The ECU nursing pin, pictured on the cover, has had several modifications since it was designed in 1974. The first ECU nursing pin was rectangular in shape and contained a small shield with writing that was difficult to read. The oval shaped pin worn by today's graduates was designed in the early 1980's. The pin has had several minor design revisions which reflect the university's name changes, however the basic design remains the same.

The oval shape of the ECU nursing pin is a variation of the circle that represents its unbroken tradition of excellence in nursing education. The pin has three concentric circles with a triangle in the middle. The outer circle of the pin is adorned with a laurel leaf wreath. In ancient Greece, laurel leaf wreaths were placed on the heads of winners of various contests. The wreath symbolized victory, honor and high achievement.

“EAST CENTRAL UNIVERSITY, NURSING” identifies the school and the program. This part of the pin was changed when the University changed names.

In the middle of the inner circle is an upward pointing triangle with the words WISDOM, FAITH, SERVICE on each of the three sides of the triangle. The triangle is an ancient symbol of perfection and completeness. The upward pointing triangle symbolizes rising energy signifying the requirement of the ECU graduates to be lifelong learners and to pursue excellence in their nursing careers.

The word “WISDOM” means that graduates of the ECU nursing program not only have mastered a large amount of theoretical information and nursing skills, but now can apply that knowledge to the care of individuals, groups and communities for which they are responsible.

The word “FAITH,” in the context of the nursing profession, takes a broader view than religious faith. The term is more closely related to the ethical obligation of “Fidelity” or “Faithfulness.” It includes faithfulness to the needs of patients, faithfulness to the institutions in which the nurse works, faithfulness to the standards and ethics of the profession, faithfulness to other professionals and faithfulness to self.

Across the bottom leg of the triangle, supporting Wisdom and Faith, is the word “SERVICE.” For professional nurses, serving others is the key to safe, sensitive and high quality nursing care. Service is the foundation upon which the School of Nursing graduate’s education is built. Without a dedication to service, nurses would find little need for faith or wisdom.

In the center of the triangle are the initials “BS” that stand for Bachelor of Science. This is the degree that the graduates of ECU’s School of Nursing earn and identifies graduates as having completed all the requirements of an accredited upper division nursing program. The graduates certainly deserve to wear a laurel wreath as a sign of their achievements.

NOTE: ECU School of Nursing baccalaureate program options are approved by the Oklahoma State Board of Nursing and both program options are fully accredited by the Accreditation Commission for Education in Nursing (ACEN) 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326

This institution, in compliance with Title VI of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran, in any of its policies, practices, procedures. This includes, but is not limited to, admissions employment, financial aid, and educational services.

This handbook was printed and issued by East Central University as authorized by House Bill 1714. Twenty-five copies were printed at a total cost of $150.75.
STUDENT AFFIRMATION FORM

I understand that as a nursing student I am a member of a profession which places me in a position of confidence requiring the utmost discretion and professionalism to protect those with and for whom I work. I acknowledge that as a member of the nursing profession I have a responsibility to act in a manner consistent with the essential attributes of the profession. Because I represent nursing; my initials before each statement serve as my agreement to honor the behaviors indicated:

I agree to protect the privacy of faculty, peers, patients and family members of patients by not inappropriately disclosing confidential information about faculty, peers, patients, or their family members that is disclosed to me in my capacity as an ECU nursing student. In addition, I agree not to inappropriately disclose confidential information about my agency or institution that is disclosed to me in my capacity as an ECU nursing student. I will adhere to HIPAA guidelines.

I have/will read the syllabi of the nursing courses I am taking this semester and I understand the criteria established for grading my course work. I understand that my lecture grade must be at least 75% or higher to attain a passing grade for the course.

I agree that I will conduct myself in a manner that exhibits professional values and in accordance with the American Nurses Association (ANA) Code of Ethics for Nurses.

I will maintain and uphold ECU’s academic integrity policy and the School of Nursing’s Professional Behavior and Social Media & Networking Guidelines. I will not condone or participate in any activities of academic dishonesty including, but not limited to, plagiarism, cheating, stealing or copying another’s assigned work, or lying about any situation.

I will not recreate any items or portions of any exam for my own use, or for use by others during my enrollment in the School of Nursing (SON).

I will not accept or access any unauthorized information related to any exam administered during my enrollment in the School of Nursing.

I will sign my own papers and other documents and will not sign any other student’s name to anything, including class rolls.

I will not allow any student access to any of my assignments which are graded or which will be graded for the purpose of copying.

I will abide by/follow the Social Media & Networking Guidelines. I will not discuss or post any information about peers, faculty, patients, or family members or any clinical facility on any electronic venue (i.e. MySpace, Facebook, Twitter, cell phones, etc.). Nor will I leave/save any patient, faculty, family, clinical facility, or colleague’s information to any open access desktop or hard-drive.

I understand that I may not video or audio tape anyone, including colleagues or faculty without obtaining written permission. At no time may I video or audio tape patients. I will abide by the SON’s Social Media & Networking Guidelines.

I understand my Financial Aid is solely my responsibility. I will contact my Financial Aid advisor if I have questions or concerns regarding my Financial Aid.

I understand that my initials to the above statements indicate that I am responsible for my own actions and that failure to abide by these statements will result in following the SON’s Policy on Professional Behavior or, the Policy for Safe and Ethical Practice in Clinical Settings as appropriate.

Student’s Signature _______________________________ Date ________________

Student’s Printed Name _______________________________ Semester/Year ________________

Source: used with permission from NWOSU June, 2010 Deans & Director’s meeting/mydoc stuaffir conf 6 10 awd 8 10 Reviewed and approved ECU DON faculty 12/11; revised 07/14.
EAST CENTRAL UNIVERSITY - SCHOOL OF NURSING

RELEASE OF INFORMATION FORM
FOR
PERSONAL NURSING STUDENT INFORMATION

Directions: Please read and sign the following release of information form permitting the Director, School of Nursing to release the personal information you designate while you are in the nursing program.

I hereby grant my permission for the Director, School of Nursing at East Central University to release my personal information to (Initial before all that apply):

Student Initial

_______ Clinical facilities where I will be attending clinical rotations

_______ Prospective employers

_______ Oklahoma Board of Nursing

_______ Accrediting Commission for Nursing Education, Inc.

I hereby grant my permission for the Director, School of Nursing at East Central University to release the following personal information (Initial before all that apply):

Student Initial

_______ Criminal Background and Sex Offenders Registry Search Results

_______ Immunization records

_______ Clinical Evaluations

_______ Un-official transcripts

_______ Drug Screen Results

Signed:

______________________________________  ______________
 Student Signature                      Date

ReleaseofInfo
EAST CENTRAL UNIVERSITY – SCHOOL OF NURSING

NURSING STUDENT HANDBOOK ACKNOWLEDGMENT

Substantial revisions have been made in the School of Nursing (SON) Policies and Guidelines that guide students through the program. You are held responsible for the content of this handbook and ignorance is NOT an excuse from following any policies included in the School of Nursing Student Handbook.

DIRECTIONS:

You are required to read the SON Student Handbook within the next two (2) weeks.

When you are finished reading the SON Student Handbook, please sign this form and return it to the School of Nursing, or to the Office Administrator of your campus.

I have read the ECU School of Nursing Student Handbook and understand the contents contained therein. I will abide by the policies and procedures outlined. I understand that the policies contained in the current handbook are effective immediately and apply to all students enrolled in any nursing course, including either option of Independent Study students.

________________________________________           ______________________
Student Signature                   Date

________________________________________
Print Signature

NOTE:

Failure to return this signed form within the specified time period may result in your removal from the program.
Media and/or Photo Release Form

I, (Print Name) ___________________________________, hereby give consent for my image and likeness to be used by officials employed in the Office of Communications and Marketing at East Central University in its recruitment, public relations and/or promotional efforts.

I further authorize East Central University to use electronic media and/or photographs in any manner, either whole or in part.

This waiver includes usage of electronic media and/or photographs in any way deemed appropriate, which may include electronic and photographic reproductions in educational, instructional, promotional, or institutional advancement materials which support the educational and outreach activities of East Central University.

Participant’s Name: ________________________________________________
Address: __________________________________________________________
________________________________________________________
________________________________________________________
Telephone Number: _________________________________________________
Participant’s Signature: ____________________________ Date: ________________
(Required)
Consent to Receive Parenteral Injection and Waiver of Liability form

Directions: Please read and sign the following Consent to Receive Parenteral Injection and Waiver of Liability form that permits you to receive the types of parenteral injections indicated below from a classmate during supervised on-campus nursing practice laboratories.

I hereby give my permission for _____________________________ (name of classmate) to administer the following parenteral injections with sterile normal saline during supervised on-campus nursing practice laboratories. (Initial before those which apply).

Student Initials

_____ Subcutaneous

_____ Intramuscular

_____ Intradermal

I understand the risks involved in the above indicated procedure(s) and voluntarily consent to receive the injections identified above. I understand that sterile technique will be used in drawing up the normal saline and properly identified landmarks will be used for the administration of these injections. I release the student administering the injection, instructor, the School of Nursing and East Central University from any and all liability in the event I sustain an injury from an injection during a supervised nursing laboratory and agree to personally accept any financial liability for any medical care related to the injury.

Student’s signature: ___________________________________________

Student’s printed name: ________________________________________

Witness: ____________________________________________________

Date: ________________________________________________________
EAST CENTRAL UNIVERSITY - SCHOOL OF NURSING
CONTACT INFORMATION

East Central University Switchboard 580-332-8666
College of Health and Sciences 580-559-5410
Office of Academic Affairs 580-559-5788
Help Desk **580-559-5884**
Campus Police 580-559-5555

**School of Nursing**
Nursing Office (Ada Campus)................................. 888-691-0001 (toll free)
FAX........................................................................ 580-559-5785
Dr. Anne Davis, Professor & Director.................. 580-559-5427
  adavis@ecok.edu
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Mr. Jeffery Jordan,
  Program Coordinator/RN to BSN Coordinator..... 580-559-5489
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  rmowdy@ecok.edu
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Ms. Viki Saidleman, Instructor......................... 580-559-5562
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Nursing Office (Durant Campus)............................. 580-745-3180
FAX................................................................. 580-745-7410
Ms. Kristy Calloway, Instructor & Program Coordinator 580-745-3199
  kcalloway@se.edu
Ms. Jessica Hyatt, Instructor............................. 580-745-3299
  jhyatt@se.edu
Ms. Allison Collins, Instructor.......................... 580-745-3158

Nursing Office (Ardmore Campus)......................... 580-223-2904
FAX........................................................................ 580-223-6425
Ms. Anna Duran, Instructor & Program Coordinator 580-223-2904
  aduran@ecok.edu
Ms. Kasey Duley, Instructor.............................. 580-223-2904
  kduley@ecok.edu

Financial Aid (Ada Campus) .................................. 580-559-5243
Office of Admissions and Records (Ada Campus) .... 580-559-5234
OneNet Problems............................................... 580-559-5622
  580-320-5303
  580-559-5801
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Section I

Introduction
Greetings to All Nursing Students:

IMAGINE! IMAGINE! You are that nurse—the poised professional ready to care for a diverse population of clients. ECU’s School of Nursing faculty and staff welcome you to the department and are here to assist you! Your journey to become a professional nurse will afford you many opportunities to grow as you find a place for yourself in this complex, dynamic profession. Implicit in your journey is your ability to be open to change—a fact not lost on our junior- and senior-level students.

Faculty serve as your guides to the teaching-learning process while you and your fellow students actively explore the evolving science and art which is nursing. Our hope for you is simple: that you will become a professional who thinks critically and creatively, cares holistically and effectively for self and others, and mentors actively.

As with any journey, you will experience both predictable and unexpected situations along the way to graduation. Take the time to carefully review the information in this handbook; it will assist you in being successful in the nursing program. Please do not hesitate to contact faculty, staff, and/or the school director as needed to clarify information.

Your decision to become a professional nurse will challenge you in many ways, but realize that you are capable of meeting the challenges, and, that you have many people who support you. Soon you and your colleagues will graduate and be the nurses of the 21st century, working in a myriad of nursing positions and contributing to the profession in many ways. You will be tomorrow’s researchers, teachers, primary care providers, and leaders who will nurture the next generation of professional nurses.

Best wishes for every success as you become that nurse,

Anne W. Davis, PhD, RN
Professor & Director
National Accreditation and Oklahoma Board of Nursing Certification

The Bachelor of Science degree in Nursing program has full certification by the Oklahoma Board of Nursing and is fully accredited by the Accreditation Commission for Education in Nursing. Information may be obtained from either of these organizations at the addresses below:

Oklahoma Board of Nursing
2915 N Classen Blvd, Suite 524
Oklahoma City, OK 73106
Telephone: (405) 926 1800
www.ok.gov/nursing

Accreditation Commission for Education in Nursing
3343 Peachtree Road NE, Suite 850
Atlanta, Georgia 30326
Phone: (404) 975-5000
Fax: (404) 975-5020
Email: info@acenursing.org
Web: www.acenursing.org

Oklahoma Board of Nursing Statement

The East Central University, School of Nursing is approved by the Oklahoma Board of Nursing. Graduates of this state-approved program are eligible to apply to write the National Council Licensure Examination (NCLEX) for registered nurses.

Oklahoma Board of Nursing Requirements for Licensure in Oklahoma

Age: The applicant for licensure must be a minimum of eighteen (18) years of age.

Verification of citizenship status: State law requires the Board of Nursing to issue a license only to U.S. citizens, nationals and legal permanent resident aliens; and to qualified alien applicants who present, in person, valid documentary evidence of:

1. A valid, unexpired immigrant or nonimmigrant visa status for admission into the U.S.;
2. A pending or approved application for asylum in the U.S.;
3. Admission into the U.S. in refugee status;
4. A pending or approved application for temporary protected status in the U.S.;
5. Approved deferred action status; or
6. A pending application for adjustment of status to legal permanent resident status or conditional resident status.

Applicants in the above six categories will only be eligible to receive a license card that is valid for the time period of their authorized stay in the U.S., or if there is no date of end to the time period of their authorized stay, for one year. The license card is required to indicate that it is temporary. The information will be verified through the Systematic Alien Verification for Entitlements (SAVE) Program, operated by the U.S. Department of Homeland Security.
Graduation from a government-approved program of registered or practical nursing: You must be a graduate of a government-approved program of registered or practical nursing. An official transcript from the nursing education program must be submitted directly from the nursing education program. The nursing education program you attended must have included theory and clinical experience in the following areas:

- Care of the adult
- Care of children
- Maternal-newborn nursing
- Psychiatric-mental health nursing (Exception: psychiatric clinical experience is not required for practical nurses applicants)

Completion of the licensure examination: Once all other requirements for licensure have been met, you will be made eligible to take the NCLEX-RN or NCLEX-PN licensure examination. In order to be made eligible, you must have registered with the testing service (www.vue.com/nclex).

Verification of high school completion: Applicants for LPN licensure must either have earned a high school diploma or a General Education Development (GED) certificate.

Review of criminal history: Effective January 1, 2013, state law (59 O.S. 567.18.B.) requires each applicant for licensure to have a fingerprint-based background check completed not more than ninety (90) days old at the time of submission of the application for licensure. The background check consists of fingerprint-based searches of the Oklahoma State Bureau of Investigation (OSBI) and Federal Bureau of investigation (FBI) Criminal History Record Information databases and name index searches of computerized databases containing criminal history records. Please see the “Instructions” section for further information on obtaining a fingerprint-based background check.

In addition to the background check, applicants for licensure who have ever been summoned, arrested, taken into custody, indicted, convicted or tried for, or charged with, or pleaded guilty to, the violation of any law or ordinance or the commission of any misdemeanor or felony, or requested to appear before any prosecuting attorney or investigative agency in any matter; or have ever had disciplinary action taken against a nursing license, certification or registration, any professional or occupational license, registration, or certification and/or any application for a nursing or professional or occupational license, registration, or certification or if there is currently any investigation of your nursing license, registration, or certification; and/or any professional or occupational license, registration, or certification; and/or any application for a nursing and/or professional or occupational license, registration, or certification in any state, territory or country, or have ever been judicially declared incompetent are required to notify the Oklahoma Board of Nursing in writing.
A “report in writing” means that the applicant/licensee provided a signed and dated description stating in his/her own words the date, location, and circumstances of the incident, and if applicable, the resulting action taken by the court, agency, or disciplinary board. The report may be in the form of a letter or a statement in the provided space on the application. The report must be accompanied by certified court records or a board order. A verbal report does not constitute a “report in writing”. A written report not accompanied by a full set of certified court records or the board order(s) does not constitute a “report in writing”. Failure to report such action is a violation of the Oklahoma Nursing Practice Act.

An applicant for a license to practice as a Registered Nurse or Licensed Practical Nurse must submit to the Oklahoma Board of Nursing “certified written evidence that the applicant has never been convicted in this state, the United States or another state of any felony, unless five (5) years have elapsed since the date of the criminal conviction or the termination of any probation or other requirements imposed on the applicant by the sentencing court, whichever shall last occur, or a presidential or gubernatorial pardon for the criminal offense has been received” [59 O.S. §567.5]. Therefore, applicants for licensure in Oklahoma with one or more felony convictions cannot apply for licensure for at least five years after completion of all sentencing terms, including probation and suspended sentences, unless a presidential or gubernatorial pardon is received.

(http://www.ok.gov/nursing/rnlpnclex07.pdf)

(Accessed: 11/22/2013)
East Central University Student Handbook

Prior to your official acceptance in the nursing program, the primary guide for all students attending East Central University at the Ada and Ardmore campuses is the East Central University Student Handbook (current year). If you are a pre-nursing major enrolled at Southeastern, you should refer to the SOSU Student Handbook (current year). After you have been officially accepted into the nursing program, you become an ECU student and therefore you are under the East Central University Student Handbook until you graduate or otherwise leave the university.

The Nursing Student Handbook has been compiled by the School of Nursing faculty at East Central University to aid and guide nursing students as they progress through the program. The Student Handbook highlights some of the more pertinent policies found in the ECU Student Handbook. It also presents additional information, requirements and guidelines that are unique to the school of nursing due to its professional orientation and nature, and/or requirements of the agencies we use for our clinical experiences. In all cases, the policies in the School of Nursing Student Handbook are consistent with those of ECU to the extent possible.

School of Nursing

The ECU School of Nursing on the Ada Campus is located in Science Hall and occupies the third floor of the building. The School Director’s office is in room 318 B. Nursing faculty offices, classrooms, nursing skills laboratories, nursing computer laboratory, and conference/study rooms are on the third floor. In addition, there is a computer room in SCH 124.

The ECU @ Southeastern location of the School of Nursing on the Durant Campus is in the Science Building on the third floor. The Program Coordinator’s office is in Suite 306. Nursing faculty offices, classrooms, nursing skills laboratories, nursing computer laboratory, and conference/study rooms are on the south end of the third floor.

The location of ECU @ UCSO is house at the corner of G Street and Broadway. Faculty offices, skills labs, computer lab and class rooms are at this location. There is also a skills laboratory in Mercy Memorial Hospital.

Most nursing faculty have an open-door policy when they are on campus and students are encouraged to visit with faculty whenever they have questions or problems related to the program. Students should make appointments with their assigned advisor at least a week prior to early enrollment periods.
Introduction:

Being successful in the nursing program is a challenge to even the best student. The nursing curriculum is complex and course requirements are numerous. Each student must develop his or her own best style of study early in the program. All requirements must be fulfilled because every assignment and requirement helps you develop a strong knowledge base upon which you will build your nursing skills and practice. Read the course syllabi carefully and keep it accessible during the course. It outlines what you need to do to obtain a good grade in the class.

1. Class Attendance

Attend every class. Missing nursing class is NOT an intelligent way to budget your time. Missing one class to study for a test in another class is counterproductive. Participation and active engagement in class can help you in the long run, to save on study time. All One Net classes are video streamed and accessible for a limited time after the class. Nursing students who read course assignments before class, attend class regularly, and actively participate in class obtain better grades than students who do not. It is expected that you will spend at least 2 hours in preparation, independent study, and reading for each 1 hour you are in the classroom. Preparation time for clinical is variable, but several hours of preparation for each clinical is normal.

Students will be held to the standards outlined in this handbook, such as the Policy for Professional Behavior (pg. 87) and the Social Media and Networking Guidelines (pg. 89) in the Nursing Student Handbook.

2. Note Taking & Recording

Do not try to write down everything the instructor says in class. Instead, try to understand the concepts being discussed and note major points, principles, and explanations. If you have difficulty noting specific detailed information that is given in class, do not hesitate to ask the instructor for clarification during class and/or access to materials following class. Never leave a class if you do not understand the material. If you need help developing your note taking skills, please contact Secure Success at (580) 559-5833.

Audio taping of class presentations may be allowed depending on the individual instructor. Taping of class should not interfere in any way with the class and should not act as a substitute for attendance at class. Taping of exam reviews is NOT permitted. Students may review classes through ECU's video stream and/or Wimba.

3. Reading Textbooks, Journal Articles and Viewing Audiovisual Materials

Students are highly encouraged to read assignments prior to class. Reading the textbook and completing other assignments prior to class makes active participation easier, because students will be familiar with content and technical terms discussed in class. You will be able to ask relevant questions, make pertinent comments, and contribute positively to class discussions. Instructors do NOT read from the textbook and may not cover the entire textbook content in class lectures; however, you are responsible for the content of all assigned readings and learning activities and will have test questions on that material.

Course outlines list related media available in the library and/or online, that supplement topics being covered. These are excellent learning aids and reinforce learning using the audio and visual senses.
4. **Studying**

Students must develop a study method that is right for them. Use methods that have worked for you in the past, but be ready to explore different approaches to studying if you find familiar ones are not working well. The nursing program emphasizes understanding of complex concepts and critical thinking rather than mere rote memorization. Study groups may be effective for some students; however, many students find individual study more profitable and time-efficient than group study. The place you pick for study is important. It is essential to read and study before and during the unit and to review the content several times a week.

5. **Exams**

Every student enrolled in nursing courses is required to demonstrate that learning has taken place through successful exam completion. Each course in the nursing curriculum has objectives that contribute to attainment of the overall program outcomes. You will, therefore, take exams to demonstrate how well you have mastered the objectives of a course. The School of Nursing does **NOT** allow retakes on examinations. Students who have unexcused absences from exams will receive a grade of zero (0) for the exam.

The types of questions used in nursing exams vary. The majority, of the exam questions are multiple choice similar to those used on the NCLEX-RN licensing exam. Course exams require that the student have, 1) sound knowledge of the course material, and 2) critical thinking ability. Students are required to use their knowledge in hypothetical situations and think through situations in order to choose the best answer. Most exams in the School of Nursing are computerized.

Students who need help in developing study skills as well as test taking skills should contact the course coordinator for advice.

6. **Time Management**

Students must learn to organize and manage time effectively. Effective time management is especially necessary for students who are married, who have children, and who work outside the home. Having a nursing student in the family must become a family project in which everyone understands the new demands on the student. It is important for students and their families to plan ways of adjusting to a schedule that allows time for personal and student responsibilities without short-changing either. Working part-time is difficult for nursing students and requires an extra measure of time management skill. Working full-time while attempting to complete the nursing program is generally not possible.

7. **Personal Health**

Nursing students learn how to provide care for other people, yet they often tend to forget about taking care of themselves. It is important to plan time to eat regularly, rest and sleep, and engage in occasional recreational activities. Nursing is both physically and mentally demanding. Always eat breakfast prior to class, but especially prior to clinical laboratory. Taking care of yourself will help you be successful in the program and allow you to provide better care for your clients.

It is strongly recommended that all students get a complete physical examination prior to starting the nursing program. This should also include a complete eye examination.
8. **Campus Laboratory**
During the first nursing courses and at various other times throughout the rest of the program, students learn and practice nursing skills in the on-campus laboratory. Instructors require supervised practice for each course, as appropriate. If you need additional practice time in the lab, arrange it with your instructors.

9. **Pre-clinical Assignments**
Often students are required to go to specific clinical sites ahead of clinical experiences in order to obtain clinical assignments. The instructor will inform students where to go, where to report, etc. Dress for this visit consists of nice business casual clothes (no jeans) with lab coat and ECU photo ID. Because this is the first visit to a particular unit, it is important for the student to make a favorable first impression on hospital staff. Professional behavior is expected. Students should introduce themselves to hospital staff in charge, identifying themselves as East Central University Nursing BSN students. Ask the unit staff where it would be best for you to do your work.

The purposes of the initial visit are to obtain client information and have an initial meeting with the assigned client(s). No hands-on activities may be performed by students at this time unless their clinical instructor is present. Sources of client information include the clients themselves, medical records, and other health care providers. If you are using client electronic or paper medical records and documents, ask the charge nurse permission to read them. If you need a chart from medical records, a special permission slip must be signed by your instructor.

When obtaining information from charts, students are urged to consult hospital staff when handwriting is illegible or when some information is not understood (provided staff are not interrupted when they are busy with professional duties). **All records and client information are confidential.** Do not make any copies of any records or client information (e.g. taking a picture of the record with your cellphone). The only time students are free to discuss any client information is during pre-and post-conferences and to report pertinent information to the hospital nurse assigned to that client. Consult with your instructor before discussing any information from the record with clients or their families. Never, never, never talk about clients with your family members or friends. **It will lead to your termination from the program.**

10. **Pre-Conference and Post-Conference**
During clinical laboratories, pre- and post-conferences will usually be held. Students must come to these sessions well prepared with knowledge of their assigned clients, their diagnoses, and relevant nursing care. Not only are these conferences used to assess student’s knowledge, but they are also designed to be learning experiences where students can share knowledge with each other.

11. **Written Assignments**
Written assignments often include care plans, case studies, or other forms that are graded and become a part of the course grade. Although these assignments require a great deal of time, they are an important method of linking classroom theory with the actual care of clients. Course instructors provide specific guidelines regarding what is expected for written assignments, including grading criteria. All written assignments must demonstrate college level writing according to the “Writing Across the Curriculum” statement.
12. **Professional Journals**  
As a nursing student, a subscription to a professional journal is an excellent way to keep up with the field of nursing as well as with new treatments, health problems, etc. Nursing journals contain information and articles that will be helpful on care plans. Among the various journals students have found beneficial are *The American Journal of Nursing* or *Nursing Research*. Many professional journals are available online and can be accessed through the library databases from your home computer.

