California State University
MONTEREY BAY

Department of Nursing
BSN Student Handbook
2022 – 2023 Academic Year

Chair's Welcome Letter

Dear Students,

The faculty and staff of the Department of Nursing at California State University, Monterey Bay are pleased to welcome you to the BSN program. The steps you have taken and the academic work you have completed as prerequisite to admission provide an excellent background for the work that lies ahead.

You are continuing towards a challenging and rewarding profession whose members are needed now more than ever before, to make a difference in the health status of our population by expanding the knowledge development into community health/public and global health.

This is the time to fully invest in your education; to grow and learn in new ways. The nursing faculty encourages students to think outside of the box and stretch beyond their comfort zones. In every class, faculty support students to:

- Read critically
- Write cogently
- Think broadly
- Challenge assumptions

Welcome to the BSN program. We are happy you're here. Best wishes to all of you as you expand your professional nursing career. Please feel free to reach out to me anytime. Sincerely,

Alyssa Erikson, RN, PhD, CNE
Associate Professor
Department Chair
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831-582-5180

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Section 1: General Information

History of CSUMB Department of Nursing

California State University, Monterey Bay (CSUMB) is located on the military site of the decommissioned US Army Base, Ft. Ord, in Monterey, California. CSUMB is one of the youngest California state funded universities that opened its doors for student enrollment in August 1995. The campus is comprised of 1365 acres near the beautiful Monterey Bay coastline. The CSUMB is designated as a Hispanic Serving Institution with 44% of its student body identifying themselves as Latino, with 53% being first-generation college students. Language proficiency requirement and service learning are two pillars of CSUMB education that speak to higher education, and deepening the connectedness to community needs. In 2013, CSUMB received the Higher Education Civic Engagement Award and was elected to the Carnegie Community Engagement Classification when the designation was established in 2006. The nursing program at CSUMB reflects the university's mission on community engagement by designing the service-learning objectives into the community health theory and clinical course content, while working closely with community partners identified by Service-Learning Institute and those unique for nursing public/community health needs. The BSN program began in 2012 as an ADN-BSN program and has successfully partnered with the surrounding community colleges and community healthcare partners to support the BSN professionals within this Tri-county community of Monterey, San Benito, and Santa Cruz and has a collaborative program with Cuesta College in San Luis Obispo county. This BSN program also allows a smooth transition for registered nurses who are currently employed in the community or have just graduated and are keen to earn the BSN degree while seeking employment. Our faculty and staff support student success through teamwork, collegiality and leadership that embraces growth in the discipline and highlight this by the development of global nursing program and community service.

CSUMB Foundation Vision Statement, Mission and Strategic Plan

CSUMB Vision Statement: https://csumb.edu/about/founding-vision-statement/

CSUMB Mission and Strategic Plan: https://csumb.edu/about/mission-strategic-plan/

Nursing Program Mission and Vision

Mission: The CSUMB Department of Nursing is a community focused, student-centered program whose mission is to educate nurses for professional practice in diverse healthcare settings that is influenced by global health.

Vision: To educate nurse professionals to be change agents in the science of nursing.

Nursing Program Philosophy

The faculty in the Department of Nursing at the CSUMB view that the Bachelor of Science in Nursing (BSN) undergraduate education should embody a broad background in the sciences, community service, global health, and liberal arts studies. The nursing discipline-specific courses are developed to prepare graduates to assess, plan, implement and evaluate care, based on current evidence in a variety of nursing practice settings and specialties. The Department of Nursing academic programs are deliberately designed in response to surrounding community needs, larger societal needs including but not limited to the need for greater access to equitable healthcare, the role of technology and healthcare structuring systems in healthcare and population health education, surrounding self-care responsibility. The faculty affirms that the professional baccalaureate level graduates are prepared as generalists who provide healthcare as clinicians, clinical nurse researchers, patient educators, and leaders in the practice setting.

