MS Nursing (Entry to Nursing Practice) Student Handbook

Revised May 2024

ASU

Edson College of Nursing and Health Innovation

Arizona State University

Contents

Section 1: Introduction

ASU Charter

ASU is a comprehensive public research university, measured not by whom it excludes, but by whom it includes and how they succeed; advancing research and discovery of public value; and assuming fundamental responsibility for the economic, social, cultural and overall health of the communities it serves.

Edson College Mission and Goals

The Edson College of Nursing and Health Innovation is distinguished as a model for excellence and inspiration in nursing and interprofessional practice, education, and research to advance knowledge and innovative practice models, and new solutions to optimize the health and well-being of our diverse local, national and global communities.

Deliver excellent innovative, nationally-recognized nursing and interprofessional education that is accessible, inclusive, and learner-centered.
- Distinguish our academic programs through (1) impactful curricular development that reflects national health initiatives; (2) recruitment and retention of world class faculty; and (3) achievements of students and alumni.
- Broaden diverse students access, enrollment and retention in our academic community through (1) tailored marketing; (2) financial support; (3) student support services; and (4) state of the art learning experiences.

Build national reputation in innovative nursing and health related programs that significantly impact individuals and communities.
- Create or refine and disseminate teaching strategies that are student-centered, adaptive and interactive.
- Develop program-specific criteria that advance academic excellence leading to national recognition of Edson College.
- Establish collaborative networks to foster innovative programs that impact local, national and global health.

Establish ASU as a leading global center for interdisciplinary research, discovery and development by 2025.
- Conduct innovative science and participate in and lead interdisciplinary research teams.
- Contribute to the global community of scholars to inform the scientific knowledge base and influence health outcomes.
- Provide professional and research mentorship to develop the next generation of scientists who positively affect health outcomes.

Enhance our local impact and social embeddedness.
- Increase student and faculty collaboration within the community that is reciprocal, beneficial and sustainable to improve health outcomes.
- Engage community members and leaders in designing relevant health-related activities and programs responsive to the needs of diverse populations.

Edson College Values

Serving as a broader framework for the goals, the Edson College 2026 Values, based on the ASU Charter, the college mission and work from previous progress groups informed the development of the goals and provide context and rationale for why certain goals were chosen.

These 6 values are outlined in detail below.
Values: a set of guiding principles that shape behavior and decision-making

Discovery

- Discovery is the act of finding something that had not been known before; the act or process of sighting or learning the existence of something for the first time; the awareness of anomaly.

Diversity, Equity & Inclusion

- Diversity includes all the ways in which people differ, and it encompasses all the distinct characteristics that make one individual or group. It is all-inclusive and recognizes everyone and every group as part of the diversity that should be valued.
- Equity assures access, opportunity, and advancement for all people, while at the same time striving to identify and eliminate barriers that have prevented the full participation of some groups.
- Inclusion authentically brings traditionally excluded individuals and/or groups into processes, activities and decision/policy making in a way that shares power.

Excellence & Inspiration

- Excellence is a commitment and expectation that advances a continuous process of individual and collective effort that fosters mission-based change and innovation and is marked by objective & narrative indicators.
- Inspiration is an energized condition of engagement that drives purpose, idea creation, thoughts, feelings and actions. Excellence and inspiration are both an action and a state and are positioned within our shared cultural understanding

Entrepreneurship & Innovation

- Entrepreneurship includes identifying a gap where there is one, and understanding what/who it takes to fill that gap and create. An entrepreneur has a spirit that anything can be achieved.
- Innovation is creating, developing, and implementing new and existing ideas, methods or products to provide value to an end-user or stakeholder.

Interprofessionalism

- Interprofessionalism is an evolutionary process that involves the attainment of awareness, knowledge, and skills that reflect, promote, integrate and evaluate collaboration, teamwork, mutual respect, psychological safety and effective communication within and across diverse health and social care-oriented education, research and practice environments.

Personal Well-Being

- Well-Being is a state of whole-person well-being in which every individual experiences life-long growth and capacity-building, adapts to emerging challenges and adversities, lives fully and fruitfully, and experiences a sense of belonging and meaning within their community.

Program Foundation

Purpose

The Edson College of Nursing and Health Innovation embraces the philosophy and purpose of Arizona State University, which is committed to the exchange of knowledge and the pursuit of wisdom within an atmosphere of intellectual honesty and freedom. Arizona State University and the Edson College of Nursing and Health Innovation seek to foster excellence in scholarship, research, service and practice.

The educational programs of the Edson College of Nursing and Health Innovation are dedicated to providing students with the opportunity to acquire the requisite knowledge, skills, attitudes and values necessary to become professional nurses and nurse leaders who are capable practitioners prepared to respond to changing healthcare needs and patterns of healthcare delivery.

Edson College programs encourage creativity and place a premium on delivery and positive impact. Whether through its research centers, where nationally recognized research leaders are impacting health agendas, or through funded research collaborations and the community partnerships they support, Edson College students, faculty and staff are making a difference on a broad scale with their bench-to-bedside research.

Interprofessionalism – in education, practice and research – guides the college as it builds programs and curriculum to meet the needs of a changing industry. Graduate and undergraduate programs continue to expand with a focus on systems thinking, evidence-based practice, collaborative system design and improved delivery across the continuum of care -- preparing future health professionals to work together across disciplines within complex and dynamic health delivery systems.

Accreditation

ASU is regionally accredited by the Higher Learning Commission to offer all online academic programs nationwide. As a regionally accredited institution, ASU is the gold standard in higher education and meets the highest academic standards. Many of ASU Online's programs also carry specialized accreditation specific to the field:

Nursing

The baccalaureate degree program in nursing, master's degree program in nursing and Doctor of Nursing Practice program at Arizona State University are accredited by the Commission on Collegiate Nursing Education (http://www.ccneaccreditation.org), 655 K Street NW, Suite 750, Washington, DC 20001, 202-887-6791.

 All programs are also approved by the Arizona Board of Nursing.

Grace Center for Innovation in Nursing Education

The Grace Center for Innovation in Nursing Education has received SSH Accreditation of Healthcare Simulation Programs by The Society for Simulation in Healthcare (https://www.ssih.org/Credentialing/Accreditation).

Section II: Curriculum

The specific plan of study for each of the MS, Nursing degree tracks and graduate certificates are noted in the sections below. Questions regarding transfer credit or courses offered on the plan of study can be directed to the MS program director.

The curriculum meets the competencies and program requirements outlined by the American Association of Colleges of Nursing Essentials. Students in all degree tracks (not graduate certificate programs) will complete direct care clinical hours and a role-focused practicum that allows them to work with a preceptor in an area or role best suited to their career goals.

MS, Entry to Nursing Practice (MEPN)

The Master of Science in Nursing, Entry into Nursing Practice provides a pathway to master's education for students who hold a baccalaureate degree in another discipline and want to become a registered nurse. It is widely known as a master's entry program in nursing or MEPN.
Designed for ambitious individuals seeking a fast-track route to becoming registered nurses, our MEPN program integrates rigorous academic coursework with hands-on simulation and clinical experiences to cultivate competent, compassionate, and culturally sensitive nursing professionals. With a curriculum grounded in evidence-based practice and ethical principles, students are equipped with the necessary competencies to excel in diverse healthcare settings and address the evolving needs of patients across the lifespan.

This program pathway is delivered using a hybrid format that optimizes in-person and iCourse delivery methods. Graduates are eligible to take the National Council for Licensure Examination for Registered Nurses (NCLEX-RN®).

Program Completion Outcomes (PCOs)

Upon completion of this program the graduate will be able to:
1. Examine theoretical and scientific underpinnings from the sciences, humanities, public health, policy, education, and organizational sciences to provide a knowledge base for ethical practice and leadership in the art and science of nursing across diverse settings. *(AACN I, II, VI) Level IV Analyzing*
2. Appraise safety and quality principles, including innovative methods and performance measures to improve health care outcomes across diverse settings. *(AACN III) Level V Evaluating*
3. Evaluate evidence-based practice and leadership in direct and indirect clinical practice with patients, populations, information and health care delivery systems to improve health care outcomes. *(AACN IV, V, IX) Level V Evaluating*
4. Build interprofessional teams to design, implement and evaluate innovative clinical interventions and use of informatics and healthcare technologies that are patient-centered, minimize risk and improve outcomes across diverse settings. *(AACN V, VII and VIII, IPEC 4) Level VI Creating*
5. Model clear, coherent, professional and respectful leadership in communication with patients, families and health care professionals. *(AACN IX, IPEC 3) Level III Applying*
6. Create innovative systems for leadership in implementing and evaluating nursing and health care information. *(AACN V) Level VI Creating*
7. Design systems for patient safety, risk reduction, quality measurement and performance improvement. *(AACN III, IV, V) Level VI Creating*

8. Develop interprofessional care coordination and patient quality and safety innovation leadership teams at the unit, organizational or systems levels. *(AACN V, IPEC IV) Level VI Creating*

Courses

53 credit hours including the required applied project course (NUR 593)

Required Core (3 credit hours)

- HCI 538 Innovation and the Individual (3) or NUR 501 Individual and Innovation Leadership in Health Care (3)

Concentration (40 credit hours)

- DNP 602 Evaluating Research for Practice (3)
- NUR 514 Nursing Theory: Nursing Fundamentals (5)
- NUR 515 Nursing Concepts for Psychiatric Mental Health (2)
- NUR 516 Nursing Practice: Psychiatric Mental Health (2)
- NUR 517 Nursing Practice: Pediatrics (2)
- NUR 518 Nursing Practice: Adults (4)
- NUR 519 Role-Focused Practicum: Care Coordination for the Nurse Leader (2)
- NUR 524 Nursing Practice: Childbearing Family (2)
- NUR 533 Nursing Concepts: Childbearing Family (2)
- NUR 542 Readiness to Practice (2)
- NUR 544 Theoretical Foundations for Nursing (3)
- NUR 545 Advanced Pharmacology (3)
- NUR 547 Community, Global and Population Health (3)
- NUR 548 Patient Safety, Health Care Quality and Informatics (3)
- NUR 550 Health Assessment (2)

Other Requirements (7 credit hours)

- NUR 417 Nursing Concepts: Pediatric Clients (2)
- NUR 478 Nursing Practice: Complex Care (2)
- NUR 546 Nursing Concepts for Complex Care (3)

Culminating Experience (3 credit hours)

- NUR 593 Applied Project (3)

Section III: Student Information

Academic Calendar

The academic calendar for all registration and withdrawal deadlines for current and future sessions can be found here: http://students.asu.edu/academic-calendar

Academic Progress

Application

The program follows all *Application* policies outlined in the Graduate College Policy Manual: https://graduate.asu.edu/current-students/policies-forms-and-deadlines/policy-manuals

For application requirements and process for each degree program, see https://nursingandhealth.asu.edu/degree-programs/graduate. The recruitment team helps guide applicants through the application process and answers general questions about the program. https://students.asu.edu/graduate/apply.

Admission

The program follows all *Admission* policies outlined in the Graduate College Policy Manual: https://graduate.asu.edu/current-students/policies-forms-and-deadlines/policy-manuals

The MEPN program director will submit recommendations regarding admission decisions to the ASU Graduate College for final review and offer of admission.