13. **Professional Organizations**  
Students are strongly encouraged to join the East Central University Nursing Student Organization (ECUNSA) and participate actively in the organization’s meetings and activities. It is also strongly recommended that you join the Oklahoma Nursing Student Association (ONSA)/National Student Nursing Association (NSNA) [you join both at the same time]. One of the key criteria for a professional is membership in the professional organization. Membership in these organizations amplify ten-fold your influence as an individual over issues that are occurring at the state and national level. You will learn about achieving goals as a group, be exposed to a wide range of important health care issues outside of your normal sphere of activities, and become eligible for a number of scholarships and awards. Board members of ONSA can attend the annual NSNA convention at various locations across the country at minimal cost. The ECU School of Nursing is in the process of starting a new chapter of Sigma Theta Tau International (STTI). Students who are among the top 35% of their graduation class in the nursing program are eligible to apply for membership.
A wide range of student services are available on both the ECU, USCO and SE campuses. These services are open to any regularly enrolled student, including RN-to-BSN students. Complete listings of all student services available on each campus are found in each institutions respective student handbook. The ECU Student Handbook can be found on the ECU website: www.ecok.edu; click on “Current Students”. The link to the ECU Student Handbook is located on the black column on the left side of the page. In the ECU Student Handbook, detailed information can be found on pages 5 - 6. The SE Student Handbook is available only on the college website: www.se.edu; click on “Current Students”, then “Student Life;” then click on “Student Handbook. Following is a summary of some of the more frequently used student services:

A. **Guidance and Counseling**: A number of guidance and counseling services are offered on the ECU and SE campuses. Ardmore students who are enrolled in ECU courses are able to utilize these resources on the ECU Ada campus.

1. Academic counseling is available through the various schools and departments from the deans, department chairs and faculty.
2. Psychological counseling by a professional licensed counselor is available for students through the Counseling Center. Students are encouraged to make appointments prior to seeking services.
3. Career counseling is available through Office of Student Services and the Evaluation Center.
4. Academic advisement is available from the department of your major. In the School of Nursing, faculty are assigned as advisers based on the first letter of your last name. You are required to consult with your advisor before registering for courses each semester.

B. **Financial Aid**: Students seeking financial aid should contact the Financial Aid Office on their respective campuses. A wide range of grants and loans are available.

C. **Health Services**: A full time registered nurse is available for health related services. A part-time physician’s assistant is also available for help with more complicated health problems. The schedule is variable, so please contact the health services offices for times and dates of availability.

D. **Career Placement**: The Placement Office serves a variety of purposes to students in need of assistance in seeking employment after graduation. The main task of the Placement Office is to serve as a liaison between the academic divisions on campus and the work world. Career days are held once or twice a year and students can interact with potential employers.
East Central University – School of Nursing

Bruce Weems, PhD
Dean, School of Mathematics & Sciences

Anne W. Davis, PhD, RN
Director

Kelly Payne
Office Administrator

Aubrey Kinard
Administrative Assistant

Student Worker

Classroom Facilitator

Anna Duran, MS, RN
Program Coordinator
Ardmore

Becky Vladyka
Secretary - Ardmore

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Instructor

Terrie Kiker, MS, RN
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Heather Prentice, MS, RN

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Kasey Duley, MS, RN
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Jessica Hyatt, MS, RN
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Allison Collins, MS, RN
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Becky Bridges
Secretary - Durant

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Program Coordinator, Ada
RN/BSN Coordinator

Heather Prentice, MS, RN

Viki Saidleman, MS, RN

Classroom Facilitator

Student Worker

Classroom Facilitator

Student Worker

Classroom Facilitator
Section II

Mission & Philosophy
**Mission Statement – East Central University**

East Central University’s mission is to foster a learning environment in which students, faculty, staff, and community interact to educate students for life in a rapidly changing and culturally diverse society. Within its service area, East Central University provides leadership for economic development and cultural enhancement.

**Mission Statement – School of Nursing**

The mission of the ECU School of Nursing is to prepare baccalaureate nurses that are lifelong learners, to provide safe, quality, patient-centered care in an environment of teamwork and collaboration. Evidence based practice and informatics will be used to provide the best possible outcomes for the client and healthcare team in a rapidly changing and culturally diverse society.

**Purpose of the School of Nursing**

The purpose of the ECU School of Nursing is to offer a high quality baccalaureate nursing program that provides south central and southeast Oklahoma with accessible, professionally delivered nursing care. This program prepares graduates to practice professional nursing in a variety of settings in rural, as well as urban, Oklahoma. Major program stakeholders include currently enrolled students, program graduates, and major employers.

**Philosophy of Nursing and Student Learning Objectives**

**Philosophy**

Baccalaureate nursing education provides a broad foundation in arts and sciences which facilitates preparation of professional nurses who are competent in diverse roles within dynamic health care systems. Baccalaureate nurses collaborate with other health professionals to provide safe, client-centered, culturally appropriate care. The faculty believe the client may be an individual, a family, a group, or a community. The School of Nursing’s philosophy is influenced by and consistent with the American Association of Colleges of Nursing’s (AACN) *Essentials of Baccalaureate Education for Professional Nursing Practice* (2008), the National League for Nursing’s *Outcomes and Competencies for Graduates* (2010) and the Oklahoma Board of Nursing’s *Nursing Competencies by Educational Level: Guidelines for Nursing Practice and Education in Oklahoma* (revised 2010).

**Client**

Client-centered care is nursing’s focus. The client may be an individual, family, group or community. The client is a holistic system with multiple subsystems: physiologic, psychosocial, spiritual, cultural and socioeconomic. Patients grow and develop to achieve their greatest potential and achieve their maximum health or well-being.
Health
The client’s health is a result of successful adaptation and responses to the environment. Health is a dynamic process resulting from interactions between and among the person and environment, including the family and larger, more complex social systems. Health is perceived on a continuum of optimal health to multisystem failure. The current health care environment is one in which nurses must focus on quality and safety and utilize information management systems to prevent harm to clients and health care providers.

Nursing
Nursing is both an art and a science. Professional nurses synthesize knowledge from the humanities and sciences in providing care that is guided by altruism, autonomy, human dignity, integrity, and social justice (AACN, 2010). Baccalaureate nurses integrate many competencies and roles to provide holistic patient-centered care across the lifespan. Nurses must be effective team members; employ evidence based practice; promote health and healthy lifestyles; apply quality improvement; and, utilize informatics and information management systems. Nurses are integral members of inter- and intra-professional teams and, as such, nurses must be effective collaborators, managers, and facilitators. Utilizing basic organizational and systems leadership within an ethical framework to implement quality improvement is inherent in professional nursing practice. The professional nurse assesses and evaluates safety initiatives which are integrated into client care.

As providers of client-centered care, professional nurses must be sound care givers, communicators, patient advocates, teachers and decision-makers (OBN, 2010). Nurses apply evidence based practice and informatics to promote health and prevent disease in a safe environment and to attain optimal client outcomes. Nursing research helps answer complex questions and develops knowledge to improve health care. Given the complexity and diversity of clients, the prevalence of chronic disease and the rapid escalation of knowledge, nurses are expected to be critical thinkers and lifelong learners.

Nursing Education
Baccalaureate nursing education prepares students to be generalists who use the nursing process to provide safe, holistic and individualized care. Faculty guide students as they learn how to interpret client’s assessment data and analyze research and evidence based practice to improve the safety and quality of patient care and patient outcomes. Faculty believe that learning is a continuous process which must be nurtured from a variety of pedagogies; and, that caring and civility are inherent components of teaching and learning.

Faculty enable students to learn both specific knowledge and skills, but also challenge students to think independently, critically and creatively. Learning occurs in a variety of environments, including simulated clinical experiences in a learning laboratory, as well as in a rich variety of clinical facilities and community settings. Participation in professional activities, involvement in professional organizations and mentoring colleagues and the next generation of professionals are expected professional behaviors.
Student Learning Outcomes

1. Synthesize knowledge from the liberal arts and sciences to provide quality, safe, individualized client centered care, guided by altruism, autonomy, human dignity, integrity, and social justice.

2. Value professionalism through practice excellence, lifelong learning and professional engagement.

3. Interpret knowledge from current research and evidence based practice, quality improvement and other sources into practice to improve health related problems and promote effective health policies.

4. Analyze leadership skills working within organizations or in the community when providing care or supervising care to ensure client safety.

5. Evaluate information systems and patient care technologies to improve client outcomes and create a safe care environment.

6. Develop professional nursing practice through professional communication and collaboration with colleagues and interdisciplinary professionals to advocate for all clients in delivering high quality, caring, client centered care.

7. Support activities which impact health care delivery and the effective use of health care resources.

8. Evaluate health promotion and disease prevention at the individual, family, group, community, and population levels across the life span and across the continuum of health care environments.

References:
Mission Statement:
The mission of the ECU Department of Nursing is to prepare baccalaureate nurses that are lifelong learners who provide safe, quality, client-centered care in an environment of teamwork and collaboration. Evidence-based practice and informatics will be used to provide the best possible outcomes for the client and healthcare team in a rapidly changing and culturally-diverse society.
Section III

Student Organizations
University Student Organizations

East Central University has a number of student organizations that any student in any major may join. Some of these are fraternal in nature, others scholastic, religious, sport or special interest oriented. Student Services can provide you with a list of these organizations. Nursing students are encouraged to participate in these organizations according to their interests and available time.

Alpha Chi National College Honor Society

The Alpha Chi National College Honor Society has as its primary purpose the promotion of academic excellence and exemplary character among college and university students. It honors those students who achieve academic distinction. It is open to students from all academic disciplines at colleges that are regionally accredited to grant baccalaureate degrees. Nursing students have been members of this society for many years.

Membership is by invitation only and no one can apply for membership. Membership is a recognition of the student's achievement. Dues are $55.00 for a lifetime membership. After graduation, members will receive a letter from the national office for dues for active alumni status.

The induction ceremony is candlelight, dress-up affair in the University Ballroom, usually near the end of the fall and spring semesters. Your family is invited. You will be called individually to receive your pin. You may select a faculty member, your faculty advisor or the department chair to pin you. Then you receive your Alpha Chi certificate and sign the charter. A reception and photo opportunities follow the ceremony.

Benefits of membership include official recognition of your academic ability, society publications and an opportunity to apply for $1,500.00 scholarships.

Additional information is available from:

Dr. Christine Pappas, Director of Alpha Chi
East Central University
Ada, OK 74820
580-559-5454

National Headquarters
Dr. Trisha Yarbrough
Executive Director
Alpha Chi National College Honor Scholarship Society
915 E. Market Avenue, 12249
Searcy, AR 72149-5615
Phone: (800) 477-4225
Fax: (501) 279-4589
**East Central University Nursing Student Association (ECUNSA)**

**ECUNSA** is the student organization for nursing students on any of the three campuses. Although the organizations on each campus function as autonomous groups of nursing students, the three organizations have common functions and responsibilities as defined by the bylaws. They also frequently interact and share resources and information. The scope of the bylaws is based on those established by the National Student Nursing Association (NSNA), and is in compliance with the guidelines and policies of the School of Nursing. Meetings are generally held once a month, with an annual picnic at the end of the spring semester to elect officers for the following year. Membership is open to any student who has declared nursing as a major and is free of charge. State and national membership will have an additional fee. All nursing students are strongly encouraged to join early in the program and become active members by running for office.

This organization provides nursing students with the opportunity to participate in campus and community service activities. ECUNSA’s purposes are directed towards helping in the development of nursing students as future health professionals and improving the health care of the residents of southeastern Oklahoma. Members provide various health related service projects to the community often in conjunction with other interdisciplinary groups. Membership in ECUNSA promotes the development of leadership skills, professional role socialization and accountability for the health of multicultural groups.

Officers of ECUNSA attend the annual ONA/SNA convention in Oklahoma City or Tulsa with monetary help from the local organization as funds permit. All members are encouraged to become candidates for the Board of Directors of OSNA.

**For more information contact:**

**Ada Campus:**
Ms. Heather Prentice  
Campus Phone: 580-559-5798  
heanpre@ecok.edu

**Ardmore Campus:**
Ms. Anna Duran, MS, RN  
Campus Phone: 580-223-2904  
aduran@ecok.edu

**Durant Campus:**
Ms. Kristy Calloway  
Campus Phone: 580-745-3199  
kcalloway@se.edu
**Oklahoma Student Nurses’ Association (OSNA)**

OSNA is one of the constituents of the National Student Nurses’ Association (NSNA) and is composed of school chapters from Oklahoma with seven or more members. The purposes of the OSNA include making contributions to nursing education, providing educational programs, helping in the development of nursing students, and improving the quality of future health care providers.

The Board of Directors (BOD) of the OSNA is elected once a year at the annual ONS/SNA Convention. The BOD meets once a month at the various members’ nursing schools and conducts a variety of activities such as educational programs, community projects and planning for the annual Legislative Day and ONA/SNA convention. Term of office is one year, and the president must have served on the board for at least one year prior to being elected president.

ONSA provides students with the opportunity to participate in a professional organization on a wider scale than the local organization and become involved with a range of education and health care issues at the state level. Although becoming a board member requires a commitment in time and effort, students who become board members gain valuable experience in leadership and group work. Board members attend the annual NSNA convention that is held in various cities across the United States with monetary help from ONSA as available.

Additional information is available from ONSA:

ONSA  
6414 N. Santa Fe, Suite A  
Oklahoma City, OK 73116  
405-840-3476  
http://www.oknsa.org/
National Student Nurses’ Association (NSNA)

NSNA is the only national organization for nursing students and it is the largest independent student professional organization in the United States.

The mission of NSNA is to:

- organize, represent, and mentor students preparing for initial licensure as registered nurses as well as those nurses enrolled in baccalaureate completion programs;
- promote development of skills needed to be responsible and accountable members of the nursing profession;
- advocate high quality health care.

The purpose of NSNA is to assume responsibility for contributing to nursing education in order to provide for the highest quality health care; provide programs representative of fundamental and current professional interests and concerns and to aid in the development of the whole person, his/her professional role and his/her responsibility of the health care of people in all walks of life.

Joining NSNA automatically makes you a member of ONSA. Dues are $33.00 for new members and $38.00 for renewal. As a member of NSNA, you become eligible for a number of awards and scholarships through the organization, and may run for national office.

Additional information is available from NSNA:

NSNA
45 Main Street, Suite 606
Brooklyn, NY 11201
(718) 210-0750
http://www.nsna.org/
nsna@nsna.org

Sigma Theta Tau International (STTI)

The ECU School of Nursing is in the process of starting a new chapter of Sigma Theta Tau International (STTI), the international honor society of nursing. Membership is based upon academic achievement—nursing students must be in the top 35% of their graduation class to apply.

The mission of STTI is “to support learning knowledge and professional development of nurses committed to making a difference in health worldwide.” Benefits of membership include access to publications, educational offerings, research grants, and collaboration with nurses around the world.

For additional information feel free to contact:

Viki Saidleman- viklvog@ecok.edu 580-559-5562
Jennifer Heck- jheck@ecok.edu 580-559-5428
There are a number of scholarships, awards and sources of financial aid available for nursing students. These sources vary slightly between the Ada, Ardmore and Durant campuses. All efforts have been made to facilitate the transfer of financial aid between the two campuses, but it is still somewhat complicated, so all students are strongly advised to meet with their ECU Financial Aid advisor. The nursing faculty and staff make every effort to inform students of opportunities for scholarships. Some awards are available any time after enrollment; other awards become available only after the student is officially accepted into the nursing program. Although we make every effort to ensure our information is correct and up to date, it is the student’s responsibility to contact a financial aid advisor.

1. For general financial aid information please contact: in Ada and Ardmore - the Financial Aid Office at 580-559-5243 and in Durant at 580-745-2186. Additional nursing scholarships may be available after the nursing student has advanced to the junior level.

2. Information about University-wide awards may be obtained from: in Ada and Ardmore - the Student Services Office, 159 Administration Building, 580-559-5477 and in Durant - Student Union, Suite 204, 580-745-7466.

3. Information about awards from the National Student Nurses’ Association (NSNA) is sent to the local nursing student organizations and generally is available only to members of these organizations. Students can learn about these awards by participating in the association meetings and from postings on the local association bulletin board.

4. Notices of ECU Foundation Scholarships and competitive awards offered through the School of Nursing are posted when applications by students are required. Students should follow the guidelines for the awards exactly. Students should apply for these awards by March 1 of the previous academic year. Applications are available at all three campuses in the School of Nursing office.

5. Announcements of scholarships and awards are made at the annual College of Health and Sciences Awards Assembly on the ECU campus in the spring of each year.
Student Service on Committees

1. Nursing students have opportunities to serve on Nursing and University committees. Such committees permit the student to have input into the formulation and implementation of policies which affect the student. Serving on a committee beneficial both to the student and to the School of Nursing or University. Nursing majors are encouraged to serve on committees whenever possible. We need and value your input!

2. Within the School of Nursing, there are four committees on which students may serve. These committees are:

   a. Curriculum Steering
   b. Student Admissions, Retention, and Progression
   c. Studies, Projects, and Evaluation
   d. Distance Education Committee

   The Curriculum Steering Committee provides leadership in planning and facilitating the work of the committee and processes faculty suggestions regarding curriculum.

   The Student Admissions, Retention and Progression Committee recommends to the nursing faculty action regarding student admissions, evaluation, retention, and progression; and serves as a liaison between the nursing faculty and students.

   The Studies, Projects, and Evaluation Committee identifies areas of investigational need, assists in the conduct of such studies as appropriate, fosters faculty and student participation in departmental, university, and community affairs, preserves documentary materials pertaining to the School of Nursing, and oversees all School of Nursing evaluation, assessment, and outcome data.

   The Distance Education Committee establishes policies for the use of distance education technology, provides clear and accurate information about distance education courses, and evaluates the effectiveness of distance education by monitoring student success in achieving the program goals and objectives.
Section IV

Student Achievement
Scope of Practice for RNs

The practice of nursing is defined in the Oklahoma Nurse Practice Act (ONPA) as “the performance of services provided for purposes of nursing diagnosis and treatment of human responses to actual or potential health problems consistent with educational preparation. Knowledge and skill are the basis for assessment, analysis, planning, intervention, and evaluation used in the promotion and maintenance of health and nursing management of illness, injury, infirmity, restoration or optimal function, or death with dignity. Practice is based on understanding the human condition across the human lifespan and understanding the relationship of the individual within the environment. This practice includes execution of the medical regime including the administration of medications and treatments prescribed by any person authorized by state law to so prescribe.”

Registered nurses are prepared in nursing education programs offered in colleges and universities. Registered nurses have completed general education courses in social and behavioral sciences, biological and physical sciences, and the humanities. In addition, registered nurses have successfully completed nursing courses that prepare them for the full scope of nursing practice, including the following roles:

- Assessing the health status of individuals, families and groups,
- Analyzing assessment data to determine nursing care needs,
- Establishing goals to meet identified health care needs,
- Planning a strategy of care,
- Establishing priorities of nursing intervention to implement the strategy of care,
- Implementing the strategy of care,
- Delegating such tasks as may safely be performed by others, consistent with educational preparation and that do not conflict with the provisions of the Oklahoma Nursing Practice Act,
- Providing safe and effective nursing care rendered directly or indirectly,
- Evaluating responses to interventions,
- Teaching the principles and practice of nursing,
- Managing and supervising the practice of nursing,
- Collaborating with other health professionals in the management of health care,
- Performing additional nursing functions in accordance with knowledge and skills acquired beyond basic nursing preparation, and
- Delegating those nursing tasks as defined in the rules of the Board that may be performed by an advanced unlicensed assistive person;

Source: Oklahoma Nursing Practice Act, § 567.3a Definitions, [http://www.ok.gov/nursing/actwp.pdf](http://www.ok.gov/nursing/actwp.pdf)  
Accessed 11/22/2013
PREAMBLE

Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments.

The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust with which society has placed in us. The statements of the Code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

A CODE FOR NURSING STUDENTS

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

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

Bill of Rights and Responsibilities for Student Nursing

The NSNA Student Bill of Rights and Responsibilities was initially adopted in 1975. The following updated version was adopted by the NSNA House of Delegates in San Antonio, Texas (1991); and item #4 was revised by the NSNA House of Delegates in Baltimore, Maryland (2006).

1. Students should be encouraged to develop the capacity for critical judgment and engage in a sustained and independent search for truth.

2. The freedom to teach and the freedom to learn are inseparable facets of academic freedom: students should exercise their freedom in a responsible manner.

3. Each institution has a duty to develop policies and procedures which provide and safeguard the students’ freedom in a responsible manner.

4. Under no circumstances should a student be barred from admission to a particular institution on the basis of race, color, creed, national origin, ethnicity, age, gender, marital status, life style, disability, or economic status.

5. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

6. Students should have protection through orderly procedures against prejudiced or capricious academic evaluation, but they are responsible for maintaining standards of academic performance established for each course of study for which they are enrolled.

7. Information about student views, beliefs, political ideation, or sexual orientation which instructors acquire in the course of their work or otherwise, should be considered confidential and not released without the knowledge or consent of the student, and should not be used as a basis of evaluation.

8. The student should have the right to have a responsible voice in the determination of his/her curriculum.

9. Institutions should have a carefully considered policy as to the information which should be a part of a student’s permanent educational record and as to the conditions of this disclosure.

10. Students and student organizations should be free to examine and discuss all questions of interest to them, and to express opinions publicly and privately.

11. Students should be allowed to invite and to hear any person of their own choosing within institution’s acceptable realm, thereby taking the responsibility of furthering their education.
12. The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs, e.g., through a faculty-student council, student membership or representation on faculty committees.

13. The institution has an obligation to clarify those standards of behavior which it considers essential to its educational mission, its community life, or its objectives and philosophy.

14. Disciplinary proceedings should be instituted only for violations of standards of conduct formulated with significant student participation and published in advance through such means as a student handbook or a generally available set of institutional regulations. It is the responsibility of the student to know these regulations. Grievance procedures should be available for every student.

15. As citizens and members of an academic community, students are subject to the obligations which accrue to them by virtue of this membership and should enjoy the same freedoms of citizenship.

16. Students have the right to belong or refuse to belong to any organization of their choice.

17. Students have the right to personal privacy in their living space to the extent that the welfare and property of others are respected.

18. Adequate safety precautions should be provided by nursing programs, for example, adequate street lighting, locks, and other safety measures deemed necessary by the environment.

19. Dress code, if present in school, should be established with student input in conjunction with the school director and faculty, so the highest professional standards are maintained, but also taking into consideration points of comfort and practicality for the student.

20. Grading systems should be carefully reviewed periodically with students and faculty for clarification and better student-faculty understanding.

21. Students should have a clear mechanism for input into the evaluation of nursing faculty.
**Position Description of Nursing Student**

**POSITION TITLE:** Nursing Student  
**REPORTS TO:** ECU Nursing Faculty

**POSITION SUMMARY:** Under the guidance and supervision of the clinical instructor, preceptor, or registered nurse employed by the facility, the student nurse implements the nursing process for patients, families and/or groups of clients. She/he assesses temperature, pulse, blood pressure, and other vital signs to detect variances from normal and assesses status of patient. Observes patient, records responses to medication and treatments, reactions and significant occurrences. Administers prescribed medications and treatments in accordance with standards of practice, standards of care, and policies and procedures.

Identifies the need for and carries out health teaching, assesses health/illness practices and the influence of the environment on health status. Provides nursing care in various clinical services such as medical, pre and post-surgical, pediatrics, obstetrics, intensive care, emergency, rehabilitation, outpatient and admitting, surgery and post-anesthesia, mental health and community settings as assigned.

**QUALIFICATIONS AND REQUIREMENTS:**

Certifications:

Meets or exceeds academic standards outlined in the current East Central University catalog, and Level "C" CPR and required immunizations. In regards to CPR certification, cards must state that the holder is either a “Healthcare Provider” or “Professional Rescuer”.

Qualifications and Skills:

Requires demonstrated: good human relations/communication skills, ability to establish rapport with patients, faculty, and health care personnel, application of nursing process; critical thinking/judgment making skills. Maintain current skill in basic life support. Adherence to high standards of professional and ethical conduct.

Physical:

Medium work classification.

Motor Skills:

Must be able to safely manipulate equipment to carry out: Intravenous monitoring, medication administration, catheterization and treatment sets, oxygen, Code Blue and vital sign monitoring equipment, drainage tubes, skeletal traction, hospital furniture, communication and transportation, diagnostic equipment, fire and safety equipment, general patient and hospital equipment.

Working Conditions:

Clean, well-lighted, climate controlled acute care facilities and/or clinics, schools, community centers, private homes in varying states of cleanliness, repair and accessibility. Potential for exposure to: communicable disease, odors, body fluids; electrical and radiation hazards and sharp objects; minimized by implementation of standard safety practice and use of protective equipment. Potential for verbal and physical abuse.
Title: Student Nurse

ESSENTIAL JOB FUNCTIONS WITH APPROPRIATE SUPERVISION.

1) Assess, plans and implements the nursing process and when assigned directs others in the implementation of the plan of care in accordance with the Oklahoma Nursing Act and ANA Code for Nurses.

PR: Physical Requirements 3, 6, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20.

2) Coordinates and provides care for a patient or a group of assigned patients in a safe, effective manner.

PR: 3, 6, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20.

3) Collaborates with other members of the health care team to assist in the plan of care.

PR: 3, 14, 15, 16, 18

4) Evaluates patient care given by self and team members working with and under supervision.

PR: 3, 14, 15, 16, 18

* Evaluates patient's and/or family's knowledge of disease process and intervenes and educates patients and significant others as appropriate.

PR: 3, 14, 15, 16, 18

JOB STANDARDS

Performs and documents patient, family, and community assessments with consideration of biophysical, psychosocial, environmental, self-care, educational and discharge planning factors.

MEASUREMENT METHOD: Documentation, observation reported variances.

Daily plans, coordinates, delegates and provides care based on standards of practice and standards of patient care that reflect the stated diagnosis, patient care needs, problems or knowledge deficits based upon the patient assessment.

MEASUREMENT METHOD: Documentation, observation, reported variances.

Communicates with health care team in a neat, legible, organized and accurate manner. The interventions implemented are relevant to the patient's identified care needs or knowledge deficits.

MEASUREMENT METHOD: Documentation in patient records, observation, reported variances. Documents outcomes of nursing interventions including patient's responses to nursing interventions.

MEASUREMENT METHOD: Documentation, observation, reported variances.

Evaluates effectiveness of teaching plan by documenting methods and patient and significant other's understanding of teaching plan. Also evaluates the understanding of teaching as demonstrated by patient and significant other.

MEASUREMENT METHOD: Documentation, observation, reported variances.
6) Prepares patient for discharge. Ensures continuing care needs are assessed and referrals for such care are documented in the medical record.