BSN graduates are catalysts or change agents in the community/public health settings where they practice as independent and critical thinkers, while advocating for the client/patient/family and the nursing profession. This ideology supports the most fundamental philosophy of faculty, that nursing science and art collectively utilizes the principles of connectedness of patient/client as individual, family or community. This ideology supports the vision/mission of the university and the college as well as the commonly held beliefs of the faculty. These beliefs reflect the faculty's attitudes about the personhood, health and well-being, nursing science, environment and teaching-learning as it impacts the community. The faculty's approach to nursing education is that students are future nursing professionals and are adult learners with a commitment to continuing education who are going to provide healthcare that will improve the health and well-being of individuals, families and communities. The faculty collectively support and foster the diversity of students' backgrounds and their personal beliefs and experiences they bring to nursing inquiry. This philosophy of nursing espouses that making a professional nursing career choice may have its challenges, but the faculty are prepared to respect the student's choice and foster them with integrity, respect for self and others, the need for collegiality and partnerships, teaching/learning skills, social justice, and an awareness of community needs.

Learning Outcomes

Undergraduate Learning Outcomes (ULOs)

ULO 1: Intellectual Skills
> CSUMB graduates demonstrate competence in critical thinking, written and oral communication, information literacy, and quantitative reasoning.

ULO 2: Personal, Professional, and Social Responsibility
> CSUMB graduates engage in ethical reasoning and public action that is informed by historical, multicultural, global, ecological, and equity-oriented perspectives.

ULO 3: Integrative Knowledge

CSUMB graduates synthesize and connect knowledge, skills and experiences across disciplines, allowing them to address new and complex situations.

ULO 4: Specialized Knowledge
CSUMB graduates apply knowledge, theories, methods, and practices in a chosen field of study to address real-world challenges and opportunities.

Major Learning Outcomes (MLOs)

MLO 1 Communication

1. Develop effective leadership and management skills within the standards of nursing practice to improve patient safety and improve health outcomes for populations across the lifespan.

2. Practice collaboratively through integrity, dignity, collegiality and professionalism within an interdisciplinary team.

3. Apply culturally and linguistically responsive communication strategies with populations, communities, families, and individuals while attending to ethical standards and professional values.

MLO 2 Population Health

4. Articulate how health policies are processed and how it informs the nursing profession and the population.

5. Advocate for a health-equity based assessment of a community's health status data, including health determinants, assets, barriers, and inequities.

MLO 3 Evidence-based Practice

6. Integrate theory and evidence from a broad discipline to critically analyze research in a scholarly manner that will build nursing knowledge, improve practice and health outcomes of diverse populations

MLO 4 Information Literacy

7. Use information and communication technology to gather data, create information, and generate knowledge to improve care coordination, team communication, and health outcomes.

Nursing Program Goals

1. Prepare students to read critically, write cogently, think broadly and challenge assumptions.
2. Serve as collaborative, empathetic leaders to develop culturally responsive environments that foster well-being in local and global communities.
3. Promote academic excellence to support life-long professional growth.
4. Advocate for inclusion and social equity across all settings.
5. Practice professionally from an integration of knowledge, skills and abilities.

Licensing, Certification and Employment Opportunities of our BSN Graduates

The BSN graduate of the CSUMB Department of Nursing will be:

1. Eligible to obtain the California Public health Nursing (PHN) certificate.
2. Able to function and provide evidence based, culturally appropriate interventions (care) as a generalist professional BSN in any of the following clinical settings, in any acute care hospitals: medical, surgical, women's health, pediatrics, psychiatric/mental health neonatal nursery, adult/geriatric, rehabilitation nursing, community/public health setting and clinical nurse researcher.
3. Able to practice as an entry level public health nurse and provide community focused care and promote the health and wellbeing of the diverse populations.
4. Able to assume first level nursing leadership positions as team leaders, care coordinators/case management, and head nurses in any health care settings.
5. Eligible to apply to any graduate nursing schools to pursue advance nursing degrees in any specialty of nursing.