Advisement

Upon admission, students will receive communication from their assigned academic advisor, who will serve as a resource for developing and revising their academic plan, navigating university policies and procedures, and providing guidance related to academic success for the duration of their program.

If at any time a student has questions or needs to make an appointment, they can find their academic advisor on their MyASU page, Academic Support Team box, Academic Advising tab.

Enrollment & Registration

The program follows all *Registration & Enrollment* policies outlined in the Graduate College Policy Manual: https://graduate.asu.edu/current-students/policies-forms-and-deadlines/policy-manuals

Once admitted to a graduate degree program or graduate certificate program, students must be registered for a minimum of one graduate-level credit hour during all phases of their graduate education. Graduate students planning to discontinue registration for a semester or more must submit a Leave of Absence request via their Interactive Plan of Study (iPOS). There are appropriate circumstances when students may need to withdraw from the university (i.e., medical withdrawal, compassionate leave). The policies for such withdrawals are the same for both undergraduate and graduate students. An approved Medical/Compassionate Complete Withdrawal is valid towards meeting the continuous enrollment policy.

Students are responsible for enrollment in courses each semester, following the program of study for their concentration. Enrollment is completed through MyASU.

- The University's Registrar's Office will verify student enrollment each semester according to the general guidelines found here: https://students.asu.edu/enrollment-verification
- How to register for classes: https://students.asu.edu/howtoregister
- Registrar's website for the most up to date policies on Registration, Grades & Records, and Residency: http://students.asu.edu/registration

Progression Requirements

A student who has been admitted to the MS Nursing (Entry to Nursing Practice) program must maintain a minimum 3.00 (scale is 4.00 = "A") grade point average (GPA) to maintain satisfactory academic progress and to graduate. The minimum 3.00 GPA must be maintained on all GPA's (Plan of Study (iPOS) GPA, Overall Graduate GPA and Cumulative GPA):

1. The iPOS GPA is calculated on all courses that appear on the student's approved iPOS
2. Cumulative GPA represents all courses completed at ASU during the graduate career.
3. The Overall Graduate GPA is based on all courses numbered 500 or higher that appear on the transcript after admission to a graduate program (or graduate non-degree). This includes shared coursework if in an approved accelerated bachelor's/master's program.

Courses lower than a "C" cannot appear on the iPOS but will be included when calculating the Graduate GPA. Courses with an "I" grade cannot appear on the iPOS.

Satisfactory Academic Progress

The program follows all *Academic Progress* policies outlined in the Graduate College Policy Manual: https://graduate.asu.edu/current-students/policies-forms-and-deadlines/policy-manuals

All graduate students are expected to make systematic progress toward completion of their graduate program. This progress includes satisfying the conditions listed below, and achieving the benchmarks and requirements set by the individual graduate programs as well as the Graduate College. If a student fails to satisfy the requirements of their program and/or the benchmarks outlined below, the student may be dismissed from their program based on the academic unit's recommendation to the Graduate College, at which time the Dean of the Graduate College makes the final determination.

Satisfactory academic progress includes:

1. Maintain a minimum 3.00 for all GPAs (see "Grades" section of this Handbook).
2. Satisfy all requirements of the graduate program.
3. Satisfy the maximum time limit for graduation for the student's graduate program (six years for masters and certificates).
4. Successfully complete the culminating experience.
5. Graduate students must remain continuously enrolled in their graduate program. Failing to do so without a Graduate College approved Leave of Absence is considered to be lack of academic progress and may result in the Graduate College withdrawing the student from their program. See full Leave of Absence rules below.

MS Nursing (Entry to Nursing Practice) Requirements for Progression

Probation

A student will be placed on program probation or recommended for withdrawal if one or more of the following apply:

1. Receives a failing grade (D or E) in any program course. Students should see an academic advisor to discuss options. Registration in future nursing courses must be approved through the petition process.
2. Withdraws from any program course. Students should see an academic advisor to discuss options. Registration in future nursing courses must be approved through the petition process.
3. A student who is asked to leave a clinical site for unprofessional conduct, perceived impairment reasonably suspected to be drug or alcohol related, (Appendix A: Substance Procedures or unsafe practice (per the American Nurses Association *Code of Ethics for Nurses* (https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/) and/or Arizona Board of Nursing Standards of Conduct (https://drive.google.com/file/d/1cJCcKUPj5AUB3lDfTmHDSG7Vq20ZxuOA/view) specifically Standards Related to Registered Nursing Scope of Practice) and/or Edson

College's Safe Practices in Clinical/Laboratory Settings (Appendix B). The student will leave their clinical site immediately and will not return or be allowed to move to another clinical site that semester and will receive a grade of "E" in that course.

4. Participates in conduct prohibited by the Arizona Board of Regents Student Code of Conduct https://eoss.asu.edu/dos/srr/codeofconduct

5. Egregious violations of any of the following standards: Substance-Free Protocols, ANA Code of Ethics, Arizona Board of Nursing Standards of Conduct, Edson College's Safe Practice in Clinical/Laboratory Settings (Appendix B), Arizona Board of Regents Student Code of Conduct, and/or the Professional Standards of Conduct rubric (Appendix C), in any educational or clinical setting, including behaviors that compromise the relations of the program, college, or university with the public.

6. Periods of absence during a semester without the endorsement/support of the program director. This request must be filed and approved prior to the first day of class in the semester of anticipated leave.

7. Any student who violates the academic integrity policy of the university may be recommended for withdrawal from their program. Violations of academic integrity include, but are not limited to cheating, fabrication, tampering, plagiarism, or facilitating such activities. https://provost.asu.edu/academic-integrity

Students who have withdrawn from, or failed a nursing course, must submit a petition to the Program Office requesting permission to repeat the course. If the student has failed two nursing courses and has been disqualified, the student also must petition to be reinstated into the nursing program. Please see your academic advisor for information on the petition process. Re- enrolling is competitive and is based on available resources. Full-time, regularly progressing nursing students are given priority. Petitions for progression or for retaking a course are reviewed after all grades are posted for the term. Submission of a petition does not guarantee the request will be granted.

Disqualification

Students advanced to the MEPN program are allowed only one nursing course failure within the program. Students who fail a second nursing course are disqualified from the program. Students who fail two nursing courses must petition to request reinstatement in the program. Students must meet with their advisor to complete a petition to be able to return.

Types of Progression Interruptions

An interruption in program progression occurs when a student:

1. Receives an "Incomplete" in any nursing program course.
2. Receives a grade of "D", "E", "EU", or fails due to academic dishonesty (XE) in a course in any nursing program course.
3. Withdraws or is withdrawn from any nursing program course.
4. Withdraws from the university or does not attend classes for one semester if in the prelicensure nursing program.
5. Requests a one-time deferment of advancement to the upper-division prelicensure nursing program.

Progression in the MEPN Nursing Program

A student's progression in these programs is dependent upon resources. Because these resources are limited, progression and placement in courses is based on the following prioritization:

1. Full-time, admitted, regularly progressing students in these programs.
2. Students who have interrupted their studies because of a medical or compassionate withdrawal and are in good academic standing.
3. Students who have interrupted their studies and are in good academic standing (include deferments).
4. Students who failed one Nursing (NUR) course at ASU, who have repeated that course with a grade of C or equivalent and have returned to good academic standing.
5. Students who failed one Nursing (NUR) course at ASU, who have not yet repeated that course.
6. Students who failed more than one Nursing (NUR) course at ASU, who have repeated those courses with a grade of C or equivalent and have returned to good academic standing.
7. Students who failed more than one Nursing (NUR) course at ASU, who have not yet repeated those courses.
8. Students who were disqualified from these programs for two course failures and have been reinstated.

Course Currency

Science courses CHM 101, BIO 201, BIO 202, MIC 205, MIC 206, and HCR 240 must be current (i.e., completed within seven years of the program start date).

Undergraduate and prelicensure graduate nursing courses (prefix: NUR) expire after five years. After course expiration, students must re-enroll in the course and must earn a grade of "C" or higher.

Incomplete Grades

MS (Entry to Nursing Practice) students are required to have successfully completed 80% of their coursework (with a C or better) prior to requesting a grade of incomplete. A grade of "I" may be considered when a student who is doing otherwise acceptable work is unable to complete a course (e.g., final exam or term paper) because of illness or other conditions beyond the student's control.

Students completing work for a course in which they received a grade of "I" must maintain continuous enrollment as defined previously. The exact time frame for completion is negotiated between the student and faculty. The student must complete the course prior to the stated date on the contract to remove the incomplete grade. If no date is specified on the contract, the student has a maximum of one calendar year from the date the grade of "I" is recorded before the system converts it to a permanent "I."

After one calendar year the grade "I" will become a permanent part of the transcript. To repeat the course for credit, a student must re-register and pay the required fees. The grade for the repeated course will appear on the transcript but will not replace the permanent "I." **Students with incomplete contracts filed in the MEPN program office may not file for an incomplete in another semester until the previous contract is fulfilled, course requirements are met, and a grade change request is submitted.**

Additional information regarding incomplete grades can be found in the ASU Student Services Manual (https://asu.edu/aad/manuals) in policy SSM 203–09: Grade of Incomplete.

A student who requests a grade of incomplete "I" must complete the following steps:

- Obtain the Request for Grade of Incomplete form available at http://students.asu.edu/forms/incomplete-grade-request and request the grade of incomplete to the faculty of the course.
- Submit the instructor-approved (signed) form to the MEPN program director for approval. Once approval has been granted, faculty will enter a grade of "I" for the student.
- Keep a copy of the final contract (signed by student, faculty, and program director).
- Notify the MEPN program Office upon fulfillment of the contract.
- Many courses are pre-requisites for progression in the program. If a student's incomplete grade postpones their scheduled progression in the program, the student must contact the MEPN program office immediately to determine how to proceed.
- Unfinished work must be completed with the same faculty except under extenuating circumstances.

Note: Completion of an incomplete grade does not satisfy the Graduate College's satisfactory progress requirement. In order to maintain continuous enrollment in a degree program, a student must enroll in at least one course each Fall and Spring semester.

Leave of Absence

Graduate students planning to discontinue registration for a semester or more must submit a Leave of Absence request via their Interactive Plan of Study (iPOS). This request must be submitted and approved before the anticipated semester of non-registration. Students may request a maximum of two semesters of leave during their entire program. Having an approved Leave of Absence by the Graduate College will enable students to re-enter their program without re-applying to the university.

Students who do not register for a fall or spring semester without an approved Leave of Absence are considered withdrawn from the university under the assumption that they have decided to discontinue their program. Students removed for this reason may re-apply for admission to resume their degree program; the application will be considered along with all other new applications to the degree program.

A Leave of Absence request is reviewed by program leadership prior to Graduate College review.

Students with a Graduate College approved Leave of Absence are not required to pay tuition and/or fees, but in turn are not permitted to place any demands on university faculty or use any university resources. These resources include university libraries, laboratories, recreation facilities or faculty and staff time.

Program Completion

Students must satisfy all conditions noted in the *Graduate Program Requirements* and the *Master's Degree* policies outlined in the Graduate College Policy Manual: https://graduate.asu.edu/current-students/policies-forms-and-deadlines/policy-manuals

Applied Project

The MS in Nursing (Entry to Nursing Practice) degree culminates in the MS Applied Project. This project is considered the required culminating event by the ASU Graduate College. An applied project requires registration in the Applied Project course (NUR593) and requires a grade of "B" or better. Students must be in good academic standing regarding GPA requirements (see previous section titled "Satisfactory Academic Progress") in the semester of the culminating experience.