PR: 3,6,9,10,11,12,13,14,15,16,17,18,19,20

7) Cares for patients and/or families in community settings. Documents assessment of client/environment interaction, implements appropriate interventions under supervision.

PR: 3,14,15,16,18

8) Continues professional growth and development through attendance and active participation in classroom activities, professional affiliations, in-service, seminars, workshops, conferences and continuing education. Attends all classes regularly and is prepared for clinical assignments. Maintains CPR certification and immunization status. Keeps current on infection control, safety and hazardous substances.

MEASUREMENT METHOD: Documentation

PR: 3,14,15,16,18

9) Performs other student nursing duties as directed. Participates in departmental committees or activities; presents in-service, programs or performs other assignments.

MEASUREMENT METHOD: Documentation
DIRECTORY OF PHYSICAL REQUIREMENTS

PR1: Lifting, pushing, pulling, carrying or otherwise moving 10 pounds maximum and occasionally lifting and/or carrying such articles as files, ledgers, and small tools. Although a sedentary job is defined as one which involves sitting, a certain amount of walking, standing and/or mobility is often necessary in carrying out job duties. **SEDENTARY WORK CLASS**

PR2: Lifting, pushing, pulling, carrying or otherwise moving 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may be only a negligible amount, a job is in this category when it requires walking, standing and/or mobility to a significant degree of pushing and pulling of arm and/or leg controls. **LIGHT WORK CLASS**

PR3: Lifting, pushing, pulling, carrying or otherwise moving 50 pounds maximum with frequent lifting and/or carrying of objects weighing up to 25 pounds. **MEDIUM WORK CLASS.**

PR4: Lifting, pushing, pulling, carrying or otherwise moving 100 pounds maximum with frequent lifting and/or carrying of objects weighing up to 50 pounds. **HEAVY WORK CLASS.**

PR5: Lifting, pushing, pulling, carrying or otherwise moving objects in excess of 100 pounds with frequent lifting and/or carrying of objects weighing up to 50 pounds. **VERY HEAVY WORK CLASS.**

PR6: Walking/standing 80% or above of scheduled work shift.

PR7: Climbing: Ascending/Descending ladders, stairs, etc. using feet/legs and/or hands/arms.

PR8: Balancing: Maintaining body equilibrium to prevent falling when sitting, walking, standing, crouching, or running.

PR9:  
   a) Stooping: Bending the body downwards and forward by bending the spine at the waist.  
   b) Kneeling: Bending the legs at the knees to come to rest on the knee or knees.  
   c) Crouching: Bending the body downward and forward by bending the legs and spine.  
   d) Crawling: Moving about on the hands and knees or hands and feet.

PR10: Reaching: Extending the hands and arms in any direction.

PR11: Handling: Seizing, holding, grasping, turning, or otherwise working with the hand or hands (fingering not involved). **MANUAL DEXTERITY.**

PR12: Fingering: picking pinching or otherwise working with the fingers primarily (rather than with the whole hand or arms as in handling). **FINGER DEXTERITY.**
PR13: Feeling: Perceiving such attributes of object/materials as size, shape, temperature, texture, movement or pulsation by receptors in the skin, particularly those of the finger tips.

PR14: Talking: Expressing and exchanging ideas by means of the spoken word.

PR15: Hearing: Perceiving the nature of sounds by the ear, discerning and understanding the human voice and hearing auscultory sounds.

PR16: a) Acuity, far - clarity of vision at 20 feet or more

b) Acuity, near - clarity of vision at 20 inches or less

PR17: Depth perception - three dimensional vision. The ability to judge distance and space relationships so as to see objects where and as they actually are.

PR18: Field of vision - the area that can be seen up and down or to the right or left while the eyes are fixed on a given point.

PR19: Accommodation - adjustment of the lens of the eye to bring an object into sharp focus especially important for near-point work at varying distances from the eye.

PR20: Color vision - the ability to identity and distinguish colors.

**Adapted from Muskogee Regional Hospital Registered Nurse Position Descriptions and used with permission, 1992. Reviewed 1.13**
Learning Experiences

1. The learning experiences of nursing students include both classroom work and opportunities to apply nursing knowledge and skills in the laboratory and in clinical settings.

2. The student is responsible for mastery of the didactic and clinical content of each nursing course, including that which is offered when the student is late or absent.

3. Learning experiences are selected by nursing faculty members according to the objectives and content of a course, the teaching methods selected, and the need to hold the expenditure of time, travel and effort required of students to a reasonable level. Extensive travel may be required to reach some clinical sites. Students who are not able or willing to travel and/or to participate in weekend and/or evening clinical experiences should not accept admission to the program.

4. Learning experiences of a student are supervised and/or authorized by a nursing faculty member teaching the course.

5. The number of hours of course credit assigned to each of the nursing courses is determined by the content and applications to be mastered by a student.

6. The letter grade earned in a course represents both didactic and laboratory/clinical work.

7. Unsatisfactory performance in the laboratory/clinical portion of a nursing course constitutes a failure in the course.

8. The nursing faculty recognizes that the student is a learner who is striving to move beyond minimally "safe" practice to excellence in nursing care and is, therefore, entitled to reasonable latitude in clinical performance during the learning process. However, because the study and practice of nursing is intimately concerned with and directly influences the safety and well-being of individuals and families, progress in the nursing major must be dependent upon both satisfactory academic achievement and a safe level of clinical practice.

As stated in the section, “Progression to Graduation,” nursing students whose clinical practice in nursing is considered to be unsafe, defined as an act or acts which actually or potentially threaten the well-being of a client, may be denied access to the clinical setting.

Review of Lecture Video

All nursing lectures are recorded digitally through Distance Education and are usually available the next day for viewing. Please refer to your course syllabus for complete details regarding video stream access.
If any students enrolled in a nursing class feel that they have a disability and is in need of special academic accommodations, the instructor will work with them and Disability Services in order to provide reasonable accommodations. This will help ensure that students have an equal opportunity to perform in this class. Please advise the instructor of such disability and the desired accommodations at some point before, during or immediately after the first scheduled class period.

East Central University is committed to providing equal access to University programs and services for all students. Under university policy and federal and state laws, students with documented disabilities are entitled to reasonable accommodations. If any member of the class has a documented disability requiring academic accommodations, he or she should report to the Office of Disability Services. A student seeking reasonable accommodations originating from a documented disability must register with the Office of Disability Services so that said accommodations may be provided.

The study of nursing is demanding, both intellectually and physically. The sequence of courses required to complete a nursing major, including the sciences, is begun in the freshman year so that the nursing program can be completed in four years. Most nursing students carry 15 to 17 hours each semester in order to complete the 124 semester hours required for graduation. While some courses are taught in the summer sessions, it is possible that deferral of courses or reductions in course loads will extend the program of study beyond the usual eight semesters. Therefore, it is imperative that each nursing major become familiar with and adhere to the University and School of Nursing requirements pertaining to progression toward graduation.

- On the Ada and Ardmore campuses, a student who has been admitted to the University may declare nursing as his/her major by designating this choice on the application to the University.
- A student admitted to SE prior to official acceptance into the program may designate “pre-nursing” as their major. After acceptance into the program, the major becomes “nursing”.
- There is no minor field of study required of nursing majors.
- Selection of nursing as the major field of study implies that the student intends to follow the program of study required for graduation from East Central University.
- Students who are uncertain as to their vocational choice may declare a pre-nursing or nursing major, selecting courses which are appropriate to the major.
- Students may change their major to or from nursing anytime by completing a “change of major” form.
- When students change their major field of study, they obtain their folder from their previous advisor and give it to their advisor for the newly declared field.
Students who plan to transfer to another educational institution to study nursing or a related field identify this on their registration card. They may choose advisement by a nursing faculty member if they provide the advisor a copy of the educational requirements of the major they plan to pursue.

Finding and Using the Transfer Matrix from the ECU Web Page

Students may check to see if courses they have taken will equate to ECU courses by accessing the "Transfer Matrix" on the ECU Web Page. Please follow the directions below to use this service:

a. Go to the Home ECU web page [https://www.ecok.edu/](https://www.ecok.edu/)
b. Click on “Future Students” on the menu on the left side of the page
c. Click on “Transfer Enrollment Center” on the left side of the page
d. Click on “Transfer Matrix” on the left side of the page
e. Click on “ECU Transfer Matrix” in the middle of the page
f. The first page will give you all the colleges that have equated courses with ECU. Scroll down through the colleges listed until you find the one where you want to check on a course (e.g. Murray State College) - Highlight it then click NEXT

g. The second page will give you all the courses from that college. Find the course you want to check on (e.g. CIS 1113 Compu Concepts) - Highlight it then click NEXT

h. The third page will tell you if the course is equated to an ECU course and which course it is equated to (e.g. CIS 1113 Computer Concepts is equated to the ECU course CMPSC 1513 [Computer Literacy]). Because the matrix does not tell you the name of the ECU course, you may have to look it up on the General Education Sheet or the ECU Catalog.

If it does not give you a course number, or just a 0000, it means that that particular course has never been equated to an ECU course. A course substitution needs to be done, although there is no guarantee that you will be allowed to substitute it for the ECU course. Check with your advisor on how to fill out a Course Substitution Form.
Nursing Course Credit Hour Allocation

The credit hour allocation for didactic course in the School of Nursing is consistent with other programs offered at ECU. The number of credit hours a course generates is indicated by the last number in the course number. For example, NRSG 3118, Child/Adult Nursing I, is an 8 credit hour course. According to the policy of the Oklahoma State Regents for Higher Education, a 1:1 ratio is required for didactic/lecture course hours where a one 50 minute class period once a week for a 16 week semester (total = 800 minutes or 13.3 clock hours) equals one credit hour for the semester.

Information about the grading scale is included in the course syllabus. ECU policy permits departments to use either a 3:1 or 4:1 ratio for laboratory sessions and/or clinical rotations. To maximize student learning experiences, the faculty of the nursing department use 4:1 ratio for both on-campus nursing labs and off-campus clinical rotations. Using the 4:1 ratio, one 16 week - 8 clock hour (480 minute) session (total = 7880 minutes or 128 clock hours per semester) generates one credit hour. Recent changes to the final semester of the program resulted in a 3:1 ratio for learning experiences. During the five semesters in the nursing program, generic students will have approximately 700 clock hours of lab and clinical experience, including a 170 hour preceptorship during the spring semester of their senior year.

All laboratory components and clinical rotations of nursing courses are graded on a “Pass” (P) or “Fail” (F) basis only. Nursing students must pass both the didactic portion of the course with a “C” or higher and the laboratory/clinical components of the course with a “P” in order to pass the course. If students earn less than a “C” in the didactic component, and/or earn an “F” or “unsatisfactory” in the laboratory component or clinical rotation, they fail the whole course and must retake the whole course to progress in the program. Allocation of didactic hours to laboratory/clinical hours within a particular course is at the individual department’s discretion and depends upon the requirements and nature of the course. For example, in NRSG 3118 Child/Adult Nursing I, six of the eight credit hours are used for lecture, and two credit hours are designated for one-eight hour clinical rotation per week times 16 weeks. In the senior level course, N4165 Childbearing Family, four of the five allotted credit hours are used for lecture, and 1 credit hour is designated for a clinical rotation for a total of 64 clock hours during the semester.
<table>
<thead>
<tr>
<th>Course Number/Title</th>
<th>Total Credit Hours</th>
<th>Didactic Classroom Credit Hours</th>
<th>Laboratory/ Clinical Credit Hours</th>
<th>Clinical Clock hours per week</th>
<th>Total clinical clock hours per semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Generic Option</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NRSG 1142 Intro. to Prof. Nursing</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>NRSG 2104 Nursing Process</td>
<td>4</td>
<td>3.3</td>
<td>0.67</td>
<td>2.68</td>
<td>28</td>
</tr>
<tr>
<td>NRSG 2223 Physical Assessment</td>
<td>3</td>
<td>2.3</td>
<td>0.67</td>
<td>2.68</td>
<td>0</td>
</tr>
<tr>
<td>NRSG 3192 Pharmacology I</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>NRSG 3218 Child-Adult Nrsg I</td>
<td>8</td>
<td>6</td>
<td>2</td>
<td>8</td>
<td>80</td>
</tr>
<tr>
<td>NRSG 3883 Nursing Research</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>NRSG 3218 Child-Adult Nrsg II</td>
<td>8</td>
<td>6</td>
<td>2</td>
<td>8</td>
<td>120</td>
</tr>
<tr>
<td>NRSG 3392 Pharmacology II</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>NRSG 4165 Nrsrg Childbearing Family</td>
<td>5</td>
<td>4</td>
<td>1</td>
<td>4</td>
<td>64</td>
</tr>
<tr>
<td>NRSG 4214 Psych Mental Health</td>
<td>4</td>
<td>3</td>
<td>1</td>
<td>4</td>
<td>64</td>
</tr>
<tr>
<td>NRSG 4374 Adaptation in Aging</td>
<td>4</td>
<td>3.25</td>
<td>0.75</td>
<td>3</td>
<td>48</td>
</tr>
<tr>
<td>NRSG 4283 Community Health Nursing</td>
<td>3</td>
<td>2</td>
<td>3</td>
<td>3</td>
<td>45</td>
</tr>
<tr>
<td>NRSG 4383 Concepts of Leadership &amp; Management</td>
<td>3</td>
<td>2</td>
<td>3</td>
<td>3*</td>
<td>45</td>
</tr>
<tr>
<td>NRSG 4513 Comprehensive Clinical Nursing</td>
<td>3</td>
<td>2</td>
<td>3</td>
<td>3*</td>
<td>45</td>
</tr>
<tr>
<td>NRSG 4954 Transition to Professional Practice</td>
<td>4</td>
<td>2</td>
<td>0</td>
<td>21.25*</td>
<td>170</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>58</strong></td>
<td><strong>44.85</strong></td>
<td><strong>17.09</strong></td>
<td><strong>41.36</strong></td>
<td><strong>709</strong></td>
</tr>
</tbody>
</table>

*Community Health Nursing, Concepts of Leadership and Management, and Comprehensive Clinical Nursing each use a 3:1 clinical clock hour to credit hour ratio. Transition to Professional Practice includes 170 preceptor hours spanning 8 weeks.

| RN to BSN Completion Option *                    |                    |                                 |                                   |                              |                                      |
|--------------------------------------------------|--------------------|---------------------------------|-----------------------------------|------------------------------|                                      |
| NRSG 3333 Cont Professional Nrsrg                 | 3                  | 3                               | 0                                 | 0                            | 0                                    |
| NRSG 3883 Nursing Research                        | 3                  | 3                               | 0                                 | 0                            | 0                                    |
| NRSG 2223 Physical Assessment                    | 3                  | 2.3                             | 0.67                              | 2.68                         | 43                                   |
| NRSG 4617 Adv Nursing Concepts I                  | 7                  | 5                               | 2                                 | 8                            | 80                                   |
| NRSG 4629 Adv Nursing Concepts II                 | 9                  | 6                               | 3                                 | 12                           | 60                                   |

* A portion of the clinical time in the RN to BSN Completion option is allocated to “Seminar” that uses a 1:1 clock hour ratio.
**Recommended Course Schedule for the Nursing Program by Semester and Year - Ada**

<table>
<thead>
<tr>
<th>Year</th>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
</table>
| **Freshman** | BIOL 1314 General Zoology (4)  
ENG 1113 Freshman Composition I (3)  
PSYCH 1113 General Psychology (3)  
CMPSC 1513 Computer Literacy (3)  
MATH 1513 College Algebra(3)  
UNIV 1001 Freshman Seminar (1) | ENG 1213 Freshman Composition II  
HRNS 2313 Enduring Questions: (Perspectives from Rhetoric and Research *(Honors Students only)* (3)  
CHEM 1114 General Chemistry (4)  
Developmental Psychology (include infant & child) (3)  
Communication (Speech or Language) (3)  
General Education/Electives |
| **Sophomore** | BIOL 2184 Human Anatomy (4)  
EHS 3114 Epidemiology or  
BIOL 2345 General Microbiology (4-5)  
Introductory Statistics course (3)  
NRSG 1142 Introduction to Professional Nursing (2)  
(May also be taken in Spring semester)  
General Education/Electives | BIOL 3634 Human Physiology (4)  
NRSG 2104 Nursing Process (4)*  
FCS 1513 Nutrition (3)  
NRSG 2223 Physical Assessment (3)*  
General Education/Electives |
| **Junior** | NRSG 3118 Child-Adult Nursing I (8)  
NRSG 3192 Pharmacology I (2)  
UNIV 3001 General Education Seminar (1)  
General Education/Electives | NRSG 3218 Child-Adult Nursing II (8)  
NRSG 3392 Pharmacology II (2)  
NRSG 3883 Nursing Research (3)  
General Education/Electives |
| **Senior** | NRSG 4214 Psychiatric Mental Health Nursing (4)  
NRSG 4374 Adaptation In Aging (4)  
NRSG 4165 The Childbearing Family (5)  
Electives (1-2 hrs) | NRSG 4283 Community Health Nursing (3)  
NRSG 4383 Concepts of Leadership & Management (3)  
NRSG 4513 Comprehensive Clinical Nursing (3)  
NRSG 4954 Transition to Professional Practice (4) |

Note: Please consult the current ECU catalog for prerequisite requirements. If you wish to contact the School of Nursing for academic advisement, please contact the office administrator for contact information about your nursing faculty advisor. Faculty advisors are assigned according to your last name. Students are responsible for meeting all the requirements for graduation. Please note: 124 hours are required for graduation. Students should meet with their official nursing advisor to review their progression towards graduation. *(Official admission to the program required for enrollment. (Revised 03/2013)*

**RN-BSN Curriculum is outlined on page 60.**
**Recommended Course Schedule for ECU @ SE Nursing Program by Semester and Year**

<table>
<thead>
<tr>
<th>Year</th>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Freshman</strong></td>
<td><strong>(ORIE 1002:College Success is recommended the first semester of college; see advisor re: this course)</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>BIOL 1404 Principles of Biology (4)</td>
<td>ENG 1213 Freshman Composition II (3)</td>
</tr>
<tr>
<td></td>
<td>ENG 1113 Freshman Composition I (3)</td>
<td>BIO 3624 Human Anatomy (4)</td>
</tr>
<tr>
<td></td>
<td>PSY 1113 Introduction to Psychology (3)</td>
<td>BIO 3614 Human Physiology (4)</td>
</tr>
<tr>
<td></td>
<td>MATH 1513 College Algebra (3)</td>
<td>Developmental Psychology (3):</td>
</tr>
<tr>
<td></td>
<td><strong>OR : higher level math</strong></td>
<td><strong>PSY 3123 Child and Adol. Dev. Educ. OR</strong></td>
</tr>
<tr>
<td></td>
<td>CIS 1003 Computers in Society (3) <strong>OR BIM 1553</strong></td>
<td><strong>PSY 3212 Psychology of Childhood OR</strong></td>
</tr>
<tr>
<td></td>
<td><strong>NOTE: Need to see Nursing Advisor this semester</strong></td>
<td><strong>PSY 2243 Intro to Human Development</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>General Education/Electives</td>
</tr>
<tr>
<td><strong>Sophomore</strong></td>
<td>BIOL 1113 Nutrition (3)</td>
<td>*NRSG 2104 Nursing Process (4)</td>
</tr>
<tr>
<td></td>
<td>BIOL 2114 Introduction to Microbiology (4)</td>
<td>*NRSG 2223 Physical Assessment (3)</td>
</tr>
<tr>
<td></td>
<td>NRSG 1142 Introduction to Professional Nrsng (2)</td>
<td><em>(Anatomy PreReq to NRSG 2223)</em></td>
</tr>
<tr>
<td></td>
<td>*(Also offered in Spring semester)</td>
<td>CHEM 1004 Chemical Concepts OR</td>
</tr>
<tr>
<td></td>
<td>Introductory Statistics Course (3):</td>
<td>CHEM 1114 Gen Chem (4)</td>
</tr>
<tr>
<td></td>
<td><strong>PSY 3313 Psych Statistic</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>OR STAT 2153 Statistical Methods</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>General Education/Electives</td>
<td></td>
</tr>
<tr>
<td><strong>Junior</strong></td>
<td><strong>NRSG 3118 Child-Adult Nursing I (8)</strong></td>
<td><strong>NRSG 3218 Child-Adult Nursing II (8)</strong></td>
</tr>
<tr>
<td></td>
<td><strong>NRSG 3192 Pharmacology I (2)</strong></td>
<td><strong>NRSG 3392 Pharmacology II (2)</strong></td>
</tr>
<tr>
<td></td>
<td>General Education/Electives</td>
<td><strong>NRSG 3883 Nursing Research (3)</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>General Education/Electives</td>
</tr>
<tr>
<td><strong>Senior</strong></td>
<td><strong>NRSG 4214 Psychiatric Mental Health Nursing (4)</strong></td>
<td><strong>NRSG 4283 Community Health Nursing (3)</strong></td>
</tr>
<tr>
<td></td>
<td><strong>NRSG 4374 Adaptation In Aging (4)</strong></td>
<td><strong>NRSG 4383 Concepts of Leadership &amp; Management (3)</strong></td>
</tr>
<tr>
<td></td>
<td><strong>NRSG 4165 The Childbearing Family (5)</strong></td>
<td><strong>NRSG 4513 Comprehensive Clinical Nursing (3)</strong></td>
</tr>
<tr>
<td></td>
<td>Electives (1-2 hours)</td>
<td><strong>NRSG 4954 Transition to Professional Practice (4)</strong></td>
</tr>
</tbody>
</table>

**NOTE:** Please consult (a) the current ECU catalogue for prerequisite requirements and (b) the current SE catalogue for general education requirements. Contact the School of Nursing for an appointment with a nursing faculty advisor. Students are responsible for meeting all the requirements for graduation. Please note: 124 hours are required for graduation. Students should meet with their nursing advisor to review progression towards graduation. *Official admission to the program required for enrollment.*

(Revised Nov. 2013)
<table>
<thead>
<tr>
<th>Year</th>
<th>Fall Semester</th>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>BIOL 1314 General Zoology or General Biology (4)</td>
<td>ENG 1213 Freshman Composition II (3)</td>
</tr>
<tr>
<td></td>
<td>ENG 1113 Freshman Composition I (3)</td>
<td>Developmental Psychology (3)</td>
</tr>
<tr>
<td></td>
<td>PSYCH 1113 General Psychology (3)</td>
<td>Communication - Speech or Language (3)</td>
</tr>
<tr>
<td></td>
<td>CMPSC 1513 Computer Literacy (3)</td>
<td>MATH 1513 College Algebra (3)</td>
</tr>
<tr>
<td></td>
<td>US History or other General Education (3)</td>
<td>CHEM 1114 General Chemistry (4)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*Summer: Apply to Nursing program - Take HESI Exam</td>
</tr>
<tr>
<td>Sophomore</td>
<td>2184 Human Anatomy or A&amp;P I (4)</td>
<td>SOC 1113 Sociology (3) Preferred</td>
</tr>
<tr>
<td></td>
<td>Introductory Statistics course (3)</td>
<td>[Additional G-1,2, or 3 Humanities]</td>
</tr>
<tr>
<td></td>
<td>EHS 3114 Epidemiology or Gen Microbiology (4-5)</td>
<td>BIOL 3634 Human Physiology or A&amp;P II (4)</td>
</tr>
<tr>
<td></td>
<td>US Government or other general education course (3)</td>
<td>Nutrition 1513 (3)</td>
</tr>
<tr>
<td></td>
<td>NRSG 1142 Introduction to Professional Nursing (2)</td>
<td>NRSG 2104 Nursing Process (4)*</td>
</tr>
<tr>
<td></td>
<td></td>
<td>NRSG 2223 Physical Assessment (3)*</td>
</tr>
<tr>
<td></td>
<td></td>
<td>A&amp;P I is a prerequisite to NRSG 2223</td>
</tr>
<tr>
<td>Junior*</td>
<td>NRSG 3118 Child-Adult Nursing I (8)*</td>
<td>NRSG 3218 Child-Adult Nursing II (8)*</td>
</tr>
<tr>
<td></td>
<td>NRSG 3192 Pharmacology I (2)*</td>
<td>NRSG 3392 Pharmacology II (2)*</td>
</tr>
<tr>
<td></td>
<td>G-1 Humanities Course (3 hr)</td>
<td>NRSG 3883 Nursing Research (3)*</td>
</tr>
<tr>
<td></td>
<td>(G-1 category such as Humanities I/II, Art App, World Civil or Music App.)</td>
<td>Statistics is prerequisite to NRSG 3883</td>
</tr>
<tr>
<td></td>
<td>General Education Elective (2)</td>
<td>G-2 Humanities course (3)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(G-2 category such as World Regional Geography, World Religion, African Am Hist or World Music; some available online at ECU)</td>
</tr>
<tr>
<td>Senior*</td>
<td>NRSG 4214 Psychiatric Mental Health Nursing (4)*</td>
<td>NRSG 4283 Community Health Nursing (3)*</td>
</tr>
<tr>
<td></td>
<td>NRSG 4374 Adaptation In Aging (4)*</td>
<td>NRSG 4383 Concepts of Leadership &amp; Management*3</td>
</tr>
<tr>
<td></td>
<td>NRSG 4165 The Childbearing Family (5)*</td>
<td>NRSG 4513 Comprehensive Clinical Nursing (3)*</td>
</tr>
<tr>
<td></td>
<td>Elective (2 hr) May choose to take from ECU to complete 60 hr requirement. For Example ECU online: KIN2122 Choices in Wellness (2)</td>
<td>NRSG 4954 Transition to Professional Practice (4)*</td>
</tr>
</tbody>
</table>

Note: Please consult the current ECU catalog for prerequisite requirements. Contact the School of Nursing Ardmore at (580) 223-2904 for academic advisement to review your progress toward admission and graduation each semester. Students are responsible for meeting all the requirements for graduation. Please note: 124 hours are required for graduation. 58 hrs are nursing courses and 66 credit hours are support courses. 60 hours must be from upper level 4-year institution. *Official admission to the program required for enrollment in nursing 2, 3 & 4 level courses. Some general education requirements may be waived for those with specific associate or bachelor degrees.
**Immunization Requirements**

**Students:** This is the policy for immunizations required for the admission to the nursing program. Duplicate copies of immunizations must be included. If this policy is not followed, your entrance and progression into the nursing program will be delayed or denied.

**Purpose:** To document student’s readiness to enter clinical rotations at clinical facilities:

1. The Student Health Screening form is to be completed before the School of Nursing submits it to clinical facilities for approval by the Infection Control Committee.