Admission Requirements

- Valid California RN License, or will earn a California RN license prior to last semester in the program

- Grade Point Averages (GPAs)
  - Overall GPA ≥ 2.75
  - Prerequisites GPA ≥ 2.75
  - Nursing Program GPA ≥ 3.0

- Nursing Program Prerequisites
  - Human Anatomy with lab
  - Human Physiology with lab
  - Microbiology with lab
  - Chemistry with/without lab (general, inorganic or integrated)
  - Statistics
  - Critical Thinking course
  - English 1A or equivalent (written communication)
  - Oral Communication

Curriculum

The nursing program's required coursework builds upon prior knowledge in nursing and general education. The courses focus on communication, global health, community health, policy and research to strengthen critical-thinking and leadership. There are 30 required units to complete. All nursing program courses fulfill CSU's Upper Division General Education Area B, C and D requirements and Graduate Writing Assessment Requirement (GWAR), as well as CSUMB's University requirements. The courses can be completed in 3 semesters of full-time enrollment or over 5 semesters part-time enrollment.

REQUIRED COURSEWORK		Units	GE or UR Fulfilled
NURS 300	Professional Nursing Proseminar	3	GWAR req
NURS 301	Pathophysiology for Nursing Practice	3	UDGE Area B
NURS 326	Professional Development for Nursing Practice	3	
NURS 350	Health Assessment within the Latino Population	3	UDGE Area C, WCL req
NURS 375	Health Policy, Politics and Power	3	
NURS 402	Comprehensive Health Assessment Across the Lifespan	3	
NURS 430	Research and Evidence-Based Practice for the Nursing Profession	3	
NURS 440	Nursing Leadership and Systems-Based Practice	3	
NURS 498S	Community Health Nursing Practicum	3	UD Service Learning req
NURS 499	Community Health Nursing	3	UDGE Area D

GE = General Education, UR = University Requirement, UD = Upper Division, WCL = World Culture & Language

CSUMB Catalog

The CSUMB catalog presents course offerings that are comprehensive in scope. The on-line catalog covers how to find information, accessible formats, changes, catalogs of record, print catalogs, and credits and copyright. Undergraduate students acquire "catalog rights" with respect to the requirements for a degree program by maintaining "attendance" continuously. This means that, if continuous attendance is maintained and the degree objective is not changed, students may choose to graduate under the requirements for the degree in effect 1) at the time they began the study in a California community college or another campus of The California State University, 2) at the time they entered CSUMB, or 3) at the time of graduation from CSUMB.

Section II: Academic Information and Policies

Program Information

Academic Standing Policy

Academic standing is a measure of students' academic achievement relative to their degree requirements. Academic standing determines students' eligibility to be admitted to and/or proceed in their academic plan and qualify for graduation. Academic standing may also impact a student's eligibility to compete in athletic events, participate in co-curricular activities, and/or qualify for financial aid. Students' academic standing is determined in part by their ability to make progress toward degree and in part by the grade point averages attained. Students are expected to maintain professional standards in both their academic and clinical courses. https://csumb.edu/policy/academic-standing-policy

Academic Integrity/Plagiarism

Academic integrity is of central importance to an education at CSUMB. The core of this integrity resides in the scholastic honesty of the CSUMB community, and therefore, is the responsibility of all students and faculty to uphold and maintain. Forms of academic dishonesty (Section 2.30) include: cheating, fabrication, plagiarism and collusion in any of these activities. We value informal resolution of academic allegations; however the student discovered to have engaged in academic dishonesty will be sanctioned.

See CSUMB's Academic Integrity Policy: https://csumb.edu/policy/academic-integrity-policy

Academic Writing

The Department of Nursing requires the Publication Manual of the American Psychological Association, 7th edition, for all academic papers in their course work. APA format is the approved writing style.

Course Syllabus Policy

The course syllabus is your contract with the course content, assignments, and instructor. Your assignments are assessed by the instructor. Note the details in the course syllabus and ask clarifying questions if needed.