Research Involving Human and Animal Subjects

Students completing the MS (Entry to Nursing Practice) degree are required to complete an Applied Project where research principles are applied but actual research is not conducted. Students are required to complete CITI training.

Responsible Conduct of Research

Strategies for responsible conduct of research may be found: https://researchintegrity.asu.edu/

Graduation and Convocation

The student is eligible for graduation when all degree requirements have been met. The student's iPOS must be approved and on file with the Graduate College before the student is eligible to apply for graduation. For further instructions, please review the graduation process here: https://students.asu.edu/graduation.

University Graduate and Undergraduate Commencement ceremonies are the university-wide ceremonies at which President Crow confers degrees. Convocation events are celebrations of individual achievement where graduate names are called and graduates cross the stage. Convocation ceremonies are hosted by the college or special interest group.

The Edson College of Nursing and Health Innovation holds a separate Convocation ceremony in conjunction with the Fall and Spring Commencement. Edson College will send required information to graduates early in the semester providing the information to register and attend. Students who have met all university and college degree requirements are encouraged to participate. It is the student's responsibility to adhere to the convocation timelines.

Nursing Licensure for Prelicensure Nursing Program Students

National Council Licensure Examination for Registered Nurses (NCLEX-RN)

During their final semester in the prelicensure nursing programs, students apply for licensure to practice nursing in the state in which they plan to seek employment. Authorization to test must be obtained by the respective State Board of Nursing, prior to the new graduate being allowed to take the NCLEX-RN.

The Prelicensure Nursing Program Office reviews and approves the affidavit of graduation after the degree posts on the student's transcript. This process usually takes 10 or more business days after the degree is conferred. This process may be delayed if there are any unresolved issues related to graduation or the affidavit of graduation has not been completed correctly.

Eligibility to take Examination for Licensure as a Registered Nurse

To be eligible to take the NCLEX-RN exam, students must have a high school diploma or General Education Diploma (GED) certificate and proof of graduation from an accredited/approved nursing program. Applicants with a criminal history must self-report to the State Board of Nursing. Proof of lawful presence in the United States is required by the Arizona State Board of Nursing to obtain licensure. Students who plan to request accommodation for a disability are strongly encouraged to contact the National Council of State Boards of Nursing (https://www.ncsbn.org/index.page) four months prior to graduation.

Graduation from the Edson College of Nursing and Health Innovation does not guarantee passage of the NCLEX-RN exam. Application for and passage of the NCLEX-RN is the sole responsibility of the student.

Preparation for NCLEX-RN and Obtaining Licensure as a Registered Nurse

Students are encouraged to contact the Board of Nursing in the state in which they plan to obtain licensure for requirements and associated costs with obtaining licensure.

ASUccess For Prelicensure Nursing Students

ASU Edson College of Nursing and Health Innovation is committed to student success including passing the NCLEX-RN licensing exam. Towards that end, the Assessment Technologies Institute® (ATI) provides students with several assessment opportunities throughout the prelicensure nursing programs. The cost of this program is included on the textbook list provided to students prior to the start of each semester.

Legal Limitations for Nursing Licensure of Reasons for Denial of Application by the Arizona State Board of Nursing

ASU shall not be held liable if a student is unable to qualify for licensure or certification in any jurisdiction.

For further information, contact the Arizona State Board of Nursing at http://www.azbn.gov/ or the applicable Board of Nursing.

Professional Licensure/Certification Disclosure

ASU academic programs are designed to prepare students to apply for applicable licensure or certification in Arizona. Completion of an ASU program may not meet educational requirements for license or certification in another state. If you are planning to pursue professional licensure or certification in a state other than Arizona, it is strongly recommended that you visit the ASU professional licensure webpage (https://admission.asu.edu/academics/licensure) for contact information of the appropriate licensing entity to seek information and guidance regarding licensure or certification requirements.

State Authorization

As a participating National Council for State Authorization Reciprocity Agreements (NC-SARA) member since May 5, 2015, Arizona State University is authorized to offer distance education to persons located in individual states in accordance with NC-SARA established policies and standards; program exceptions are noted on the ASU Authorizations website: https://asuonline.asu.edu/about-us/authorizations/. A program exception means that the listed programs are not available to students located within the state.

Student Expectations

Professional behavior and expectations are an integral part of professional nursing. This section of the handbook addresses some of the requisite professional behaviors and health and safety standards expected of students in the Prelicensure Nursing Programs.

Clinical and Experiential Dress Code

The uniform is a means of identifying nursing students who are enrolled in any Prelicensure Nursing Program (Traditional, Accelerated, or MEPN). In all clinical settings, the Edson College of Nursing and Health Innovation students must be clearly identifiable as Arizona State University students for their own protection.

Students should take pride in their professional appearance as they represent ASU. As a healthcare provider, students are expected to demonstrate conservative, safe, and professional dress and grooming.

This dress code is to be observed by all prelicensure nursing program students. Faculty will review the dress code with students at the beginning of each clinical rotation and experiential course. Faculty will provide students with specific instructions in which exceptions to the dress code can be made.

Prelicensure clinical nursing program students will comply with the dress code at all times while in lab, experiential, or a clinical agency. Noncompliance with this dress code will be reflected in the clinical evaluation and may result in dismissal from clinical experiences. Students also are expected to comply with clinical agency dress code requirements.

In some circumstances, the clinical agency dress code requirements may be different from the college's requirements. When the college and clinical agency dress code requirements differ, students are required to follow the more stringent requirements.

Fragrances

Students will be free of all body odors and are not permitted to wear perfume, after-shave, or fragrant lotions or powders.

Hair

Student's hair must be clean, neat, and kept away from the face. If the student's hair touches the collar or shoulders, it must be fastened back securely from the face so that long ends remain behind the shoulders. Students must use plain barrettes and plain, non-decorative ponytail holders to secure hair. Male students may wear neatly trimmed beards and/or mustaches that do not interfere with the wearing of any personal protection equipment, such as a face mask or N95.

Fingernails

Students must keep nails short and trimmed. Students may wear clear nail polish only. Nail color must be without chips. Due to health and safety requirements, nail enhancements including but not limited to sculptured, gel, dipped, or artificial nails cannot be worn in lab, experiential, or clinical settings.

Jewelry

Students are required to wear a watch with a second hand. Students may wear a wedding band, and/or small plain post earrings for pierced ears. Hoop or dangling earrings are not permitted.

Makeup

Students may wear subtle makeup.

Other

Students may not chew gum during clinical rotations.

Additional clinical agency requirements may include the following:

- Non-natural hair colors such as pink, purple, blue, etc. are not allowed by some clinical agencies.

- Body jewelry in piercings, such as a tragus, nose, lip, eyebrows, etc., may not be permitted

- Students may be required to cover body jewelry that cannot be removed

- False eyelashes or semi-permanent eyelashes may not be permitted

- Covering of visible or potentially offensive tattoos

Uniform

All uniforms must be clean, neat, wrinkle-free, well fitting, and of appropriate length. Students are required to purchase a wine scrub jacket and a wine scrub top with the ASU Edson College of Nursing and Health Innovation insignia. Purchase of a wine polo shirt with the same insignia is optional.

Students may purchase black uniform pants or skirts and black shoes through a vendor of their choosing. Uniform pants or skirts must meet the following requirements:

- Fabric must be of sufficient weight as to not be transparent

- Jean material is not allowed

- Pants may have a straight, tapered, jogger, or boot-cut leg. No leggings.

- Pants are to fit modestly and provide ample room to bend, sit, lift, and turn. The torso must not show when arms are lifted overhead

- Uniform should be clean and free of holes, stains, tears, and wrinkles.

Students will wear either the hospital-based or community-based uniform. Faculty will notify students of which uniform they are to wear at clinical agencies.

- Hospital Based – All-black scrub pants (white or colored thread or piping is not allowed), a wine scrub jacket (no other jackets or hoodies are allowed), a wine scrub top, and a black, round-necked short-sleeved t-shirt or long-sleeve shirt may be worn under the scrub top. All-black nurse's shoes or all-black, low-top leather or pleather athletic shoes will be worn. Shoes must have closed toes and heels. Shoes and laces are to be black and clean. Black socks are required. Shoes without heel straps, open-toed shoes, sandals, shoes with holes (e.g. Crocs), canvas or meshed shoes are not acceptable.

- Community-Based – All-black scrub pants, a wine scrub jacket, and a wine scrub top or a wine polo shirt with ASU Edson College of Nursing and Health Innovation insignia embroidered on the left chest must be worn. Black leather shoes must be worn (see above). Black socks are required.

Identification

The Edson College of Nursing and Health Innovation ID badge is to be worn on the upper left side of polo shirt, scrub top, or scrub jacket. For security reasons, some clinical agencies may require students to wear the agency ID badge along with the College ID badge.

Prelicensure Nursing Attendance Requirements for Clinical and Simulated Learning Experiences

Clinical and experiential learning experiences are essential elements of the prelicensure nursing curriculum designed to equip nursing students with practical nursing skills and competencies. Attendance is mandatory for all clinical and experiential experiences, both on and off campus, on the days scheduled. Clinical experiences must be completed in full shifts, including report in and report out.

If a student is unable to attend or complete an experience due to illness or personal emergency the student must notify the clinical or experiential faculty by phone or text as soon as possible. Further, if the student experiences personal illness or a personal emergency prior to the start of the clinical shift or experiential learning day that will prevent their attendance, the student should provide notice no later than four hours prior to the start of the experience unless circumstances prevent the student from being able to do so. Students will be required to provide the reason for the absence and faculty may require additional documentation substantiating the reason for the absence. Faculty also may

require the student to complete a Statement of Health Clearance prior to returning to the clinical or experiential setting. Absences that are not reported, or are not due to illness or personal emergency, will be documented as unexcused and will require a meeting with the Director.

Due to the limited availability of clinical and experiential learning experiences, makeup experiences are not guaranteed. Depending on availability, students with excused absences will receive priority placement in makeup experiences. Failure to make up missed experiences may result in a student receiving an incomplete or failing grade.

Session C or Dynamically Dated Courses (Clinical or Experiential Only)

A student who misses more than two days in a Session C or a dynamically dated clinical or experiential course will be unable to meet course outcomes and will not pass the course.

Session C or Dynamically Dated Courses (Combined Clinical and Experiential)

A student who misses more than four days in a Session C or a dynamically dated course that combines clinical and experiential, with the exception of NUR 478, will not be able to meet course outcomes and will not pass the course.

Session A or B Courses; NUR 478 (Combined Clinical and Experiential)

A student who misses more than two days in a Session A or B course that combines clinical and experiential, or in NUR 478, will not be able to meet course outcomes and will not pass the course.

If shifts need to be rescheduled during transition to practice (NUR 448/519/479/322-TTP shifts only), students are advised to consult their faculty of record regarding scheduling adjustments.

Timeliness is a requirement of clinical and experiential learning. Students are expected to arrive promptly for clinical and experiential, prepared to begin the experience on time. Arriving more than 10 minutes late will be considered a tardy. Accumulating three tardies will be considered an unexcused absence. Students arriving more than 30 minutes late may be asked to leave the experience. If lateness is unavoidable, students should promptly notify their faculty of record.