2. The form will need the dates of your immunizations.

   **NOTE:** The immunizations must be individually documented by the physician or nurse who is administering the immunization. This can be done by individual signature or official agency stamp. The applicant must provide record of his/her immunization card. If positive proof of immunizations are not possible, the student will be required to obtain his or her immunizations in compliance with the policies of our clinical facilities.

1. If you need clarification about your immunization status, please contact the School of Nursing Office Administrator and not the community facilities. If this policy is not followed, your entrance into the nursing program will be delayed or denied. Your immunizations must be completed by the beginning of the Spring semester. **Note:** Proof of the 3rd Hepatitis injection is required prior to enrolling in NRSG 3118L.

2. The student must provide **valid** immunization dates. "Creative dates" may result in the student being excluded from clinical rotations.

**Immunization Requirements for the Nursing Program**

**IMMUNIZATION RECORD:** The immunizations listed below are required of all persons participating in clinical rotations associated with East Central University, School of Nursing. There are no exceptions except for medical reasons. If the student cannot supply documentation then he/she will have to be immunized as is indicated for an adult. Records from a doctor's office, county health department, hospital or school are acceptable. **Statements such as, "as a child", "up to date", or "not needed", are not acceptable. Requirements for each immunization are as follows:** DOCUMENTATION MUST BE SUBMITTED WITH STUDENT HEALTH SCREENING FORM. The student is advised to wait until after receiving notice of acceptance before getting immunizations and CPR certification.
1. **Tuberculin Skin Test (PPD):** This test is required within one year prior to entering the clinical program. If it has been more than a year since you received your last PPD skin test or if you have never had one before, you must obtain two skin tests separated by one week then one every year. If the skin test is negative, nothing further is needed. If the skin test is positive or the student has a history of a previous positive skin test, then further explanation is necessary. The student's personal physician should be contacted by the student. The physician will document what steps were taken after a previous positive skin test or take proper steps in case of a recent conversion to positive. If the student has a history of a positive TB skin test in the past a repeat skin test should not be given. The student may obtain tuberculin skin testing from University Health Services or from a private physician.

East Central University requires that all International students submit a negative skin test to Student Health Services. This test MUST be completed in Oklahoma. Students who have obtained their Associate's Degree in Nursing and are currently enrolled in the RN-BSN program may submit a negative skin test from their place of employment as long as it was conducted within the United States. Students who require chest x-rays must submit a copy of the chest x-ray report to Student Health Services. The chest x-ray report will be accepted as long as it was conducted in the U.S.

2. **MMR I & II**

**Measles (Rubeola):** As “hard” measles is such a severe, obvious disease, documentation of clinical disease by a physician is acceptable. IF the student has not had the disease, two measles vaccinations (separated by 28 days) given after age 12 months is required. A positive serological titer is also acceptable.

**Mumps:** Since many people confuse the symptoms of mumps with other conditions, documentation of a student’s having had mumps must be by a physician. Otherwise, the student must either submit proof of a mumps vaccination or submit a positive serological titer as evidence of immunity.

**Rubella:** The diagnosis of rubella cannot be made with certainty without laboratory confirmation. Therefore either a rubella vaccine or rubella titer showing immune status is required. IF the result of the titer shows the student to be non-immune to rubella then the rubella vaccine must be obtained. The student may choose to bypass the titer and just obtain the rubella vaccine. Measles, mumps and rubella vaccines are available at the County Health Department or from a private physician.
3. **HEPATITIS B VACCINE SERIES**: Hepatitis B vaccine is administered in a series of three injections. The second injection must follow the first by a period of **30 days**. The third injection is administered **five months after the second**. Approximately 95% of young adults respond with appropriate titer levels. The student must have completed the first two Hepatitis B injections prior to entering the nursing major! Proof of the third injection must be submitted by the student prior to NRSG 3118L Child-Adult I clinical experiences. **Students who are not in compliance must either sign a waiver, refusing the Hepatitis B vaccinations or drop N3218. Students are strongly encouraged to obtain the Hepatitis B immunizations.**

6. **VARICELLA ZOSTER (Chicken Pox)**: All students are required to provide documentation showing two doses of varicella vaccination (separated by 28 days) or a positive serological titer. **Proof of having the disease will no longer be accepted.** If you have a history of this disease, you will need to contact your primary health care provider to discuss whether you should be vaccinated or have a titer drawn.

7. **TDAP (Tetanus, Diphtheria, and Pertussis)**: Tdap vaccine is recommended for preteens at ages 11 or 12 years for protection against tetanus, diphtheria and pertussis (whooping cough). Protection provided by the DTaP vaccine received in childhood wears off as kids get older, so preteens and teens need a booster shot known as Tdap. Our facilities currently require that all clinical personal, including nursing students, provide proof of having the Tdap shot within the last ten (10) years.

8. **INFLUENZA**: Students are required to submit proof of annual influenza vaccination.

**MENINGITIS**: Oklahoma law requires that those students who reside on-campus student housing be vaccinated against meningococcal disease. However, the School of Nursing recommends that **all** students get immunized against meningococcal disease. Students are advised to discuss the need for the meningitis vaccine with their private health care provider. **At this time the vaccination is not a requirement for acceptance into the clinical area, but strongly recommended for students. However, this strong recommendation may soon change to a requirement.**

**CPR Requirements**: All nursing students enrolled in clinical nursing courses must have Healthcare Provider CPR Certification (Previously known as “Class C” and now referred to as Healthcare Provider or Professional Rescuer) for the current year.
Requirements for Progression to Graduation

The nursing curriculum requires that the nursing courses be taken in sequence with the expectation of building on prior learning.

1. The nursing student is expected to strive for excellence in nursing.

2. In order to progress in the nursing program, the nursing student must:
   a. Maintain a cumulative grade point average of 2.00 or better.
   b. Earn a letter grade of "C" or higher in all nursing courses and
   c. Perform safely and ethically in all nursing course and clinical work. The "Policy on Safe Practice in Clinical Settings" will be followed.

NOTE:

3. Students are responsible for meeting all graduation requirements. Students who choose to take Epidemiology (4 HRS) rather than Microbiology (5 HRS) will earn only 123 of the 124 required credit hours for graduation. An additional one or more credit hour course must be taken.

4. Knowledge of the requirements for the program is the student’s responsibility. Students are responsible for documentation of completion of all prerequisite courses. If, at any point in the Nursing Program it is determined that a student has not completed all the prerequisite courses, the student will be administratively dropped from all nursing courses. After completion of the missing prerequisite course(s), the student may apply for readmission to the program following the requirements in the policy for “Establishing Competency of Nursing Knowledge and Skills”.

**Evaluation of Nursing Students**

1. Student learning and skill performance is evaluated throughout the nursing program by several different methods. Students must pass both the theory/didactic and clinical portions of a course to receive a passing grade for the course.

2. Theory/didactic Class Performance is evaluated by:

   a. **Unit and final examinations.** Each instructor may determine the type and number of examinations they feel will adequately assess the students’ knowledge. Students can anticipate that the majority of the questions on examinations will be in the multiple choice format (three distracters plus one correct answer). The majority of questions will evaluate student knowledge at the levels of analysis and judgment.

   b. **Make-up and re-take examinations.** As a general School of Nursing policy, make-up examinations will be given only for excused absences whereby the student notifies faculty at least two (2) days prior to the examination of the reason for missing the examination. Un-excused absence from an examination calculate into the final grade as a zero (0%). No students will be permitted to “retake” an examination because they have achieved a low grade on any particular unit or final examination.

   c. **Skills examinations.** Courses that have skills-labs components will have additional final exams requiring students to demonstrate mastery of nursing skills taught in class. Students may be required to demonstrate these skills individually or with a lab partner. Students must pass both the theory and lab portions of the class to pass the course.

   d. **Grades on written assignments.** These may include care plans, research analyses, critical incident analyses, workbook assignments and other assignments as the instructor requires for successful completion of the course. Students are held to the standards outlined in the “Writing Across the Curriculum” statement, and all written work should reflect college level writing including but not limited to correct spelling, correct grammar, and appropriate use of terminology according to the guidelines established for each assignment.

   e. **Grades on oral presentations.** Oral presentations may be individual or group depending on the requirements of the course. Students are to follow the guidelines distributed by the instructor outlining the requirements for each assignment. Students can expect at least one oral presentation for each course.

   f. **Standardized examinations.** Some courses may use standardized examinations that compare ECU nursing to students across the nation. Criteria used for grading these exams is established by the company producing the exam and are based on national norming standards.
g. **Class participation.** Each instructor weights student class participation individually, but in all cases it contributes to the final grade. There are no University wide standards for class attendance and each instructor will outline their attendance policy in the course syllabus. However, class attendance is necessary for class participation. Active class participation demonstrates completion of reading assignments, understanding of the material presented and interest in the class.

3. Clinical Performance is evaluated by clinical evaluation tools. Because the focus and content of each course varies to some degree, clinical evaluation tools will be somewhat different from course to course.

   a. Each tool will outline the requirements for passing the clinical component of the particular course.

   b. Students are encouraged to meet with clinical faculty at any time to discuss potential or actual difficulties experienced. Clinical faculty may meet with students at any time during the experience to discuss performance issues.

   c. Formal written clinical evaluations will be completed by the supervising clinical instructor at midterm and at the end of the semester using the appropriate course evaluation form. During the Senior preceptor experience, the preceptor will complete an evaluation of the student when the student completes the required 170 hours using the form provided by the School of Nursing.

   d. Students will be allowed input into the evaluation when they meet with the instructor for their formal written evaluations. Students may write comments on the evaluation and must sign the evaluation indicating that they have seen it, not necessarily that they agree with it.

   e. An “unsafe” evaluation at any time, or an “unsatisfactory” final evaluation, will result in a failing grade in the course regardless of the theory grade.

   f. An “unsatisfactory” final evaluation in two or more of the criteria not written in bold will lead to a failing grade in the course regardless of the theory grade in the course.

   g. If at any time an instructor believes that a student’s performance in clinical is so poor as to endanger patient safety, the “Policy for Safe and Ethical Practice In The Clinical Setting” becomes effective and the student will be withdrawn immediately from the clinical setting. Depending on the nature and seriousness of the student’s actions, the student may receive a failing grade in the course regardless of the theory grade in the course.

   h. Students must bring their “Skills Check List” to each clinical. Completion and mastery of appropriate skills for the clinical experience will be one component of the overall evaluation (see the guidelines regarding “Skills Checklist”).

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3. Students who believe that they were unfairly evaluated and feel they received a grade that did not accurately reflect their performance in either the theory or clinical portion of the course may appeal the grade using the “Grade Appeal” process outlined in the ECU Student Handbook. Students are encouraged to use the chain of command and talk with people in the order as noted here per the Chain of Command: School of Nursing Clinical or Course Faculty-Course or Clinical Coordinator-Program Coordinator, if applicable-Director of the School of Nursing-Dean of the College of Health and Sciences

4. Outcome (Summative) Evaluation indicates to the faculty how well students have met the program goals of the School of Nursing. There are a variety of outcome evaluation tools used near the end of the program or after students have graduated. These include standardized examination, senior course work, skills checklists and graduate questionnaires/surveys.

### Equipment and Supplies

1. All students are required to obtain clinical or laboratory kits on or before the first week of classes.

2. Other materials, supplies, and equipment are purchased by the School of Nursing and placed in the Learning Laboratory to enhance instruction. Very limited Supplies and Equipment budgets make it essential that these materials be used carefully and conservatively.

3. The users of the equipment and supplies, students and faculty, are responsible for the careful use of these materials, restoring them to their previous state and location for use by others, and maintaining the laboratory in good order.

4. The equipment and supplies of the School of Nursing are used on the premises under the supervision of the nursing faculty member requiring their use. If this faculty member is not present, they may ask another faculty or staff member to assume this responsibility. Students do not have access to these facilities when neither faculty or staff are present.

5. Students must be oriented to the Learning Laboratory equipment prior to its use.

6. Equipment which is malfunctioning and other materials which have been damaged or are missing are reported to the lead faculty of the course.
The following is an approximate list of the special fees for which nursing students are responsible. **Please note that the amount or kind of fee may change without notice.** It is the responsibility of the student to be aware of the fees for which they are responsible. Failure to do so may result in becoming ineligible to pursue the nursing major or in delay in issuing semester grades.

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criminal Background and Sex Offenders Records Search</td>
<td>$50.00 Sophomore year</td>
</tr>
<tr>
<td>Chickasaw Nation background check</td>
<td>$70.00 Junior year</td>
</tr>
<tr>
<td>Fingerprint Criminal Background check (for NCLEX)</td>
<td>$55.00 Senior year</td>
</tr>
<tr>
<td>Drug Screening Fee</td>
<td>$30.00 per screening</td>
</tr>
<tr>
<td>Text Books/Course Workbooks/Scantron Sheets</td>
<td>$400.00-$800.00 per semester</td>
</tr>
<tr>
<td>Laboratory Supply Kit(s)</td>
<td>$65-75 Sophomore &amp; Junior year</td>
</tr>
<tr>
<td>Liability/Malpractice Insurance</td>
<td>$20.00 per year: mandatory for all students in clinical course. Must be paid the end of the semester prior to the semester for the course in question.</td>
</tr>
<tr>
<td>Uniforms, lab coats, clinical shoes, etc.</td>
<td>Minimum of $200.00 for the 4 years</td>
</tr>
<tr>
<td>Stethoscope, pen light, bandage scissors, Kelly clamps, EKG calipers, etc.</td>
<td>$65.00 - $85.00 - one time purchases</td>
</tr>
</tbody>
</table>
| Dues: Oklahoma Nursing Student Association (ONSA)/National Student Nurses Association (NSNA) | $33.00 – New membership  
$36.00 – Annual renewal |
| Annual ONSA Convention: (Fall Semester) Registration Hotel (2 nights)    | (Optional junior year; mandatory senior year)  
$100.00  
$120.00 per night |
<p>| Travel to Clinical Sites                                                  | $200.00-$300.00 per year (estimate of cost for junior and senior years with carpooling with 3 other students) |
| HESI Examination(s)                                                       | $47.00 - senior year (2nd exam may be required if student does not earn benchmark score) |
| ECU Graduation Fee                                                        | $50.00 one time - senior year            |
| NCLEX Test Fee                                                           | $200.00 one time - senior year           |</p>
<table>
<thead>
<tr>
<th><strong>RN to BSN Student Anticipated Fees and Estimated Costs</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition For Required Nursing Courses varies by residency (Oklahoma resident, Non- Resident). (25 Credit hours X $168.26 **or X $401.21/credit hour) **Nursing course fees added to certain courses</td>
</tr>
<tr>
<td>Pre-requisite/Gen-Ed courses at ECU ($168.26 per credit hour - on campus)</td>
</tr>
<tr>
<td>Text Books/Scantron Sheets/Work Books</td>
</tr>
<tr>
<td>Validation 29 Credit Hours of previous nursing courses ($5.00 per credit hour)</td>
</tr>
<tr>
<td>Criminal Background and Sex Offenders Registry search to be done online by Validity</td>
</tr>
<tr>
<td>Liability/Malpractice Insurance</td>
</tr>
<tr>
<td>ECU Graduation Fee</td>
</tr>
</tbody>
</table>

NOTE: Every effort has been made to verify costs; realize that the tables above are only a snapshot of current costs. Students are advised to obtain fee and cost information as close to their admission to the program as possible.
Section V

Student Policies & Guidelines
1. The nurse in all professional relationships practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by consideration of social or economic status, personal attributes or the nature of health problems.

2. The nurse’s primary commitment is to the patient, whether an individual, family, group or community.

3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.

4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse’s obligation to provide optimum patient care.

5. The nurse owes the same duties to self as to others including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.

6. The nurse participates in establishing, maintaining and improving health care environments and conditions of employment conducive the provisions of quality health care consistent with the values of the profession through individual and collective action.

7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.

8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.

9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

ANA 2008
ECU Policy on Academic Integrity

Academic integrity is founded upon and encompasses the following five values: honesty, trust, fairness, respect, and responsibility (Oklahoma State Regents for Higher Education, 2003). Integrity in academic work is essential to the success of the university community. Deceit and misrepresentations are incompatible with the fundamental activity of East Central University and shall not be tolerated. Failure to comply with and uphold the standards of integrity will constitute academic misconduct and may result in severe penalties, as listed below. Each student is individually responsible for knowing and upholding academic integrity by scrupulously avoiding any conduct that would lead to violation of the Policy on Academic Integrity.

Definition of Academic Misconduct

In its broadest sense, academic misconduct involves any action on the part of the student that violates academic integrity. These actions include, but are not limited to:

Cheating: Cheating is the use of unauthorized materials, information, or study aids in academic exercises, experiments and examinations. Cheating includes but is not limited to:
- copying the answers of another student on any examination or assignment
- using a textbook, notes or other aids during an examination without the permission of the professor
- tampering with experimental data to obtain ‘desired’ results
- obtaining copies of examinations by any unauthorized means
- receiving or giving unauthorized help on assignments or examinations
- accessing computer systems or computer files without authorization
- stealing a problem solution from a professor or another student
- presenting product of a collaborative effort as one’s individual work unless explicitly approved by an instructor. (Note: professors shall grade course group assignments according to criteria provided in the course).

Plagiarism: Plagiarism is presenting the words, visual images or ideas of another as one’s own. Except for what is called “common knowledge”, any information taken from another source must be documented in the student’s work. When a student interprets another’s ideas, credit must be given by an in-text reference. When a student uses an exact copy of another’s work, it must be delineated by use of quotation marks or indentation and referenced with the source. Plagiarism includes but is not limited to:
- copying and/or presenting words, images or thoughts of others as one’s own work
- representing any information downloaded from the Internet as one’s own
- copying content in work without providing appropriate quotation marks or documentation
- copying words with minor changes even if the source is given
- expressing another’s ideas as one’s own
- reusing papers or presentations from a file of any previously written papers
- submitting the same paper or substantial portions of a paper for multiple courses without the permission of the primary professor
- submitting assignments that were completed by another person
- allowing another student to submit one’s work as their own
**Misrepresentation or Falsification:** Misrepresentation and falsification are forms of academic dishonesty based on written or spoken lies committed either by a positive action or omission. Misrepresentation and falsification includes, but is not limited to:

- changing records, logs or other documentation leading to an inaccurate evaluation of the assignment or student performance
- providing false information or omitting pertinent information on applications, records or other documents
- tampering with or destroying the work of others
- creating results for experiments not done (“dry labbing”)

**Disciplinary Procedure:** Any faculty, staff member, or other student, may identify and report a violation of the *Policy on Academic Integrity*. The student and the faculty member must meet to confirm or disallow the reported violation. If the violation is verified, the exact disciplinary procedure and grade penalty is left to the discretion of the professor as outlined in the course syllabus. Possible actions that may be taken individually or in combination include but are not limited to the following:

- scheduling a conference between the student and professor
- reporting the incident to the school director and/or school dean
- requiring that the assignments be re-done
- reducing the grade for the assignment in question
- reducing the grade for the course in which the violation occurred
- receiving a failing grade for the course
- forced withdrawal from the course or major
- expulsion from the University
- reporting the violation to the Student Conduct Committee
- reporting the violation to the office of the Vice President for Academic Affairs
- a record of the violation(s) may be maintained in the office of the Vice President for Academic Affairs for a period not to exceed five years from the time of the incident.

**Student Recourse to Accusations of Violations of the Policy On Academic Integrity**

Students may appeal faculty actions in accord with the procedure defined for grade appeals. The appeal should be presented to the School Director and, if unsatisfactorily resolved, then to the School Dean. Administrative action beyond that level, if any, may be appealed to Vice President for Academic Affairs. The decision of the Vice President for Academic Affairs may be reviewed by the President, upon request of the student. The President’s decision shall be final.
I. Advanced Placement and Progression of RN to BSN Students through the Nursing Program

The East Central University School of Nursing recognizes Registered Nurses as self-motivated adult learners who possess a base of knowledge and experience upon which to build additional knowledge. The School of Nursing is dedicated to helping RN’s to further their education by building upon this foundation, rather than repeating skills and learning they have already acquired. Up to 34 hours of nursing credits may be earned through direct transfer of credit and credit validation.

East Central University School of Nursing participates in the Oklahoma State Regents for Higher Education plan for ADN to BSN Articulation. According to this plan, all baccalaureate nursing programs will accept the same courses as prerequisites for admission and facilitate articulation. In order to provide better accessibility to the students of East Central University’s RN to BSN program option, the nursing courses can be attended via ITV OneNet at the following locations: East Central University’s home campus in Ada, McCurtain County Higher Education Center in Idabel, Higher Education Center in Ardmore, Southeastern Oklahoma State University in Durant, Eastern Oklahoma State College in McAlester.

ECU nursing faculty is dedicated to helping RN students achieve their academic and professional goals. The School of Nursing has designed its program to meet the needs of RN to BSN students and will offer courses every year with a new cycle starting in January. Questions concerning the RN to BSN Fast Track Option may be directed to East Central’s School of Nursing, or by contacting J. Jeffery Jordan at (580) 559-5489 or by emailing jjordan@ecok.edu. In order to facilitate progress towards the degree, the following policy has been adopted:

1. RN students must complete a total of 124 credit hours and must earn a minimum of 60 hours of nursing course work to receive the Bachelor of Science with a major in nursing degree. The nursing credits are earned as follows:
   a. 6 hours-transfer credit (lower division)
   b. 29 hours-validation (upper division)
   c. 25 hours-earned nursing course credit (upper division)
   Total................60 nursing credit hours

2. Registered nurses who are graduates of approved associate or diploma nursing programs and have been admitted to the ECU nursing program are eligible to receive transfer credit for 6 hours of lower division nursing course work:
   a. NRSG 1142 Introduction to Professional Nursing (2 credit hours)
   b. NRSG 2104 Nursing Process (4 credit hours)

3. Registered nurse students may enroll in the first two courses, NRSG 3333 (Contemporary Professional Nursing) and NRSG 3883 (Nursing Research) during the Spring semester prior to submission of an official application to the program.

4. Registered nurse students must submit an official application to the program by the end of the Spring semester in which they are taking NRSG 3333 and NRSG 3883.
5. Students who submit a completed application, meet the admission criteria, are admitted
to the clinical component of the program and are currently enrolled on the East Central
University campus or enrolled at a distant education site and have designated East
Central University as their institution of record (meaning they have indicated that they
plan to receive their degree from ECU) are eligible to have upper division credit
validated for the following courses:
   a. NRSG 3192 Pharmacology I (2 credit hours)
   b. NRSG 3118 Child-Adult Nursing I (8 credit hours)
   c. NRSG 3392 Pharmacology II (2 credit hours)
   d. NRSG 3218 Child-Adult Nursing II (8 credit hours)
   e. NRSG 4165 The Childbearing Family (5 credit hours)
   f. NRSG 4214 Psychiatric Mental Health Nursing (4 credit hours)
      (for a total of 29 hours of nursing course work)

These 29 hours of nursing course credit will be held in escrow until the student has
demonstrated clinical and cognitive competency of prior knowledge by completing
NRSG 2223, NRSG 3333 and NRSG 3883 with a minimum grade of “C” in each
course. After completion of the required courses and completion of the “Advanced
Standing Application,” the credits will be recorded on the student’s record. Advanced
standing credits are assessed by the Registry Office at a fee of $5.00 per credit hour.
For 29 hours of course work, the fee is $145.00 payable at the last day of class in
NRSG 2223 by check or money order made out to East Central University.

6. The Registered Nurse student is required to take the following ECU nursing courses:
   a. NRSG 2223 Physical Assessment
   b. NRSG 3333 Contemporary Professional Nursing
   c. NRSG 3883 Nursing Research
   d. NRSG 4617 Advanced Nursing Concepts I
   e. NRSG 4629 Advanced Nursing Concepts II
      (for a total of 25 credit hours)
   f. NRSG 4985: Seminar in Nursing may be taken with departmental approval

7. The Regents for Higher Education and East Central University maintain the
following requirements in order to graduate from ECU with a BS in nursing:
   a. students must complete 60 hours in an accredited four-year senior institution
      (validated credit hours do count towards this total) (NOTE: Taking just the
      required nursing courses, seminar in nursing plus the validated courses will
give students only 59 credit hours from a four year senior institution. The
student will need one (1) additional credit hour in any subject from a four (4)
year institution.
   b. students must earn a minimum of 40 hours of upper division credit hours
      (3000 and/or 4000 level courses in any subject matter - validated credit hours
do count towards this total)
   c. students must have a minimum of 30 hours of residence credit (i.e. credit
      hours from ECU (NOTE: required ECU nursing courses only provide 25 hours
      - validated hours do not count towards this total) (A five credit hour
      “Seminar In Nursing” is available for students who cannot otherwise
      meet this requirement).
   d. students must complete at least 15 of the last 30 hours of course work from
ECU or have at least 50% of the hours required by the institution in the Nursing major completed from ECU.

8. RN to BSN students who have previously completed nursing courses through ECU School of Nursing program will be evaluated on an individual basis.

9. All nursing students who attend clinical rotations at Oklahoma Hospitals must have a criminal background and sex offenders registry searches completed no more than three (3) months prior to beginning clinical rotations. Because NRSG 4617 Advanced Nursing Concepts I is the first course with a clinical rotation, RN to BSN Completion students will be required to have the check completed during the spring semester prior to the beginning of the course. Failure to have a satisfactory check will result in withdrawal from the course and program. (See Nursing Student Handbook Policy on Criminal Background and Sex Registry Offenders Search for specific details).

II. Guidelines for RN to BSN students earning a Bachelor of Science Degree with a Major in Nursing through East Central University.