See CSUMB's Course Syllabus Policy: https://csumb.edu/policy/course-syllabus-policy

Graduation and Catalog Rights

A total of 120 units are required for graduation. There are 12 3-unit courses required for a BSN nursing. https://csumb.edu/policy/graduation-requirements-and-catalog-rights-policy

Holiday Scheduling of Classes

All holidays that occur during the normal Monday through Friday university schedule will be honored according to the university master calendar. Any time the campus is closed, no classes will be held. Any course (clinical or didactic) that occurs during a regularly scheduled day will be held regardless of the number of similar sections that do not meet.

Enrollment and Registration

A Leave of Absence may be available to undergraduate students who are in good academic standing at CSUMB. Students shall submit a leave of absence request form to the Registrar. A leave of absence may be granted to a student for a maximum of two consecutive semesters. A student who is granted a leave of absence maintains certain rights and privileges ordinarily associated with continuing student status (i.e., Catalog Rights) even though not officially enrolled. https://csumb.edu/policy/enrollment-and-registration-policy

Community Health Clinical Policies and Information

Students will complete NURS498S, Community Health Nursing Practicum. In this course, students are placed at a partner agency in Monterey, Santa Cruz, San Benito Counties and if enrolled through the Cuesta-CSUMB partnership, in San Luis Obispo county. Please review the following section carefully to ensure all requirements are met.

Health Requirements

The nursing program uses Castlebranch to confidentially manage student's health information. Students will purchase an account (currently $127) with a code specific to CSUMB. The code will be distributed by the Department of Nursing to enrolled students. If students have a prior account with Castebranch, titer and TdaP records can be rolled over. The following is mandatory to be completed prior to entering the last semester, and updated per the instructions below. Most clinical facilities will not allow a student into the facility that has not been medically cleared and have the proper insurance coverage. All documents must be uploaded to the certified background website by students before the specified expiration dates to the Castlebranch website.

- **CPR Certification**
  - Every two years you must obtain an American Heart Association (AHA) approved CPR certification for Healthcare Providers only. CPR cards must be renewed according to the date in your personal certified background account. Students are responsible for renewal of CPR.
- **2-Step PPD/Mantoux Test**
  - Before entering the last semester for the community/public health course, the student must receive a new 2-Step TB test. You must use the Screening of TB/Vaccine Preventable Diseases form for documentation.
  - Description of Process:
    - Time frame needed to fulfill requirement: 1.5 to 2.5 weeks
    - 1st Step TB: get the 1st TB injection (and the reading for it 2 days later) – have your healthcare provider sign off in Section 3 of the form (above the bold line)
    - 2nd Step TB: 7-14 days from the date of the first injection, get the 2nd TB shot (and the reading for the 2nd shot 2 days later). Have your healthcare provider sign off (below the bold line) in Section 3 of the form.
    - Total physician appointments: 4 visits (2 injections and 2 readings)
  - A Quantiferon Gold blood test can be submitted in place of a 2-step PPD.
- **Chest X-Ray**
    - This is only necessary to obtain if your 2-Step TB test result is positive. Chest X-Rays are good for 4 years. Once you receive a positive TB Test, you will always test positive. Therefore, you will need to renew your Chest X-Ray every 4 years. If you receive a Chest X-Ray, please provide the following documentation:
      - A copy of the positive TB Test
      - A copy of the Chest X-Ray lab results
      - A copy of the *Screening of TB/Vaccine Preventable Diseases* form with sections 1, 2, and 5 completed)
- **Vaccination Records**
  - You must turn in all documentation you have for the MMR, Hep B Series, Varicella, Tetanus, 2-Step TB tests, and annual flu immunization. Anytime you receive a new vaccine, you must upload the updated documentation to your online tracker account. If you are missing any of your vaccine history, you will need to upload a *Missing Documentation form*.
- **Influenza Vaccinations**
  - This is an annual requirement. Every fall there will be a Flu Immunization deadline for the entire CSUMB Department of Nursing in mid-October/November. Please consult your personal certified background account for the deadline this year. Everyone must provide proof of a flu immunization or turn in a *Flu Declination form* by the fall flu deadline. If you decline the immunization, some facilities will require you to wear a mask at the hospital.
- **TdaP Vaccination**
    Students will need to obtain the TdaP immunization booster (Tetanus,

