Department of Health Sciences
Moss School of Nursing

Registered Nurse to Baccalaureate of Science in Nursing (RN to BSN)

Student Handbook
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Mission

The program is designed to respond to the emerging health care needs of individuals, families, groups, and communities and provide a foundation for excellence in nursing practice. This foundation enables the graduate to assume the role of a nurse generalist when delivering culturally competent care in a wide-range of health care settings with diverse populations. The utilization of critical thinking, leadership, and management skills, founded on evidence based practice, is essential. The importance of engaging in lifelong learning and community service is valued. Graduates are encouraged to return to higher educational programs to obtain advanced degrees.

Philosophy

The philosophy of the baccalaureate nursing program is consistent with the general goals of a liberal arts and science education at Colorado Mesa University. The program is population-based and community-focused, with an integration of knowledge from the arts and sciences into the nursing curriculum providing a solid foundation for the development of critical thinking skills. The faculty believes the baccalaureate degree prepares the graduate for entry into the practice of professional nursing and provides a base for graduate study. A professional nursing education prepares a competent practitioner who values the lifelong process of self-evaluation, self-acceptance, and learning which support growth and development as a professional nurse. Graduates of the program are prepared for entry into practice to function in a caring manner within increasingly complex health care settings.

Each learner brings unique qualities that must be recognized. Acknowledging their individuality, students have a responsibility to actively participate and assist the faculty in actively engaging in the educational process. The faculty utilizes traditional and alternative teaching-learning strategies, in accordance with academic requirements of the University, recognized standards of nursing practice, and societal expectations to enhance learner needs. Learning is achieved through progression from simple concepts to complex theories. The faculty further believes in self, comparative, and continuous assessment in nursing education, which is apparent in the program’s formalized evaluation plan.

The faculty identifies patients as individuals, families, groups, or communities, who continuously interact with their environment. Patients, as recipients of holistic nursing care, are complex with physiological, psychological, social, spiritual, and cultural components. Patients assume independent, interdependent, or dependent roles in a variety of health care settings. In some context the patient is referred to as a client, customer, or consumer depending on the nature of the health care encounter. Nursing interventions the individual receives are based on health promotion, maintenance, restoration, and end-of-life care.

Health, when viewed on a continuum, involves more than just the absence of disease or infirmity. It is a dynamic state in which the potential of each person is realized to the fullest extent possible. Within this framework, the delivery of health care resources is an interdisciplinary, collaborative effort among health professionals. Graduates promote wellness in diverse populations at the local, state, national, and international level.

Environment represents a person’s diverse physical, social, cultural, economic, and political dimensions. An environment encompasses one’s surroundings, viewpoints, and beliefs that influence perceptions and
interactions regarding health. Each person exists within an ever changing environment, and as such, the environment can be altered to positively affect one’s health by reducing stressors and promoting wellbeing.

Professional nursing’s ascribed roles are derived from the science and art that is inherent in a practice discipline. Nursing is based on the synthesis of biological, behavioral, social, and nursing sciences. The essence of nursing is a deliberate caring relationship, designed to uniquely preserve and enhance the integrity, dignity and worth of individuals while upholding ethical, moral, legal, and humanistic principles. Nurses provide patient centered care. This involves recognizing the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient’s preferences, values, and needs (QSEN, 2011). Nurses, practicing from a holistic perspective, are integral members of interdisciplinary teams. They collaborate with patients and other providers to design, provide, manage, and coordinate care in evolving and diverse health care systems. This requires the use of critical thinking, communication, assessment, and technical skills characteristic of a health care professional. Furthermore, to provide professional care, nurses must demonstrate knowledge of the nursing process, health promotion, risk reduction, disease prevention and management, leadership, information technologies, and evidence-based practice. As members of a profession, nurses advocate for quality care that is respectful of human diversity within a global environment. A commitment to enhance the discipline is demonstrated by remaining active in professional organizations as well as in the political and regulatory processes.

**Program Goals**

Graduates of the program will be able to:

1. Practice as a professional nurse.
2. Pursue graduate education.
3. Assume leadership roles.
4. Participate in learning as a lifelong process.

**Student Learning Outcomes**

<table>
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<tr>
<th>CMU Baccalaureate Student Learning Outcomes</th>
<th>BSN Student Learning Outcomes</th>
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<tbody>
<tr>
<td>Construct a summative project, paper or practiced-based performance that draws on current research, scholarship and/or techniques, and specialized knowledge in the discipline (Applied learning; Specialized knowledge).</td>
<td>Professionalism: Promote a culture of respect and safety.</td>
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<tr>
<td></td>
<td>(Specialized knowledge; Applied Learning)</td>
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<tr>
<td></td>
<td>Professional Development: Communicate the importance of lifelong learning and professional career development.</td>
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<tr>
<td></td>
<td>(Applied Learning)</td>
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<tr>
<td></td>
<td>Evidence Based Practice: Integrate Evidence Based findings into professional nursing practice.</td>
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<tr>
<td></td>
<td>(Applied Learning)</td>
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<tr>
<td>Analyze data critically, reason logically, and apply quantitative analysis methods correctly to develop</td>
<td>Math Reasoning: Utilize scientific inquiry and quantitative reasoning as a base for patient care decisions.</td>
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appropriate conclusions (Intellectual skills – quantitative fluency).

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<tr>
<th>Collaborative Communication: Collaborate in inter-professional communication to improve healthcare outcomes.</th>
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<tbody>
<tr>
<td>(Intellectual skills – Communication fluency)</td>
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Make and defend assertions about a specialized topic in an extended well-organized mostly error-free document and an oral presentation that is appropriate to the discipline (Intellectual skills – communication fluency).

<table>
<thead>
<tr>
<th>Leadership: Integrate leadership and management principles in the delivery of health care.</th>
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<tr>
<td>(Intellectual skills – Communication fluency)</td>
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Identify assumptions, evaluate hypotheses or alternative views, articulate implications and formulate conclusions (Intellectual skills – Critical Thinking).

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<th>Critical Thinking: Employ critical thinking as a basis for nursing practice.</th>
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<tr>
<td>(Intellectual skills – Critical thinking)</td>
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<tr>
<th>Coordination of Care: Facilitate access to resources necessary to meet diverse health care needs.</th>
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<tr>
<td>(Intellectual skills-Critical Thinking)</td>
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Professional Standards Guiding the RN- BSN Program

1. State Board of Nursing: It is the responsibility of the RN to understand their Scope of Practice in the state are registered.

Supplemental Help

An open “Ask Your Instructor” discussion forum is always available in the D2L course shell for questions or insight sharing between students and the instructor. Students may use this forum to ask the instructor questions about the course. The instructor will respond within 48 hours. If a student has a personal concern, please email the instructor directly, using your CMU email account. There is also a “Class Café” forum that is always available in the D2L course shell for students to communicate ideas and share information with each other. If you wish to discuss academic accommodations, please contact the instructor as soon as possible. Specific information about Educational Access Services and the Tutorial Learning Center is included under General Student Services in this Syllabus.
Students must pass the D2L online orientation prior to enrollment in their first online class.

**Attendance Policy**

Attendance and participation in the online class is expected. Students are responsible for preparing for class by completing reading assignments, participating in class discussions, taking quizzes and examinations as scheduled, and submitting assigned papers on time. The student is expected to log into the new class on the first class of the module. The student will be dropped administratively if not logged in by 11:59pm on the third day of the class.

Exams are scheduled on specified days and times. An exam may be taken early with pre-approval by the instructor. If the student is unable to take an exam during the scheduled time, then personal communication with the instructor 3 days prior to missing the scheduled exam is expected. Extenuating circumstances will be taken into account.

**Course Correspondence**

All communication in this course will be made via your CMU email account or “Ask your Instructor” Forum for general questions and answers the class should share. Please include the title of the course and section number in the subject line (example: NURS 300 001) when emailing your instructor. Check your CMU email regularly throughout the semester. Your instructor will respond within 48 hours to “Ask your Instructor” or emails. All assignments will be graded in a timely manner by the instructor, usually within in a week after the due date. Grades will be posted in D2L Grades section with comments as deemed appropriate by the instructor. Please read the comments on your submissions to best improve your performance on other assignments. Feel free to ask questions of your instructor regarding the assignments after you have fully read the guidelines and rubrics for each submission. There is also a Class Café discussion forum for students to have open discussions about topics of their choice. Please adhere to Netiquette guidelines for all correspondence in this course.

**Plagiarism and Academic Integrity**

As members of the academic community, college administration, faculty, staff and students are dedicated to promoting an atmosphere of honesty and are committed to maintaining the academic integrity essential to the education process. Inherent in this commitment is the belief that academic dishonesty in all forms violates the basic principles of integrity and impedes learning.