Substance-Free Status: University and College Protocols & Procedures

In accordance with a substance-free University, https://www.asu.edu/aad/manuals/spp/spp317.html, the following two protocols are relevant:

1) Arizona State University Substance Abuse Protocol

   a) The goal and policy of Arizona State University are to provide a drug-free environment for all university students and employees. To achieve this goal and comply with federal law, ASU prohibits the unlawful sale, manufacture, distribution, dispensation, possession, and use of controlled substances on its property or as any part of its activities. (See ACD 122: Drug-Free Campus Environment at http://www.asu.edu/aad/manuals/acd/acd122.html)

   b) Every ASU student and employee must abide by the terms of this statement; abide by applicable policies of the Arizona Board of Regents and Arizona State University; and abide by local, state, and federal laws regarding the unlawful possession or distribution of illicit substances and alcohol.

2) Edson College of Nursing and Health Innovation Substance Abuse Protocol and Procedure (Appendix A)

a) Students in the Edson College are subject to all applicable substance and alcohol policies set forth by the Federal Government, State of Arizona, Board of Regents, Arizona State University, and the Edson College of Nursing and Health Innovation. Students are subject to the substance policies of the clinical agencies to which they are assigned for clinical placement.

b) To maintain a substance-free environment for patients, families, agency staff, and ASU, the Edson College conducts two types of substance screens:

(i) Pre-Advancement Substance Screen

A substance screen is required of all students before advancement to the MEPN program. Prospective students who refuse to have the substance screen are not considered for advancement. Prospective students with positive substance screen test results will be denied advancement pending medical review.

(ii) For Cause Substance Screen

Students in the MEPN program who are suspected of being impaired by a substance are requested to have a "for cause" substance screen.

Unrestricted IVP Fingerprint Card

1. All students enrolled in the MEPN program must obtain an unrestricted IVP Fingerprint Clearance Card issued by the Arizona Department of Public Safety. Students must submit a copy of this card to CastleBranch (or Complio). Students will show this card upon request by Edson College or a clinical agency.
   a) When requesting a fingerprint clearance card, please ask for a "Healthcare Student" card (which encompasses criminal and sex offender checks performed at the federal and state levels). In other words, per the Fingerprint Clearance Card application, students are to indicate that they are Health Sciences Students and Clinical Assistants (ARS 15-1881).
   b) When completing the DPS Fingerprint Clearance Card application, please be sure to list your Clinical Program Director as the responsible party.
   c) If you already have an active Fingerprint Clearance Card, your academic sponsor may be added (or deleted) to your existing Fingerprint Clearance Card by contacting The Applicant Clearance Card Team (ACCT) at 602- 223-2279.
2. **All students must report restricted or revoked fingerprint clearance cards to the MEPN program office within 3 days of being notified of the change in card status.** Students who are enrolled in the MEPN program and have their fingerprint clearance cards restricted or revoked may be required to meet with the Standards Committee/Petitions Subcommittee for review of their continuing eligibility to remain in the clinical nursing program. Students may not attend clinical rotations until their eligibility status is reviewed.

Skills Practice Bags

Students entering a prelicensure clinical nursing program will purchase a skills practice bag. Students are to use the contents in the skills practice bags throughout the clinical nursing major.

The following guidelines apply to the use of skills practice bags:

1. A skills practice bag is purchased at the beginning of each prelicensure nursing program. The skills practice bag contains disposable supplies for practicing psychomotor skills.

2. Once the bag is provided to the student, it belongs to the student, and the student takes full responsibility for the bag.
3. The skills practice bag will be used throughout the professional program and will be used for the following activities.
    a. Scheduled clinical skills labs. (Students will be expected to bring the relevant items to the scheduled clinical skills lab)
    b. Scheduled practice time.
4. The skills practice bag will NOT be used for:
    a. Any invasive skills in scheduled labs
    b. Any invasive skills in nonacademic settings
    c. Simulation experiences
    d. Any activity or purpose prohibited by law or policy.
5. The University assumes no liability for any use of the skills practice bag. The student remains solely responsible for any use of the skills practice bag and its contents.

No invasive procedures shall be done at any time with the contents of the bag.

Students' Practicing Specific Skills on Other Students

Students may practice skills in a laboratory situation prior to implementing these skills on clients in clinical practice settings. Students perform these skills under faculty supervision in the laboratory. Students perform many noninvasive skills on each other including the variety of health assessment techniques used according to the scope of practice (undergraduate versus graduate). Health assessment skills include, but are not limited to, heart and breath sounds, head, extremity, and abdomen examination, etc. Psychomotor skills include, but are not limited to, bathing, transfers, blood pressure cuff measurements, and activities of daily living.

Any skill that involves privacy or religious connotations (such as breast exams) may have alternative learning modalities provided as needed. Practicing skills on another student is not a course requirement.

The college assumes no liability for students practicing skills unsupervised out of the laboratory setting. Prior to performing above invasive skills, students receive the following specific theoretical information:

- Universal Precautions/OSHA Standards
- Requirements of Risk Management
- Bloodborne Pathogens
- Asepsis/Sterile Techniques
- Procedural Techniques
- Equipment Management
- Rational/Goals of Procedures

Students are required to sign an informed consent form prior to participating in any skills.

Students who do not consent to practice on other students or to be practiced on will have a similar experience using manikins and other equipment.

Practicing skills on another student is not an expectation to successfully pass the clinical course.

Should a student wish to change to consent to practicing specific skills on other students, that student must sign the revocation on the original consent form and a new consent form to practice skills on others.

Gift-Giving Guidelines

To address concerns related to gift giving, Edson College developed the following guidelines.

An essential aspect of the professional relationship between faculty and students in the Edson College is the sharing of behaviors, thoughts, and feelings. Although this sharing helps to make the faculty/student relationship unique, the relationship is of unequal power, much as the nurse/client relationship. In that relationship, there is no obligation for the client to give gifts. Similarly, the giving of gifts by students to faculty may become a controversial issue.

Although the giving of gifts by students to faculty may reflect students' remembrances of faculty or staff members who have had a significant influence on their learning, gifts are not the only means of expressing appreciation. A verbal thank you or a written note or card is highly valued and an appropriate expression of appreciation. Expressions of appreciation to faculty can best be accomplished with remembrances of minimal monetary value.

Student Responsibility to Report

During the course of study, a student may observe behaviors in others that are considered an insult to academic and/or professional integrity. In the Edson College of Nursing and Health Innovation, one has the responsibility to report any questionable activity seen in the classroom or clinical setting. Personal responsibility is the beginning of the development of professionalism. Matters that violate the ABOR Student Code should be referred to the Office of Student Life and if personal safety is an issue, to law enforcement.

A suspected instance of violations of academic and/or professional integrity are to be referred to the course instructor, but allows students to consult with someone other than the instructor, who will conduct an investigation in a manner that protects the individual rights of the person(s) involved. Just as there are consequences for violations of academic and professional integrity, so too are there consequences for any student who makes intentionally false accusations.

Incident Reporting

Any injury or unusual occurrence in the lab or clinical setting should be reported to the Faculty of Record (assigned faculty member in clinical courses) immediately. See the Incident Reporting Protocol and Procedure (https://nursingandhealth.asu.edu/students/policies-handbook) and report form for more information. Students may receive the report form from their faculty. In the clinical setting, the student also will complete the clinical agency's incident report.

Reporting Misdemeanor or Felony Charges

All students enrolled in the MEPN program must report misdemeanor and felony charges within 72 hours to the Prelicensure BSN program office. Students may not attend clinical rotations until their status is reviewed and guidance is provided by the program office.

Adherence to Clinical Agency Requirements

Students will follow clinical agency requirements in MyClinicalExchange, (https://www.myclinicalexchange.com/) as well as follow the agency's policies and procedures. Students are to follow the nonsmoking policy on the premises of the agency, including the parking lots. Students who are completing clinical requirements at agencies that do not allow employees to smoke must refrain from smoking during the duration of their clinical assignment. Failure to do so

may result in a student's removal from the clinical agency, which adversely may affect a student's ability to pass the clinical course.

Self-Responsibility

Students need to assume responsibility for their own health as well as their own behavior. The areas considered under self-responsibility are transportation and use of personal electronic devices.

Transportation

Students are responsible for providing their own transportation to classes, clinical locations, and experiential/simulation. Public transportation and utilization of the ASU intercampus shuttles may not be possible due to the start and end times of required experiences.

Use of Personal Electronic Recording/Transmitting Devices

a) Students have a legal and ethical obligation to maintain client privacy and confidentiality. Any information or image that is reasonably anticipated to violate a client's privacy or embarrass a client cannot be transmitted via an electronic device.
b) Students must be aware of and comply with agency policies regarding the use of electronic recording/transmitting devices in the workplace. Students may use electronic devices for clinical-related communications and resource purposes only during clinical rotations in areas allowed by the agencies.
c) Personal Electronic Recording/Transmitting devices may not be used for the following purposes:
   - To record information from a client's chart.
   - To take a picture of anything in the clinical setting without permission from faculty.

Standard Student Signature

Students are required to use the following nomenclature when signing their names on entries made in clinical/medical records. Students, enrolled in the Clinical Nursing programs, are to sign clinical/medical records in the following manner:

First Name Last Name, SN, ASU   e.g. Sally Jones, SN, ASU

First Name Last Name, RN/SN, ASU   e.g. Sally Jones, RN/SN, ASU

All notations on clinical/medical records must be signed by the student.

General Description of Required Nursing Practice for Students

Prelicensure Nursing students will complete nursing practice hours that may vary by term and clinical agency placement. Nursing practice may be completed on weekdays or weekends. Hours may include daytime, evenings, or nights. Typically, students complete nursing practice in 12-hour shifts, including shift report-in and report-off; students should plan to be on-site for approximately 13 hours. Final availability of nursing practice experiences is determined by the clinical agency and is subject to change. Therefore, flexibility is required, because there are a limited number of available clinical sites for student learning experiences.

Nursing student responsibilities include:

- client assessment and evaluation of physical, psychosocial, cognitive, and spiritual needs of the client and family
- planning client care
- performing nursing interventions

- reviewing clinical chart and diagnostic and laboratory tests
- developing individualized nursing plans
- implementing provider orders

Students must demonstrate competency in written, verbal, and computerized communication with faculty, peers, and other healthcare professionals. Students are required to accept professional supervision from faculty and designated staff to effectively integrate all feedback into practice. Nursing students are expected to demonstrate the ability to think critically and apply nursing knowledge to clinical situations.