Diphtheria, and Pertussis). If you have received the TdaP, it is good for 10 years. Please make sure your immunization record (or physician/health care provider) specifies which type of Tetanus vaccine you have received and that it included the Pertussis portion. Your Physical Exam form is not sufficient documentation for this; please provide your vaccine record.

- **Titers**
    - o Titer results don't expire. If the results are immune, you do not need any further titer labs. Instructions: you must have serum quantitative IgG titers (with numerical values) documenting immunity to Measles (Rubeola), Mumps, Rubella, Hepatitis B, and Varicella. Simply having the vaccination records for these diseases is not enough - you must provide quantitative titer lab documentation. If you receive titer results indicating you are not immune to any of these diseases, you need to consult your physician (or the School of Nursing) about receiving a booster(s). After obtaining a booster(s), you must receive a follow-up titer 6-8 weeks later. *If you get a follow-up titer too soon after the booster, it will come back nonimmune*. In light of this, all documentation for boosters and follow-up titers must be uploaded to your online tracker account as is appropriate - even if obtained during the course of the semester.
- **Criminal Background Check**
    - o All students will be required to complete a background criminal check upon acceptance to the nursing program. A positive criminal record shall not automatically disqualify a student from admission. However, it could impact clinical placement and progression in the program. If a record of criminal activity is revealed through the background check, the student shall be counseled by the appropriate program director regarding their continuation in the program and implications for licensure. Some clinical sites might require additional background testing. It is your responsibility to monitor the expiration dates on the certified background website www.certifiedbackground.com. A credit and licensure check is part of the background check.
- **Drug Screen**
    - o Complete a urine drug screen at a recommended lab by Castlebranch (included in the Castlebranch fee).
- **Health Clearance Form**
    - o Use the CSUMB Physical Exam form and take to your primary provider for a physical.
- **Personal Health Insurance**
    - o Students are required to have personal health insurance while in the clinical rotation.
- **HIPAA Form**
    - o Complete the HIPAA module and successfully pass the post-test in Castlebranch.

Clinical-related Policies

Clinical Incident Policy

Students must report all incidents to his/her clinical instructor and the clinical Agency immediately after the incident occurs. All required documentation is to be submitted within a 24-hour period and medical treatment is to be received according to the guidelines of the CSUMB Worker's Compensation Department. Any situation in clinical where there is a situation that resulted in, or had the potential to result in, a threat to the patient's health and well-being such as death, injury, loss, abuse or maltreatment, neglect, contamination, medication error, or misappropriation of property must be reported to the student's clinical instructor, the clinical Agency and to the program director (see Appendix 1).

Dress and Behavior Code Policy

Students are required to professionally present themselves, the program, and the University while in the clinical practice setting. See the Dress and Behavior Codes Policy (see Appendix 4).

Missed Clinical Hours Policy

Every student in the nursing program is required, by the BRN, to meet a minimum number of hours in both lecture and clinical courses for public health nursing certificate. Therefore, it is expected that students will attend all required classes. Any missed clinical time during the semester is required to be made up. (See course syllabus for specifics and Appendix 2)

Nursing Admissions Regarding Essential Performance Standards Policy

The Americans with Disabilities Act (ADA) of 1990 was instituted by Congress to prohibit discrimination against qualified individuals with disabilities. Schools of Nursing and State University systems, like other state and federally funded entities, are required to comply with the stipulations of the ADA. The ADA defines a qualified individual with a disability as an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the employment position that such individual holds or desires. In addition, the Rehabilitation Act of 1973 prohibits discrimination in admissions of a qualified person with disabilities (see Appendix 6).