For additional clarification, the student is directed to the applicable online sources: Colorado Mesa University Academic Policies located at [http://www.coloradomesa.edu/academics/policies.html](http://www.coloradomesa.edu/academics/policies.html) and the RN-BSN Student Handbook for details of policies, descriptions and sanctions.

**The following are excerpts from the BSN Student Handbook:**

Academic dishonesty undermines the educational experience, lowers morale by engendering a skeptical attitude about the quality of education, and negatively affects the relationship between students and faculty. Academic dishonesty is the intentional act of fraud, in which an individual seeks to claim credit
for the work and efforts of another or uses unauthorized material or fabricated information in any academic exercise. Academic dishonesty also includes, but is not limited to the following:

- Forgery/fabrication/falsification/plagiarism of academic documents
- Intentionally impeding or damaging the academic work of others
- Assisting others in acts of academic dishonesty
- Cheating in the classroom or online
- Unauthorized attendance
- Multiple submissions
- Unauthorized collaboration

In addition, it is policy that each semester all students will be required to sign a statement regarding academic dishonesty. This statement is in effect for the entire program of study. The program director will maintain the security of the signed documents. All course materials are intended to be for each student’s personal academic use and remain the intellectual property of the BSN Program.

The BSN program has zero-tolerance for academic dishonesty. Academic Dishonesty will result in automatic failure of the course. Students have the choice to continue in the course until the end of the semester. A second act of Academic Dishonesty will result in the dismissal from the BSN Program at the end of the semester in which the student is enrolled.

If you are unclear about any of these policies, please clarify with your instructor or Program Director. Students must sign an academic integrity contract.

Student Accountability
Students are responsible for preparing for class by completing reading assignments, active participation in class discussions, and completion of quizzes, examinations and paper or project submissions as scheduled. **Successful completion of this course requires successful completion of all assignments.** Assignments that are submitted after the due date will not be accepted except with prior approval. Any late assignments are accepted only with the understanding that there will be 10% deduction (one letter grade) from the student’s grade or more at the discretion of the instructor. Students are responsible for contacting the instructor if an assignment is going to be late or if there is an issue with timeliness. Professional behavior and respect for classmates, faculty, colleagues, and preceptors is required at all times.

Students are expected to maintain the highest degree of confidentiality during any interaction with clients or other individuals during class, and practice experiences. Confidentiality and honesty are extremely important since one may have exposure to sensitive issues regarding host organizations, the personnel, patients and families. Any breach of confidentiality, even to fellow classmates, will result in disciplinary action including expulsion from the nursing program.

Netiquette
“Netiquette” refers to the etiquette by which you should abide when using online services for your classes and campus communications. This includes email, social media, online chat, blogs, online discussions or message boards, instant messages, etc. Although you are participating in course activities
and using course materials online, the CMU Student Code of Conduct (link) still applies. Online participants are expected to behave in a respectful manner that is supportive to other learners, participants, and faculty.

Online behavior should foster an environment that is productive and thoughtful. Netiquette provides guidelines for facilitating this positive atmosphere. Some basic principles of netiquette include:

**Be respectful.** Remember that you are communicating with actual people. Be courteous and show respect, even if you have differences of opinion. Remember to treat others as you’d like to be treated. Good manners apply online as well as in the traditional classroom.

**Think before you post.** Follow posting directions and examples. Be aware of who may be able to view your posting, and how your post may be interpreted. Try to maintain a fair and objective tone.

**Stay on topic.** Make sure your communication is related to the subject and does not wander off-topic. Ask questions that are appropriate and relevant to the topic. Keep academic discussions free of “chit-chat”.

**Write clearly.** Even though the online environment may seem more informal than your face-to-face class, you are still in an academic course and mature communication is expected. Correct spelling and grammar are required. Proper sentence structure and punctuation should be used. Avoid abbreviations and “text speak.”

**Use appropriate language and style.** Profanity or offensive wording is not acceptable. ALL CAPS and repeated punctuation (???? or !!!!) is considered rude and should be avoided. While it is okay to have robust discussions and differences of opinion, avoid inflammatory wording that might start arguments. To disagree, use language that encourages intelligent discourse and discussion. Ignore statements by others that appear inflammatory.

**Be considerate of others.** Do not make derogatory, condescending, or harassing remarks. Communication should be well-intentioned and well-articulated. It should foster a positive learning environment. Be aware of how sarcasm may be misinterpreted by your readers. Bullying, threatening, or abusive language will not be tolerated.

**Allow for misunderstandings.** Keep in mind that writing can often convey the incorrect tone or intention. Make allowances for unintended rudeness or misunderstanding.

**Cite your sources.** If you post work that is not your own or contains work that is not your own, be sure to reference your sources.

**Technology & Technology Skill Requirements**
You will need basic computer skills and should be comfortable using a word processing program, browsing for files, and copying and pasting between programs. You will need a computer that connects to the Internet. Your username and password are required for access. If you do not own a computer or if your computer malfunctions during the term, you will be expected to identify a computer to use.
Technology issues are not an excuse for missed or late work.

Colorado Mesa University strongly prefers students use the following technology minimums: DSL/Cable modem and high-speed Internet connection, Microsoft Windows XP or later, Microsoft Office 2003 or later, and Java Runtime Environment 7.

**Students must pass the D2L online orientation prior to enrollment in their first online class.**

**Technical Help**
If you experience a technical problem, call the Help Desk at (970) 249-2111 to receive technical support in the following areas:

- Usernames and passwords
- Desire2Learn
- MavZone
- Microsoft Office products
- Outlook email
- Connecting to the wireless network
- Desktop computer hardware installation and troubleshooting
- Desktop software installation and troubleshooting
- Network file storage

For more information, visit the CMU Help Desk website: [http://www.coloradomesa.edu/it/helpdesk.html](http://www.coloradomesa.edu/it/helpdesk.html)

**Withdrawal Statement**
Regular online class presence is expected. CMU is required by law to verify the enrollment of students who participate in Federal Title IV student aid programs and/or who receive educational benefits through other funding sources. CMU is responsible for identifying students who have not attended or logged into a class for which they are registered. **At the conclusion of the third day of each module instructors will report any registered students who have "Never Attended" a class. Those reported students will be administratively withdrawn from that class. Student's wishing to withdraw must complete and submit the appropriate CMU form by the established withdrawal deadline. All nursing classes must be completed within 5 years of beginning the RN- BSN nursing program.**

**General Student Services**

**Educational Access Services**: In coordination with Educational Access Services, reasonable accommodations will be provided for qualified students with disabilities. Online students with documented disabilities may be eligible for extra time on tests and books in alternate formats. Please contact your instructor the first week of class to make arrangements. For more information, contact Educational Access Services at (970) 248-1856, or visit the EAS website at [http://www.coloradomesa.edu/eas/index.html](http://www.coloradomesa.edu/eas/index.html).
The **Tutorial Learning Center** (TLC) is a **FREE** academic service for all Colorado Mesa University students. Tutors are available on a walk-in basis for many courses. Do you have a quick question? Do you need homework clarification or feedback on a paper? Are you reviewing for a test? Help is available at the TLC!

At the main campus, come to Houston Hall 113 to meet with one of our friendly peer tutors. We are open on Monday, Wednesday and Thursday from 8am-6pm; Tuesdays from 8am-7pm, and Fridays from 8am-5pm. We are also open Sundays from 1pm-6pm. Tutoring is available at branch campuses or distance (online). Check the website for schedules and locations at http://www.coloradomesa.edu/tutoring or call (970) 248-1392 with any questions.

**Research Assistance at the Tomlinson Library:** Reference Librarians can assist you if you need help with research, finding reliable print and electronic resources or citation help. The Reference Desk is on the first floor of the Tomlinson Library located on the CMU campus. And for your convenience, you can Instant Message (IM) a Reference Librarian 24/7 from the Tomlinson Library home page or call the Reference Desk at (970)248-1860. Email your questions to: libref@coloradomesa.edu

Reference Desk hours: (Spring & Fall) Monday-Thursday 8am-9pm; Friday 8am-5pm; Saturday 10am-5pm; Sunday 1pm-9pm. Tomlinson Library also has study rooms and computer labs with color printers and scanners. Other resources for online students can be accessed at http://www.coloradomesa.edu/cmulibrary/ecservices.html

**Student Services:** The Office of Student Services works to support CMU students in all aspects of college life, by offering a vast array of services, resources and programs that make each student's time at Colorado Mesa University as exciting and successful as possible. Student Services works collaboratively with faculty, students, and staff to create a campus community that fosters the growth of students as strong individuals and productive citizens. To learn more, go to http://www.coloradomesa.edu/studentservices. Coaching student services are also available upon request.