The School of Nursing established policies regarding admission and progression of RN to BSN students through the nursing program. Students must adhere to the policies of the State Regents for Higher Education and East Central University regarding admission to the program and progression to graduation. The following policies must be observed:

1. Requirements for admission to the Nursing Program:
   The following documents must be provided to the School of Nursing:
   a. Proof of graduation from an ADN or Diploma nursing program accredited by a United States Department of Education recognized accrediting agency
   b. Completed “Application for ADN to BSN Program” - online form
   c. Proof of licensure as registered nurse in Oklahoma
   d. Proof of malpractice insurance (student malpractice insurance is required before clinical courses and covers students only when in the student role)
   e. Proof of Level "C" or basic CPR Certification (CPR Card)
   f. Proof of immunizations
   g. A letter verifying safety and competency in nursing practice signed by an immediate supervisor/administrator
   h. A completed and satisfactory Criminal Background and Sex Offenders Registry Search.
   i. An official transcript verifying completion of the following “support courses” with "C" or higher:
      1. English Composition I (3 hrs)
      2. English Composition II (3 hrs)
      3. General Chemistry (4 hrs)
      4. Biology/Zoology with lab (4 hrs)
5. Anatomy and Physiology (8 hrs)
6. Microbiology or epidemiology (4-5 hrs)
7. Human nutrition (3 hrs)
8. Developmental psychology including infant and child content (3hrs)
9. Mathematics (Survey of Math or College Algebra) (3 hrs)
10. Physical Assessment (3 hrs)
11. Computer Literacy or equivalent computer course (3hrs)
12. Basic statistics course (3 hrs)

(Note: With the approval of a nursing faculty advisor, some of the above listed courses may be completed later in the program)

j. Up to 21 credit hours of general education courses may be required depending on the type of degree and previous courses taken by the student. Transcripts and degrees are evaluated on an individual basis. Please contact the School of Nursing to schedule a meeting by calling (580) 559-5434 or emailing at kpayne@ecok.edu.

k. Students with “Associate of Science” or “Associate of Arts” degrees from Oklahoma community colleges have met the general education requirements of ECU and are not required to take additional general education courses except those that are required by the nursing program as prerequisites.

l. Students with “Associate in “Applied Science in Nursing” degrees have NOT met the general education requirements of ECU. Students with this degree are required to take 3 hours of western humanities (G1), 3 hours of non-western humanities (G2), history, government, a language or speech, and other courses they may be lacking. Check the last page of your transcript for the type of degree you have and then check the ECU Webpage (www.ecok.edu) for required courses.

2. Approval for admission to the program by the Admissions, Progression and Retention Committee.

3. Licensed Practical Nurses, Corpsmen, Medics, EMT’s, Paramedics and Graduate Nurses are not permitted to receive advanced standing credit from courses in these programs for nursing courses at East Central University by Regent’s policies.

4. Individuals who are licensed as Registered Nurses in foreign countries will be considered on an individual basis after analysis of official transcripts from schools of nursing in the license issuing country. All Oklahoma Board of Nursing - Nurse Practice Act and Rules and Regulations apply to the status and progression of nurses from foreign countries. Generally, the OBN requires that nurses from foreign countries pass and English proficiency exam and the American NCLEX - RN, CAT examination before they can practice as registered nurses.
## Schedule of Nursing Courses for RN to BSN Students

<table>
<thead>
<tr>
<th>Spring</th>
<th>Spring/Summer Intersession</th>
<th>Summer</th>
<th>Fall</th>
<th>Spring (if needed)</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRSG 3333 Contemporary Professional Nursing (3 credit hours)</td>
<td>NRSG 2223 Physical Assessment (3 credit hours)</td>
<td>NRSG 4617 Advanced Nursing Concepts I (7 credit hours)</td>
<td>NRSG 4629 Advanced Nursing Concepts II (9 credit hours)</td>
<td>NRSG 4985 Seminar in Nursing (5 credit hours for students not meeting ECU residency requirements)</td>
</tr>
<tr>
<td>NRSG 3883 Nursing Research (3 credit hours)</td>
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<td></td>
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</tbody>
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Revised: 1/23/03
Approved by ECU Academic Committee 1/22/2003
Approved by Faculty: 2/7/03
Reviewed 2013
Policy for Attire, Grooming, and Decorum When in Clinical Rotations

Objective: During clinical rotations, nursing faculty and students represent the nursing profession as well as East Central University (ECU). Therefore, faculty and students must be well-groomed, neat, appropriately dressed, and professional in appearance and behavior. While we realize some of these policies appear to infringe on personal freedom of expression, nurses and nursing students must abide by the dress code policies of the facility in which they work. These policies have been developed after review of the five primary facilities where our students have their clinical experience. Specific directions will be given to students who are in specialty areas that require attire that differs from this standard of the policy. To meet this objective, the following policies will be observed:

1. Neat, clean, professionally-styled black scrubs with official ECU emblem (skirt or pant for females and pant for males; no jump-suit) that are in good repair and appropriately sized are required. Undergarments should not be visible.

2. Footwear with scrubs: Clean, black clinical or low-heeled athletic shoes; black stockings or socks will be worn by female students during clinical experiences. Male students will wear clean, black clinical or athletic shoes and black socks.

3. When obtaining client information the evening prior to the clinical day or whenever in the clinical facility as a representative of ECU other than the actual clinical day, students will wear clean, business casual street clothes (absolutely no jeans/denim) and white lab coat with ECU picture ID.
   a. Casual clothing of any kind, including but not limited to shorts, sweat suits, wind suits, denim/jeans of any kind or color, Capri pants, knit shirts, or t-shirts, are not allowed. In addition, dresses or skirts with hems more than two inches above the knee, see-through or low-cut blouses, sundresses or strapless dresses are not allowed.
   b. No open-toed or open-heeled shoes allowed. Socks or stockings must be worn.

4. No fleece or hoody type jackets are allowed. For warmth a student may wear a black shirt that covers elbows under scrub top or a white lab coat over scrubs.

5. Students and faculty are responsible for daily personal hygiene, i.e., oral hygiene, clean body, hair, and clothing. The use of deodorant is required.

6. Faculty may wear uniforms or white lab coat with business casual street clothes when supervising students in the clinical setting.

7. ECU picture ID must be worn above the waist on the front of his/her garment by both faculty and students at all times during the clinical rotation, except when the setting does not permit it (e.g., surgical rotations).

8. Hair must be clean, odor-free, neat, and up off collar for both male and female faculty and students whose hair length is shoulder length or longer. Hair should not present a safety or sanitary hazard; therefore, it should be appropriately restrained in a neat fashion so as to NOT interfere with clinical performance.
a. Dyed/colored hair must be of a natural color, i.e., no extremes in hair color, including but not limited to green, blue, pink, orange, or purple.
b. Facial hair is to be well-groomed, neatly-trimmed, and may not interfere with personal protective equipment.

9. Rings must be limited to one wedding ring without stones. Large finger rings will NOT be worn by students or faculty. Necklaces, regardless of size, must NOT be visible during clinical rotations.

10. Earrings are limited to two (2) small posts per ear for females, and one post in an ear (not pair) for males. (This policy is necessary to have all students in compliance with primary hospitals.)

11. The only visible piercing allowed in the ear. Body piercing jewelry, including but not limited to tongue rings, eyebrow rings, nose rings, or lip rings is strictly prohibited, and may NOT be worn during clinical rotations, even if it is not visible. It is a source of bacteria that causes infections in patients

12. ALL tattoos and body art must be covered, so that they are not visible when students or faculty are in clinical rotations.

13. Fingernails must NOT extend beyond the fingertips. Artificial nails, tips, wraps, and polish must NOT be worn during clinical rotations. No nail jewelry or nail art allowed.

14. Perfumes, after shaves, colognes, or perfumed lotions must NOT be used when in clinical rotations. Both students and faculty should be as odor-free as possible when in the clinical setting. Clothing and hair must be free from tobacco odors.

15. Tobacco products are NOT to be used during the time students and faculty are in clinical rotations.

16. Clinical facility regulations for dress, body piercing, body art, etc. must be followed at all times. Faculty or students must never dress in a more informal or casual manner than is permitted by the regulations of the clinical facility.

17. Personal cell phones may NOT be carried by students in clinical facilities during clinical or in obtaining assignments. Students may check cell phones for messages during their lunch time off of the unit. Faculty cell phones will be utilized as appropriate for the facility. Please refer to the Social Media and Networking Guidelines for additional information.

18. Look, speak, and act professionally at all times during clinical rotations. Ask intelligent questions and always ask whenever you are not sure about something you are going to do.

19. Be on time and be prepared. In most situations, you should be there at 0645 for the 0700-1500 shift or 6:15 for the 6:30-14:30 shift or at the time specified by your clinical instructor.
20. Actively seek learning experiences. The instructor’s attention is divided among 6-10 students, so you must assume some responsibility for your own learning. Use your Skills Check List to guide you in experiences you need to practice.

21. Be respectful to nurses, physicians, ECU instructors, and other nursing students. Address them by their title and last name even though you may know them personally.

22. Eat before you come to clinical. Students and faculty should not eat in the report room during report, at the nurse’s station, or in a client room during the clinical rotation. You will be given adequate time for lunch and perhaps a break if the unit is not too busy. Lunch may be taken in student room if allowed by facility if approved by clinical instructor.

23. Always let the charge nurse as well as your nursing instructor know when you are leaving the unit. Arrange for another student to watch your client(s) while you are gone.

Policy enforcement:

ECU clinical nursing faculty will determine if a student is in violation of the “Policy for Attire, Grooming, and Decorum during Clinical Rotations.” If ECU faculty determine that a student has violated any portion of the policy, the student may be placed on “Clinical Warning,” be given a written notice of the section of the policy he/she violated, and may be sent home with an “unexcused” absence from clinical at the discretion of the instructor. Clinical time missed will be required to be made up. If the student again violates any portion of this policy in the same or other course(s), he/she will receive an unsatisfactory for the clinical experience and a failing grade in the course, regardless of the grade earned in the didactic portion of the course.

Approved and Revised 1/17/10
**Complaints to the School of Nursing**

The ECU School of Nursing takes all complaints to and about the program seriously, whether they be from students, faculty from other departments, clinical facilities or the public at large.

**Policy:**

1. All complaints must follow the “chain of command.” If a student has a complaint about an instructor, the student should contact the instructor directly about the issue prior to submitting a written complaint. If one faculty has a complaint about another faculty, a meeting should be scheduled to resolve the issue. Complaints that do not follow the chain of command will not be considered.

2. If the issue cannot be resolved between the two parties themselves, then both parties should meet together with the Director of the School of Nursing for possible resolution.

3. If the issue is not resolved in the meeting with the Director, the student or complainant shall submit a written complaint describing the circumstances surrounding the complaint and a possible resolution to the complaint.

4. All written complaints will be dated the day they are received and placed in the complaint file maintained in a locked file cabinet in the main nursing office on the Ada campus.

5. All written complaints will be addressed by the Director and/or appropriate faculty. If possible, appropriate actions will be initiated to resolve the complaint within 30 days from its receipt.

6. A summary of the action taken regarding the resolution of the complaint will be attached to the original complaint and placed in the complaint file.

7. A written complaint may be withdrawn any time by the person filing the complaint. The complaint will then be removed from the file and destroyed.

8. Complaints from students about grades will be addressed, if appropriate, by the University Policy on Grade Appeals as described in the *ECU Faculty Handbook* and/or the *Nursing Student Handbook*. 
**Student Computer Lab Hours**

Student computer labs offer East Central University students access to computer technology to conduct academic course work and research. The labs provide students electronic mail accounts, access to the internet, and a variety of software.

Each student computer lab is open during specific times, which must be posted in the lab. Student workers may remain in the lab for maximum of 15 minutes after the posted closing time to conduct critical lab business. Unless authorized by the director of the lab, students may not be inside a computer lab except when it is officially open.

The ECU faculty member or administrator who is designated director of a student computer lab may establish exceptions to this policy for particular times during a semester or between semesters. To institute a unique hour schedule for a computer lab, the Director must inform his/her supervisor and provide the Campus Security Office with prior notice. This notice must include the date(s) and the time of the late closing. Either the director or the student worker must be in the lab during these extended hours.

Additionally, there may be other times when a student computer lab is scheduled for classroom instruction or a continuing education class, or for use by an external organization. If these class times are not included in published class schedules, then it is the responsibility of the lab director who has made these arrangements to inform the Campus Security Office of the date(s) and times that the lab will be in use, and of the person who will be responsible for the lab during this time.

Campus police are authorized to remove students from computer labs when students are found in a computer lab after official hours. These students will be subject to disciplinary action. If a student worker is found in a lab beyond the fifteen minute grace period, he/she will be temporarily dismissed from the work assignment and the lab director and his/her supervisor will make a determination of whether or not to dismiss the student permanently. The Vice President for Academic Affairs will render final judgments on all appeals.

**THIS POLICY AND THE LAB HOURS ARE POSTED IN THE COMPUTER LAB**
Policy Concerning Care of Patients Who May Be HIV Positive

The ANA Code of Ethics Statement One requires that “The nurse in all professional relationships practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by consideration of social or economic status, personal attributes or the nature of health problems.” Based on this ethical principle, nursing students in clinical rotations may be assigned to care for patients who are diagnosed as HIV positive, have AIDS or have other communicable diseases. Students shall be taught the principles of universal precautions and return demonstrate its use prior to being assigned to patients with diseases that can be transmitted by contact with body fluids and blood.

The student may request a change in patient assignment only if the student: is:
☐ pregnant, or
☐ immunosuppressed.

A request by a student for a change in patient assignment for reasons other than the two listed above, will be evaluated by the clinical instructor for rationale and to determine if it violates ethical principles. If it is determined that the request violates ethical principles and the student refuses the assignment, the student will be removed from the clinical setting and may receive a fail “F” grade for the clinical portion of the course.
**Policy on Criminal Background & Sex Offender Searches for Nursing Students**

**Description:** The Joint Commission on Accreditation of Healthcare Organizations (JCAHO) in conjunction with the Oklahoma Hospital Association requires that all schools of nursing in Oklahoma provide the hospitals in which students will be attending clinical rotations to have a criminal background and sex offender searches. The purpose of this requirement is to protect patients and the public who are in the health care setting from individuals who have a criminal record and who may pose a danger to patients or the public. In some cases, students may not be eligible for nursing licensure, even if they are able to successfully complete the program. Final determination for licensure is dependent on decisions of the Oklahoma Board of Nursing.

It is strongly recommended that students who have a criminal offence or are listed on the violent offender or the sex offender registry begin to obtain the appropriate documentation (as noted below in #9) prior to applying to the program or enrolling nursing courses with clinical rotations. Delays in obtaining required records will prevent the student from attending courses with clinical rotations and may result in withdrawal from the program.

**Policy:**

1. All students who participate in a clinical rotation as part of their nursing education from East Central University will have criminal history background record and violent offender and sex offender searches no more than three months prior to beginning their first clinical rotation. Failure to have a criminal history background record and sex offender search completed by the designated time will result in immediate withdrawal of the student from the course and the program. The above background checks are completed through Validity; contact the Office Administrator in the School of Nursing for more information.

   A. For beginning students in N2104, Nursing Process, the criminal history background record and sex offender searches will be completed before beginning the Spring semester after being accepted into NRSG 2104 Nursing Process.

   B. For students who leave the program and are later re-admitted, or for students who have not had a search completed during their initial clinical rotation, or within three months of beginning a clinical rotation, another search will be completed prior to beginning any courses with a clinical rotation.

   C. RN to BSN students will have a criminal history background record, violent offender and sex offender search completed within three months prior to beginning NRSG 4617 Advanced Nursing Concepts I.

   D. If students have been residents of Oklahoma for less than one year or are not currently residents of Oklahoma, they are required to obtain a criminal history review and sex offender registry report from their last or current state of residency. In the event a statewide criminal registry does not exist, a background check will be obtained from the last county of residence.

   E. International students are subject to the same the criminal history background record and sex offender search as American students. It may be necessary for international students to contact their embassy, or utilize a commercial investigative service, such as Validity in order to comply with this requirement.
F. Senior nursing students will be required to have another criminal history background record and sex offender search and violent offender search within three months of graduation. This is required by the Oklahoma Board of Nursing for Licensure. Refer to the state board of nursing guidelines in the state where you will take NCLEX-RN.

G. All nursing students will sign a “Release of Information” form allowing the School of Nursing Director to share the information obtained from the criminal history background record and sex offender search with health care facilities at which students will be attending clinical rotations.

2. The criminal history background record and sex offender search will be obtained at the student’s own expense.

3. The School of Nursing Student Admissions, Retention and Progression Committee and appropriate health care facilities reserve the right to review any and all information that may impact the student’s ability to function safely in the clinical area. A history of a criminal record does not automatically disqualify an individual from admission to the program, however the following determinations of the student’s status within the School of Nursing will be made:

A. If your background check states, “NO REPORTABLE RECORD(s) FOUND,” or “NO pertinent information has been found that matches the search criteria entered for this order,” then the student is deemed to have clearance and will be permitted to attend clinical rotations.

B. If similar language is present on background checks from states other than Oklahoma or from international sources, then the student is deemed to have clearance and will be permitted to attend clinical rotations.

C. If the background check states, “Based on the provided search criteria, the following record was located…” further review is required to determine if the student will be permitted to attend clinical rotations.

D. If similar language is present indicating a substance abuse offence, criminal felony offence or sexual offenses on background checks from states other than Oklahoma or from international sources, further review is required to determine if the student will be permitted to attend clinical rotations.

4. Review of the criminal history will focus on substance abuse charges, all felony charges and/or registration as a sex offender. Felony charges generally are indicated by a case number that begins with “CF-” followed by the year and the case.

5. If a review of the report indicates a substance abuse, felony charge or registration on the Sex Offenders Registration List, the student must obtain and supply the School of Nursing with certified copies of court records related to the charge.

A. Until all relevant records are obtained and reviewed, the student will not be permitted to enroll any course with a clinical rotation or if already attending a clinical course, will be withdrawn from the course and program if the records are not provided in a timely manner.
B. Court records may be obtained from the courthouse in the county in which the charges were filed. Certified copies of court records may vary from state to state, but generally include an information sheet (with a description of the charge), a statement of the charges, and a statement of the judgment and sentence rendered by the court.

C. Court records must be reviewed because the information included on the background check report or reports from out-of-state agencies is often incomplete. For example, a charge may be originally filed as a felony, but later reduced to a misdemeanor. In addition, these reports do not always indicate whether the charge was filed as a felony or misdemeanor, nor do they always show the judgment and sentence rendered.

6. The Director of the School of Nursing will submit documentation as the facility requires about the criminal history background record and sex offender searches for all students who are determined to have clearance to participate in clinical rotations at appropriate hospitals and facilities.

7. If the criminal history background record and sex offender search indicates a history of substance abuse, felony charges and/or registration as a sex offender, the case will be jointly reviewed by the Director of the School of Nursing and clinical facilities to determine whether the student will be permitted to attend clinical rotations at the facility. A joint decision will be made to determine whether there is sufficient evidence to indicate that placement of the student in clinical rotations may jeopardize the safety of patients or the public.

8. If it is determined that the offence or offences are of such a nature as to pose a threat to the safety of patients and/or public, the student will not be permitted to attend or, if already in the course, will be withdrawn from the course and the program. A grade of "W" will be awarded if within the designated time period for withdrawal. The student will not be permitted to reapply.

9. The School of Nursing reserves the right to request all and any information deemed necessary to determine the safe practice of students. Additional information may include, but is not limited to information on offenses committed in states other than the one of residence, expunged offenses, municipal offenses and in some cases, pending offenses.

10. The original copy of the OSBI report, copies of the court records and related correspondence with the student and facilities will be filed in the student’s departmental records. Confidentiality will be maintained in accord with the nursing department guidelines on Student Records, ECU Nursing Student Handbook.

(Adapted from the “Uniform Clinical Rotation Agreement” Oklahoma Hospital Association, 2004)
Policy on Drug Screens for Nursing Students

Prior to caring for clients in the clinical setting, students can expect to have a drug screen. All drug screens are random and at the student’s personal expense.

Because of the profound effect that the use of certain drugs have on the performance of individuals, the School of Nursing is legally and ethically obligated to protect clients and others in the health care setting from students who are under the influence of drugs that affect coordination, behavior, judgment and decision making ability. Several health care facilities where students attend clinical rotations currently require a negative drug screen before students will be allowed to provide care for clients; however other facilities do not yet have that requirement. The School of Nursing Policy on Drug Screen is consistent with the ECU “Drug-Free Statement” policy found in the ECU Student Handbook, pp 25

Policy:
1. Students scheduled to attend a clinical rotation in a facility that requires a drug screen will comply with that facility’s requirements for drug screens, including cost of the procedure.
2. The results of the drug screen may be brought to the nursing office for review by the Chair, School of Nursing, course coordinator(s), and clinical faculty. Appropriate clinical facility personnel may also be informed of the results. The results will be maintained by the School in accord with the guidelines regarding Student Records (p. 109 Nursing Student Handbook).
3. If the drug screen is “negative,” the student may attend the assigned clinical rotation.
4. If the drug screen is “positive” for a substance not covered by a legitimate prescription, the student will be removed immediately from the clinical rotation (See the “Policy for Safe and Ethical Practice in Clinical Settings,” p. 92, Nursing Student Handbook).
5. The student with a positive drug screen will be placed “On Clinical Warning” by the course coordinator and/or the supervising clinical faculty.
6. The student will submit to a second drug screen within three (3) days after the first positive screen at a certified lab at the student’s expense.
7. If the second drug screen returns “positive,” the student will not be allowed to attend any clinical rotations for one (1) year, and will be administratively withdrawn from all nursing courses. The student will be referred to student services for treatment of drug abuse problems. The student will follow the policy for “Establishing Competency of Nursing Knowledge and Skills” (Nursing Student Handbook, p. 72) if seeking readmission.
8. If the second drug screen returns “negative,” the student will be allowed to attend clinical rotations. If the health care facility in question does not allow the student to attend clinical rotations after one positive drug screen, the student will be assigned to another facility that does permit attendance after a second drug screen that is negative, if possible. If no clinical facility will accommodate the student, the student will be administratively withdrawn from all nursing courses.
9. The student with a positive first drug screen and a negative second drug screen will remain “On Clinical Warning” for the remainder of the semester and will be required to take one or more random drug screens upon request of the course coordinator and/or supervising clinical faculty.
10. If any subsequent random drug screen is positive after a first positive drug screen, the student will be removed from the clinical rotation and administratively withdrawn from all nursing courses. The student will be referred to student services for treatment of drug abuse problems. The student will follow the policy for “Establishing Competency of Nursing Knowledge and Skills” (Nursing Student Handbook, p. 72 if seeking readmission.

11. A clinical instructor or course coordinator may request a random drug screen on any student at any time during the semester if the student’s performance indicates the use of behavior- or thought-altering drugs.

12. Students who have a positive drug screen administered by entities other than health care facilities and/or who are convicted of drug related offences while attending nursing classes, will be immediately removed from all clinical rotations and administratively withdrawn from all nursing courses. The student will be referred to student services for treatment of drug abuse problems. The student will follow the policy for “Establishing Competency of Nursing Knowledge and Skills” (Nursing Student Handbook, p. 72 if seeking readmission.

13. All policies for Readmission to the Program (Nursing Student Handbook, p. 72 will apply to students removed from clinical rotations due to a positive drug screen.

14. Students removed from the nursing program because of a positive drug screen for any reason, will be subject to one or more random drug screen(s) per semester upon their return to the program.

15. Students retain the right to appeal any decisions through the “Grade Appeals Process” as presented in the ECU Faculty Handbook (online) and the Nursing Student Handbook.
Policy for Establishing Competency of Nursing Knowledge and Skills /Readmission

INTRODUCTION:

The School of Nursing developed this policy in recognition of the high levels of critical thinking ability, theoretical knowledge and technical skills demanded of professional nurses and the rigorous requirements for professional and ethical behavior required by a rapidly advancing health care system, this policy on Establishing Competency of Nursing Knowledge and Skills have been developed for generic nursing students by nursing faculty. The School of Nursing requires students to demonstrate Competency of Nursing Knowledge and Skills before they can be re-admitted to the nursing program. Demonstration of competency in nursing knowledge and skills serves two purposes: (a) promotion of safe practice by nursing students engaging in client care in the clinical area and (b) maximizing potential for nursing students to graduate and to be successful on the NCLEX-RN licensure examination. This policy is consistent with current practice in nursing education in both Oklahoma and across the nation.

POLICY:

General Statement:

1. This policy applies to generic nursing students who, for the first time, have earned a “D” or “F” grade in any nursing course or who have withdrawn for any reason during any semester. After the second “D” or “F” grade in a subsequent semester or a second withdrawal from a nursing course for any reason or a failure in the Competency of Nursing Knowledge and Skills process, students will not be re-admitted to the nursing program. Students who feel that extraordinary circumstances warrant additional consideration may submit an appeal to the chair of the Student Admissions, Retention, and Progression (SARP) committee for discussion and decision by the SARP committee.

2. Students requesting permission to re-enter the clinical sequence of nursing courses or to re-enroll in a specific nursing course must also demonstrate Competency of Nursing Knowledge and Nursing Skills.

3. This policy also applies to students seeking admission from another school of nursing who have had nursing courses equated to ECU nursing courses and to students who have dropped out of nursing courses for non-academic reasons.

Application for Competency of Nursing Knowledge and Skills Process

1. All students eligible for Establish Competency of Nursing Knowledge and skills per above eligibility requirements must submit a completed Application for Establishing Competency of Nursing Knowledge and Skills. The application must be sent to and received by the office administrators of the student’s respective campus by the scheduled deadlines (see #2).

2. Applications are due in the nursing office, Ada Campus by the Wednesday after finals. Note: Please submit your application as soon as possible. You can always cancel your application at a later date.
3. The Application for Establishing Competency of Nursing Knowledge and Skills must include:

- An address and phone number where the student can be reached at any time
- A listing and comprehensive explanation of the reason(s) for the failure or withdrawal from the previous nursing course(s).
- The comprehensive actions the student will take to ensure that the underlying problem has been resolved and the steps the student will employ in future nursing courses so that the problem(s) will not recur.
- Preference of completing either Option One or Option Two for meeting the Competency of Nursing Knowledge (see below)
- Option preference for meeting the nursing skills requirement (see below).

4. All Applications for Establishing Competency of Nursing Knowledge and Skills will be reviewed and evaluated by the Chair of SARP Committee, faculty members of the SARP committee, (if available) and the Director of the School of Nursing. The Committee and/or Chairs/Director will make a decision about whether the student will be permitted to proceed in the Competency of Nursing Knowledge and Skills process. Students will be notified by mail and phone of the decision prior to the last day for regular enrollment for that semester.

5. Failure to meet the deadline for the Application for Establishing Competency of Nursing Knowledge and Skills or an Application that is incomplete will NOT be accepted and the student will NOT be allowed to continue the Competency of Nursing Knowledge and Skills process.

PROCEDURE:

Competency of Nursing Knowledge may be demonstrated by either one of the two following Options: (Students may select the option that they believe best meets their learning needs and style).

