.
- 3. Additional options: For test-taking strategy, time management and study analysis see the course faculty for individual assistance. See the [SSU Counseling Center](#) for assistance with test anxiety.

RN Comprehensive Predictor:

The ATI Comprehensive Predictor is worth 15% of the total grade. To pass the course at least a 91% probability of passing NCLEX score must be attained or successful “Secondary Remediation” must be completed (if unable to achieve at least a91% in two separate testing attempts).

<p>The probability of passing NCLEX is 91% or above</p>	<p>The course points designated is the same as your probability of passing NCLEX at this time. For example: 91% probability = 91% on ATI grade. A second proctored exam may be taken to increase the ATI point contribution to the final grade. The scores will be averaged. A different ATI test will be given.</p>
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Initial score of < 91% probability of passing NCLEX and subsequent Successful Remediation (achieved >90% on second ATI proctored exam) (see Remediation Procedure below)	79% of the course points designated for the ATI exam A different ATI test will be given.
Successful Secondary Remediation	74% of the course points designated for the ATI exam
A score of 90% or below without successful remediation	Course Failure

Initial Remediation Plan: The following remediation is required for students scoring below 91%. To be eligible for the second proctored ATI exam, a student must complete the following:

1. Identify basis for inadequate performance on the ATI exam. Include comments on test-taking skills, time management, test anxiety, content mastery, and study efforts.
2. Focused Review: Go to www.atitesting.com and select My Results. Select all Topics to Review. Review areas of weakness relative to the identified course.
3. Submit a summary of 1 and 2 above to course faculty prior to taking the second ATI proctored exam.
4. Complete all nine Medical Surgical 30 question focused exams. Submit results to course faculty.
5. Retake Proctored exam and score of 91% or above.
6. Additional options: For test-taking strategy, time management and study analysis see the course faculty for individual assistance. See the [SSU Counseling Center](#) for assistance with test anxiety.

Secondary Remediation: For students unsuccessful at achieving at least 91% on the second proctored ATI exam, an essay exam can be taken. Questions will be selected from the ATI materials and evaluated by course faculty. A score of 74% or higher on the exam is required to pass the exam. Success in demonstrating content knowledge on the essay exam will result in "Successful Remediation" and a passing score for the ATI exam (74% of the course points allotted to the ATI exam).



APPENDIX 8 POLICY FOR STUDENTS TO VIEW OR COPY INFORMATION FROM DEPARTMENT FILE

Rationale: Student confidentiality of information is of the utmost importance to the faculty and staff at Sonoma State University. Information in the files maintained by the Department of Nursing is critical to the health, safety and educational experience of each student. The integrity of each file is the responsibility of the department and its members.

Policy: The Department of Nursing will maintain a file in the office for each student in all nursing majors. These files will be maintained and monitored by the faculty and staff of the department of nursing only. The files will remain in a locked security cabinet when not specifically in use by faculty. Should a student need to review or copy any item in this file they are required to make an appointment with their advisor and review the file in their advisors office only. Files are not to be removed from the department and will be maintained by the department for five years after graduation at which time all documents in the file will be shredded.



APPENDIX 9
POLICY FOR INFLUENZA VACCINATION OR DELINATION FOR
STUDENTS AND FACULTY

Rationale: In our continuing effort to provide safe care to our clients, prevent disease in our student population and pursuant to California Health and Safety Code 1288.5 and Senate Bill No 739 Chapter 526 the faculty will institute a policy regarding the option or declination of the influenza vaccine.

The California Health and Safety Code as of July 1, 2007 requires each facility to appoint and Infection Advisory Committee to make recommendations that will provide expertise in surveillance, prevention, and control of HAI.

The California Senate Bill No. 739 Chapter 526 requires that each general acute hospitals implement specific measures designed to prevent the spread of influenza and other HAI.

Policy: Students and faculty in the Department of Nursing at Sonoma State University will complete the Department Vaccine Consent/Declination each year and present a copy to each acute care facility assignment/placement. Failure to do so could result in a delay in clinical placement or absences from clinical during a semester. (see absence policy in the Department of Nursing Student Handbook)



INFLUENZA VACCINE CONSENT/DECLINATION

Name: _____ Date: _____

Program: _____

I have had a flu shot as documented by the information below:

Clinic where vaccinated

Date vaccinated

Manufacturer and lot number _____ Dose and Site _____

Signature of provider

I decline the vaccination: please complete the following section

Influenza Vaccine Declination

Written declination is required by California Senate Bill No. 739 as of 2007

I acknowledge that I have been made aware of the following facts:

- Influenza is a serious disease that kills an average 36,000 Americans each year
- Influenza virus may shed for up to 48 hours before symptoms appear, allowing unknown transmission to others
- 30% of individuals may have no symptoms, allowing unknown transmission to others
- Flu virus changes often and requires annual vaccination
- Flu vaccine cannot transmit disease but does not prevent all disease
- I decline to receive the vaccine for the _____ season
- Influenza vaccine is recommended by the CDC for all healthcare workers to prevent disease transmission
- Spread of influenza may cause harm/death to my fellow healthcare workers, family members and patients

Knowing these facts I choose not to be vaccinated at this time and understand the information presented in this form.

Print name : _____

Signature: _____

I decline the vaccination for the following reason(s). Check all that apply.

- I will get the flu if I get the shot
- I am allergic to the vaccine
- I do not like needles
- My philosophical or spiritual beliefs prohibit vaccination
- I have a medical contraindication to receiving the vaccine
- I do not wish to discuss my reasons for declining the vaccine
- Other reasons for declining you wish to discuss _____



▪ **Process for Graduate Students**
Seeking Clinical Site Placement for Preceptorships and Residencies
SSU Department of Nursing

- Student must discuss with faculty their ideas/plans for preceptorship/residency placement including accepting guidance and suggestions from faculty (clinical site visitor) who will communicate this information to the Program Director. The Program Director will forward to the Department’s Clinical Contracts Coordinator any requests for Clinical Agency contracts or renewals. Students should not contact the Clinical Contracts Coordinator or the Nursing Office regarding clinical placements.
- Student explores and communicates with potential preceptor and clinical site to assess their willingness to host student at the site.
- Student obtains the following information and sends completed form via email attachment to the faculty (clinical site visitor) and the Program Director:

a. Name of Facility (“Clinical Site”) and parent agency, if any. (For example: “Folsom Clinic, Catholic Healthcare West or Mercy Redding -CHCW”):

b. Full Name of Contact Person (usually not preceptor but Office Manager or QA or Credentialing person) who will facilitate clinical contract approval:

c. Title and Role of the Contact Person:

d. Email Address for Contact Person:

e. Postal Address for Contact Person:

f. Phone number of Contact Person: _____

Fax number of Contact Person: _____