**Financial Aid:** Financial aid staff is dedicated to assisting you in sorting through the various forms of student financial aid. We believe that by helping you take advantage of a variety of available resources, you will find an education at Colorado Mesa University is attainable. Our office is located in the lower level of Lowell Heiny Hall, Room 116. Our phone number is (970)248-1396, or you may contact us via email at financialaid@coloradomesa.edu

Advising for the RN-BSN program will be done through the Department of Health Sciences. You will be assigned an advisor upon acceptance to the RN-BSN nursing program. Questions prior to acceptance can be addressed by the RN-BSN program Director or Department Head.

**Business and Financial Services Office:** The Business and Financial Services Office is located in the lower level of Lowell Heiny Hall. Our staff is available to assist you Monday through Friday from 8:00 am to 5:00 pm, MST. Our phone number is (970)248-1567, our FAX number is (970)248-1136, or you may contact us via email at businessoffice@coloradomesa.edu
Policies
Admission

Admission to the program requires an unrestricted active Registered Nurse (RN) license and graduation from an accredited school of nursing. Upon acceptance to the CMU RN-BSN program, passing a criminal background check is required. It is preferred that the RN be working in the nursing profession while in this program to facilitate practice components and project completion for the RN to BSN program. It is strongly recommended that each RN-BSN student carry malpractice insurance and be current on immunizations.

Academic Advising

I. Purposes:
A. To explain the roles of the student and the advisor in the academic advising relationship.
B. To insure that students make satisfactory progress toward a degree.
C. To set standards for satisfactory progress in the nursing program.

II. Policy:
A. Academic Advising
   1. Students are responsible for contacting their assigned advisor for initial advising prior to each course registration and at any other time that the student and advisor may deem necessary.
   2. Students are strongly encouraged to have their advisor review their course load, but the advisor's signature is not necessary for the student to proceed with the registration process.
   3. The help of a faculty advisor does not relieve the student of the fundamental responsibility for establishing and maintaining his/her own academic program. Students are responsible for full knowledge of the provisions of their program.
   4. Colorado Mesa University advisors maintain a minimum of 5 scheduled online office hours per week, which are scheduled for the purpose of being available to students. Emails will be returned within 48 hours for virtual advising and questions. Phone or Skype conferences are available by appointment with the faculty.
   5. Students must follow the university policy to add, drop or change a class and complete appropriate forms.
   6. Students are responsible for completing Intent to Graduate forms from the Registrar's Office, and for making a telephone appointment with their advisor the semester prior to graduation to complete the program sheet and petition to graduate.
   7. Students must provide current Colorado Mesa University transcript obtained from the Registrar's Office.
   8. Students are responsible for making sure all copies of transcripts from other colleges are current and on file in the nursing department. Student must provide a transcript evaluation from Registrar's Office.

Application Requirements:

1. Official Transcripts of All Colleges Attended
   a. GPA of 2.5 or higher
2. Graduation from an accredited School of Nursing by the Commission on Collegiate Nursing Education (CCNE) formally Accreditation Commission for Education in Nursing (ACEN) or National League for Nursing Accrediting commission (NLNAC).
3. $30 App Fee-will not hold up, but waivers will not be accepted
4. Active, Unrestricted US Registered Nurse License
5. International Documentation
   a. TOEFL (one of the following) Taken Within a Year
      i. Minimum Score of 83 (internet-based)
         1. w/ a minimum score of 26 on Spoken
   b. IELTS
Social Media

Social networking media (i.e. Facebook, Youtube, Twitter, and Instagram) are public forums which can facilitate networking and communication. Unprofessional and unethical communications by nurses in such public forums has led to serious consequences with their employers and the state Board of Nursing. In addition, confidential information about a patient discussed by a nurse at any time represents a violation of the Health Insurance Portability and Accountability Act (HIPPA) (Nursing 2010, Jan. 2010, p. 10).

I. Policy: Communications in social networking media which violate the RN-BSN Student Handbook policies (i.e. Code of Academic integrity, Confidentiality, or Ethics) will lead to disciplinary action according to the departmental policy.

Email Addresses

I. Purpose: To enhance relevant communication within the Department of Health Sciences.

II. General Information:
   A. Electronic communication will facilitate information in a timely and consistent manner.
   B. Students are given free email addresses as part of the university community.

III. Policy:
   A. Student must have a CMU email account upon entering the program, which may be obtained from the Computer Lab in the Library.
   B. It is the student’s responsibility to check his/her email address on a routine basis. Important student announcements and program information will be sent to all nursing students via email.

To forward your campus mail to another email system:

This is handy for students who already are using another system, such as Hotmail, AOL or Yahoo, to get all of their mail at one address. To forward your campus email to another system please contact the Helpdesk at CMU.

Releasing Contact Information to Outside Agencies

I. Purpose: To establish guidelines for Department of Health Sciences about releasing information about students.

II. General Information:
   A. The Department of Health Sciences will comply with the FERPA (following).
   B. Any information needed about students (i.e., social security numbers) will only be provided with written permission of the student.

Course and Faculty Evaluation

I. Purpose: To assist faculty in strengthening course offerings and improving the quality of teaching in the nursing program.

II. Policy:
   A. Course Evaluations:
      1. Each course in the curriculum is evaluated on a rotating basis. Students evaluate the course in relation to whether course objectives have been met, and whether the teaching methodologies were effective in fostering their learning.
2. Students are requested to identify, strengthen and to make realistic suggestions for course improvement. A brief survey will be sent out approximately 1 week prior to the end of each course for students to share suggestions and recommendations.

3. Forms for course evaluation are provided to the students through the online course in D2L.

4. The course evaluations are analyzed by the instructor to determine student perceptions of course strengths and areas of concern.

5. The results of the analysis are shared with the RN to BSN faculty at the close of each semester.

6. The instructors consider student suggestions to strengthen course offerings in revising and updating courses.

B. Evaluation of Faculty:

1. The process of evaluation for faculty is designated in the Colorado Mesa University Professional Personnel Employee Handbook.

2. The students are encouraged to provide constructive feedback in relation to areas for improvement and to identify the strengths of the faculty member.

3. The student evaluations of faculty are analyzed and submitted to the Chair. The results are communicated to the faculty member.

4. Faculty members incorporate student suggestions which will strengthen the quality of teaching in the program.

Criminal Background Investigation

I. Purpose: To maintain a safe and productive educational and clinical environment, potential students who have been accepted into one of the health sciences programs will undergo criminal background investigation.

II. General Information

A. Beginning in 2004 the Joint Commission on Accreditation of Hospital Organizations (JCAHO) began requiring criminal background checks on all employees and students who attend a JCAHO accredited hospital for clinical laboratory experience. Some agencies may request a copy of background information or complete their own background investigation including drug screening. Health care agencies have the right to refuse practice experience to any student based on adverse information noted in the background investigation. Students may be asked to complete a criminal background check prior to individual practice experience in community settings.

B. To comply with agency requirements, the Department of Health Sciences at Colorado Mesa University will begin criminal background checks on applicants prior to individual practice experience the programs.

C. All acceptance into the program is provisional, pending successful completion of the criminal background investigation.

D. Health science programs may conduct follow up background investigation at selected intervals throughout the program to comply with clinical placement requirements.

E. Colorado Mesa University has partnered with Certified Background (www.CertifiedBackground.com) to provide these background checks.

F. The criminal background investigation will include a record of all arrests and convictions. A “conviction” is considered to be a verdict, a guilty plea or a Nolo Contendere (“No contest”) plea. If the investigation reveals information that could be relevant to the application, the designated individual or committee within the Department may request additional information from the applicant. If the investigation reveals more than minor traffic convictions, it shall be reviewed by the designated committee.
G. The existence of a conviction does not automatically disqualify an applicant from entering or continuing the program. Considerations may include, but are not limited to: the date, nature and number of convictions; the relationship the conviction bears to the duties and responsibilities of the position; and successful efforts toward rehabilitation. Any decision regarding admission is at the discretion of the Department Head and Background Check Committee.

H. Information obtained for the purpose of and during the background investigation will be retained by the Department Head in a separate file from the student’s records. Reasonable efforts will be made to ensure that results of criminal background checks are kept as confidential as possible with a limited number of persons authorized to review results.