Health and Safety Standards

To have access to patient-care areas, to protect patients, staff, and others from exposure to communicable disease, and to promote safe care, each student must meet the Edson College and the agency health and safety standards. These requirements are federal and state regulations for healthcare personnel. The purpose of these regulations is to:

1. Protect patients from individuals who might cause harm
2. Provide safe nursing care
3. Protect healthcare workers and patients from exposure to potentially infectious blood and body fluids
4. Provide a safe environment for patients and healthcare workers to reduce the risk of nosocomial (hospital-acquired) infections
5. Prevent transmission of communicable infections
6. Provide emergency care as needed, including cardiopulmonary resuscitation (CPR)

Statement of Health Clearance

Statement of Health Clearance – (Applies to Prelicensure Nursing Programs)

1. Students accepted to the Prelicensure Nursing Programs in Edson College are required to demonstrate physical and mental health necessary to function effectively as a professional nurse
2. All students enrolled in the Prelicensure Nursing Programs are required to submit a Statement of Health Clearance completed by a licensed healthcare provider, verifying that they can perform the functions of a nursing student within 3 months of enrollment into the upper-division Nursing program
3. Students who have a change in health status (due to illness, surgery, pregnancy, or injury) are required to submit an updated Statement of Health Clearance, prior to returning to the classroom, laboratory, simulation, or clinical practice setting.
4. Students are responsible for the costs of these examinations.
5. Students are required to submit an updated Statement of Health Clearance when they demonstrate behavioral and/or performance changes that may indicate a change in health status
6. An updated Statement of Health Clearance must be submitted to program director prior to returning to any classroom, laboratory, simulation, or clinical practice courses.
7. After a break in continuous enrollment in the Prelicensure Nursing Programs, students are required to submit an updated Statement of Health Clearance prior to enrolling in courses.

CastleBranch and Complio

CastleBranch and Complio are vendors that the Edson College of Nursing and Health Innovation uses to track the student compliance with the following requirements:

1. **Background Clearance**
   a. All students enrolled in the MEPN program must have a background clearance done through CastleBranch or Complio before advancing into the upper-division nursing programs.
      i. Students will be required to pass an additional background clearance if they have a break in continuous enrollment in the clinical or research program.
      ii. See Appendix D for additional information.
2. **IVP Fingerprint Card**
   a. All students enrolled in the MEPN program must obtain an unrestricted IPV Fingerprint Clearance Card issued by the Arizona Department of Public Safety. Students must submit a copy of this card to CastleBranch or Complio. Students will show this card upon request by Edson College or a clinical agency.
3. **Evidence of a Negative Substance Screen – Prior to advancement to a clinical program and with cause.**
   a. Substances screened include:
      i. Alcohol
      ii. Amphetamines
      iii. Barbiturates
      iv. Benzodiazepines
      v. Buprenorphine &/ or metabolite
      vi. Butorphanol
      vii. Cocaine metabolites
      viii. Creatinine
      ix. Dextromethorphan
      x. Fentanyl
      xi. Ketamine
      xii. Ketamine metabolites
      xiii. Marijuana metabolites
      xiv. Meperidine
      xv. Meprobamate
      xvi. Methadone
      xvii. Methaqualone
      xviii. Nalbuphine
      xix. Naltrexone
      xx. Naltrexone metabolites
      xxi. Opiates
      xxii. Oxycodone
      xxiii. Pentazocine
      xxiv. pH
      xxv. Phencyclidine
      xxvi. Propoxyphene
      xxvii. Tramadol &/or metabolite
      xxviii. Zolpidem
   b. Students taking a prescription medication or over-the-counter medication that may result in a positive substance screen are advised to submit a letter on official letterhead, from the healthcare provider who prescribed or recommended the medication that identifies the generic name of the medication and the reason for taking the medication. This information should be submitted to the Student Support Coordinator.
   c. Students whose drug screen results are positive, and who do not submit data about prescription medications that may result in a positive drug screen will not progress to a clinical program.

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d. Inconclusive drug test results or drug test results below acceptable levels for creatinine and specific gravity indicate dilution of urine and will require retesting at the student's expense.
e. Students whose drug screen results yield two dilute specimens will be subject to evaluation by the Medical Review Officer.
f. Evidence of a negative Nicotine screen may be required by some health care agencies to complete clinical experiences.

4. **Statement of Health Insurance -** *(Applies to Prelicensure Nursing Programs only)*
   a. Students must have health insurance.
   b. Students are responsible for all healthcare costs.
   c. Evidence of health insurance coverage must be submitted to CastleBranch or Complio.

5. **Proof of Immunization/Immunity**

Proof of Immunization/Immunity apply to all healthcare personnel (HCP) and are consistent with the recommendations published by Centers for Disease Control (CDC) and Prevention Morbidity and Mortality Weekly Report, Advisory Committee on Immunization Practices (ACIP; November 25, 2011) or are required per contractual agreements with clinical healthcare agencies.

> According to the CDC, ACIP (2011), healthcare personnel are defined as "all paid and unpaid persons working in health-care settings who have the potential for exposure to patients and/or infectious materials, including body substances, contaminated medical supplies and equipment, contaminated environmental surfaces, or contaminated air" (p. 2). Students enrolled in clinical programs, or healthcare programs that involve contact with clients, are included in the definition of healthcare personnel.

Students enrolled in a clinical program in the Edson College must meet **all** College and clinical agency health and safety requirements. The purpose of these requirements is listed above under "Health Standards."

Students must submit proof of immunization and/or immunity to CastleBranch or Complio and verify that these records have been posted on their website under MyCB. See CastleBranch or Complio for requirements.

Students are responsible for ensuring that all information has been submitted to CastleBranch or Complio prior to enrollment in clinical programs or healthcare programs that involve contact with clients.

Noncompliance with Immunization/Immunity and Health Information Requirements

Students will be notified of noncompliance with a health standard from CastleBranch or Complio and/or the respective clinical program office.

Students who do not meet all immunization/immunity and health information requirements by the posted deadline may not be allowed to participate in a clinical program. Students may file a waiver requesting an exemption from an immunization requirement with Edson College. However, the **clinical agencies** will make the final determinations of whether they will accept a student who has not had all the required immunizations.

Immunization and Health Information Requirements

The Edson College requires that students advanced to and enrolled in a clinical program provide evidence to demonstrate compliance with the current immunization protocols as outlined by program and facility requirements.

Clinical agencies have individual vaccination and immunization requirements. If you are not fully vaccinated, you may be in a situation where you are notified that you do not meet agency requirements. ASU cannot approve exceptions to agency requirements. If you are in a situation where you do not meet agency requirements for your assigned agency, you cannot complete coursework in the program and will need to immediately withdraw from courses. (This is an important consideration as some students move to start the program, sign leases, leave employment opportunities, etc.) The notification that you do not meet agency requirements may come at any time, including after you have started coursework in the program.

COVID-19 Vaccine

While the COVID-19 vaccine is not currently required to be an ASU or Edson College student, some clinical placement agencies will require students to be vaccinated. If you are assigned to a clinical agency that requires the vaccine, you will need to have received all required doses of the vaccine.

COVID-19 vaccine requirements are changing regularly. Some clinical facilities allow ASU to issue an exemption, other agencies have their own independent exemption process, and some agencies do not provide any exemptions for the COVID-19 vaccine.

See Health Standard and Immunization Requirements policy: https://nursingandhealth.asu.edu/students/policies-handbook

6. **Cardiopulmonary Resuscitation (CPR) Certification for MEPN Program**
    a. Submit documentation of American Heart Association Healthcare Provider course that include CPR and AED. Proof may be a copy of a certificate or card. The documentation MUST include:
        i. CPR/AED American Heart Association Health Care Provider
        ii. Date Instruction completed
        iii. Name of organization providing instruction
        iv. Evidence of in-person skills verification (online only courses will NOT be accepted)
    b. The renewal date will be set for the last day of the month of the renewal date.
    c. If CPR renewal date occurs within an upcoming term, the student must renew the CPR certification **prior** to the start of the upcoming term. Please note that students who do not submit the requested documentation to MyClinicalExchange by the deadlines provided by the program office may be refused entry into the clinical agency, which could prevent a student from passing a clinical course.
    d. Students are responsible for ensuring that documentation of meeting this requirement is on file with CastleBranch (or Complio) and MyClinicalExchange.
    e. Students are responsible for all expenses incurred in obtaining CPR certification.

MyClinicalExchange

MyClinicalExchange is a program that ensures that all Prelicensure nursing students have met the Health & Safety requirements and have completed all of the agency-specific requirements before being allowed to attend clinical.

1. **Required Submissions for All Clinical Agencies**
   a. Level One Fingerprint Card without Restrictions Documentation
   b. Negative Substance Screen Documentation
   c. Immunization/Immunity Documentation per Agency Requirement
   d. CPR/AED American Heart Association Health Care Provider Certificate or Card
2. **Agency-Specific Background Clearances**
   a. Many of our participating clinical agencies request that students complete their agency-specific background clearance **before** being allowed on their premises. If an agency requires this additional background clearance, documentation of passing this agency-specific background clearance will be requested through MyClinicalExchange. Students are asked to submit the information for these clearances immediately to allow time for processing these clearances prior to the first day of clinical experiences.

      Please note: You are given a Health & Safety Clearance after submitting documentation of your Level One Fingerprint Card, negative substance screen, immunizations, and CPR/AED American Heart Association Health Care Provider Certificate or Card. However, if you see a **RED ALERT**, you have not completed all the agency-specific requirements. You may not attend clinical until you have earned the Health & Safety Clearance AND have no red alerts.
3. **MyClinicalExchange Deadlines** - Please note that students who do not submit the requested documentation to MyClinicalExchange by the deadlines provided by the program office may be refused entry into the clinical agency, which could prevent a student from passing a clinical course.

Latex Sensitivity and/or Allergy

Healthcare workers are at risk for developing latex sensitivity or latex allergy, which may be life-threatening. Dry, itchy, irritated areas on the hands from wearing latex gloves or exposure to the powders on the gloves may be symptoms of a contact dermatitis rather than a latex allergy. The symptoms of latex allergy include skin rash, hives, flushing, itching, nasal, eye or sinus symptoms, and asthma.

If you have a latex allergy or sensitivity, you are at an increased risk of exposure to products that contain natural rubber latex in healthcare settings. There is also a higher risk for developing a latex sensitivity or allergy due to frequent exposure to latex-containing products. Once you become allergic to latex, special precautions should be taken to prevent further exposure to latex. If you develop symptoms of latex allergy, avoid further contact with latex-containing products, notify your Faculty of Record and/or Skills Lab staff, and see your healthcare provider for follow-up testing and care.

Infection Control Protocols & Procedures

Students are to maintain compliance with Occupational Safety and Health Administration (OSHA) standards in the prevention of the spread of infections. The purpose of maintaining these standards is to protect students, patients, families, staff, and others from the spread of infection.

Financial Assistance

Financial assistance for graduate study is available in the form of scholarships, traineeships, assistantships, and loans. Scholarships, traineeships, and assistantships are awarded to students with regular admission status and satisfactory academic standing. In addition to information on financial assistance presented in this section, students are advised to consult the Financial Aid and Scholarship Services: https://students.asu.edu/financialaid.

Additional details can be found in the "Scholarships" section below.

Grades

Academic Grading Policies

The MS, Nursing programs follow all grades policies as outlines by the University Registrar (https://registrar.asu.edu/grades). The grading scale used by all required courses in the program is listed below. Elective courses offered by other departments and programs may follow different grading scales and will be disclosed in the Course Syllabus. It is the students' responsibility to read the course syllabus for important grading details including the grading scale, late point deductions, and all assignment and grading requirements.

Grade Appeal

The program follows the university process for grade appeals. Students must follow all steps, informal and formal, as outlined in this policy (https://catalog.asu.edu/appeal).