Reasonable accommodation for students with disabilities either temporary or permanent will be considered on a case-by-case basis and in consultation with CSUMB's Student Disability Resources (SDR): https://csumb.edu/sdr

Patient Confidentiality

Patient confidentiality is taken very seriously in all clinical areas. Disclosure of patient information to any unauthorized individuals may be grounds for dismissal from the program and/or criminal action. A HIPAA module and post-test are required to complete for community health clinical.

Policy on Medical Clearance

Nursing is considered to be a high-risk profession for exposure to multiple contagious

diseases. Immunizations required by the Department of Nursing reduce this risk for nursing students, but do not eliminate it entirely. Students with an impaired/deficient immune system or are pregnant women need a written medical clearance to participate in the program. If a student is absent due to medical reasons; he/she must show proof of medical clearance from their health care practitioner prior to returning to the clinical area.

Section III: Student Information

Nursing Program Resources

Several key resources have been selected for this student handbook. A full description of CSUMB Nursing Program resources is available online. Website: https://csumb.edu/nursing

Administration & Staff

Department of Nursing Chair
Alyssa Erikson, Ph.D., RN
Email: aerikson@csumb.edu
Phone: 831-582-5180
The CSUMB Department of Nursing Chair is responsible for all matters pertaining to the Nursing Program.

Nursing Program Academic Coordinator
Gina Garcia
Email: gigarcia@csumb.edu
Phone: 831-582-5330
The CSUMB Nursing Program Academic Coordinator is responsible for operational affairs pertaining to the Nursing Program.

Nursing Program Academic Advisor
Candi Prado
Email: caprado@csumb.edu
Phone: 831-582-5303
The CSUMB Nursing Program Advisor develops personalized learning plans, assists with registration, directs students to the resources they need, and provides program advice for students' timely completion of their program.

Extended Education & International Programs (EEIP)
The nursing program is operated through EEIP. See Undergraduate Program Student Handbook for additional information, policies and procedures.

Class Representatives
Students have an opportunity to serve as representatives from their class. The Department of Nursing Chair, Faculty, and Student Representatives meet monthly to review and take action on

issues of importance to the CSUMB Nursing Program. If you are interested in volunteering as a Student Representative, please contact the Department of Nursing Chair.

Course Registration

Students may register and pay online. The https://csumb.edu/dashboard web-page is a single place to conduct internal business processes, including registration, to view courses and grades, account status and balances, accept financial aid awards, make online payments, email & calendar (Google Apps), and student information (CMS Student Center) and student outstanding issues "To Dos".

Current Contact Information

The CSUMB Nursing Program requires that all students keep any name changes, address, telephone numbers and e-mail addresses current and on file. Should any changes in occur please contact the Nursing Academic Coordinator and notify the Registrar.

Student Grievance

A grievance is a formal complaint by a student arising out of an alleged action of the faculty, administrative units, or staff of CSUMB. This policy establishes the guidelines and standards for student grievances NOT involving an academic assessment or grade appeal, harassment or discrimination, financial appeal, or challenges to student records. The Department of Nursing follows the procedures for a formal complaint as outlined under the University's grievance policy.

Any person, who at the time of filing a grievance is a student enrolled in a course, or was such a student within one hundred eighty (180) calendar days prior to the time of the filing, has standing to file a grievance. No person shall be penalized for submitting or proceeding with a grievance. No restraining, coercive, discriminatory, or retaliatory action shall be taken against a person because of initiating or participating in a grievance.

Nursing Program Student Grievance Procedure

If you have a faculty or nursing course related problem, please follow these steps in dealing with your concern, starting with the course faculty.