I. The following criminal offenses that appear on a background investigation will disqualify an applicant for admission to the Health Sciences program.
   1. A crime of violence as defined in §18-1.3-406. C.R.S.
   2. Crimes against persons (homicide, assaults, kidnapping and unlawful sexual behavior) as defined in Title 18-3-101 through 18-3-405.5 and 18-6.5-101. C.R.S.
   3. Any act of domestic violence, as defined in Title 18-6-800.3. C.R.S.
   4. Any crime of child abuse or incest, as defined in Title 18-6-401 and 18-6-301. C.R.S.
   5. Any offense involving moral turpitude (prostitution, public lewdness, indecent exposure, etc.), unlawful sexual behavior as defined by Colorado law.
   6. Any crimes of theft, burglary or robbery except misdemeanor shoplifting.
   7. Felony crimes of arson, criminal mischief, fraud or forgery.
   8. Any felony conviction for drug abuse or distribution in the 10 years prior to application.
   9. Crimes involving alcohol or drugs including but not limited to Driving under the Influence (DUI) or Driving with Ability Impaired (DWAI) offenses.
   10. Any felony or misdemeanor in another state, the elements of which are substantially similar to the elements of any of the offenses listed above.

III. Procedure
   A. Upon notification for need for background investigation the incoming health sciences student will access the CertifiedBackground website www.CertifiedBackground.com. Applicants who refuse to complete this section or who do not answer truthfully and fully will not be allowed to enter any of the programs.
   B. Individuals must complete the application online including payment of associated fees directly to CertifiedBackground (approximate cost $80.00).
   C. CertifiedBackground will update the status of the background check report via their website. Administrative Assistants and the Director of the Department have login access to the administrative site to review and process the background check. The Applicant may review the criminal background investigation information completed by using their CertifiedBackground login and password created when the background check was ordered.
   D. A flagged background check will be reviewed initially by the Department Head. Additional information related to the offenses may be requested from the applicant for consideration by the Department Head and Background Check Committee. If the applicant feels that there are extenuating circumstances to be considered, he/she may submit a written request to the Department Head.
   E. Additional information must be submitted to the Department Head within 10 business days. The Background Check Committee will review all criminal background investigation results and additional information submitted by the student within 7 business days. The committee will be responsible for making the final decision regarding whether results will disqualify an applicant from admission. The Background Check Committee may make exceptions where it is deemed to be in the best interests of the Colorado Mesa University Department of Health Sciences.
   F. The applicant will be notified in writing of the Background Check Committee decision.
G. If the applicant disagrees with the accuracy of information obtained, he/she may request in writing a review of the accuracy of the information. The process of application will be on hold pending results of the review.

H. The applicant has the right to appeal the decision of the Department Head and/or Background check Committee to the Vice President for Student Services within 10 days. The decision of the Vice President for Student Services is final.

I. Students are responsible for self-reporting offenses that occur after admission to a health sciences program to the Department Head. The Department Head will review offenses with the respective Program Director and Background Check Committee to determine whether the student can continue in the program. Failure to self-report an offense may lead to immediate removal from the program.

J. Follow up background investigations for RN to BSN students may occur at the following intervals prior to admission and yearly as deemed appropriate.

**Ethics**

I. Purpose: To define the obligation and responsibility for nursing student and faculty ethical behavior.

II. General Information

A. Having a code of ethics has long been a hallmark of disciplines considered to be professions. A code of ethics is an implied contract through which the profession informs society of the principles and rules by which it functions (Professional Nursing, Chitty, 2007).

B. The *Code of Ethics for Nurses with Interpretive Statements* (ANA, 2001) is the nursing profession’s expression of its ethical values and duties to the public.

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

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

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

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

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

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

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

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

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

C. Human dignity and respect for persons is the foundation of ethical principles used in nursing practice.
1. Autonomy is based on the assertion that individuals have the right to determine their own actions and the freedom to make their own decisions.

2. Beneficence is defined as “the doing of good” and is often thought to be the most critical ethical principle in health care. The student nurse should always consider one’s actions in the context of promoting good for others.

3. Nonmaleficence is defined as the duty to do no harm. The student nurse must not knowingly act in a manner that would intentionally harm another.

4. Veracity is defined as “telling the truth” and is the foundation for development of trust between human beings. Student nurses are expected to be accountable in telling the truth with their patients, peers, agency staff, and faculty.

5. Fidelity refers to faithfulness or honoring one’s commitments or promises to patients. A student nurse accepts certain responsibilities as part of the contract with society by upholding the NSNA Code of Academic and Clinical Conduct.

6. Justice states that equals should be treated the same, and that unequals should be treated differently. Student nurses should treat people the same, unless they differ in ways that are specific to a situation (i.e. disability, cultural or age differences).

   (Professional Nursing, Chitty, 2007).

III. Policy
    1. Nursing students will be held accountable for demonstrating ethical behavior.
    2. Concerns about unethical behavior by a student nurse should be immediately reported to a faculty member and/or the Program Director.
    3. Self-reporting of unethical behavior demonstrates accountability and will be considered in the disciplinary process.
    4. The identity of a student who reports suspected unethical behavior by another student or faculty will be protected in the investigation process.
    5. The faculty member and/or Program Director will investigate in a timely fashion the reported behavior to determine if there is evidence that a violation of the Ethics policy has occurred.
    6. The faculty member and/or Program Director will develop a performance improvement plan that includes disciplinary sanctions that address the specific violation.
    7. A recurrent pattern of unethical behavior by a student nurse may lead to administrative withdrawal from the program.

Grading/Testing

I. Purpose: To describe the system for grading, the examination process and grade reporting.

II. General Information
   A. Instructors have the freedom to determine the grading rubrics for each assignment.
   B. All sections of the same course will follow the same grading scale.
   C. Instructors will determine the components that comprise the final grade in a course and include this information in the course syllabus and D2L shell outline course expectations.
   D. The grading system in nursing is:
      
      | Percentage | Grade |
      |------------|-------|
      | 93-100%    | A     |
      | 85-92%     | B     |
      | 76-84%     | C     |
      | 70-75%     | D     |
      | 69 and below | F      |

III. Academic Standards
    Academic standards will be followed as explained in the Colorado Mesa University Catalog.

IV. Examinations
   A. The faculty member may administer examinations as part of the evaluation process.
   B. The faculty member may assign an alternate learning project to examine mastery of course
content when appropriate.

C. The class will include learning activities or evaluation processes to fulfill standard requirements for instructional time per university policy.

D. Students are expected to take examinations at scheduled times. With prior approval of the faculty member, an examination may be taken at another time. The students and the faculty member must make specific arrangements for date and time.

E. Special testing needs must have documentation provided by the appropriate campus student support services.

V. Grade Reporting

A. Final grades are posted on D2L and at the end of the semester on the MavZone section of the CMU website.
Grading System Clarifying Letter for Department of Health Sciences

To Whom It May Concern:

___________________________ has requested that I clarify our grading system in the Department of Health Sciences in comparison to that of Colorado Mesa University, in general. These two grading systems are different. However, the grades that appear on the transcript appear the same. For the general college, the grading system is:

90-100% = A 4 quality points
80-89% = B 3 quality points
70-79% = C 2 quality points
60-69% = D 1 quality point
59 and below = F 0 quality points

In the Department of Health Sciences, the grading system is:

**Nursing**

<table>
<thead>
<tr>
<th>Grade Range</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>93-100%</td>
<td>4 quality points</td>
</tr>
<tr>
<td>85-92%</td>
<td>3 quality points</td>
</tr>
<tr>
<td>76-84%</td>
<td>2 quality points</td>
</tr>
<tr>
<td>70-75%</td>
<td>1 quality point</td>
</tr>
<tr>
<td>69% and below</td>
<td>0 quality points</td>
</tr>
</tbody>
</table>

**Radiologic Technology**

<table>
<thead>
<tr>
<th>Grade Range</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>93-100%</td>
<td>4 quality points</td>
</tr>
<tr>
<td>84-92%</td>
<td>3 quality points</td>
</tr>
<tr>
<td>75-83%</td>
<td>2 quality points</td>
</tr>
<tr>
<td>74% and below</td>
<td>0 quality points</td>
</tr>
</tbody>
</table>

(Individual instructors may use a different grading form.) We felt that you should be aware of this difference in the grading systems when accepting transfer courses. Thank you for your cooperation. If I can provide additional information, please contact me.

Sincerely,

Debra Bailey, RN, PhD, FNP, CDE, SANE-A
Department Head
Graduation

I. Purpose: to identify requirements for graduation from Colorado Mesa University with a Bachelor of Science degree in Nursing.

II. Policy:

A. Graduation requirements

To graduate from Colorado Mesa University with a baccalaureate degree, a student must:

1. Have been regularly enrolled for at least 2 semesters, including the semester during which graduation requirements are met, and must have earned a minimum of 20 semester hours at Colorado Mesa University for a baccalaureate degree.
2. Satisfy all general and specific requirements of the college including the fulfillment of all financial obligations.
3. Have removed from the official record all marks of deficiency in those subjects for credit toward graduation.
4. The catalog used to determine graduation requirements is the academic year in which the student enrolls in the first nursing course.
5. Bachelor of Science in Nursing Degree Distinction (6 semester hours). Must receive a grade of “C” or above in STAT 200 and a Humanities or Social/Behavioral Science (each 3 credit hours)
6. Must have completed MATH 113 or higher (3 semester hours. Must receive a grade of “C” or better. Course is pre-requisite for entry into the program. Three (3) credits apply to the General Education requirements and one (1) credit applies to elective credit.)