Option One (Self-Study and Examination)

The student may demonstrate competency of knowledge by self-study and examination; these students do not attend class. The student must meet all of these criteria:

- a. achieve a grade of 75% or higher on the final examination(s) of the required course(s). The lead instructor(s) will furnish a study guide to the student for each course by mid-semester prior to the final examination(s). The student will take the final examination(s) on the scheduled final examination day(s) for the designated class(es). No retake on final examination(s) will be allowed.
- b. pass any Metrology exams given in the class with a score of 100% with the same criteria for retake opportunities as students enrolled in the class.
- c. pass the School of Nursing Metrology Exam with score of 100% if not taken as part of the course(s).
- d. meet the Competency of Clinical Nursing Skills requirements outlined below.
- e. Other individual criteria as designated by the SARP committee.
Option Two (IS — Class Attendance and Examination)

The student may enroll in an Independent Study (IS) in the course(s) in which competency is to be demonstrated. The IS will be for the credit value of the course minus any credit hours allotted to clinical or laboratory activities. The IS will be graded by a Pass (P) or Fail (F) grade. The student enrolled in the IS may be required to attend selected campus laboratory/clinical experiences as deemed necessary when part of the IS contract ONLY. The IS instructor(s) of record will be the lead instructor(s) of the course(s) in which competency is to be demonstrated. To meet the requirements for Independent Studies, the student must:

a. Complete and sign an Independent Studies Contract according to ECU requirements before the final enrollment date for the semester.
b. Attend 90% of classes during the semester and remain for the entire time of each class. (Extraordinary circumstances affecting a student’s achievement of attendance of 90% of class will be considered by the lead instructor and decisions will be made on an individual basis.)
c. Take any unit examinations or quizzes during the course, but these will have no effect on the student’s final grade on the IS.
d. Achieve a grade of 75% or higher on the final examination. The student will take the final examination on the scheduled final examination day for the designated class. No retake on this examination will be allowed.
e. Pass any Metrology exams given in the class with a score of 100% with the same criteria for retake opportunities as students enrolled in the class.
f. Pass the School of Nursing Metrology Exam with a score of 100% within three attempts if not taken as part of the course(s).
g. Meet the Currency of Clinical Nursing Skills requirements outlined below.
h. Other individual criteria as designated by the SARP Committee.

Students not meeting ALL the above stated criteria for Option One or Two will NOT be allowed to reenter the nursing program and those in Option Two will receive a grade of “F” in the Independent Study. (See the Course Requirements for Demonstration of Competency of Nursing Knowledge grid on page 80 for a listing of the required courses)

Competency of Clinical Nursing Skills:

In addition to fulfilling the above listed currency of nursing knowledge requirements for readmission, students must also demonstrate competency of clinical nursing skills by taking and passing a “clinical nursing skills test” prior to readmission to any lab or clinical nursing course.

The skills test will be given by the course coordinator(s) for the course(s) in which currency of nursing knowledge was successfully demonstrated. The clinical nursing skills test must be scheduled within one week after completion of the competency of knowledge requirements and taken before the beginning of classes. The format and content of the skills test will be at the discretion of the course coordinator.

*See School of Nursing Director for any additional requirements.
Re-admission to the Nursing Program

1. Satisfactory completion of the Competency of Nursing Knowledge and Clinical Skills process does **NOT** guarantee re-admission to the program. Because space in clinical courses is limited by the availability of faculty and clinical resources, students who are out-of-sequence for any reason may not be able to re-enroll in clinical courses and therefore may be unable to continue in the nursing program.

2. All prerequisite and support courses identified in the *ECU Nursing Student Handbook* must be completed in accordance to the “Procedure for Admission to the Nursing Program for Generic Students.”

3. After the student satisfactorily completes either Option One or Option Two and nursing skills requirements of the Competency of Knowledge and Skills process, the SARP Committee will review all relevant information concerning the student’s re-admission and make a recommendation to the Nursing Faculty Organization. The nursing faculty must approve, by majority vote, the recommendation before the student will be permitted to re-take the course(s).

4. Factors that may prevent the student from re-admission include, but are not limited to:

   a. **lack of space in clinical rotations and/or lack of classroom space,**

   b. failure to meet the agreement requirements of either Option One or Option Two of the Competency of Knowledge (e.g. failure to attend of 90% of classes, scoring lower than 75% on the final exam, failure to satisfactorily complete any specified individual criteria etc.),

   c. failure to achieve a 100% score on the metrology examination within the allowed number of attempts,

   d. failure to complete the clinical experience requirement and/or failure to pass the required nursing skills exam,

   e. failure to demonstrate completion of all required prerequisite courses,

   f. failure to demonstrate satisfactory remediation of non-academic concerns including but not limited to felony convictions, positive drug screens, dismissal from the program for unacceptable behaviors in clinical, a pattern of unacceptable behavior in clinical courses as indicated by “On Clinical Warning” forms, failure to meet OBN licensure requirements, etc.

   g. ineligibility to take the NCLEX licensure examination at the time of graduation from ECU,

   h. failure to adhere to guidelines outlined in the Policy for Professional Behavior,

   i. inability to find a clinical placement within our primary facilities due to violations of facility policy.
5. Students suspended or expelled for felony drug offenses or other felonies must follow East Central University policies for re-admission to the University. Students who do not meet these requirements for re-admission to the University will not be permitted to re-enter the nursing program.

6. Students suspended or expelled for felony drug offenses or other felonies who do meet the ECU requirements must also meet all Oklahoma Board of Nursing and other state boards of nursing requirements for licensure prior to re-admission. Generally, boards of nursing require at least a five (5) year interval between a felony arrest or completion of sentence including parole, and the time the graduate will be permitted to take the licensure exam.

7. Students must be eligible to take the NCLEX licensure exam at the time of graduation from ECU.

8. Preference for re-enrollment in clinical nursing courses will be given to students who have voluntarily withdrawn from nursing courses with a grade of “C” or higher. Students who have withdrawn with a “D” or “F” grade or who have completed the course but received a “D” or “F” grade will be ranked for re-admission using the “Criteria For Admission to the ECU Nursing Program” form found in the admissions packet. This procedure will be used when there are fewer clinical spots and/or classroom seats than can accommodate the number of students applying for re-admission.

9. Nursing students who are seeking admission from another school of nursing through the "Course Equating" process must follow the “Procedure for Equating Nursing Courses” as presented in the Nursing Faculty Handbook. These students must receive a recommendation from the SARP Committee and approval from the nursing faculty prior to enrolling in any clinical nursing courses. All pertinent elements of the policy for Establishing Competency of Nursing Knowledge and Skills/Readmission will apply to these transfer students, including completion of all prerequisite courses.

10. Nursing students are required to demonstrate competence in metrology prior to administering medications, by taking and passing the School of Nursing Metrology Examination with a score of 100%, according to the policy on the “Metrology Examination” (Nursing Student Handbook). Students who fail to pass the metrology exam without the allowed number of attempts will NOT be allowed to re-enroll in the program.

11. Nursing students who are accepted for re-admission into the program may be required to have a new criminal background check, drug screen, and/or sex offenders registry search no more than three (3) months prior to beginning clinical rotations (see “Policy on Criminal Background and Sex Offenders Registry Searches”).

12. Nursing students who are accepted for re-admission into the program must have current malpractice insurance purchased through the ECU School of Nursing’s insurance carrier.
<table>
<thead>
<tr>
<th>Course</th>
<th>Documentation of Competency of Knowledge</th>
</tr>
</thead>
<tbody>
<tr>
<td>N2104 Nursing Process</td>
<td>Students who are unsuccessful in Nursing Process, but who have completed Physical Assessment and are requesting permission to re-enroll in Nursing Process must successfully demonstrate competency in Physical Assessment concurrent with either option one or two. In addition, these students must re-apply to the program with first time applicants.</td>
</tr>
<tr>
<td>N2223 Physical Assessment</td>
<td>Students who are unsuccessful in Physical Assessment, but who have completed Nursing Process and are requesting permission to re-enroll in Physical Assessment, must successfully demonstrate competency in Nursing Process concurrent with either option one or two.</td>
</tr>
<tr>
<td>N3118 Child-Adult Nursing I</td>
<td>Students who are unsuccessful in Child-Adult I and who are requesting permission to re-enroll must demonstrate competency in Nursing Process and Physical Assessment following either option one or two. Students must also demonstrate competency in Pharmacology I content and competency of nursing skills requirements.</td>
</tr>
<tr>
<td>N3192 Pharmacology I</td>
<td>Students who are unsuccessful in Pharmacology I may re-enroll in N3192. However, they must request permission to continue in the clinical sequence of courses and demonstrate competency in Child-Adult I following either option one or two. They must also meet the competency of nursing skills requirements, demonstrate competency in physical assessment skills and pass the metrology exam by 100%.</td>
</tr>
<tr>
<td>N3218 Child-Adult Nursing II</td>
<td>Students who are unsuccessful in Child-Adult Nursing II must request permission to re-enroll in N3218 and demonstrate competency in N3118, N3192, and N3392 following either option one or two. They must also meet the competency of nursing skills requirements, demonstrate competency in physical assessment skills and pass the metrology exam by 100%.</td>
</tr>
<tr>
<td>N3392 Pharmacology II</td>
<td>Students who are unsuccessful in Pharmacology II may re-enroll in N3392. However, they must request permission to continue in the clinical sequence of courses and demonstrate competency in Child-Adult Nursing II following either option one or two. They must also meet the competency of nursing skills requirements.</td>
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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Requirements</th>
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</thead>
<tbody>
<tr>
<td>N3883</td>
<td>Nursing Research</td>
<td>Students who are unsuccessful in N3883 may re-enroll, but may not progress to the senior level until earning at least a “C.” Students may opt to take an equivalent nursing research course from an accredited school during the summer. The course must be pre-approved by the School of Nursing Director and the student must earn at least a “C” to progress to the senior year.</td>
</tr>
<tr>
<td>N4214</td>
<td>Psychiatric Mental Health Nursing, N4374 Adaption in Aging or N4165 The Childbearing Family</td>
<td>Students who are unsuccessful in N4214 and/or N4374 and/or N4165 must request permission to re-enroll in these course(s). They must also demonstrate competency in N3218 and N3392 following either option one or two. They must also meet the competency of nursing skills requirements and demonstrate competency in physical assessment skills.</td>
</tr>
<tr>
<td>N4283</td>
<td>Community Health Nursing, N4383 Concepts of Leadership &amp; Management N4583 Comprehensive Clinical Nursing or N4954 Transition to Professional Nursing Practice</td>
<td>Students who are unsuccessful in N4283 and/or N4383 and/or N4583 and/or N4954 must request permission to re-enroll in these course(s). They must also demonstrate competency in N4214, N4374 and N4165 following either option one or two. They must also meet the competency of nursing skills requirements and demonstrate competency in physical assessment skills. All senior students must take the HESI exit exam and do the remediation. The benchmark score is 850.</td>
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Approved by Nursing Faculty, 2000
EAST CENTRAL UNIVERSITY - SCHOOL OF NURSING
APPLICATION FOR ESTABLISHING COMPETENCY OF KNOWLEDGE AND SKILLS

(Directions: All blanks must be filled in. Information on this form and on additional pages must be TYPED or computer generated on computerized form. Applications are due in the nursing office, Ada Campus by the Wednesday after finals. Note: Please submit your application as soon as possible. You can always cancel your application at a later date.

I. Name (full legal): _______________________________ Date: _____________

Student I.D. #: _______________________________ SS#: _______________________________

Address (home): ____________________________________________________________________

City: _____________________________ State: _________________ Zip: ____________

Preferred Phone # _________________________ 2nd Phone #: ____________________________

ECU Email Address: _________________________________________________________________

Please indicate your campus: ☐ Ada ☐ Durant ☐ Ardmore

Most Recent Retention GPA: _________ (Available on bottom of unofficial transcript online)

II. Please list the Nursing Courses in which you were unsuccessful:

__________________________________________________________________________________

__________________________________________________________________________________

III. List and discuss the reason(s) for failure or withdrawal from previous nursing course(s):

(Attach additional pages if required)

__________________________________________________________________________________

IV. Thoroughly describe the actions to be taken to ensure success in all future nursing courses: (Attach additional pages if required)

__________________________________________________________________________________

V. If your application for readmission is approved; you will be required to schedule a date to demonstrate your mastery of nursing skills. You will need to make an appointment with the course coordinator of the course you will be auditing.
VI. To establish competency you must choose option one or option two for every nursing class that was taken the semester previous to your failure. For example if you failed Child Adult I you must establish competency in both Nursing Process and Physical Assessment. If your application for establishing competency is accepted please indicate which type of contract you would prefer for each class:

<table>
<thead>
<tr>
<th>Name of Course</th>
<th>Self-Study Contract*</th>
<th>IS Class Contract*</th>
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<tbody>
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* Self Study Option One: Students do NOT attend lecture or pay for tuition. All students must pass the final exam with a 75% or higher and meet all other requirements in Policy for Establishing Competency of Nursing Knowledge and Skills.
** IS Class Option Two: Students attend lecture, pay for tuition, and take exams. All students must pass the final exam with a 75% or higher and all other requirements in Policy for Establishing Competency of Nursing Knowledge and Skills.

VI. Verification of accuracy of information: (Read and sign)
I hereby verify that the above information is true and accurate in every detail. I understand that withholding information or providing false information will lead to rejection of the application and dismissal from the program. I hereby grant my permission to the ECU School of Nursing to verify any of the information contained on this application.

I also agree to complete all the elements for the Competency of Knowledge Process including successful completion of examinations and successful demonstration of mastery of nursing skills by a skills test and completion of practice requirements. I understand that failure to successfully complete any of the elements in the Competency of Knowledge and Re-Admission Processes as outlined in the Nursing Student Handbook, will result in rejection of the application for re-admission and dismissal from the program.

I understand that my re-admission to the Nursing Program is also dependent on the availability of space in classroom and/or clinical rotations, and that successful completion of the Competency of Knowledge Process does NOT guarantee re-admission to the program.

____________________________________  __________________
Signature of Student  Date of Application

Mail Completed Form To:
ECU School of Nursing
Chair, SARP Committee
1100 E 14th St., PMB V-8
Ada, OK, 74820

For Office Use Only:  (To be completed by the Chair, SARP Committee)

<table>
<thead>
<tr>
<th>Date Application Rec’d:</th>
<th>App Complete:</th>
<th>Yes</th>
<th>No</th>
<th>App Approved:</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Metrology Exam Date:</td>
<td>Passed</td>
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<td>Failed</td>
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<tr>
<td>Competency of Knowledge Successfully Completed:</td>
<td>Date(s)</td>
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<tr>
<td>Option Selected:</td>
<td>Option One</td>
<td>Option Two</td>
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</table>

Chair, SARP Committee
Evaluation of Nursing Faculty and Courses

All teaching faculty shall be evaluated for teaching effectiveness each academic year. Faculty are evaluated by students, director, dean and vice president for academic affairs.

1. It is the policy of University and the School of Nursing to include students in the process of evaluating nursing courses and the teaching effectiveness of faculty.

2. Students have the obligation to be as objective and specific as possible in identifying the strengths and weaknesses of a course or nursing faculty.

3. Evaluation of Teaching Effectiveness by Students:
   a. Full time teaching faculty are evaluated by students during both semesters of each academic year. Evaluation forms provided by ECU are used.
   b. Clinical faculty are evaluated at the end of each semester that they supervise students in the clinical setting. Special School of Nursing evaluation forms are used.
   c. Adjunct faculty (preceptors/unpaid) are evaluated at the end of the spring semester of the senior year. Special School of Nursing evaluation forms are used.

4. Each nursing faculty shall be evaluated in all sections of all courses.

5. The faculty being evaluated is never to be in the room during the administration of the evaluation.

6. The faculty being evaluated is never to be apprised of the results of the evaluation until after final grades have been reported for the course.

(The complete procedure for the administration of the evaluation may be obtained from the academic affairs office.)
University Policy on Grade Appeals

Grade Change or Grade Appeal Policy and Procedures:

The University believes students must be given the opportunity to meet with instructors and other academic administrators to resolve issues concerning assigned grades. The Grade Appeal Committee was established to make recommendations to the Provost and Vice President for Academic Affairs concerning unresolved student grade appeals. The Grade Appeal Committee shall review and recommend action on all formal contested grade appeals referred to the committee. Uncontested grades changes shall be resolved through the appropriate administrative channels. Refer to the ECU Student Handbook for additional information related to this policy.

Malpractice Insurance

1. Each nursing student must have personal malpractice insurance which covers their learning activities in clinical settings. This insurance must be obtained before the student may enter the clinical area.

2. The School of Nursing has an insurance carrier who offers special rates to nursing students. Should a nursing student select another insurance company as their carrier, they will provide the Office Administrator a copy of the membership card. The level of insurance must be at or above that required of all ECU Nursing students.

3. Notices are sent to students providing information regarding cost and the date checks or cash are due.

4. Special arrangements are made for malpractice coverage of those students who begin clinical courses in the spring semester or summer semester.

5. Student malpractice insurance will cover a student in the clinical facility ONLY if the student is enrolled in an ECU nursing clinical course and is at the facility to complete clinical requirements of this course.
Metrology Examination
(Pre-Licensure Students Only)

Accuracy in the management of medications and IV solutions, including but not limited to dosage calculations, knowledge of abbreviations, appropriate routes and conversions of measurements, is imperative to the safe practice of nursing. The following policy has been developed in consultation with the clinical agencies used by ECU for nursing student practice and meets the facilities’ requirements for medication administration.

1. A written metrology examination shall be administered to students at the end of N2104 (Nursing Process) and again at the beginning of N3118 Child/Adult Nursing I.

2. The metrology examination will consist of calculation questions, terminology and items that reflect realistic problems commonly encountered in the clinical setting.

3. Students will study and learn the material for the examination through an independent study format using the textbook on metrology chosen by the instructor and other appropriate self-study texts. Material will be reinforced during lecture in N2104. Students should seek help from faculty if they are having difficulty with the material.

4. The student is required to attain a score of 100% on the written metrology examination before being allowed to attend clinicals in N3118 Child/Adult Nursing I.

5. If the student does not attain a score of 100% on the metrology examination, he/she will be allowed to retake written parallel forms of the metrology examination. No more than two (2) retakes will be allowed.

6. Failure to pass at least one of the written retake examinations with a score of 100% will result in immediate failure for the course. Students who wish to re-enter the program after failure of the metrology exam must follow the policy for “Establishing Competency of Nursing Knowledge and Skills.”

7. Nursing students who are applying for re-entry into the program after a break in course sequence will be required to take the written metrology examination and attain a score of 100% before readmission to the program. Students applying for readmission will be allowed two (2) retakes of the written metrology examination. Students who are unsuccessful in attaining 100% on the metrology examination or retakes will not be readmitted to the program.

8. Metrology content will be reinforced throughout the nursing program in all courses and students can expect questions on metrology and dosage calculations on any examination in any nursing course in the program.

Approved by faculty March 28, 2003
Effective June 2003; reviewed 8.12
Nursing students are encouraged to use the utmost caution when handling needles and other sharp instruments in the care of patients. Following the procedures that were taught in NRSG 2104 (Nursing Process) and subsequent courses, for safe administration of parenteral medications, assisting with invasive procedures and maintaining isolation techniques, is absolutely essential for the prevention of needle stick injuries and exposure to body fluid borne pathogens.

1. In the event of an accidental needle stick injury or exposure to body fluid borne pathogens, the student will be removed from the clinical setting and follow the procedures and testing requirements of the facility at which the exposure or needle stick occurred.

2. The student is responsible for all costs related to the exposure or needle stick injury including but not limited to blood tests, emergency room visit, pathology fees and follow-up testing or monitoring.

3. East Central University is not held liable for any expenses related to body fluid born pathogen exposure or needle stick injuries.

4. Depending on the type of injury or exposure, Ada and Ardmore students may use ECU campus Student Health Services (and Durant may use the SE Student Health Services) to monitor the post incident follow-up if it is required.
**Patient Abandonment**

1. The abandonment of patients seeking or receiving health care is considered a serious ethical violation that may result in legal action including suspension of nursing license, fines and even incarceration in jail.

2. In all cases, ECU nursing students and faculty will follow the precepts outlined in Oklahoma Board of Nursing’s “Abandonment Statement” presented below:

   **Oklahoma Board of Nursing Abandonment Statement**

   **Purpose:** To provide guidance to nurses (including Licensed Practical Nurses, Registered Nurses and Advanced Practice Registered Nurses) and Advanced Unlicensed Assistive Persons regarding situations that may constitute abandonment.

   **II. Definitions:**

   **Patient Abandonment:** Abandonment may occur when a licensed nurse fails to provide adequate patient care until the responsibility for care of the patient is assumed by another licensed nurse or an approved licensed health care provider. Patient safety is the key factor in determining the nurse’s responsibility in a given situation.

   **III. Guidelines to specific situations that may constitute abandonment:**

   **A.** For Licensed Nurses and Advanced Unlicensed Assistive Persons, examples of abandonment may include but not be limited to:
   
   i. Leaving the employment site during an assigned patient care shift after the nurse has come on duty for the shift without properly advising appropriate personnel;
   
   ii. Leaving an emergency patient care situation where that would be overtly dangerous to the patient, based on the standard of actions of a reasonable, prudent nurse;
   
   iii. Inattention to, or the leaving of a patient in acute distress, without proper notification of supervisor and appropriate arrangements for continuity of care;
   
   iv. Sleeping while on duty without a supervisor’s approval that is consistent with written institutional policy;
   
   v. Insufficient observation (frequency of contact) of a patient;
   
   vi. Leaving without reporting to the oncoming shift;
   
   vii. Failing to report for an assignment where the nurse is the sole provider of care (e.g. private duty, home health/hospice care) and failing to notify his/her supervisor and/or employer.

   **B.** For Licensed Nurses and Advanced Unlicensed Assistive Persons, situations considered by the Board not to constitute abandonment:

   The following are examples of employment issues and are not considered by the Board to constitute patient abandonment:

   i. Failure of a nurse to work beyond her/his scheduled shift;
   
   ii. Refusal to work in an unfamiliar, specialized, or "high tech" area when there has
been no orientation or educational preparation, or employment experience;
iii. Refusal to report to work;
iv. Failure to return from a scheduled leave of absence;
v. Resigning from a position and not fulfilling the remaining posted work
scheduled;
vi. Ending the employer-employee relationship without providing the employer with
a period of time to obtain replacement staff for that specific position (such as
resigning without notice);

C. In addition to the examples in subsection A., for the Advanced Practice
Registered Nurse serving as the primary/specialty care provider for a patient,
terminating the nurse-patient relationship without providing reasonable notification to
the patient and resources for the patient regarding other health care providers may
also constitute abandonment.

D. Implications of abandonment for Advanced Practice Registered Nurses (Clinical
Nurse Specialists, Certified Registered Nurse Anesthetists, Certified Nurse Midwives
and Nurse Practitioners):
   i. The legitimate discharge of a patient from practice, when the advanced practice
      registered nurse is that patient’s primary or specialty provider, does not
      constitute patient abandonment. However, a patient who is receiving acute or
      immediate care should not be discharged until transferred to another
      appropriate licensed health care provider.
   ii. A discharge from practice shall include:
       a. Providing reasonable written notice that meets community standard
          and clearly states the date of termination of services and date of
          notice; Information regarding how the patient may access his/her
          medical record;
       b. Information regarding referral options for continuing care for the
          condition treated; and
       c. Providing for currently authorized medications that have been
          prescribed by the Advanced Practice Registered Nurse to be available
          for a limited refill period.

E. Providing appropriate and adequate personnel to care for patients is the
responsibility of the employer.

Board Revised: 9/24/2013
Accessed: 11/22/2013
Patients’ Rights

1. The practice of nursing is an intimate, caring service to individuals and families. The rights of patients/clients and their families must be observed by all health care personnel, including nursing students.

2. Violation of such patient rights as privacy, both of person and communications, confidentiality of information, and safety in the care received have both ethical and legal implications. Infringement of these rights may lead to dismissal from the nursing program.

Policy on Professional Behavior

Professionalism is defined as the demonstration of high-level personal, ethical, and skill characteristics of a member of a profession. As a student in the ECU nursing program, you are making a commitment to the ideals and demands of the nursing profession. As you progress through the program, you are expected to develop and display the behaviors and characteristics that will identify you as a true professional nurse in your future practice. Professional behavior applies to all areas of your student activities, including, but not limited to off-campus clinical experiences, on-campus skills laboratory experiences, preceptorship, interactions with fellow students and instructors, classroom behavior and involvement in nursing student organizations.

Policy:

A student who displays unprofessional behavior at any time while participating in the ECU nursing program will be, at the discretion of the instructor, removed from the setting where the unprofessional behavior occurred. (See “Policy for Safe and Ethical Practice in Clinical Settings” for details on the policy for unprofessional behavior in the clinical setting and the Social Networking and Media Guideline).

Definitions:

In the classroom and in the on-campus skills laboratory, the student will demonstrate professional behavior that follows the ethical code for nursing, promotes respect for others and demonstrates accountability in preparation. Indicators to be used as guidelines for evaluating professional behavior are:

1. **Ethical:** The student behavior is in accordance with the American Nurses Association Code of Ethics (2008).

   Examples of unethical behavior include but are not limited to the following:

   a) Violating any portion of the “Policy on Academic Misconduct”
   b) Attending class while under the influence of drugs or alcohol
   c) Use of cell phones or other electronic devices during tests or exams (for the purpose of cheating).

2. **Respect for Others:** The student will display respect for fellow students and instructors at all times while in the classroom or when involved in on-campus and clinical laboratory experiences.
Examples of disrespectful behavior include but are not limited to the following:

a) Failure to treat peers and/or faculty with respect at all times
b) Talking to other students during lectures
c) Sleeping during lectures
d) Making inappropriate or rude comments during classes
e) Making excessively loud objections
f) Conducting any type of behavior that is disruptive to the class
g) Failure to address instructors by the appropriate title of Ms. Mr. or Dr. while in the classroom or clinical settings unless directed otherwise by the instructor
h) Failure to work cooperatively with other students during group projects
i) Yawning, inattention to guest speakers
j) Wearing ball caps/hats in classroom or lab
k) Bringing children to classes or labs
l) Failure to turn off and put away cell phones, beepers or pagers during class, lab, and exams
m) Use of laptop computers during class or labs without permission of instructor
h) Interrupting class without instructor’s permission

3. **Accountability in Preparation:** The student is expected to be prepared for class by obtaining and reading all assignments prior to class, completing assigned work and investing adequate time in study. It is assumed that for each hour of time the student is in the classroom, an additional 2-3 hours will be spent in completing assignments, conducting research and independent study and review.