Scholarships

Several scholarships are awarded by the Edson College of Nursing and Health Innovation during the academic year. To be considered for an award, students must complete the Scholarship Application Form: https://nursingandhealth.asu.edu/student-life/scholarships

Many financial assistance opportunities from the ASU Graduate College are available to the student. This site provides all the tools and resources the student needs to view the types of aid available for students: https://graduate.asu.edu/current-students/funding-opportunities

Student Accessibility

The **Student Accessibility and Inclusive Learning Services (SAILs)** is the central location for establishing and obtaining services and accommodations for qualified students with disabilities: https://eoss.asu.edu/accessibility

Students who feel they will need disability accommodations should contact SAILS prior to starting a class. Campus locations and contact information are available on the SAILS website (https://eoss.asu.edu/accessibility). Check the SAILS website (https://eoss.asu.edu/accessibility) for eligibility and documentation policies.

Email: Student.Accessibility@asu.edu
SAILS Phone: (480) 965-1234
SAILS FAX: (480) 965-0441

Technical Requirements & Support

Computer Requirements

This course requires Internet access and the following:

- A web browser. Please use only Google Chrome (https://www.google.com/chrome) or Mozilla Firefox (https://www.mozilla.org/en-US/firefox/new/)
- Adobe Acrobat Reader (https://get.adobe.com/reader/)
- Microphone and speaker
- Webcam

Computer Skills Requirements

It is expected that you will be able to do at least the following tasks on a computer:

- Accessing and using instructional/communication tools in the Canvas Learning Management System (see https://community.canvaslms.com/docs/DOC-10701 for more information)
- Using ASU email (see https://links.asu.edu/emailguide for more information)
- Creating and submitting files in commonly used word processing program formats (specifically Microsoft Word)
- Copying and pasting text
- Downloading and installing software
- Using spreadsheet programs (specifically Microsoft Excel)
- Using presentation and graphic programs (such as Microsoft PowerPoint, Google Slides, etc.)
- Note: Microsoft Office 365 (including Word, Excel, PowerPoint, etc.) is available for free download to PCs, Macs, and some tablets. See https://myasu.force.com/authkb?id=kA1d0000000DIYr for more information.

Laptop Requirements

Hardware & Software Requirements

Windows Computer (PC)

Operating System	MS Windows 10 or newer
Processor	Intel Core i5 / i7 8th Generation or newer, or AMD Ryzen 3000 Series (Zen 2) or newer
Memory	4 GB RAM (8 GB or more recommended)
Network Adapter	Wi-Fi 5 (802.11ac) or newer
Screen Resolution	1280 x 800 (minimum)
Web Browsers	Mozilla Firefox (current stable release) Google Chrome (current stable release)
Other Software	Microsoft Office 365 (free download for current ASU students) Adobe Acrobat Reader (current version) Java Runtime Environment (current version)

Apple Computer (Macbook)

Operating System	macOS 12 (Monterey) or newer

Processor	Intel Core i5 / i7 8th Generation or newer, or Apple silicon M1 / M2 / M3
Memory	4 GB RAM (8 GB or more recommended)
Network Adapter	Wi-Fi 5 (802.11ac) or newer
Screen Resolution	1280 x 800 (minimum)
Web Browsers	Mozilla Firefox (current stable release) Google Chrome (current stable release) Apple Safari 16 or newer
Other Software	Microsoft Office 365 (free download for current ASU students) Adobe Acrobat Reader (current version) Java Runtime Environment (current version) Apple QuickTime (current version)

Additional hardware

- USB or Bluetooth audio microphone headset
- Built-in or external webcam

Compatibility Issues

We have discovered that some of the software packages and resources you will need for this program will not run on some devices. This includes (but is not limited to):

- Android tablets
- Apple iPad
- Google Chromebook
- Kindle devices
- Some Microsoft Surface devices with mobile ARM processors (~2016 and older)

Technical Support

All courses at ASU use the Canvas Learning Management System to deliver course content. It can be accessed through MyASU at https://my.asu.edu or the Canvas home page at https://canvas.asu.edu.

To monitor the status of campus networks and services, visit the System Status Portal at https://systemstatus.asu.edu.

To contact the help desk, you have several options:

- Website: assessed through the MyASU Service Center at https://my.asu.edu/service
- Chat: assessed through the MyASU Service Center at https://my.asu.edu/service
- Call toll-free at 1-855-278-5080

Tutoring Support

Nursing

Peer tutors and/or faculty tutors are available to cover all topic areas throughout nursing school. Tutoring hours can be found on the student success resource page of the Prelicensure Programs website: https://sites.google.com/asu.edu/prelicensurenursing.

Writing

Writing support services are offered in person and online through University Academic Success Programs for ASU students who are currently enrolled in courses.

- Writing tutoring is available for any writing project at any stage of the writing process.
- Graduate writing tutoring is available for any type of writing project for any course.
- Visit https://tutoring.asu.edu or call (480) 965-9072 for more information about writing support services.

Wellness Support

Course faculty, the program office, and academic advisors are all able to connect students to resources when needed. The following include links to the robust list of student support services available to all ASU students, and can be accessed directly through the links provided/

- ASU Counseling Services (https://eoss.asu.edu/counseling) provide counseling and crisis services for students who are experiencing a mental health concern.
- ASU Health Services (https://eoss.asu.edu/health) are dedicated to the well-being and educational success of each individual student by providing high-quality health care that is accessible, affordable and compassionate.
- Advancing Inclusion and Culture (https://cfo.asu.edu/AIC) and the Office of Inclusive Excellence (https://inclusion.asu.edu/) are dedicated to supporting and fostering a culture of inclusiveness, promoting and assisting with equal opportunity and diversity initiatives.
- Basic Needs Resources (https://eoss.asu.edu/resources/basic-needs) and Student Advocacy and Assistance (https://eoss.asu.edu/dos/student-advocacy-and-assistance) provide guidance and assistance in connecting students with campus and community resources as well as additional access to one-on-one guidance in resolving personal challenges and concerns.

Section IV: Policies

The MEPN program office is responsible for upholding the policies and procedures set forth by the ASU Graduate College and the University. Students are held to the minimum requirements of the Graduate College as well as any additional requirements set forth by the University. These resources can be found here:

- The Graduate College Policies and Procedures handbook:
  https://graduate.asu.edu/policies-procedures
- The Arizona State University Academic Affairs (ACD) and the Students Services Policy Manuals:
  https://policy.asu.edu/
- The Arizona Board of Regents Policy Manual:
  https://www.azregents.edu/about/policy-manual
- ABOR Student Code of Conduct:
  https://eoss.asu.edu/dos/srr/codeofconduct

The MEPN program office upholds policies within the above documents related to but not limited to the following topics:

Accommodations

- ACD 401: Individuals with Disabilities
- SSM 201–18: Accommodating Active Duty Military
- SSM 701–01: Student Accessibility and Inclusive Learning Services – General Policy
- SSM 701-02: Eligibility for Accommodations – Required Disability Documentation
- SSM 701–03: Accommodations for Students with Disabilities

Classroom Policies

- ACD 304–02: Missed Classes Due to University-Sanctioned Activities
- ACD 304–04: Accommodation for Religious Practices
- ACD 304–05: Course Enrollment/Attendance
- ACD 304–06: Commercial Note-Taking Services
- ACD 304–08: Classroom and Testing Accommodations for Students with Disabilities
- SSM 203–09: Grade of Incomplete

Enrollment & Progression Policies

- SSM 201–01: Registration for Classes – General Policy
- SSM 201–03: Drop/Add/Swap of Classes
- SSM 201–08: Withdrawal from Classes – General Policy
- SSM 204–02: Master's and Doctoral Plans of Study

Financial Aid

- SSM 301–01: Financial Aid Eligibility
- SSM 301–02: Enrollment Status

Student Behavior

- ABOR 5-308: Student Code of Conduct
- SSM 104–02: Handling Disruptive, Threatening, or Violent Individuals on Campus
- SSM 201–10: Instructor Withdrawal of a Student for Disruptive Classroom
- SSM 104–05: Involuntary Withdrawal from the University in Special Circumstances

Academic and Professional Integrity

The highest standards of academic integrity (https://provost.asu.edu/academic-integrity) and compliance with the university's *Student Code of Conduct* (https://public.powerdms.com/ABOR/documents/1491970) are expected of all graduate students in academic coursework and research activities. The failure of any graduate student to uphold these standards may result in serious consequences including suspension or expulsion from the university and/or other sanctions as specified in the academic integrity policies of individual colleges as well as the university.

Violations of academic integrity include, but are not limited to: cheating, fabrication of data, tampering, plagiarism, or aiding and/or facilitating such activities. At the graduate level, it is expected that students are familiar with these issues and that each student assumes personal responsibility in their work.

Students should refer to the ABOR Student Code of Conduct, the Academic Integrity and applicable laws. Matters that violate the ABOR Student Code or ASU Academic Integrity Policy must be appealed as provided for in those policies.

Professional Standards of Conduct

Professional Standards of Conduct for participation are based on the philosophy and organizing framework of the MS Program and mirror *ANA's Code of Ethics* (https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/). Our framework recognizes the importance of reciprocal connections between people and environments and the influence of the social context, including individual, interpersonal, organizational, and community variables, on human behavior. Accordingly, we aim to foster a social context that provides a safe, respectful learning environment and promotes development as a scholarly citizen.

In addition to academic requirements, students must conduct themselves according to the "Satisfactory Professional Conduct" level of the *Professional Standards of Conduct* rubric (Appendix C). Performance at the "Conduct Requiring Improvement" or "Unsatisfactory Professional Conduct" level may lead to an Academic/Professional Improvement Plan. Egregious violations may result in a recommendation that the Graduate College dismiss the student from the program.

In addition to the *Professional Standards of Conduct* for the MS Program, students must follow internal standards set forth in course syllabi and the MS Program Handbook, along with external requirements found in the ASU Student Code of Conduct (https://eoss.asu.edu/dos/srr/codeofconduct), university regulations concerning academic, scientific, or student conduct; and Federal regulations regarding the conduct of research with human subjects, as administered by the Institutional Review Board at ASU. Violations of these external standards will be adjudicated through a separate university process.

Disruptive Classroom Behavior

Arizona State University has several policies which are potentially applicable to disruptive student situations. These are:

1. Disruptive Student Protocol STA 104-02 https://www.asu.edu/aad/manuals/ssm/ssm104-02.html
2. Student Code of Conduct ABOR 5-308 (and 5-303) https://www.azregents.edu/policy-manual
3. Instructor Withdrawal of Student for Disruptive Classroom Behavior https://www.asu.edu/aad/manuals/ssm/ssm201-10.html
4. Involuntary Withdrawal Policy (SAC) http://www.asu.edu/aad/manuals/ssm/ssm104-05.html

Virtually all actions taken with respect to behavior need to have a hearing process (or some opportunity for a student to give a response to allegations made or actions to be taken where removal from a class, or grade appeal process, or suspension or expulsion from school is mandated). The Student Code of Conduct provides for the Dean of Students to act when a complaint is filed with the Educational Outreach & Student Services (EOSS), and for a hearing (informal) to be held where the student is given an opportunity to respond. If expulsion or suspension is the recommended sanction, the student does have an opportunity to have a review by the University Hearing Board. In an emergency, the professor, RA/TA, or a student acting on that person's behalf will contact one of the following:

       1. ASU Counseling Services   (480) 965-6146

2. ASU Health Services   (480) 965-3349

3. EMPACT Suicide Prevention Center   (480) 965-1006

4. Dean of Students   (602) 496-4357

5. DPS @ 911 or non-emergency   (602) 496-3456

Graduate Wellness Resources – a one-page guide to Financial, Social, Emotional, and Physical Health and Wellness Resources for ASU Graduate Students was developed by the GPSA.
https://graduate.asu.edu/sites/default/files/wellness_resources.pdf

10 Best Practices in Graduate Student Wellbeing – proven ways to help graduate students better care for themselves under the increasing demands of graduate school.
https://graduate.asu.edu/sites/default/files/student_well_being_best_practice.pdf

Title IX

Title IX is a federal law that provides that no person be excluded on the basis of sex from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity. Both Title IX and university policy make clear that sexual violence and harassment based on sex is prohibited. An individual who believes they have been subjected to sexual violence or harassed on the basis of sex can seek support, including counseling and academic support, from the university. If you or someone you know has been harassed on the basis of sex or sexually assaulted, you can find information and resources at https://sexualviolenceprevention.asu.edu/

As a mandated reporter, faculty are obligated to report any information they become aware of regarding alleged acts of sexual discrimination, including sexual violence and dating violence. ASU Counseling Services, https://eoss.asu.edu/counseling, is available if you wish to discuss any concerns confidentially and privately.