B. Scholastic requirements

1. Only lower division courses will be accepted in fulfilling general education requirements.
2. A minimum of 40 semester hours of upper division credit are required for graduation from Colorado Mesa University.
3. Students are required to complete the curriculum or course of study in which they initially enroll, provided courses needed to complete the program are available. The student cannot choose part of the program from one catalog and part from another. If a student resumes study or begins a new course of study at Colorado Mesa University after having been absent from college for one academic year or more, the student must follow the curriculum or course of study at the time of re-enrollment unless the school concerned gives written authorization for the student to pursue a different curriculum or course of study.
4. Colorado Mesa University reserves the right to evaluate on a course by course basis any transfer credits earned 15 or more years prior to enrollment, which the student wishes to apply toward any degree.
5. Upper division nursing course credits which are earned 5 or more years prior to the semester of graduation and meets degree requirements will be evaluated by an advisor.
6. If a RN has not been working in the nursing field, any basic science courses required by the program must have been taken within the last five (5) years to fulfill graduation requirements. These include BIOL 209 and 209L, BIOL 241, BIOL 210 and 210L. If the course was not taken within the last five (5) years, the course must be re-taken or competency proven by a challenge examination. The challenge examination process may only be accomplished if a college-level course has been successfully completed previously with a letter grade of “C” or higher awarded. The five-year requirement is waived for RNs who have been working in the nursing field since taking courses. The final approval for all accepted support course requirements and/or challenge examination will be made by the Department of Health Sciences.
7. A cumulative GPA of 2.0 or higher must be maintained in all courses that apply to the BSN degree.
8. An overall cumulative GPA of 2.0 is required for graduation.

C. Baccalaureate Degree in Nursing requirements

1. Students who meet requirements for the baccalaureate degree in nursing must complete a minimum of 120 semester hours.
2. Of the 120 credit hours, 38 semester hours, a student must complete the following requirements: a.
   1. 31 credits - required general education
2. 3 credits – Kinesiology courses
3. 3 credits – Applied studies
4. 4 credits - Elective
5. 15 credits – Foundation courses
6. 24 credits – RNBSN courses
7. 2 credits – Upper division nursing elective
8. 38 credits – Awarded for prior nursing coursework

3. Students with a previous baccalaureate degree do not need to fulfill the general education, kinesiology, applied studies or elective requirements. All students must complete the requirements of College Algebra to meet admission and graduation requirements for the BS degree.

A. Guidelines for Completing Petition to Graduate:
   1. Student Responsibilities:
      a. Obtain Intent to Graduate, Graduation Planning Sheet and copy of current Colorado Mesa University transcript from Registrar’s Office website (forms).
      b. Submit Intent to Graduate to Registrar by required date.
      c. Make telephone appointment with nursing faculty advisor.
      d. Make sure all copies of transcripts from other colleges are in file.
   2. Faculty Responsibilities:
      a. Meet with student via telephone to complete Program Sheet, including name, address, phone, and date admitted to program. Mail (or scan and email) the Program Sheet to student to obtain signature.
      b. Make sure all transcripts, transcript evaluations, any letters accepting selected course are in folder.
      c. Make sure all outstanding grades from other colleges are in file.
      d. Turn in following information to Program Director by midterm of semester prior to graduation:
         • Graduation Planning Sheet
         • Completed Program Sheet
         • Any transcripts from other colleges
         • Transcript evaluation from Registrar’s Office
         • Any letters accepting courses from other colleges.

B. Graduation with Honors
   1. Cum Laude—Baccalaureate degree graduates with cumulative point average of 3.50-3.74.
   2. Magna Cum Laude—Baccalaureate degree graduates with cumulative grade point average of 3.75-3.89.
   3. Summa Cum Laude—Baccalaureate degree graduates with cumulative grade point average of 3.90-4.0.

Grievance and Appeals

I. Purpose:
   A. To provide guidelines for timely and fair resolution of complaints or problems related to grades or other academic decisions for students in Health Sciences programs at Colorado Mesa University.

II. Policy:
   A. In the Department of Health Sciences, it is expected that the student will, within five (5) working days following the grade or decision of dispute, schedule a meeting (or phone conference) with the clinical preceptor, instructor or faculty member.
   B. If the problem is resolved through the initial meeting, no further action is indicated.
   C. Failing successful resolution, the student may wish to appeal, doing so within five (5) working days by filing a written appeal with the appropriate Program Director.
   D. The Program Director will render a decision in writing, with explanation, within 10 days.
E. If dissatisfied with the Program Director’s decision, within five (5) working days, the student will file a written appeal with the Department Head. The Department Head will investigate and render a decision in writing within 10 days.

F. If the student still does not believe the conflict has been resolved, the student is directed to the Colorado Mesa University Student Handbook for further steps to be taken.

   1. Appeals related to a Campus Judicial hearing or decision, (page 8).
   2. Appeals related to a Sanction for Academic Dishonesty, (page 21).
   3. Appeals related to a Student Grade, (page 21).

**Liability Insurance for Students**

I. Purpose: To comply with Nursing Board requirements that all students should have proof of liability/malpractice coverage.

II. General Information:
   A. According to agency mandate, the policy must be comprehensive medical professional liability insurance with minimum coverage limits of $1,000,000 per claim/$3,000,000 annual aggregate. Each student shall be required to provide a Certificate of Insurance as evidence of such insurance coverage prior to participation in any clinical experience within the program.
   B. Students are required to obtain this at their own expense and maintain throughout the program. Information will be provided by the Department of Health Sciences.

**Progression**

I. Purpose: to set standards for satisfactory progress in the nursing program.

II. General Information:
   A. Students must attain at least a grade of C in all required courses in the curriculum, including electives, and maintain a cumulative grade point average (GPA) of 2.0 or higher for all college courses. This policy applies regardless of when or where the course was taken. A "D" grade or lower in any required course is not acceptable.
   B. Any student without a passing grade of "C" or above in required nursing classes may not progress to the next nursing course and will have to re-take the course the next time it is offered as space is available. This requirement also pertains to non-nursing pre- or co-requisite courses. Students must repeat any nursing courses if he/she receives a grade below a C. **If a student fails a second nursing course (below a C) he/she will have to withdraw from the program and will not be re-admitted.** If a student fails more than one course in a semester, the situation will be reviewed by faculty and treated on an individual basis.
   C. A student may not obtain credit by examination for a failed course. A student may not obtain credit by examination to improve a grade.
   D. Advisors will maintain a current progress record on the program sheet for each advisee.
   E. Faculty members may withdraw a student due to unsafe clinical practice or behavior jeopardizing professional practice at any time during the semester. Faculty members may also withdraw a student for poor attendance, according to University policy.
Re-Admission

I. Purpose: to inform students who have been out of the program for at least a year of the policy/process for re-admission into the nursing program.

II. General Information:
   A. All students petitioning to return to the program should complete an application for re-admission. These forms may be secured from the administrative assistant of Department of Health Sciences.
   B. The number of spaces for returning students is limited and varies from semester to semester. Students seeking re-admission to the nursing program should submit applications prior to appropriate deadline. Any nursing course may be repeated one time, if the faculty approve. A second failure within the nursing program means that the student must withdraw from the program, and the faculty believes the student should pursue alternate goals.
   C. If a student fails a course due to unsafe physical or emotional care of patients, the faculty may decide to not allow the student to repeat the course.
   D. Students will be admitted to the program only twice regardless of reason for leaving. Attendance in any nursing class or portion of nursing classes is considered admittance.

III. Process:
   A. If a student is readmitted after having been absent for one academic year or more, he/she must follow the curriculum outlined in the catalog which is current at the time of re-enrollment.
   B. Student must complete re-admission form.
APPENDICES
COLORADO MESA UNIVERSITY
Department of Health Sciences
RN to Baccalaureate of Science in Nursing Program

Agreement relating to reading and complying with RN to BSN Handbook

I have read, and agree to comply with the policies in the RN to Baccalaureate Nursing Student Handbook.

__________________________________
Print Student Name

__________________________________
Student Signature

__________________________________
CMU Student ID#

__________________________________
Date (Signed at beginning of program)
COLORADO MESA UNIVERSITY
Department of Health Sciences
RN to Baccalaureate of Science in Nursing Program

Substance Abuse Agreement

I have read the Substance Abuse Policy. By signing this agreement, I understand and agree to comply with the stipulations of the policy.