Examples of lack of accountability in preparation include but are not limited to the following:

a) Failure to complete or submit worksheets or assignments on time
b) Inability to answer questions concerning the assigned material
c) Failure to prepare for group presentations
d) repeated tardiness for classes, labs or clinicals
e) Failure to purchase required text books in a timely manner
f) Failure to bring required lab kits/supplies to labs that require them

**Procedure:** Nursing faculty or students may identify a violation of professionalism. At the discretion of the instructor responsible for the course in which the incident occurred, the student may be asked to leave the class immediately and/or be called in by the instructor for individual counseling concerning their behavior at a time outside of class. The instructor has the option of attaching a grade penalty to the behavior (as outlined in the course syllabus) and making a note of the behavior in the student’s departmental file.

After discussing the incident with the instructor, the student’s conduct will be monitored. If the behavior in question continues, the procedure outlined in the “Policy for Performance Improvement and Clinical or Professional Warnings”, p. 95.

The student may request an appeal of the decision according to the “Policy on Student Appeals.” The student may have a representative present at the conference or appeals hearing.

Approval Date: 10/9/02; modified 2 2013
By the ECU Nursing Faculty
Social Media & Networking Guidelines

These guidelines are intended to promote academic and professional communication, professional integrity, and a safe effective learning environment. The guidelines are consistent with the ECU Code of Student Conduct and the National Student Nurse Association (NSNA) Code of Student Conduct. The purpose of this policy is to ensure the preservation of the East Central University and the School of Nursing integrity, overall reputation and brand identity while minimizing residual risks from online communication.

Students need to consider the use of social media and the impact your posts may have both now and in the future—remember that using “good judgment” is crucial. Think about what you are posting before you hit the send/post button. Be thoughtful, respectful and discreet. These guidelines are intended to protect student, faculty, and staff privacy while following clinical agency guidelines. Your vigilance to ensure protection of personal, professional and university reputations is imperative!

Violating HIPPA or FERPA will not be tolerated, regardless of where you post the information. Violation of this policy may create a situation that could lead to failure of a course, dismissal from the nursing program or University, or criminal charges. Such actions could become part of the individual’s future criminal background check and jeopardize a student’s future employment. These guidelines apply to East Central University School of Nursing students for any electronic communication published online regarding ECU School of Nursing-related matters and information, public or private.

It is noteworthy that both the American Nurses Association and the National Council of State Boards of Nursing have issued guidelines on the use of social media. Students are referred to both professional entities to further clarify use of electronic media. ECU School of Nursing students agree to abide by these School of Nursing guidelines, specifically numbers 1-18 below.

1. Confidentiality of students, faculty, staff, and clinical clients and staff is to be maintained at all times. Client information or clinical situations should never be discussed on social networking sites, even if names and personal identifiers are not used.

2. The use of/posting of unauthorized (where permission has not been obtained from involved parties) pictures, logos, videos or ECU School of Nursing materials is strictly prohibited.

3. Students shall not use online social networking to harass, threaten, or discriminate against other students, faculty, staff, or any member of the public. Text, photos, e-mails, or videos that are demeaning, belittling, or insulting to faculty, staff, or students may not be used/posted. Civility is expected in all posts.

4. Personal information about students, faculty, staff, and clinical sites will not be shared on networking sites without written permission from all involved parties. At NO time is it appropriate to photograph, video or audiotape patients, clinical faculty or School of Nursing faculty.

5. Social networking, texting, e-mail, and other recreational computer use is inappropriate and will not be tolerated during class or clinical time.
6. Students who use online social networking and identify him/herself as associated with ECU School of Nursing must clearly note that any views or opinions made are explicitly his/her own and not that of ECU School of Nursing.

7. Faculty and staff have the right to search for and monitor any comments or discussions about ECU School of Nursing employees, students, clinical sites/patients or other matters directly related to ECU School of Nursing.

8. On campus computing resources and network capacity may not be used for illegal purposes.
   **Examples of illegal purposes include:**
   a. Intentional harassment of other users
   b. Intentional destruction of or damage to equipment, software, or data belonging to ECU or other users
   c. Intentional disruption or unauthorized monitoring of electronic communications
   d. Unauthorized copying of copyrighted material.

9. Computing resources and network capacity should be used in accordance with the high ethical standards of the University community as described in the “Code of Student Rights, Responsibilities, and Conduct” and the “Academic Handbook”.

10. While in the classroom setting or during a clinical learning experience, students are expected to protect confidential and sensitive information. Be discreet when using cell phones and other personal wireless communication devices (PWCDs) for personal matters. Refer to 11-18 below for further clarification of PWCD use.

11. Cell phones and other PWCDs solely used for personal communication must be switched to the off position during class or clinicals, unless specifically advised otherwise.

12. Cell phones and PWCDs should only be used for personal communication during breaks in such a manner that it does not interrupt other students, faculty, agency personnel or clients, and others and is not disruptive to the learning environment. No photography or video recording of patient charts, computer screens, or other patient information is allowed.

13. Personal calls are discouraged except in emergency situations.

14. All personal cell phones and all PWCDs (unless expressly designated as appropriate by the instructor) will be turned OFF and stored as instructed during testing sessions.

15. Testing policies and course syllabi may contain detailed guidelines on use of cell phones and PWCDs during examination/testing situations. Inappropriate use of any PWCD during a test may be the basis for removal from the program.

16. ECU logos or trademarks cannot be used without permission of the University.

17. No photographing, audiotaping, or videotaping using PWCD is allowed during a clinical experience, or after clinical while at that clinical facility.
18. No photos, audiotapes, or videotapes can be created of skills, interactions, or any other activity related to the nursing program and/or faculty and then placed on any social networking site, including emails and texts. Nor is it permissible to forward said photos, audiotapes, videotapes, or any other activity to other students or anyone else.

Consequences
Violation of this policy (1-18) will result in disciplinary action, perhaps including expulsion from the program. Refer to SoN’s Student Handbook, Policy on Professional Behavior, and the Policy on Safe and Ethical Practice in Clinical Settings for guidance.

Approved 12/2012
Policy on Safe and Ethical Practice in Clinical Settings

Policy:

The School of Nursing is ethically and legally obligated to protect clients and any other persons from the actions of nursing students whose behavior in clinical rotations is actually or potentially unsafe and/or unethical. The student will at all times demonstrate professional and ethical behavior that does not violate any standards or policies of the ECU School of Nursing, Oklahoma Nursing Practice Act, American Nurses Association (ANA) Code of Ethics, the HIPPA Privacy rules, national or local standards of practice and health care agency policies. The students’ actions and behaviors will promote the potential and/or actual adaptation of clients, health care workers, and self in the biological, psychological, sociological, spiritual and cultural realms. The student will demonstrate accountability in the preparation for, delivery, documentation, and quality of care provided as well as demonstrating respect for the rights of clients and others. See below for definitions and further elaboration of behaviors and concepts.

The School of Nursing faculty serve as guides to facilitate each student’s clinical learning. It is the student’s responsibility to arrive prepared for the clinical day and to provide safe, effective care as expected and reflected in the clinical or course objectives.

Definitions:

Clinical Session: a single day or any part of a day, outside the classroom setting, in which the student performs course required client care or participates in client care related activities.

Clinical Rotation: the total number of clinical sessions during the semester that constitutes the clinical requirements for a nursing course. Students must successfully pass both the didactic/theoretical and clinical requirements of the course to receive a passing grade for the course.

ANA Code of Ethics for Nurses: refer to “American Nurses Association Code of Ethics for Nurses”; East Central University School of Nursing; Nursing Student Handbook.

Confidentiality: Nondisclosure of information except to another authorized person. A breach of confidentiality results when a client’s trust and confidence are violated by public revelation of confidential or privileged communications without the client’s consent.

Examples of unsafe or unethical behavior that may result in (1) immediate removal from the clinical session, with subsequent placing “On Clinical Warning” OR (2) removal from clinical rotation include, but are not limited to the following:

1. **Ethical/Legal**

   **Standard:** The student practices nursing according to the policies of the ECU School of Nursing, Oklahoma Nursing Practice Act, the American Nurses Association (ANA) Code of Ethics for Nurses, the HIPPA Privacy Rule, national or local standards of practice, and/or any health care agency policies.
a) Refusal of an assignment based on a client’s race, culture, age, sexual orientation, diagnosis or religious affiliation (immediate removal);
b) Failure to appropriately complete any assigned activity or skill related to client care;
c) Failure to report the unsafe or unethical behavior(s) of other health care providers in the clinical setting that potentially affects client welfare;
d) Failure to abide by rules and regulations or policies and procedures of the health care agency;
e) Failure to report medication errors made by self or others;
f) Plagiarize any portion of a care plan or written assignment (see “Policy on Academic Integrity” for specifics and definitions);
g) Violate the facility’s or School of Nursing’s Social Networking and Media Guidelines.

2. **Biological, Psychological, Social, Spiritual, and Cultural Realms**

**Standard:** The student at all times demonstrates the provision of safe and ethical care in meeting the biological, psychological, sociological, spiritual and cultural needs of clients.

**Examples of unsafe and unethical practice include but are not limited to the following:**

a) Failure at any time to pass a facility or any required drug test
b) Attend a clinical rotation under the influence of alcohol or other drugs, or in an otherwise impaired state;
c) Display any unstable mental or emotional behavior that threatens the well-being of clients, staff, peers, or faculty;
d) Failure to follow through on suggested referrals or interventions to correct any deficit in student knowledge or skills areas that may result in harm to clients;
e) Violate basic standards of care through acts of omission or commission including, but not limited to:
   i. physical abuse of clients or others;
   ii. placing or leaving clients in hazardous positions, conditions, or circumstances;
   iii. mental or emotional abuse of clients or others;
   iv. negligent and/or serious medication errors
f) Interact with agency staff, co-workers, peers, or faculty in any manner that results in miscommunication, disruption of client care and/or disruption of the care unit’s functioning;
g) Demonstrate a lack of physical coordination or ability necessary for safely carrying out required nursing procedures;
h) Require an excessive amount of faculty time for supervision of practice in order to function safely, including requiring so much time that other students cannot function and give care;
i) Failure to identify priorities in the planning or delivery of care;
j) Delegate client care tasks inappropriately;
k) Other unlisted violations of this policy
3. **Accountability**

**Standard:** The student at all times demonstrates consistency in the preparation, documentation, and promotion of continuity of care for assigned clients.

a) Carry out procedures when lacking adequate orientation and/or theoretical preparation and/or without appropriate assistance or supervision from staff or instructors;

b) Failure to provide concise, comprehensive, written and/or verbal communication;

c) Failure to accurately assess and/or record client behaviors;

d) Displaying any type of dishonesty including, but not limited to, false documentation, theft of drugs or supplies, cheating on assignments, plagiarism (see Policy on Academic Integrity);

e) Being late for clinical without notifying instructor and facility unit;

f) Other unlisted actions or violations related to this policy

4. **Human Rights**

**Standard:** The student at all times demonstrates respect for individuals including clients, client’s families, health team members, peers, and faculty.

a) Failure to maintain confidentiality of information, including records, according to policies of the ECU School of Nursing, Oklahoma State Nurse Practice Act, ANA Code of Ethics, HIPPA Privacy rules, national or local standards of practice and health care agency policies;

b) Dress inappropriately or violate the facility’s or School of Nursing’s dress code for nursing students;

c) Spread gossip, half-truths or rumors about any individual;

d) Make stereotypical assessments of clients based on age, race, socioeconomic level, gender or sexual orientation;

e) Failure to recognize and promote every individual’s rights;

f) Make threats of physical or other types of harm to any person;

g) Other unlisted violations of this policy

**Policy Implementation**

Any violation of this policy will initiate the procedure specified in the Policy on Performance Improvement and Professional or Clinical Warning.
Faculty will evaluate the student and provide formative and summative feedback about a student’s performance. Formative evaluation occurs during the semester while summative feedback is at the end of the semester or clinical rotation. Depending upon the severity of the offense, the process may begin at step 1, 2, 3 or 4.

At any time during the semester, a student who performs any single action or who displays a pattern of unsafe or unethical behavior in any setting judged by the faculty as a significant and imminent threat to the health, safety, or well-being of clients or others, or who demonstrates a major violation of ethical or professional standards will be immediately removed from the classroom, clinical session, and/or clinical rotation. Since this guideline applies to both didactic and clinical settings, any or all of the following nursing faculty may be involved in the review process: clinical instructor, clinical coordinator, course faculty member, course coordinator, program coordinator, and/or school director. After review, a student who is removed from a classroom/clinical session/clinical rotation may be placed on “Warning” or may be permanently removed from the clinical rotation/classroom, resulting in a failing grade for the course.

Policy:

The following procedure may be initiated for any student who is found by faculty to be in direct violation of the “Policy for Safe and Ethical Practice in Clinical Settings” or the “Policy on Professional Behavior”.

**Step 1 Professional/Clinical Behavior Violation Notification:** If any faculty member witnesses a violation of any School of Nursing (SON) policy or student guideline, the faculty member may give the student a Behavior Violation Notification, which includes documentation of the offense and the performance improvement plan (PIP). The student is expected to sign that they have received the Notification. If the student thinks the violation form was incorrectly administered, the student has the option of making an appointment with the faculty member within 24 hours of receipt of Notification.

**Step 2 Counseling:** If the student does not fulfill the criteria outlined in the PIP, the faculty and the Clinical and/or Course Coordinator will meet with the student for a counseling session with documentation on a Counseling Form. This session will focus on determining the cause of the student’s inability to carry out the PIP and to establish intervention to correct the behavior. Change must be evident immediately.

**Step 3 Clinical or Professional Warning:** If the student does not meet the criteria outlined in the PIP, the faculty will develop a plan of correction designating specific behaviors which the student must meet in order to remain in the nursing program. The student is now considered “on warning.” See the On Clinical or Professional Warning
Procedure, in the next section for more details. NOTE: A student may be placed “on warning” without Steps 1 or 2, if his/her action or behavior is as egregious as to warrant immediate “on warning” status.

Step 4 Removal from Clinical Rotation/Classroom: If the student is not capable of carrying out the plan of correction, he or she may be removed from the course and/or clinical rotation. See the Removal from Clinical Rotation/Classroom Procedure, in the next section for more details.

On Clinical or Professional Warning Procedure

1. If the faculty identifies any single action or any pattern(s) of unsafe or unethical action in the classroom or clinical setting by the nursing student, the student may be immediately removed from the classroom or clinical session/rotation. After review by the clinical instructor, the course coordinator, and the program coordinator (if the actions occurred at a distance education site), a student who is removed from the classroom or clinical session/rotation may be placed “On Warning,” but allowed to continue in the course and/or clinical rotation with appropriate corrective actions and ongoing evaluation of practice. If the unsafe or unethical action does not pose an immediate and significant threat to safety and well-being, the following steps will be observed:

   A. The faculty will document individual student action(s) or pattern(s) of actual or potential unsafe clinical practice or unethical behavior related to course objectives, evaluation tools, nursing standards, and/or expected level competencies. Documentation may be based on any or all of the following: the faculty’s direct observation, other nursing faculty observations, agency personnel observations, and/or client comments. Pertinent student written work may also be evaluated and included as documentation.

   B. The faculty will provide the student with a written warning for the unsafe or unethical action(s) or pattern(s) of behavior. The warning shall provide specific details of problem areas or deficiencies in the student’s classroom and/or clinical performance in relation to course objectives, evaluation tools, nursing standards, or expected competencies. The student is now officially “ON WARNING”. The “On Clinical /Professional Warning” document will also identify the required corrective actions(s), behavioral outcomes, and a time table establishing when the student must complete the listed requirements.

   C. The faculty and/or clinical instructor, Clinical and/or Course Coordinator, program coordinator (when applicable), and department chair will sign the “On Clinical /Professional Warning” document. The student will also sign the document after being given an opportunity to read it, ask questions, and make comments. The document will be placed in the student’s nursing
department file. The student and clinical instructor shall receive a copy of the document.

D. If the student refuses to sign the “On Clinical/Professional Warning” document, the refusal will be verified by another nursing faculty, recorded in the student’s file, and noted on the form.

E. During all subsequent classroom/clinical sessions, the student will be evaluated by the faculty in relation to achievement of the required behaviors and performance according to on the “On Clinical/Professional Warning” form. The warning will continue to be in effect for all remaining nursing courses, including those students who left the program for any reason and were later readmitted.

F. The required changes in performance must be demonstrated during the next clinical or classroom session, and consistently maintained for the remainder of the nursing program, including those students who left the program for any reason and were later readmitted.

G. For tracking purposes, the “On Clinical/Professional Warning” document will remain in the student’s SON file for the remainder of his or her time as a nursing student. The course coordinators will inform instructors in the next level clinical courses of which students have clinical warnings.

H. All documents relating to the “On Clinical/Professional Warning” status will be removed from the student’s file at graduation.

**Removal from Clinical Rotation/Classroom Procedure**

A. If, in the judgment of the faculty, a student’s action is of such a nature as to constitute a major violation of ethical and legal standards or pose an imminent threat to the safety of clients, staff, faculty, or others, the student will be immediately removed from the classroom or clinical session, and may be removed from the course or clinical rotation, pending review by the involved faculty, Clinical and/or Course Coordinator, program coordinator (if the action occurred at a distance education site), and School Director. If the student is allowed to continue in the course and/or clinical rotation, missed classroom and/or clinical sessions will be made up under the direction of the Clinical and/or Course Coordinator and the faculty/clinical instructor.

B. Students who are removed from the classroom/clinical session or rotation for a major violation of ethical and legal standards or for posing an imminent threat to the safety of clients, staff, faculty, or others will not be permitted to attend any classroom and/or clinical session for the rest of the semester. Students must either drop the course or receive a grade of “F” in the course, pending the outcome of the appeals process described below.
C. The tuition reimbursement policy stated in the ECU catalog will apply. A student who is removed from the clinical rotation who wishes to re-enter the program must follow the procedures outlined in the policy for “Establishing Competency of Nursing Knowledge and Skills/Readmission” whether a grade of “W” or “F” was received in the course, see SON Student Handbook. Successful completion of the competency of knowledge process does not guarantee readmission to the program.

**Appeal Process**

1. If a student believes that she or he has been unfairly removed from the course or clinical rotation, the student has the option of requesting a formal School Hearing.

2. The student must make this request to the school director within two (2) working days of being removed.

3. The Hearing shall be held within three (3) working days of the student's request.

4. The School Hearing Committee shall consist of three (3) full-time nursing department faculty and the school director. The student will be given the option to have one (1) student serve as a voting committee member, who will be selected at the discretion of the school director. If the petitioning student requests that no students serve as committee members, the request shall be granted.

5. The Hearing shall be chaired by the school director unless the chair is also the clinical instructor who removed the student from the course or clinical rotation. In that event, or due to unavailability of the school director, the next most senior nursing faculty available will chair the School Hearing.

6. The student will be notified of the time and location of the Hearing, and those attending.

7. The student may be accompanied by up to two (2) persons of the student's choosing. At the discretion of the chair and/or Committee, other persons, such as agency personnel, who have direct knowledge of the situation, may be asked to attend the hearing.

8. The school director will open the Hearing with a brief synopsis. The Committee will evaluate the facts as presented by the faculty, the student, and other invited participants. Each party will be provided a time period of 10 minutes to present his or her side without interruption, starting with the student. Presentations are to be factual and cover only the events which caused the student to be removed. The presentation will be followed by a question and answer period. Any person at
the Hearing may ask questions. Time of presentations and question and answer periods may be extended, if, the Committee deems it necessary.

9. The Committee will deliberate in private and the school director will vote only in the event of a tie, when the Committee needs a deciding vote. The Committee chair will communicate the decision to the faculty and student in writing, and verbally if the student so requests.

10. If the decision of the faculty to remove the student is upheld, the sequence of steps specified in the above stated procedure will be followed.

11. If the decision of the faculty for immediate removal of the student from the classroom and/or clinical session and/or rotation is upheld, the student will be given the option of dropping the course or receiving an “F”.

12. If the decision of the faculty is not upheld, the student will be allowed to return to the classroom and/or clinical rotation, either with an “On Clinical/Professional Warning” OR in good standing, depending on the results of the School Hearing. The student will have the option of requesting another classroom and/or clinical section if space permits. Missed classroom and/or clinical sessions will be made up at the discretion of the Clinical and/or Course Coordinator and the faculty/clinical instructor. Previous warnings will remain in effect.
CLINICAL/LAB BEHAVIOR VIOLATION

☐ Tardiness ☐ Missed or left clinical without notification
☐ Uniform violation ☐ Disrespect toward student/faculty/staff/pt
☐ Disruptive behavior ☐ Demonstrated lack of preparedness
☐ Cell phone on or in use ☐ Talking inappropriately
☐ Time management issues ☐ Failure to submit assignment on time
☐ Unsatisfactory care plan ☐ Professional behavior violation
☐ Safe practice policy violation ☐ Other: ______________________________

Performance Improvement Plan
1. I understand this is a notification. The above marked behavior is unprofessional and, if continued, will result in further consequences.
2. I will review the policy(ies) violated and the Policy on Performance Improvement and Clinical or Professional Warnings.
3. If I believe that I did not exhibit the identified behavior, I can schedule an appointment with the faculty member within 24 hours of receipt of this notification.

Student Name (Printed last name first) __________________________ ________________

_________________________________ ______________________________

Student Signature (date) Faculty Signature (date)

WHITE COPY – STUDENT FILE YELLOW COPY – INSTRUCTOR PINK – STUDENT

PROFESSIONAL BEHAVIOR VIOLATION

☐ Talking inappropriately ☐ Missed or left class early without notification
☐ Tardiness ☐ Disrespect toward student/faculty/staff/pt
☐ Sleeping in class ☐ Inattention to guest speaker
☐ Disruptive behavior ☐ Use of computer/iPad without permission
☐ Cell phone on in class ☐ Demonstrated lack of preparedness
☐ Failure to submit assignment on time ☐ Other: ______________________________

Performance Improvement Plan
1. I understand this is a notification. The above marked behavior is unprofessional and, if continued, will result in further consequences.
2. I will review the policy(ies) violated and the Policy on Performance Improvement and Clinical or Professional Warnings.
3. If I believe that I did not exhibit the identified behavior, I can schedule an appointment with the faculty member within 24 hours of receipt of this notification.

Student Name (Printed last name first) __________________________ ________________

_________________________________ ______________________________

Student Signature (date) Faculty Signature (date)

WHITE COPY – STUDENT FILE YELLOW COPY – INSTRUCTOR PINK – STUDENT
Counseling Session Form

Student Name________________________________________ Date____________________

Campus____________________

Clinical Instructor___________________________

The following was noted regarding this student’s performance/behavior:

Performance Improvement Plan:

I have read this document.

Student Signature_____________________________________

Printed Name________________________________________
STUDENT NAME: ___________________________ DATE: ______________________

CLINICAL INSTRUCTOR: ___________________________

DATE OF INFRACTION: ___________________________

STATEMENT:
"You, the above named student, are now "on warning" for violating the East Central University, School of Nursing "Policy On Unsafe Clinical Practice" as described below:

A. Section(s) of the policy violated:

B. Description of the violation(s):

C. RECOMMENDATIONS:

Failure to comply with the recommendations may result in dismissal from clinical. Dismissal results in the student receiving an unsatisfactory evaluation in the clinical course and the student cannot pass the course. The student would have to reapply to the program and follow the current admission policy for Establishing Competency of Nursing Knowledge and Skills.

☐ Copy of this document given to student. _____________________________

Student initials

Student Signature ____________________________________________/date____________

Clinical Instructor ____________________________________________/date____________

Clinical Coordinator Signature ________________________________/date____________

Course Coordinator Signature ________________________________/date____________

School Director Signature ________________________________/date____________

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Policy for Senior Students in the Event of “Unsafe Practice” in Preceptorship

Preceptor clinicals differ from other clinical experiences in several ways. First, preceptors are the primary evaluators of students rather than full-time/part-time ECU instructors. Second, successful completion of the preceptor clinical is required for passing NRSG 4954 Transition to Professional Practice. Third, because this is the last clinical experience for the student, there is only minimal time for remediation of unsafe clinical behaviors. If at any time the preceptor determines that a student is practicing in a manner that jeopardizes the health, safety or wellbeing of a client either through a pattern of behavior or in a single action, the student shall be removed from the clinical setting immediately, and the supervising ECU faculty be notified and contacted.

Policy:

In general, the policy stated in the School of Nursing Policy on Safe Practice in Clinical Setting are to be followed in all clinical settings, including the preceptor supervised clinical. However, due to the differences in the preceptor clinical experiences described above, it is imperative that the “School Hearing” specified in the policy is attended by a majority of full-time faculty of the School of Nursing.

1. Persons required at the School Hearing for a Student in the Preceptor Clinical:
   a. School Director
   b. Faculty supervising the preceptor/preceptee dyad
   c. Clinical Coordinator
   d. At least one other ECU nursing faculty
   e. Student
   f. A maximum of two students

2. Procedure:
   a. If a preceptor determines that a student is practicing in an unsafe manner, the student will be removed from the clinical setting immediately, and the supervising faculty will be contacted by the preceptor immediately.
   b. The supervising faculty will meet with the preceptor as soon as possible to discuss the problem and obtain documentation supporting the preceptor's decision to remove the student from the clinical.
   c. Any student removal from the preceptor clinical for unsafe practice will be considered temporary until a school hearing can be held.
   d. The school hearing shall be scheduled as soon as it is possible to gather all the above designated persons for a meeting.
   f. The following determinations are possible from the school hearing:
      1. The decision of the preceptor concerning the unsafe practice of the student is upheld and the student is removed from the clinical and both relevant courses according to the stated Policy on Safe Practice in the Clinical Setting. NRSG 4954 must be repeated.
      2. The decision of the preceptor concerning the unsafe practice of the student is not substantiated, and the student is re-assigned, according to availability, to a new preceptor at either the same or different facility to finish the required 170 preceptor clinical hours for the semester. If the student is unable to complete the required hours during the semester, he/she will receive a grade of
incomplete “I,” in both courses, and permitted to complete the clinical during the summer session.

3. The decision of the preceptor concerning the unsafe practice of the student is upheld, but determined to be correctable with remediation. The student will be allowed to continue in the course under close supervision and will implement a plan of correction either with a new preceptor or the original preceptor if she/he is willing. Subsequent evaluation of the student’s practice will be made to determine if the unsafe practice behavior was corrected.

g. Appeal: If the student is dissatisfied with the determination of the School Hearing, he/she may pursue the appeal process as outlined in the guidelines for Safe Practice in the Clinical Setting.