1. Discuss your concern with the course instructor, preferably in a respectful email which outlines the issue and request.
2. If unresolved, complete the conflict resolution form concisely describing the problem. Both the student and faculty sign the form.
3. If students still feel that the matter is not resolved, email the Department Chair and attach the signed conflict resolution form. The Department Chair will schedule an appointment to dialogue the issue and determine potential resolutions.
4. If a resolution is not received at this point, email the CHSHS Dean and attach the signed conflict resolution form. Students may request an appointment with the Dean.
5. Other campus resources for grievance procedures are described in the student grievance policy. https://csumb.edu/policy/student-grievance-policy

Student Grade Appeal

The course grade assigned by the instructor of record is considered final. If a student believes that the final grade issued is based on instructor or clerical error, prejudice, capriciousness, arbitrariness or is not in alignment with established grading criteria in the course syllabus, the student may file an appeal and offer evidence to support the claim. Allegations of discrimination, harassment, and/or retaliation affecting assessment shall be referred to the campus DHR Administrator and be processed in accordance with CSU Executive Order 1097. Website: http://csumb.edu/policy

Student Evaluations

Course and Instructor Evaluation

Students are required to complete a written evaluation of each course and instructor every semester conducted by the CSUMB evaluation system.

BSN Agency and Preceptor Evaluation Survey

Students are required to evaluate the preceptor and the clinical agency as part of their clinical rotation at the end of the semester.

BSN Exit Survey

Students are encouraged to complete the AACN Skyfactor Exit survey that is sent to them post- graduation as this data is used for continuous program improvement.

Student Graduation Instructions

Advisement

Student advisement is completed by the nursing advisor and confirmed by the CSUMB registration office. Students must attend at least one meeting with the nursing advisor prior to graduation.

Candi Prado
Email: caprado@csumb.edu
Phone: 831-582-5303

Graduation Instructions

Students are must check their mycsumb account consistently to ensure their grades are posted and they are on their way to graduation. Students need to apply for graduation according to the CSUMB policy and deadline. Please check for these dates on the csumb website. The Graduation application fee is $40. See website for deadlines and more information
https://csumb.edu/planning/graduation-fees-deadlines

Public Health Certificate

All baccalaureate CSUMB Nursing Graduates who are licensed as Registered Nurses are eligible to be certified as a Public Health Nurse in California. Students in the last semester are encouraged to apply for their PHN certificate within the last two weeks of the semester. Provide the California Board of Registered Nursing, the completed signed forms, a check for the fee, and an instruction to the registration department for the official transcript to be forwarded to the

nursing department after the grades are all posted. These applications will be sent to the BRN by the Department of Nursing.

Website: http://www.rn.ca.gov/pdfs/applicants/phn-app.pdf

Section IV: University Policies and Resources

University Policies

University policies are specific statements of principal or guiding actions that imply a clear commitment by CSUMB. Several portions of key policies have been selected for this handbook. A full description of complete policies is available on-line. University students are expected to adhere to all complete university-wide CSUMB policies.
Website: https://csumb.edu/policy

The following policies are highlighted:

- Academic Integrity Policy
  https://csumb.edu/policy/academic-integrity-policy

- Enrollment and Registration Policy (Includes add/drop, withdrawal, incomplete and grading)
  https://csumb.edu/policy/enrollment-and-registration-policy

- Financial Aid & Satisfactory Academic Progress Policy
  https://csumb.edu/policy/financial-aid-satisfactory-academic-progress-policy

- The Family Educational Rights and Privacy Act (FERPA)
  https://csumb.edu/policy/family-educational-rights-and-privacy-act-ferpa

- Grade Appeal Policy
  https://csumb.edu/policy/grade-appeal-policy

- Graduation Requirements and Catalog Rights Policy
  https://csumb.edu/policy/graduation-requirements-and-catalog-rights-policy

- Student Email Notification Policy
  https://csumb.edu/policy/student-email-notification-policy

- Student Grievance Policy
  https://csumb.edu/policy/student-grievance-policy

University students are also expected to adhere to all complete system-wide California State University (CSU) policies. http://www.calstate.edu/HRAdm/policies.shtml

University Resources

Basic Needs

Basic Needs refers to the food, housing and overall wellness security of our community. Having one's basic needs met has a direct impact on the academic performance, mental health, physical health, professional development and holistic wellbeing of our students.