______________________________
Print Student Name

______________________________
Student Signature

______________________________
CMU Student ID #

______________________________
Date (Signed at beginning of program)
Also, I have read the information on confidentiality contained in my RN to BSN Nursing student handbook.

Patients, medical staff, and employees have a legal right to privacy. All students must exercise extreme caution and sensitivity with communicating or accessing information about patients and clinical facility operations: careless talk, inquiry in the system, repeating rumors or unauthorized access can result in serious harm to patients and their families or employees. Such communication and inquiry is limited to necessary disclosures required by individuals having a need-to-know.

Clinical facility standards prohibit employees and others with direct access to protected information about a clinical facility, its patients or their families, medical staff or its employees except when properly authorized. The release of all confidentiality information must meet all policy and legal requirements. **Complete confidentiality is expected.**

I understand and agree to comply with the confidentiality requirements as set by the Department of Health Sciences programs at Colorado Mesa University. If I should break patient confidentiality, I understand that I may be removed from the program.

Student’s Name (Print)__________________________________________

Student’s Signature __________________________________________

Date________________________________________________________
(Signed at beginning of program)
COLORADO MESA UNIVERSITY
Department of Health Sciences
RN to Baccalaureate of Science in Nursing Program

Electronic Media and Communications Agreement

I have read the Electronic Media and Communications Policy. By signing this agreement, I understand and agree to comply with the stipulations of the policy.

Print Student Name

__________________________________________
Student Signature

__________________________________________
CMU Student ID #

Date (Signed at beginning of program)
Criminal Background Investigation Agreement

I have read the Criminal Background Investigation Policy. By signing this agreement, I understand and agree to comply with the stipulations of the policy.

Print Student Name

Student Signature

CMU Student ID #

Date (Signed at beginning of program)
Individualized Learning Contract (ILC)

A. Student and Course Information

Student Name: Click here to enter text. 700#: Click here to enter text.

Student Phone Number: Click here to enter text. CMU Email: Click here to enter text.

Course: Click here to enter text. CRN: Click here to enter text.

Semester and Year of Study: Click here to enter text. Credit Hours: Click here to enter text.

Minimum hours of study required: Click here to enter text. Program Requirement: Yes No

Location of Study: Click here to enter text.

Faculty Supervisor: Click here to enter text.

Site Supervisor/Contact Information: Click here to enter text.

Emergency Contact Name, Phone Number, and Relationship: Click here to enter text.

Proof of Health Insurance, if required: Click here to enter text.

Proof of Health Insurance and emergency contact information required for any ILC located outside the state of Colorado.

B. Individualized Learning Overview: Individualized learning options are available primarily as upper division credit for juniors and seniors with a minimum GPA of 2.75 or by permission of the faculty supervisor. Lower division credit may be available with a 2.75 GPA and higher and/or permission of the faculty supervisor.

✓ Individualized learning is an experience for which students assume full responsibility to complete successfully. The requisite personal dedication and commitment is significant.

✓ The following are minimum requirements. Please check with the specific department for additional ILC guidelines which will include an assessment rubric for assignments, and faculty and supervisor evaluations that align with CMU/Departmental/Course student learning outcomes (SLOs).

✓ Individualized learning courses include the following: X87, X91, X93, X94, X95, X96, X97, and X99.

C. Description/Outline of Plan of Study/Research:

1. Time Commitment: For every hour of course credit, 45 clock hours of student work must be completed. Academic engagement plus student preparation minutes must be a minimum of 2250 clock minutes per one credit hour. For graduate credit, graduate courses require 3750 clock minutes of combined academic engagement and student preparation.

2. Plan of study/research: Attach description to this document.
- Student learning outcomes (SLOs) that align with those of Colorado Mesa and department expectations.
- SLOs as agreed upon with business owners/entrepreneurs/managers/nonprofits.
- Timeline that lists specific student accomplishments to be demonstrated during the program of study.
- Daily log kept by the student that demonstrates continuous learning and completion of course SLOs.
- Specific course requirements.

D. Description of Reporting/Monitoring/Evaluation Procedures to be used, including Grading Procedure and Timeline for Completion. Attach description to this document.

E. Plan of reporting/monitoring/evaluation must include the following. Attach description to this document.
- Timeline for faculty evaluation during ILC.
- Timeline for student assessment of SLOs.
- Criteria to be used in assigning a grade.
- Assessment/rubrics to be used to meet departmental/CMU outcomes.
- If appropriate, timeline for on-site supervisor to use in evaluation process.

F. Signature: I understand and agree to the expectations of the Individualized Learning Contract.

Students may not begin the Individualized Learning Contract until all parties have signed this form, and it is on file with the Academic Department Head.

__________________________________________________
Student Signature Date

__________________________________________________
Faculty Member Responsible for ILC - Signature Date

__________________________________________________
Academic Department Head Signature Date

__________________________________________________
Vice President for Academic Affairs Date
(Only for internships outside Colorado)

__________________________________________________
Onsite Supervisor/Evaluator Date

Adopted – Academic Council
May 15, 2013
COLORADO MESA UNIVERSITY
Department of Health Sciences

RN to Baccalaureate of Science in Nursing Program

The Essentials of Baccalaureate Education for Professional Nursing (2008) practice are:

- **Essential I: Liberal Education for Baccalaureate Generalist Nursing Practice**
  - A solid base in liberal education provides the cornerstone for the practice and education of nurses.

- **Essential II: Basic Organizational and Systems Leadership for Quality Care and Patient Safety**
  - Knowledge and skills in leadership, quality improvement, and patient safety are necessary to provide high quality health care.

- **Essential III: Scholarship for Evidence Based Practice**
  - Professional nursing practice is grounded in the translation of current evidence into one’s practice.

- **Essential IV: Information Management and Application of Patient Care Technology**
  - Knowledge and skills in information management and patient care technology are critical in the delivery of quality patient care.

- **Essential V: Health Care Policy, Finance, and Regulatory Environments**
  - Healthcare policies, including financial and regulatory, directly and indirectly influence the nature and functioning of the healthcare system and thereby are important considerations in professional nursing practice.

- **Essential VI: Interprofessional Communication and Collaboration for Improving Patient Health Outcomes**
  - Communication and collaboration among healthcare professionals are critical to delivering high quality and safe patient care.

- **Essential VII: Clinical Prevention and Population Health**
  - Health promotion and disease prevention at the individual and population level are necessary to improve population health and are important components of baccalaureate generalist nursing practice.

- **Essential VIII: Professionalism and Professional Values**
  - Professionalism and the inherent values of altruism, autonomy, human dignity, integrity, and social justice are fundamental to the discipline of nursing.

- **Essential IX: Baccalaureate Generalist Nursing Practice**
  - The baccalaureate graduate nurse is prepared to practice with patients, including individuals, families, groups, communities, and populations across the lifespan and across the continuum of healthcare environments.
  - The baccalaureate graduate understands and respects the variations of care, the increased complexity, and the increased use of healthcare resources inherent in caring for patients.

  Learning opportunities, including direct clinical experiences, must be sufficient in breadth and depth to ensure the baccalaureate graduate attains these practice focused outcomes and integrates the delineated knowledge and skills into the graduate’s professional nursing practice. Clinical learning is focused on developing and refining the knowledge and skills necessary to manage care as part of an interprofessional team. Simulation experiences augment clinical learning and are complementary to direct care opportunities essential to assuming the role of the professional nurse. A clinical immersion experience provides opportunities for building clinical reasoning, management, and evaluation skills.
Terminology/Definition of Terms of the Essentials

Faculty have adopted the following definitions for specific terminology used in The Essentials of Baccalaureate Education (American Association of Colleges of Nursing, 2008):

Discipline of nursing:

- Nursing is an evolving discipline dedicated to the advancement of knowledge contributing to the pursuit of excellence of care. Alberta Association of Registered Nurses, 1985.

Direct services: goal-directed activities performed in relation to and collaboration with the recipient of services (individual, group, or community) to promote and maintain recovery, rehabilitation, and well-being of the recipient of the activity.

Indirect services: measures that support and facilitate the delivery of direct services and includes but is not limited to administration, coordination, supervision, instruction, evaluation, and consultation.

Patient-centered care (Picker Institute, 2004):

- Respect for patient’s values, preferences and expressed needs. This dimension is best expressed through the phrase, “Through the Patient’s Eyes” leading to shared responsibility and decision-making.
- Coordination and integration of care. This dimension incorporates a team approach to support patients as they move through different care settings for prevention and treatment.
- Information, communication and education. This includes advances in information and social technologies that support patients and providers, as well as the cultural shifts needed for healthy relationships.
- Physical comfort. This dimension addresses individual, institutional and system design (i.e. pain management, hospital design, and type and accessibility of services).
- Emotional support. Empathy and emotional well-being are integral components of a holistic approach.
- Involvement of family and friends. Care giving includes more than patients and health professionals so the larger community of caregivers is considered.
- Transition and continuity. Delivery systems provide for caring transitions between different providers and phases of care.