Updated 2014
Skills Checklists

Each ECU nursing student shall bring his/her Skills Checklist to every campus skills lab, preceptor and clinical experience. The Skills Checklist serves a guide for the student, instructor and floor nurses to assess what skills the nursing student has mastered and which skills still require additional practice. It is also used as one of the tools to measure the program outcome of Therapeutic Nursing Intervention and therefore should be as complete as possible by graduation.

1. In the event that the student fails to bring the Skills Checklist to an assigned laboratory or clinical experience, the clinical instructor may dismiss the student from the clinical assignment resulting in an unexcused absence, clinical warning and/or dismissal from the program.

3. It is the student’s responsibility to record the date(s) on which the skills were performed and request the instructor’s signature.

4. Students may perform skills under the supervision of licensed nurses other than the ECU instructor after obtaining permission from the supervising instructor.

5. Licensed nurses other than the instructor who have supervised students performing skills may “sign off” the skill on the Skills Checklist.

6. Skills Checklists shall be collected from the sophomore students at the end of the spring semester by the instructor in nursing process and turned over to the instructor in Child-Adult I who will keep them in his/her possession during the summer. They will then be returned to the students at the beginning of clinicals in the junior year.

7. Skills Checklists shall be collected from the junior students at the end of the spring semester by the instructor in Child/Adult II and turned over to the instructor in Adaptation in Aging who will keep them in his/her possession during the summer or break. They will then be returned to the students at the beginning of clinicals in the senior year.

8. Skills Checklists shall be collected from the senior students at the end of the spring semester by the instructor in Comprehensive Clinical Nursing and turned over to the Director.
1. On the Ada campus, nursing faculty advisors are assigned according to the first initial of the student’s last name. Lists with this information are posted in and around the School of Nursing. On the Durant and Ardmore campuses, the program coordinators and faculty serve as advisors.

2. A student may request a particular nursing advisor or a change of advisors, subject to the approval of the requested advisor and the need to balance advisement loads among faculty.

3. Faculty advisors assist students regarding academic matters. Academic matters include, but are not limited to, course sequencing, withdrawals, registration, dropping or adding courses and course related problems. Students are responsible for familiarizing themselves with and adhering to the University regulations, schedules, course prerequisites and program requirements. This information is available in the ECU Catalog and Course Schedules obtainable at the Office of Admissions and Records.

4. Students assume responsibility for tentative preplanning of course schedules and should come to the advisor with the registration card completed.

5. Students are to obtain their advisement files from the main nursing office and bring them to their advisor when seeking any academic advisement. The advisor will make notes and keep the files current.

6. Pre-enrollment advisement is done by appointment. STUDENTS MUST MAKE AN APPOINTMENT TO SEE THEIR ADVISOR ONE WEEK BEFORE THE DATE FOR ENROLLMENT. Faculty may have sign-up sheets posted during this period, if not, call or e-mail your advisor and make an appointment.

7. Faculty will post office hours outside their office doors each semester. Students will make appointments with faculty for advisement during faculty office hours.

8. If students are unable to meet with their advisor during scheduled office hours, they must contact the Office Administrator to schedule an alternative advisor.

9. Beginning Freshman and Transfer students will need to complete an enrollment card, which must be signed by a faculty advisor prior to enrollment. Enrollment ends one week after classes start.

10. Current ECU students will enroll online via the MyECU portal. Before a student may register for classes, they must first receive clearance from their official nursing advisor. Generally, an advisor will grant clearance to a student during an appointment with the student. NOTE: Only the student’s OFFICIAL advisor may grant clearance for registration. All students will need to declare Nursing as their major. Nursing faculty do not have authorization to provide registration clearance to students from other majors.

11. Beginning Freshman and Transfer students will need to use “Drop/Add” cards to drop or add courses or change sections. They are available at the registrar’s office or School of Nursing offices. Current ECU students may drop or add courses or sections online via the MyECU portal.

12. Financial Aid requirements update frequently; therefore, it is imperative that students contact their Financial Aid Advisor for specific information regarding grants, scholarships, and student loans.

13. Junior level nursing students must have a degree check by the Office of Admissions and Records to ensure graduation requirements are met. Faculty must sign request. These
will be completed at the beginning of classes in the fall semester of the junior year. HOWEVER, if you enter the nursing program and are pursuing a 2nd bachelor’s degree, please have a degree check done upon acceptance into the nursing program.

14. Students accepted in the nursing program and currently enrolled in nursing courses will have group advisement in class just before pre-enrollment periods for scheduling of nursing courses. Students who need to enroll in courses other than nursing courses must see their assigned advisor prior to enrollment in addition to the group enrollment.

15. Students are encouraged to visit with their assigned advisor whenever they have a question about courses, grades, or their academic experiences in general. Trained, licensed counselors are available through the University Health Center for personal issues.

**Student Employment**

1. It is recognized that some nursing students may have to work for pay during their time in nursing school in order to be able to afford the cost of their college education. However, the nursing major is very demanding of time and no student should expect to maintain passing grades in their nursing courses while attempting to work 30 or more hours per week and/or commuting long distances for employment.

2. Nursing students are **NOT** permitted to work for pay at the same time they are attending either clinical or preceptor rotations. The agency or facility is responsible for the student’s performance while they are working. Nursing faculty and the administration of the School of Nursing and East Central University are **NOT** responsible for any actions or the conduct of nursing students while they are working for pay.

3. Nursing students who are employed by health care agencies or facilities to provide patient care are considered employees of these agencies or facilities. The ECU student group malpractice insurance will not be in effect when nursing students are working for pay and it is unlikely that the health care facility will assume financial liability in the case of an error.

5. When a student is working for pay in a health care agency or facility, he or she may **not** wear any attire, ID card or insignia that indicates that they are a student in the School of Nursing or at East Central University. Legally, they are **NOT** allowed to place N.S. (Nursing Student) after their signatures.
1. Grading policies of the School of Nursing follow those of the University. Letter grades of "A", "B", "C", "D", "F", or "I" are earned by a student unless the course grants credit on a "Pass/Fail" basis. The grading scale for all upper and lower division nursing courses is the following:

   - 100 - 90 = A
   - 89 - 80 = B
   - 79 - 75 = C
   - 74 - 68 = D
   - less than 68 = F

2. An incomplete or "I" is given in a course because of unavoidable circumstances that prevent the student from finishing the required work before the course ends. The "I" becomes a permanent grade if the student has not taken appropriate steps to complete course deficiencies within one (1) year of issuance. (See ECU Student Handbook for details). Students must request an "I" grade from the instructor and complete the required forms BEFORE the semester ends.

3. The syllabus of each nursing course includes the evaluation methods to be used in that course.

4. Students may be asked to evaluate themselves with respect to their performance in a course.

   *The student may appeal a grade earned in a course when a reconciliation between the lead faculty member and the student cannot be achieved. (ECU Policy on Grade Appeal).
Student Records

School of Nursing Policy

1. Unofficial student records are maintained in locked files in the School of Nursing and contain such materials as copies of transcripts, anecdotal notes, advisement records, course check lists, applications to the nursing program, authorizations to release information, selected examples of student work, and criminal background checks.

2. In accordance with FERPA, confidentiality is strictly enforced, and only the student, his/her nursing advisor, and/or current nursing faculty are allowed access to the files. Parents of students 18 years of age and older, are not permitted access to the information in School files. After graduation, student files are kept for five (5) years in a secured locked file cabinet in the School of Nursing.

3. The request of a student to add to, delete from or duplicate materials in their personal files will be dealt with as simply as possible. Additions to a file can be made by the advisor or the office administrator. Deletion of materials from a student folder is rarely done, and requires action by the Chairman or the faculty of the School of Nursing. Materials will be duplicated for a student only when they must have a copy of a document and have not been able to retrieve their own copy.

4. In keeping with the policies of the University, the scholastic records of students are confidential and subject to examination only in official use in compliance with Public Law 93-38 Family Educational Rights and Privacy Act of 1974.

5. Official transcripts of scholastic performance are issued by the Registrar of the University at the request of the student. Students should make such requests in writing or in person since only they may authorize the release of an official transcript.

6. Personal information about a student concerning competencies and attributes in nursing practice may be needed by prospective employers. This information will be provided by the nursing faculty member if the student has filed a signed release of information form or a similar written request.

7. The School of Nursing may make available to educational, religious, or other body functioning in the public interest directory information as defined in the East Central Education Provisions Act, Section 1232 (g) (b) (1). Such information includes: Name, Address, Telephone listing, Date and place of birth, Major, Participation in Sports, Height, Weight, Degrees, Awards, most previous educational institution or agency attended.

8. The School of Nursing does not maintain any official or unofficial student financial records.
**Student Travel**

1. Nursing students who have been admitted to the program may have clinical assignments within driving distance of the campus. The distances traveled in reaching clinical facilities may range from a few miles, required two to four days a week depending on the courses in which a student is enrolled, to approximately 300 miles, required once weekly. Field trips to Oklahoma City, Tulsa and other cities may be required in various nursing courses.

2. Nursing students must have access to a safe, reliable motor vehicle while enrolled in nursing courses.

3. Students may be assigned to clinical or class experiences necessitating over-night accommodations at their own expense.

4. Travel arrangements, living accommodations, meals, registration or other fees and similar expenses that are associated with clinical assignments are the responsibility of the individual student.

**Transfer Students**

All students who are interested in transferring from another nursing program are advised to contact their official ECU nursing advisors *immediately* to discuss the official Procedure for Equating Nursing Courses.

1. Transfer students must meet all East Central University requirements for admission and complete and submit an “Admission to the University” form.

2. Transfer students must complete all the prerequisite courses required for entrance into the nursing program.

3. Transfer students must bring a copy of all their college transcripts and schedule a meeting with a nursing faculty advisor for an unofficial evaluation of course work. The official evaluation of transcripts will be performed by the Office of Admissions and Records.

4. Transfer student courses that are deemed equivalent to ECU courses on the “ECU Transfer Matrix” will be accepted by the School of Nursing as meeting the appropriate requirements.

5. Transfer student courses that do not equate to ECU courses on the Transfer Matrix may be used in place of required courses if a “Course Substitution” is approved by the appropriate department. The nursing faculty advisor will aid the student in determining which courses may be eligible for course substitution. A catalog course description must be attached to the Course Substitution Form.

6. The Director, School of Nursing may approve selected non-general education requirement courses, that have not been equated, as meeting School of Nursing required courses by notifying the Office of Admissions and Records of school approval.

7. Students not attempting to transfer nursing courses from another program may submit an “Application to the Nursing Program” by the designated date (usually the middle of September). It will be processed and considered along with all other applications submitted at the same time. If accepted, the student will begin nursing classes in January of the following year.

8. Students attempting to transfer nursing course work from ACEN or AACN - CNE accredited *baccalaureate* nursing programs must follow the steps in the “Procedure for
Equating Nursing Courses.” Students are required to provide documentation including course descriptions, syllabi and course work for the nursing courses they are presenting for transfer of credit.

9. Most nursing courses from Associate Degree programs cannot be equated to ECU nursing courses because they have a lower division designation (1000 or 2000). The Oklahoma Board of Regents does not allow transfer of any credit from Technology Centers (LPN programs).

10. After completion of the process for equating nursing courses, the student will be notified by the Director, School of Nursing of the status of acceptance of the course work. Even if a nursing course is accepted, additional independent studies may be required.

11. Students seeking the transfer of nursing courses must meet the currency of nursing knowledge and skills requirements as outlined in the policy for “Establishing Competency of Nursing Knowledge and Skills” and pass the metrology examination.

12. All transfer students must have clear criminal background and sex offender searches prior to beginning clinical rotations in the nursing program. If a student has any arrests, even if they have been expunged, they must notify the nursing faculty advisor so that the appropriate paperwork can be initiated.

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**Policy on Transfer Request to a Different ECU School of Nursing**

Nursing students seeking transfer to another campus after acceptance into the nursing program must adhere to the following policy:

1. Nursing students may transfer at the **END** of the semester only - no mid-semester transfers will be permitted.

2. Students seeking transfer from one campus to another must submit the following to the **Director of the ECU School of Nursing** prior to the end of the semester. A copy must be forwarded to either the ECU @ SE Program Coordinator or the ECU @ Ardmore Program Coordinator:
   
   a) A **TYPED letter** requesting transfer to another campus with rationale; and

   b) A **degree plan** demonstrating the student’s ability to complete all required general education courses by the last semester of the senior year.

   Only students who have both a letter of request and a degree plan on file on or before the **last day of class prior to the semester** in which they wish to transfer will be considered for transfer to another campus. Students who are not able to satisfy requirement 2-b will not be eligible for transfer to another campus.

3. The Director of the ECU School of Nursing will determine if a position is open on the campus to which the student is seeking transfer. Site availability depends upon classroom space, adequate clinical faculty and room at clinical sites.

4. Students from Ada or Ardmore seeking to transfer to the nursing program at Durant must fulfill all general education and graduation requirements as required by the **ECU-SE Articulation Agreement for the Nursing Program**. Students from Durant seeking to
transfer to the Ada or Ardmore campuses will be required to meet all general education and graduation requirements of East Central University.

5. Each student seeking to transfer must meet with their nursing faculty advisor for evaluation of the student’s transcript(s). All general education and support courses that are not already equated on the ECU Transfer Matrix will require initiation of Course Substitution form(s) to be sent to the appropriate department Chair(s). General Education courses that do not equate or substitute for ECU general education courses must be completed before the fall semester of the senior year. Support or prerequisite courses to the nursing major that do not equate or substitute for ECU support or prerequisite courses must be completed by the beginning of the fall semester of the Junior year. It is the student’s responsibility to complete the Course Substitution forms and obtain the appropriate signatures.

1. Transfer of financial aid to another campus is the responsibility of the nursing student. The majority of financial aid, including federal and state, is transferable. However, university specific awards and scholarships may not be transferable. The student should contact the ECU Student Financial Aid office for details and to make arrangements for financial aid transfer.

7. Nursing students on the “Alternate List” who are accepted into the nursing program at a campus other than the one to which they initially applied, will be provided with a copy of the Policy for the Transfer of Nursing Students Between the Ada, Ardmore and/or Durant Campuses Students must document in their School of Nursing student files that they have read and understand this policy. The faculty advisory must also sign the statement to indicate that the student has met all the requirements of this policy. See form at the end of this document which reviews and documents a student’s understanding.

8. Students will be allowed to transfer during their Senior year ONLY if they have completed all general education requirements prior to attaining senior status.

9. Students wishing to transfer to another campus and who are at the same time requesting permission to re-enter the nursing program, must successfully demonstrate currency in nursing knowledge and skills (see policy for “Establishing Competency of Nursing Knowledge and Skills/Readmission”). They will be readmitted after completing all requirements and as space permits. In the event that there are more students than available slots, the Criteria for Admission Sheet will be used to determine which students will be readmitted to the nursing program. Students will be awarded positions on the basis of the point totals with the highest point totals being given preference.
EAST CENTRAL UNIVERSITY
SCHOOL OF NURSING

TRANSFERRING BETWEEN CAMPUS STATEMENT

I ________________________________ am transferring to a different ECU
(School of Nursing) campus location. I have been informed about the following information:
(Signify receipt of this information by placing your initials on the line to the left of each item)

____ Impact transferring between campuses may have on my financial aid---I (the student
transferring) will talk with the financial aid staff for clarification of financial aid questions.

____ Possibility of modification of my academic course schedule to meet different general
education and/or prerequisite requirements.

____ Requirement to schedule appointment with my assigned advisor or Program Coordinator
on the campus to which I am transferring prior to beginning coursework on that campus.

____ I have been given the opportunity to talk with a faculty member or the Program
Coordinator on the campus to which I am transferring for clarification of any questions or
concerns I may have.

My signature below attests that I have received and understood the information I have initialed
above.

_________________________________________ ____________________________
(Signature of nursing student) (Date signed)

_________________________________________ ____________________________
(Signature of Faculty Member) (Date signed)
Section VI

Licensure
Licensure

Current instructions, policies and procedures regarding the NCLEX exam are available on the Oklahoma Board of Nursing website: [http://www.ok.gov/nursing/index.html](http://www.ok.gov/nursing/index.html). Students who have successfully completed the senior level nursing courses for the Fall Semester are advised to begin reviewing these policies during the Winter Break.

Policy on Criminal background Checks for Licensure

Criminal background checks and sex offenders registry searches are required of all senior nursing students prior to applying for registered nursing licensure.

Applicants who have been arrested/convicted of any offense including a deferred sentence; or have ever had disciplinary action taken against another health-related license are required to notify the Oklahoma Board of Nursing prior to being approved to write the National Council Licensure Examination (NCLEX).

The Oklahoma Board of Nursing requires information about any offense except minor traffic violations. At the time of application to the nursing program, the applicant must attest that he or she has no arrest record. If the applicant does have such a record, she or he must discuss the matter with the School Director. The Director will advise the student about the likelihood of obtaining a license. However, only the Board of Nursing may give permission to write the licensing examination. Adherence to the following will expedite processing the NCLEX application:

A. The student/applicant must submit a letter to the Board describing circumstances of the offense, date, court action taken and candidate’s current status at the beginning of the last semester/term of the program. Letter should include name of program and expected date of completion.

B. The letter will be reviewed at the Board office and a response will be sent to the student/applicant stating:
   1. That no further action is needed, and while he/she must answer “yes” to the arrest questions on the application, the application will be approved; or;
   2. He/she may be requested to submit additional information to the Board office, i.e. a certified copy of the court records for each offense, (available from the county or federal court house where the action occurred).

C. After review of additional information in the Board office, the student/applicant will be notified what action must be taken prior to receiving approval to write licensure examination.

D. The student/applicant may be required to appear before the Board to request permission to write the licensure examination. If so, additional documentation to be submitted will include:
   1. NCLEX application and fee;
   2. Official transcript/cumulative record complete to the date submitted;
   3. Letters of reference from clinical faculty and Director/Dean of program;
   4. Reference letters from probation officer, employer and/or other professional references.
APPLICANTS ARE NOT ELIGIBLE TO WRITE THE LICENSURE EXAMINATION UNTIL ALL REQUIRED DOCUMENTATION HAS BEEN RECEIVED AND REVIEWED AND THE NCLEX APPLICATION IS APPROVED.

Overview of Requirements for Background Checks for Licensure in Oklahoma

Effective January 1, 2013, state law (59 O.S. 567.18.B.) requires each applicant for licensure to have a fingerprint-based background check not more than ninety (90) days old at the time of submission of the application for licensure. The background check consists of fingerprint-based searches of the Oklahoma State Bureau of Investigation (OSBI) and Federal Bureau of Investigation (FBI) Criminal History Record Information databases and name index searches of computerized databases containing criminal history records.

In addition to the background check, applicants for licensure who have ever been summoned, arrested, taken into custody, indicted, convicted or tried for, or charged with, or pleaded guilty to, the violation of any law or ordinance or the commission of any misdemeanor or felony, or requested to appear before any prosecuting attorney or investigative agency in any matter; or have ever had disciplinary action taken against another health-related license, recognition, or certification; or have ever been judicially declared incompetent are required to provide a report in writing to the Oklahoma Board of Nursing. A “report in writing” means that the applicant/licensee provided a signed and dated description stating in his/her own words the date, location, and circumstances of the incident, and if applicable, the resulting action taken by the court, agency, or disciplinary board. The report may be in the form of a letter or a statement in the provided space on the application. The report must be accompanied by certified court records or a board order. A verbal report does not constitute a “report in writing”. A written report not accompanied by a full set of certified court records or the board order(s) does not constitute a “report in writing”. Failure to report such action is a violation of the Oklahoma Nursing Practice Act.

An applicant for a license to practice as a Registered Nurse or Licensed Practical Nurse must submit to the Oklahoma Board of Nursing “certified written evidence that the applicant has never been convicted in this state, the United States or another state of any felony, unless five (5) years have elapsed since the date of the criminal conviction or the termination of any probation or other requirements imposed on the applicant by the sentencing court, whichever shall last occur, or a presidential or gubernatorial Form X-09 3 1/01/13 pardon for the criminal offense has been received” [59 O.S. §567.5]. Therefore, applicants for licensure in Oklahoma with one or more felony convictions cannot apply for licensure for at least five years after completion of all sentencing terms, including probation and suspended sentences, unless a presidential or gubernatorial pardon is received.

Each applicant must provide fingerprint images to be used for the purpose of permitting a state and national criminal history records search through the OSBI and FBI. The criminal history records search must be conducted through the Board’s vendor, L-1 (MorphoTrust) within ninety (90) days of receipt of the application in the Board office. The results of the search are provided
directly to the Board office by the Oklahoma State Bureau of Investigation (OSBI) usually within one to two weeks. Procedures for changing, correcting or Form X-09 4 1/01/13 updating OSBI and / or FBI results are set forth in Title 28, C.F.R., §16.34 and will be furnished as needed.

**Option 1: If you have an Oklahoma mailing address,** you will need to go to an L-1 (MorphoTrust) site located within the state to provide fingerprints electronically. These sites are available by appointment only. You must visit the following website to schedule an appointment: www.L1enrollment.com, or you must call (877) 219-0197 to make an appointment. Payment can be made during your appointment or online when scheduling. Please note that your fingerprints must be obtained electronically only at an L-1 (MorphoTrust) site.

**Option 2: If you have an out-of-state mailing address,** Board staff will mail you specific fingerprint cards that you must take to a local law enforcement agency to obtain the fingerprints. An addressed envelope will be provided as the fingerprint cards must be mailed by the law enforcement agency directly to L-1 (MorphoTrust). You are responsible for the postage and the costs associated with obtaining your fingerprints. Please note that you must wait to receive the specific coded fingerprint cards from the Board office prior to obtaining your fingerprints.

http://www.ok.gov/nursing/mlpnnclex07.pdf
Accessed 11/22/2013

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**Instructions for NCLEX and AUA Certification Candidates with History of Arrests/Convictions/ Prior Disciplinary Action**

Applicants for licensure or AUA certification in Oklahoma who have ever been summoned, arrested, taken into custody, indicted, convicted or tried for, or charged with, or pleaded guilty to, the violation of any law or ordinance or the commission of any misdemeanor or felony, or requested to appear before any prosecuting attorney or investigative agency in any matter; or have ever had disciplinary action taken against another health-related license or certification; or have ever been judicially declared incompetent are required to notify the Oklahoma Board of Nursing. Failure to report such action may be a violation of the Oklahoma Nursing Practice Act. All applicants for licensure as a registered nurse or licensed practical nurse must have submitted a criminal history records search conducted by the Oklahoma State Bureau of Investigation not more than three (3) months prior to submission of the application [59 O.S. §567.5].

Effective November 1, 2003, a candidate for a license to practice as a registered nurse or licensed practical nurse shall submit to the Oklahoma Board of Nursing “certified written evidence that the applicant has never been convicted in this state, the United States or another state of any felony, unless five (5) years have elapsed since the date of the criminal conviction or the termination of any probation or other requirements imposed on the applicant by the sentencing court, whichever shall last occur, or a presidential or gubernatorial pardon for the criminal offense has been received” [59 O.S. §567.5]. Therefore, applicants for licensure in Oklahoma with one or more felony convictions cannot apply for licensure for at least five years after completion of all sentencing terms, including probation and suspended sentences, unless a presidential or gubernatorial pardon is received.
The applicant must submit the following information to the Board:

1. Application for licensure and licensure fee
2. A signed letter from the applicant describing the location and circumstances of the offense, date, court action taken and current status
3. OSBI criminal history search not more than three (3) months old
4. If applicable, certified copies of the Affidavit of Probable Cause, Information Sheet, Charges, Judgment and Sentence, and verification that the sentencing requirements are complete (these documents may be obtained from the courthouse in the county in which the arrest took place). Please ensure that the copies are certified, e.g., they are stamped with the court seal.

Failure to submit the above information in a timely manner may result in a delay in processing the application. After Board staff reviews this information, the applicant will be notified of any additional action that must be taken. The applicant may be required to appear before the Board. Additional documentation that may be requested prior to this appearance, includes, but is not limited to, letters of reference from a clinical faculty member, the director/dean of program, a probation officer, employer or others. Please be aware that an applicant may not be eligible for licensure or endorsement to surrounding states due to individual states’ restrictions, even if the applicant is able to be licensed in Oklahoma. Individuals who plan to apply for licensure in other states must check with that state’s board of nursing to obtain information on requirements.

Form X02  Revised 11/1/13
Accessed 11/22/2013
I. In an effort to provide accurate and appropriate information in the bulletins and catalogues of nursing education programs, the Oklahoma Board of Nursing recommends a statement for inclusion in the bulletin/catalogue of each nursing education program. All other references to the role/responsibility of the Oklahoma Board of Nursing should be deleted.

II. The following statement is the appropriate designation of the role/responsibility of the Oklahoma Board of Nursing in the nursing education program bulletin/catalogue:

A. “The East Central University, School of Nursing program is approved by the Oklahoma Board of Nursing. Graduates of this state-approved program are eligible to apply to write the National Council Licensure Examination (NCLEX) for registered nurses. Applicants for Oklahoma licensure must meet all state and federal requirements to hold an Oklahoma license to practice nursing. In addition to completing a state-approved nursing education program that meets educational requirements and successfully passing the licensure examination, requirements include submission of an application for licensure, a criminal history records search and evidence of citizenship or qualified alien status. Applicants for practical nurse licensure must also hold a high school diploma or a graduate equivalency degree (G.E.D.) [59 O.S. § 567.6 & 567.6]. To be granted a license, an applicant must have the legal right to be in the United States (United States Code Chapter 8, Section 1621). In addition, Oklahoma law only allows a license to be issued to U. S. citizens, U.S. nationals, and legal permanent resident aliens. Other qualified aliens may be issued a temporary license that is valid until the expiration of their visa status, or if there is no expiration date, for one year. Applicants who are qualified aliens must be present in person, valid documentary evidence of:

1. A valid, unexpired immigrant or nonimmigrant visa status for admission into the United States;
2. A pending or approved application for asylum in the United States;
3. Admission into the United States in refugee status;
4. A pending or approved application for temporary protected status in the United States;
5. Approved deferred action status; or
6. A pending application for adjustment of status to legal permanent resident status or conditional resident status.

The Board has the right to deny a license to an individual with a history of criminal background, disciplinary action on another health-related license or certification, or judicial declaration of mental incompetence [59 O.S. 567.80]. These cases are considered on an individual basis at the time application for licensure is made, with the exception of felony charges. An individual with a felony conviction cannot apply for licensure for at least five years after completion of all sentencing terms, including probation and suspended sentences, unless a presidential or gubernatorial pardon is received. [56 O.S. §567.5 &567.6].

III. The Board requests that this statement be included in your bulletin/catalogue.

Regulatory Authority 59 O.S. §567.12