Appendix A

Substance Abuse Protocol and Procedures

Preadmission Drug/ Alcohol Screening

A drug/ alcohol screen is required of all students prior to admission to any Edson College of Nursing and Health Innovation (Edson College) professional nursing program. Test results are kept confidential.

Prospective students who refuse to have the drug/alcohol screen will not be considered for admission to an Edson College program.

Students on prescription drugs that may result in a positive drug screen are advised to complete the following actions prior to the drug/alcohol screen:

- Contact the health care professional who prescribed the medication and request that he/she submit in writing to the dean's substance abuse designee at the Edson College the prescribed drug(s) and whether the drug needs to be taken prior to the drug/ alcohol screen.
- Students taking substances other than prescription drugs such as over the counter substances or some foods (e.g. poppy seeds) are advised to determine whether these substances may result in a positive drug/alcohol screen prior to having the drug/alcohol screen.

Prospective students, whose drug/alcohol test results are positive, and who did not submit data about prescription drugs that may result in positive drug/alcohol test results, will be denied admission to the Edson College of Nursing and Health Innovation.

Positive drug/alcohol test results of applicants, who previously arranged to have data submitted about prescription drugs, will be evaluated by the medical review officer. If it is determined that the positive results are due to the identified prescription drug(s), the prospective students may proceed with admission process. If the positive drug/alcohol test results are not related to the specified prescription drugs, admission to the Edson College of Nursing and Health Innovation will be denied.

Inconclusive tests results, regardless of the cause, require retesting at the student's expense. Inconclusive findings may include test results that are negative for stated drugs and alcohol but reflect dilution of urine.

Prospective students with inconclusive drug/alcohol test results who refuse to be retested will be denied admission to the Edson College of Nursing and Health Innovation.

Repeat inconclusive test results will be evaluated by the dean's substance abuse designee, in consultation with the medical review officer, to determine the meaning of the inconclusive test result.

Prospective students whose repeat test results are inconclusive will be denied admission.

Procedure for Removing Student Suspected of Substance Abuse from an Education Setting

When a perceived impairment is reasonably suspected to be drug and or alcohol related, the faculty member or faculty designee must take immediate action to relieve the student of her/his duties and remove the student from the clinical or classroom area. The immediate goal is to provide for the safety of patients, the public, students and the student who is suspected of being substance impaired.

Suspicion of Substance abuse (Faculty Member Responsibilities):

In a teaching situation, when a faculty member or faculty designee perceives the odor of alcohol or observes behaviors such as, but not limited to, slurred speech, unsteady gait, or confusion, which causes the faculty member or designee to suspect the student is impaired by a substance, the faculty member or designee must:

- Immediately consult with another faculty member or faculty designee for verification of suspicions.
- Conduct the verification in a confidential and respectful manner.

Upon verification by the second person:

- Immediately inform the student as to why actions are being taken to relieve the student of her/his duties.
- Ask the student if she/he will consent to undergo a drug/alcohol screening test.
- Remove the student from the immediate educational setting and have either the faculty member or designee remain with the student until transport.
- Make arrangements to transport the student for a "for cause" drug/alcohol screening test or to the student's home.

Student Agreement to Drug/Alcohol Testing and Transport:

The student will be asked to agree to drug/alcohol testing and the faculty member will then contact the contracted transportation organization, who will transport the student to a designated drug screening center.

The student is to remain in visual contact with faculty member or designee from the time the contracted transportation organization is contacted until the student is picked up.

Student Refusal to Submit to a For Cause Drug/Alcohol Test and/or Transport:

If the student refuses to submit to a for cause drug/alcohol screening test even though the faculty member has confirmed her or his suspicion with another person or if the student admits to using alcohol or other substances prior to the suspect conduct, the following actions will be taken:

The student will be immediately removed from the clinical or educational setting but will remain in visual contact with the faculty member or designee.

The student exhibiting behaviors indicative of possible impairment will be offered safe transportation home by a transportation organization. If the student refuses transportation, the faculty member or designee will determine whether the student or the public will be at risk for injury if the student leaves of her/his own accord. If the faculty member or faculty designee identifies a risk, the faculty member or designee will notify the police.

Reapplication for Admission to a College of Nursing & Health Innovation Program after a Positive or Inconclusive Drug/Alcohol Test Result

An individual who was previously refused admission for a positive or inconclusive drug/alcohol test result, or who was withdrawn form a College of Nursing & Health Innovation program due to a positive or inconclusive drug/alcohol test result, may reapply after at least one full semester has passed. If the individual provides evidence of the conditions provided.

Positive "For Cause" Drug/Alcohol Test Results While Enrolled in a College of Nursing Program

If the result of a "for cause" drug/alcohol test is positive and until a decision is made concerning the student incident by the dean, or designee, the student will be suspended from all clinical settings and any other setting in which the student interacts with patients, students, or other members of the public through programs sponsored by the College of Nursing & Health Innovation.

If the "for cause" drug/alcohol test result is positive, a decision will be made within five working days after the meeting, about the student's continued progression in the College of Nursing & Health Innovation program.

If the "for cause" drug/alcohol test result is inconclusive, the drug/alcohol test will be repeated. If the drug/alcohol test result is again inconclusive, a decision regarding the student's progress will be made based on available data. This decision will be made within five working days after the last repeat drug/ alcohol test result is reported to the College of Nursing & Health Innovation substance abuse designee

If the result of the drug/alcohol test is negative, consideration must be given to a possible medical condition being responsible for the symptoms. Based upon the specific indicators involved, a medical referral for evaluation may be necessary before the student can continue in the educational setting.

Any Licensed Practical Nurse or Registered Nurse enrolled in the College of Nursing and Health Innovation found to have a positive "for cause" drug/alcohol test, will self-report to the Arizona State Board of Nursing CANDO Program.

Positive Drug/ Alcohol Test Results due to Prescription Drug Use

If the student reports that the positive drug/alcohol test result is a result of prescription drug use, the student will be requested to arrange for the prescriber to provide the following information to the dean's designee: The prescriber's statement detailing the drug, dose, frequency, effect, expected duration of treatment, any indication of abuse of the prescription drug(s) and any contraindications to being in the clinical setting while on the drug.

If the student is unable to have the prescriber forward a statement to the dean's designee regarding the drug, the test will be treated as a positive.

Students who have Second Positive Drug/Alcohol Test Result

Positive "for cause" drug/alcohol test results will be reviewed by dean's substance abuse designee, in consultation with the medical review officer.

Any student enrolled in a College of Nursing & Health Innovation program, who had a negative pre-admission drug/alcohol screen, and who is found to have a positive "for cause" drug/alcohol test while enrolled in a program, will be withdrawn from the program for at least one semester, following review of the drug/ alcohol test results by the dean's designee in consultation with the Medical Review Officer.

Any student enrolled in a College of Nursing & Health Innovation program that had a positive pre-admission drug/alcohol test result and subsequently has a second positive drug/alcohol test result will be permanently dismissed from the College of Nursing & Health Innovation.

Any student enrolled in a College of Nursing & Health Innovation program who had a positive "for cause" drug/alcohol test result, was subsequently readmitted to a program, and then has a second positive "for cause" drug/alcohol test result, will be permanently dismissed from the College of Nursing & Health Innovation.

Any student who refused a "for cause" drug/alcohol test will be permanently dismissed from the College of Nursing & Health Innovation.

Application for Readmission to a College of Nursing Program after a Positive For Cause Drug/Alcohol Test Result

Any individual who requests readmission to a College of Nursing & Health Innovation program after treatment for a drug/alcohol problem following a positive drug/alcohol test result, must meet the conditions set forth before readmission to the College of Nursing & Health Innovation is considered.

Confidentiality All incidents involving actual or suspected substance abuse in the clinical/educational setting will be handled as confidentially as possible.

Safe Practice in Clinical/Laboratory Settings

PROTOCOL

The student in the Edson College of Nursing and Health Innovation (Edson College) is expected to demonstrate safe behavior, which includes promoting the actual or potential well-being of clients, healthcare workers, and self in the biological, psychological, sociological, and cultural realms and demonstrating accountability in the preparation, provision, and documentation of nursing care.

The purpose of setting safe performance clinical standards is to 1) identify expectations of Edson College I; 2) to comply with licensure regulations and agency agreements; and 3) to identify and help students who need assistance and support to succeed in the nursing program.

Indicators to be used as guidelines for educating students and determining safe performance are:

1. **Regulatory**: Students practice within the boundaries of the Arizona State Nurse Practice Act, the ANA Code of Ethics for Nurses; the guidelines, objectives, and policies of Edson College ; and the rules and regulations of the healthcare agency where they are assigned for clinical learning experiences. Students also are required to obey all applicable laws.
    a. Examples of unsafe practice include, but are not limited to, the following:
        i. fails to notify the agency and/or instructor of clinical absence
        ii. fails to follow the Edson College and/or agency policies and procedures
        iii. reports for or demonstrates impairment during clinical practicum under the influence of a substance
2. **Ethical**: The student performs according to the guidelines of the ANA Code of Ethics for Nurses, Standards of Practice, and the Arizona State Nurse Practice Act. Students must be able and willing to accept professional supervision from faculty and other supervisors and effectively integrate feedback they perceive.
    a. Examples of unsafe practice include, but are not limited to, the following:
        i. fails to consult with instructor prior to refusing assignment based on medical diagnosis, race, culture, religious preference, gender, sexual orientation, national origin, age, handicapping condition or any other protected status category of the client.
        ii. denies, covers-up, or does not report own errors in clinical practice.
        iii. ignores and fails to report unethical behavior of other healthcare persons that affects client welfare in the clinical setting.
3. **Biological, Psychological, Social, and Cultural Realms:** The student's performance recognizes and seeks to meet the needs of the client from a biological, psychological, sociological, and cultural standpoint at the level of the nursing course objectives.
    a. Examples of unsafe practice include, but are not limited to, the following
        i. displays mental, physical, or emotional behavior(s) which may adversely affect others' wellbeing
        ii. fails to follow through on suggested referrals or interventions to correct deficit areas that may result in harm to others
        iii. commits acts of omission or commission in the care of clients in hazardous positions, conditions, or circumstances; mental or emotional abuse; and medication errors
        iv. interacts inappropriately with agency staff, coworkers, peers, patients/clients, families, and faculty that results in miscommunication, disruption of client care, and/or unit functioning
        v. lacks physical coordination essential for carrying out nursing procedures

      vi.   lacks information-processing ability necessary for making appropriate clinical judgments or decisions