Essential 1: Liberal Education: a solid base in liberal education (sciences and the arts) provides the cornerstone for the practice and education of nurses.


Collaboration: working with other professionals and the public in promoting community, national, and international efforts to meet health care needs. ANA. (2008). Code of Ethics for Nurses with Interpretive

Social Justice: the advocacy for equal opportunity, protection and treatment for all people within humanistic, moral, legal, and ethical principles.

Essential 2: Organizational and Systems Leadership: high quality health care, knowledge and skills in leadership, quality improvement and patient safety systems are necessary.

Leadership: identifying strategies and models for involving nurses in governance and decision-making; finding ways to strategically support new nurses in leadership development and mentoring; and determining the role of nurses and nursing leadership in implementing quality improvement in health systems. Canadian Health Services Research Foundation. (2008), Nursing leadership, organization, and policies. Ottawa, Ontario: CHS.

Quality Improvement: focus on improving quality of care and patient safety through research and implementation of evidenced-based practices.

Patient Safety: prevention of harm to patients; emphasis is placed on the system of care delivery that (1) prevents errors; (2) learns from the errors that do occur; and (3) is built on a culture of safety that involves health care professionals, organizations, and patients. Aspden, P., Corrigan, J, and Wolcott, J. (2004). Patient safety: Achieving a new standard for care. Washington, DC: National Academies Press, p. 2.

Essential 3: Scholarship for Evidence-Based Practice: professional nursing practice is grounded in the analysis and application of evidence for practice.

Ethics: values, principles, and codes governing decisions in nursing practice, conduct, and relationships.


Essential 4: Information Management and Application of Patient Care Technology: knowledge and skills in information and patient care technology are critical in the delivery of quality patient care.

Information manager: incorporates systems and technology for knowledge acquisition to improve health care outcomes at the point of care; documents and analyzes clinical data.

Information technologies: application of the principles of information science and theory to the study, scientific analysis, and management of nursing information.

Essential 5: Healthcare Policy, Finance and Regulatory Environments: health care policies, including financial and regulatory, directly and indirectly influence the nature and functioning of the health care system.

Healthcare policy: policies involving the prevention, treatment, and management of illness and the preservation of mental and physical well-being through the services offered by the medical and allied health professions.

Healthcare finance: involves understanding of healthcare as a business (i.e. cost factors; reimbursement; legislative and regulatory processes; impact of socio-cultural factors).

Regulatory environment: laws and regulations that has been developed by federal, state, and local governments in order to exert control over business practices.

Essential 6: Inter-professional Communication and Collaboration: collaboration and communication among health care professionals is critical to delivering high quality and safe patient care.

Autonomy: quality or state of being self-governing, self-directing, free and morally independent.
Caring: a process by which nurse's assist their patients to reach self-actualization, maintain or attain optimal health, or die a peaceful death.


Essential 7: Clinical Prevention and Population Health: health promotion and disease prevention at the individual and population level are necessary to improve population health.

Disease prevention: actions to thwart disease processes by modifying the environment, behavior, and body defenses.


Global health: an area for study, research and practice that places a priority on improving health and achieving equity in health for all people worldwide. Global health emphasizes transnational health issues, determinants, and solutions; involves many disciplines within and beyond the health sciences and promotes interdisciplinary collaboration; and is a synthesis of population-based prevention with individual-level clinical care. World Health Organization. (2006). The transition from "international" to "global" public health, *AJPH*, 96(1), 62.

Health promotion: activities to create conditions which nurture and promote wellness.

Systems theory: one of the several methodologies which employ systems approach to understanding complex phenomenon and problems. This theory focuses on the system's structure instead of on the system's function. It proposes that complex systems share some basic organizing principles irrespective of their purposes. Taylor, C., Lillis, C., and LeMone. P. (2005, 5th Ed.) *Fundamentals of nursing: The art and science of nursing care*. Philadelphia: Lippincott Williams & Wilkins.

Essential 8: Professionalism and Professional Values: professionalism is fundamental to the discipline of nursing.

Altruism: reflects a belief that nursing has a moral and ethical duty to help others.

Critical thinking: a process of seeking knowledge leading to reflective action.

Cultural competence: ability to understand and appreciate the learned beliefs, values, and behaviors shared by members of the same group and transmitted by its members to others.

Cultural humility: an acknowledgement of one’s own barriers to true intercultural understanding. It is the difference between intellectually knowing another culture and being able to truly relate to it. Wear, D. (2008). On outcomes and humility, *Academic Medicine*, 83, (7), 625-626.

Human dignity: the inherent worth and uniqueness of the individual with the right to maintain one’s own concept of self as a person.

Integrity: the self-worth and practice of fidelity to moral principles to act in accordance with accepted ethical and professional codes of practice.

Spiritual awareness: goes beyond physical reality in order to create a sense of meaning and purpose to human

**Essential 9: Baccalaureate Generalist Nursing Practice:** completion of baccalaureate nursing that integrates the knowledge, skills, and attitudes in the above essentials.

**Generalist nursing practice:** nurses who have completed an educational program with a general focus and are responsible for planning, providing, and evaluating nursing care in all settings. National Council of State Boards of Nursing. (2004). Chicago, IL: NCSBN

**Roles for the baccalaureate generalist nurse:**

- **Provider of care:** direct nursing care for patients at various developmental levels in a variety of settings. The provider of care role incorporates the nursing process, therapeutic communication, and the establishment of a caring relationship; involves attending to the physical, psychosocial, cultural, and spiritual needs of the patient.

- **Designer/manager/coordinator of care:** involves planning nursing care for a group of patients by prioritizing care, and through the delegation and supervision of other nursing personnel. The manager of care role necessitates provision of care to a group of patients through planning, prioritizing, and offering cost effective quality care implemented directly by an individual, or through delegation to other health care personnel. This role includes client advocacy and collaboration with other health professionals.

- **Member of a profession:** As a member of the nursing profession, the individual demonstrates professional, ethical, and legal nursing practice. Transcultural sensitivity and the ability to communicate effectively are inherent in the roles.

**Patients:** individuals, families, groups, or communities, who continuously interact with their environment. Patients, as recipients of holistic nursing care, are complex with physiological, psychological, social, spiritual, and cultural components. Patients assume independent, interdependent, or dependent roles in a variety of health care settings. In some context the patient is referred to as a **client, customer,** or **consumer** depending on the nature of the health care encounter.

**Population-Based Care:** holistic in nature, with nurses attempting to understand the individual from a variety of perspectives including socioeconomic, cultural, racial, religious, gender, abilities, and sexual affiliation. A predominant focus of population-based health care is health promotion and disease prevention. Attention is given to vulnerable individuals who may seek medical care only when they absolutely have to. However, by that time a chronic condition may have exacerbated and be confounded by a new, acute condition. Polifko-Harris, K. (2004). *Case applications in nursing leadership and management.* Florence, KY: Thomson.

**Community-Focused Care:** provision of nursing care that is directed toward health promotion, restoration, and maintenance. This necessitates meeting the primary, secondary, and tertiary needs of individuals, families, and groups. The nurse provides care in community-focused health care settings, such as hospitals, assisted living/long-term care facilities, ambulatory (acute) care facilities, and community health agencies.

**Holistic Nursing:** all nursing practice that has healing the whole person as its goal; draws on knowledge, theories, expertise and intuition to guide nurses in becoming therapeutic partners with individuals to facilitate the healing process and achieve wholeness. American Holistic Nurse’s Association. (1998). *Description of holistic nursing.* AHNA: Flagstaff, AZ.
COLORADO STATE BOARD OF NURSING SCOPE OF PRACTICE

**Definition of Nursing Delegation:** Delegation of nursing function is per occurrence and is limited to patients that are stable and where the outcome of the delegated task is predictable. It is the responsibility of the delegator to verify adequate skills of the delegate. Delegation of care is only allowed within the RN scope of practice. Each RN-BSN nursing student must be aware of their State Board of Nursing Scope of Practice requirements and their Nurse Practice Act.

<table>
<thead>
<tr>
<th>REGISTERED NURSE</th>
<th>LICENSED PRACTICAL NURSE</th>
<th>NURSING ASSISTANT</th>
</tr>
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<tbody>
<tr>
<td><strong>ASSESSMENT</strong></td>
<td></td>
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<tr>
<td>Independent, dependent and interdependent functions</td>
<td>At the direction of RN, APN, licensed physician, dentist, or podiatrist</td>
<td>At the direction and under the supervision of RN or LPN</td>
</tr>
<tr>
<td>Assess and evaluate health status of individuals:</td>
<td>Contribute to assessment of health status:</td>
<td>Collect, report and record basic objective and subjective data</td>
</tr>
<tr>
<td>Collect objective and subjective data</td>
<td>Collect, report, and record objective/subjective data</td>
<td>Observe and report change in signs and symptoms or deviations from normal health status</td>
</tr>
<tr>
<td>Analyze, report and record data</td>
<td>Observe conditions or change in condition</td>
<td></td>
</tr>
<tr>
<td>Validate, refine and modify data</td>
<td>Collect data and report signs and symptoms of deviation from normal health status</td>
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**IDENTIFICATION OF HEALTH CARE PROBLEMS**

<p>| | | |</p>
<table>
<thead>
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<tbody>
<tr>
<td>Utilize all data to identify and document health care problems</td>
<td>Assist in formulating lists of needs/problems</td>
<td>Provide basic patient information which assists the licensed nurse in making lists of problems and needs</td>
</tr>
</tbody>
</table>
### ESTABLISHES GOALS

<table>
<thead>
<tr>
<th>Collaborate with patient, family, significant others and health team to:</th>
<th>Contribute to setting realistic short and long-term goals</th>
<th>Provide basic information regarding the patient which assists the licensed nurse in setting goals</th>
</tr>
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<tbody>
<tr>
<td>Identify present and predicted needs</td>
<td></td>
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<tr>
<td>Establish short and long-term goals</td>
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<tr>
<td>Set realistic and measurable goals</td>
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</tbody>
</table>

### PLANNING A STRATEGY OF CARE

<table>
<thead>
<tr>
<th>Develop a written care plan to include:</th>
<th>Participate in development of written care plan</th>
<th>Contribute to the development and revision of the plan of care by providing basic information regarding the patient which assists the licensed nurse in the development and revision of the plan of care</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cultural, ethical, spiritual aspects and decisions regarding treatment</td>
<td>Recognize, understand, respect cultural, spiritual, religious backgrounds, beliefs, needs/ rights to choice</td>
<td></td>
</tr>
<tr>
<td>Measures to support human functions and maintain hygiene, comfort and safe environment</td>
<td>Assist in identification of measures to support human function and maintain hygiene and comfort</td>
<td></td>
</tr>
<tr>
<td>Educational and counseling needs to promote, maintain, restore health.</td>
<td>Maintain environment conducive to well-being</td>
<td></td>
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<tr>
<td>Utilize community resources for continued care</td>
<td>Assist in assuring access to community resources</td>
<td></td>
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<tr>
<td>Prioritize needs</td>
<td>Participate in identification of priorities</td>
<td></td>
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<tr>
<td>Review and revise care plan as necessary</td>
<td>Participate in reviewing and revising plan of care</td>
<td></td>
</tr>
</tbody>
</table>

### IMPLEMENTING STRATEGY OF CARE

<table>
<thead>
<tr>
<th>Consider complexity of care, educational preparation and facility policies when delegating* care</th>
<th>Carry out functions taught in approved PN program</th>
<th>Carry out functions taught in approved nursing assistant programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remains responsible for all delegated* acts</td>
<td>Assist patient with ADLs; encourage self-care</td>
<td>Complete basic duties assigned by a licensed nurse</td>
</tr>
<tr>
<td>Delegate* /assign staff in implementing care</td>
<td>Provide direct care, comfort measures, emotional support to patients whose condition is stable or predictable</td>
<td>Provide total personal care or assist patient with ADLs; encourage self-care</td>
</tr>
<tr>
<td>Delegatelg/assign duties as specified in rules</td>
<td>Under Direct Supervision: Provide care, interventions; and communicate response for patients whose</td>
<td>Provide physical care, comfort measures, emotional</td>
</tr>
</tbody>
</table>

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* Delegated acts are those which do not require the exercise of professional judgment.
<table>
<thead>
<tr>
<th>and regulations</th>
<th>condition is complex or unstable</th>
<th>support to patients whose conditions are stable or predictable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initiate, provide, assist with delegated* care</td>
<td>Assist with rehabilitation (e.g., ROM, alignment, body mechanics)</td>
<td>Assist with basic restorative nursing, bladder training</td>
</tr>
<tr>
<td>Verify medical orders are accurate, properly authorized; no documented contraindications</td>
<td>Provide environment conducive to safety and health</td>
<td>Provide a safe and healthy environment</td>
</tr>
<tr>
<td>Administer prescribed medications and IV therapy</td>
<td>Administer prescribed treatment and medication, except by intravenous route (IV certified LPNs - see Advanced Educational Preparation)</td>
<td>Repeat patient teaching instructions as given by the RN</td>
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<tr>
<td>Develop and initiate plan to provide patient education and counseling</td>
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<table>
<thead>
<tr>
<th>Document interventions and responses</th>
<th>Advanced Educational Preparation)</th>
<th>Document and communicate completion of assigned duties and patient responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communicate interventions and responses</td>
<td>Perform selected IV therapy functions as delegated* and supervised by RN</td>
<td></td>
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<tr>
<td>Make judgments, decisions and modify care as needed</td>
<td>Document prescribed interventions and responses</td>
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<td></td>
<td>Assist and provide reinforcement with patient teaching</td>
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</tbody>
</table>

**MAINTAINING SAFE AND EFFECTIVE CARE**

<table>
<thead>
<tr>
<th>Evaluate environment and initiate plan to provide a safe environment</th>
<th>Maintain safe environment</th>
<th>Maintain safe environment</th>
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</thead>
<tbody>
<tr>
<td>Institute standard procedures to stabilize patient's condition or prevent serious complications in emergency situations</td>
<td>Consult/seek guidance from RN and others as necessary</td>
<td>Seek guidance from a licensed nurse as necessary</td>
</tr>
<tr>
<td>Act as patient advocate</td>
<td>Initiate standard emergency procedures until RN or physician is available</td>
<td>Perform CPR when necessary</td>
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<tr>
<td></td>
<td>Apply principles of asepsis and infection control</td>
<td>Follow principles of asepsis and infection control</td>
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<tr>
<td></td>
<td>Participate in development, revision and implementation of policies and procedures</td>
<td>Share pertinent information with a licensed nurse.</td>
</tr>
<tr>
<td>EVALUATING RESPONSES TO INTERVENTIONS</td>
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<tr>
<td>Utilize identified goals to:</td>
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<tr>
<td>Determine data needed to evaluate outcome of care</td>
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<tr>
<td>Document and communicate evaluation data</td>
<td></td>
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<tr>
<td>Evaluate effectiveness of common treatments/tasks, document and communicate outcomes of care given</td>
<td></td>
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<tr>
<td>Use evaluation data to reassess patient status, revise care plan to reflect needed changes in nursing intervention.</td>
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<tr>
<td>Evaluate effectiveness of common treatments/tasks, document and communicate outcomes of care given</td>
<td></td>
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<tr>
<td>Assist with collection of evaluation data</td>
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<td></td>
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<tr>
<td>Contribute to modification of plan of care</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Document and communicate patient responses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assist with collection of data</td>
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</tbody>
</table>
### MANAGING PRACTICE OF NURSING

| Provide direct care; assign and/or delegate* functions according to education and demonstrated competence | Assign duties to ancillary workers as specified in rules and regulations | N/A |
| Supervise staff to whom nursing functions are assigned! delegated* | Assist ancillary workers to carry out assigned care |  |
| Provide leadership in formulating, interpreting, implementing and evaluating nursing service objectives and policies | Supervise ancillary workers to whom care is assigned |  |
| Direct and evaluate quality of nursing service |  |  |

### COLLABORATION WITH OTHER HEALTH PROFESSIONALS

| Communicate significant changes in patient status | Share pertinent information | Share pertinent information |
| Consult as necessary to meet patient needs |  |  |

### ADVANCED EDUCATIONAL PREPARATION

| Document completion of comprehensive program including supervised clinical; OR has previously acquired the additional knowledge/judgment/skill and can provide evidence thereof to employer | * * Complete Board approved IV certification course including supervised clinical; OR document completion of such from another state |  |
| Maintain evidence (both RN and employer) of original documentation and demonstration of acquired knowledge/judgment/skill | Maintains evidence (both LPN and employer) of original documentation and demonstration of IV knowledge/judgment/skill | N/A |
| Verify additional duties are within RN scope of practice | Follows written IV policies and procedures approved by medical staff, nursing and agency administration |  |
| Follow written policies and procedures approved by medical staff, nursing and agency administration | ** Advanced Educational Preparation for LPNs in Colorado is limited to IV certification. |  |