4. **Accountability**: The student's performance demonstrates consistency in responsible preparation, documentation, and promotion for the healthcare of clients, according to course objectives.
   a. Examples of unsafe practice include, but are not limited to, the following
      i. fails to provide inclusive written communication on appropriate documents or verbal communication to faculty and/or appropriate agency personnel
      ii. fails to record accurately essential client behaviors
      iii. fails to report incompetent, unethical, or illegal practice of any person
      iv. attempts activities without adequate orientation, theoretical preparation, or appropriate assistance
      v. fails to maintain honesty in clinical practice and/or written work
      vi. is habitually tardy to clinical practicum

5. **Human Rights**: The student's performance demonstrates respect for the individual, client, health team member, faculty, and self, including but not limited to, the legal, ethical, and cultural realms.
   a. Examples of unsafe practice include, but are not limited to, the following
      i. fails to maintain confidentiality of interactions
      ii. fails to maintain confidentiality of records
      iii. exhibits dishonesty in relationships with peers, faculty, clients/patients, and/or agency personnel
      iv. fails to recognize and promote every patient's rights

IMPLEMENTATION OF PROCEDURE

Unsafe behaviors(s) related to a student's performance must be clearly described and documented. Confirmation, or with supporting observation of clinical staff, should be included in the documentation of the performance problems, if possible. The student has a right to provide input and/or data regarding his/her clinical performance and to consult with the clinical instructor, the course coordinator, site coordinator, academic program director, and/or associate dean.

The clinical instructor will document unsafe behaviors and take appropriate action, which may include one or more of the following:

    a. a conference between the student and clinical instructor
    b. discussion of appropriate action by student
    c. written agreement between faculty member and student for behavioral remediation
    d. consultation by faculty member and student with the course coordinator, program director, and/or associate dean
    e. referral to the primary care provider for physical health assessment to determine if there are any factors impacting the student's performance and any recommendations for healthcare
    f. referral to mental healthcare provider for psychological or substance assessment to determine if there are any factors impacting the student performance and any recommendations for healthcare
    g. assessment must be completed prior to return to clinical setting
    h. request consent from student for release of information to and from referring service
    i. consultation by the student with own healthcare provider and evidence of such action to the appropriate academic program director or appropriate associate dean
    j. removal from the clinical practicum with appropriate action, such as with a failure to meet clinical course objectives, leading to possible suspension or dismissal from the nursing program

In such a case that the behavior violates the Arizona Board of Regents' Code of Conduct, charges will be brought under this code.

Appendix C

Professional Standards of Conduct

Professional Standard of Conduct	Satisfactory Professional Conduct	Conduct Requiring Improvement	Unsatisfactory Professional Conduct
Program Responsibilities	Acquires knowledge of and adheres to the rules, policies, and/or procedures established by ASU, **Edson College**, and the Master's Degree Program. Addresses responsibilities promptly, accurately, and completely.	Requires frequent reminding of the rules, policies, and/or procedures established by ASU, **Edson College**, and the Master's Degree Program. Requires frequent reminding to address responsibilities promptly, accurately, and completely.	Consistently violates the rules, policies, and/or procedures established by ASU, **Edson College**, and the Master's Degree Program. Consistently fails to address responsibilities promptly, accurately, and completely; fails to participate in required seminars or classes; fails to follow through on projects/commitments; belittles learning activities, peers, faculty or staff.
Communication	Communicates effectively with diverse peers, staff, faculty and professionals relevant to the program of study. Listens respectfully and interacts in an equitable manner.	Demonstrates difficulty in effective communication with diverse peers, staff, faculty and professionals relevant to the program of study. Requires reminding to address concerns respectfully.	Consistently fails to communicate effectively with peers, staff, faculty and professionals relevant to the program of study. Consistently interrupts others; uses inappropriate language; makes digressive, unfocused. irrelevant, or repetitive statements; shows disrespect toward peers, staff, and faculty; makes rude, argumentative, confrontational or intimidating comments; demonstrates lack of emotional control; misrepresents

			facts; ignores, belittles or blames others for problems.
Relationships with Others	Establishes and maintains mature, responsible relationships. Acts collaboratively with peers, staff, faculty and professionals relevant to the program of study.	Demonstrates difficulty in maintaining collegial relationships or acting collaboratively.	Exhibits negative, divisive, or self-serving behaviors. Consistently fails to cooperate or collaborate with peers, staff or faculty or professionals relevant to the program of study.
Professional Comportment	Seeks feedback and responds to constructive criticism with behavior change. Exercises sound judgment. Functions effectively in stressful situations. Adapts to changing academic, professional, or community environments. Demonstrates compassion, integrity, honesty, and tolerance. Demonstrates ethical scientific and scholarly conduct.	Demonstrates difficulty in responding to constructive feedback with behavior change. Requires supervision to ensure sound judgment. Requires strong support in stressful situations. Demonstrates difficulty in adapting to changing environments. Inconsistently demonstrates compassion, integrity, honesty, and tolerance. Requires monitoring to ensure ethical scientific and scholarly conduct.	Consistently fails to acknowledge areas for improvement or engage in problem-solving regarding performance/conduct; holds an inflated view of abilities relevant to opinions of mentors. Consistently fails to exercise sound judgment. Consistently fails to function effectively in stressful situations. Consistently fails to adapt to changing academic, professional, or community environments. Consistently fails to demonstrate compassion, integrity, honesty, and tolerance. Consistently fails to demonstrate ethical scientific

Appendix D

Overview of Criminal Background

Criminal Background Check Requirements:

- Students must pass the required background clearance obtained from ASU's authorized vendor.
- Students are required to pay for the cost of obtaining the background clearance.
- Background clearances must be completed *within 30 days of notification of conditional acceptance to a clinical program.*
- Students will be required to pass an additional background clearance if they have a break in continuous enrollment in the clinical or research program.
- Students may be required to pass additional background clearances to meet the specific requirements of clinical or research agency partners.
- **At all times during enrollment in a clinical or research program, students must maintain a passing disposition on all background clearances**.
- Enrollment requirements related to background clearances are subject to change as mandated by clinical or research partners.

The **Criminal Background Clearance Disclosure Acknowledgement** directs students to honestly disclose all of the requested information as well as any information that the background clearance may discover.

Students have a duty to provide updated information as requested by the background clearance vendor. The following information may be requested by the background clearance vendor:

- Legal name, maiden name, and other names used
- Social Security number
- Date of birth
- All places of residence
- Arrests, charges or convictions of any criminal offenses, even if dismissed or expunged, including dates and details.
- Pending criminal charges that have been filed against you including dates and details. Participation in a first offender, deferred adjudication or pretrial diversion or other probation program or arrangement where judgment or conviction has been withheld.

The authorized ASU background clearance vendor will determine pass or fail status for each student based on the standards of Arizona State University and the Edson College of Nursing and Health Innovation.

The sole recourse of any student who fails the background clearance and believes that failure may have been in error is with the background clearance vendor and not ASU or the Edson College of Nursing and Health Innovation.

By applying to an ASU Clinical Nursing Program, you are affirming the following:

1. I understand that within 30 days of notification of conditional acceptance, I must submit to and pay any costs required to obtain the required criminal background clearance.
2. I understand that failure to obtain a "pass" as a result of the required criminal background clearance will result in my inability to enroll in a clinical or research program.
3. I understand that a clinical or research agency may require an additional criminal background clearance to screen for barrier offenses other than those required by ASU.
4. I understand that the following databases will be searched for the required background clearance. Searchable information may include but is not limited to the following:
   - Social Security verification
   - Searches of all names and aliases
   - Searches of all counties of residence
   - Criminal history search including local state and county and nation
   - National and local sex offender database search
   - Professional licenses
   - Government watch list
   - FACIS
   - Health care sanction history (exclusions, termination of license, debarments)
     - Health and Human Services/Office of Inspector General (HHS/OIG)
     - List of Excluded Individuals/Entities (LEIE)
     - General Services Administration List of Contractors Excluded from Federal Procurement and Non Procurement Programs (GSA)
     - Excluded Parties List System (EPLS)
     - U.S. Food and Drug Administration Debarment List and Disqualified/Totally Restricted List for Clinical Investigators (FDA)
     - Drug Enforcement Administration (DEA)
     - Tri-Care (Military Health System)
     - Public Health Services (PHS)
   - Homeland Security Search - 47 different National, International Terrorists and Fugitive Lists including
     - Office of Foreign Assets Control (OFAC) Specially Designated Nationals/Terrorist List
     - Specially Designated Nationals
     - U.S. Bureau of Industry and Security Denied Persons
     - Postal Inspection Service
     - Most Wanted Fugitives by U.S. Secret Service
     - U.S Immigration and Customs Enforcement (ICE)
     - Bureau of Alcohol, Tobacco and Firearms (ATF)
     - FBI
     - DEA
   - Nationwide Federal Healthcare Fraud and Abuse Databases
5. I understand that I will be disqualified for enrollment in a clinical or research program, if I receive a failing disposition on the required background clearance.

6. The criminal offenses for disqualification <u>may include but are not limited to any or all of</u> <u>the</u> <u>following:</u>
   - Social Security Search - Social Security number does not belong to applicant.
   - Any inclusion on any registered sex offender database.
   - Any inclusion on any of the Federal exclusion lists or Homeland Security watch list.
   - Any conviction of felony no matter what the age of the conviction.
   - Any warrant in any state.
   - Any misdemeanor conviction for the following - No matter age of crime
     - violent crimes
     - sex crime of any kind including non-consensual sexual crimes and sexual assault
     - murder, attempted murder
     - abduction
     - assault
     - robbery
     - arson
     - extortion
     - burglary
     - pandering
     - any crime against minors, children, vulnerable adults including abuse, neglect, exploitation
     - any abuse or neglect
     - any fraud
     - illegal drugs
     - aggravated DUI
   - Any misdemeanor-controlled substance conviction within last 7 years.
   - Any other misdemeanor convictions within last 3 years.
   - Exceptions: Any misdemeanor traffic (DUI is not considered traffic)
7. I understand that I must disclose on all background clearance inquiries all required information including any arrests, convictions, or charges (even if the arrest, conviction or charge has been dismissed or expunged), or participation in first offender, deferred adjudication, pretrial diversion or other probation program. That includes any misdemeanors or felonies in Arizona, any other state, or other jurisdiction.
8. I understand that my failure to disclose relevant or required information on all background clearance inquiries will result in a violation of the ASU student code of conduct and may be subject to sanctions under that code.
9. I understand that I will not be able to complete a clinical or research program, if a clinical or research agency to which I have been assigned does not accept me based on the results of my background clearance.
10. I understand the Arizona State University and the Edson College of Nursing and Health Innovation reserves the authority to determine my eligibility to enroll in a clinical or research program, and that enrollment or background clearance requirements may change without notice.
11. I understand that I have a duty to report to the Program Director within 48 hours any arrests, convictions, or placement on exclusion databases.