The mission of the CSUMB Basic Needs Initiative endeavors to support students to be successful by ensuring their basic needs are met through resources, access and advocacy.

Website: https://csumb.edu/basicneeds

Bookstore

The CSUMB bookstore can save students money by offering used books as well as print and electronic rentals. Faculty can help students sell their books back by placing textbook orders early.

Website: http://www.bkstr.com/csumontereybaystore/home

Campus Services Center (CSC)

The Campus Service Center (CSC) provides forms, information, and front counter support for the offices of Admissions, Registrar, Financial Aid, and Student Cashiering.

The CSC also distributes OtterCards, OtterBucks, provides payroll services for university employees and enrollment and degree verification for students.

Website: https://csumb.edu/csc
Email: onestop@csumb.edu

Center for Academic Technologies (CAT)

For Fall 2020, nursing courses will be facilitated on two Learning Management Systems (LMS): Canvas and iLearn. The university is piloting Canvas with hopes to transition to it for all courses in the future. CAT offers online tutorials and can troubleshoot LMS issues.

Website: https://csumb.edu/cat

Cooperative Learning Center (CLC)

CLC provides campus-wide free peer tutoring services, writing assistance, and workshops. High quality learning assistance in computer technology, math, science, writing, languages and study strategies aimed at enhancing learning needs at all ability levels. CLC works with students to expand their knowledge and abilities by empowering them to become independent learners. CLC tutors, staff, and faculty work together to design and offer effective, collaborative, and active learning experiences.
Website: https://csumb.edu/clc

Email: clc@csumb.edu
Phone: (831)582-4101

Email Communication

All students receive a CSUMB email. Email is the primary and official means of communication per the Student Email Notification Policy. Students should check their CSUMB email at least 5 days a week and respond in an appropriate amount of time (24-48 hours). Google documents are accessible to CSUMB accounts, thus students should be logged into their CSUMB google account to access documents.

Financial Aid

Financial aid is available to remove the cost barriers that may prevent students from pursuing their educational goals. Assistance is available from a variety of programs funded by federal, state, university and private sources. Financial need is determined through a federal formula that assesses the family's relative financial strength and ability to contribute to meeting the student's educational costs. Eligibility for financial aid is the amount that remains after the student's Expected Family Contribution (EFC) is subtracted from the cost of education. The cost of education is the amount the University estimates the student will spend to attend college for the academic year. The cost of education includes the basic State University Fee, various campus- based fees, room and board, books, supplies, transportation and miscellaneous personal expenses.

CSUMB Nursing Program Financial Aid Officer
Adriana Pacheco
Email: ee_financialaid@csumb.edu
Phone: (831)582-4078

Free application for federal student aid (FAFSA)

The first step in applying for financial aid is to complete a FAFSA application as soon as possible by visiting www.fafsa.ed.gov

FAFSA applications should be completed every year on or after January 1 – March 2 for the following academic year. FAFSA applications have a built in link to Federal IRS tax returns that will pre-populate required IRS information.

The required FAFSA institution code is: **CSUMB 032603**.

Satisfactory Academic Progress (SAP) is also vital for all Federal Financial Aid students. Students need to maintain a 2.0 or better GPA per term and cumulative, complete 67% of all units attempted, and not exceed 150% of their program's unit load. For more information on SAP please visit online at:
https://csumb.edu/financialaid

Thirty percent (30%) of FAFSA applications are chosen for verification. If you are chosen

for verification, be prepared and complete the IRS FREE "Request for Transcript of Tax Return" form. The form can be located on-line at: http://www.irs.gov/pub/irs-pdf/f4506t.pdf and fax it to the number on the second page of that form. Students will need to submit the Request for Transcript of Tax Return form as soon as it is received. A copy of the Federal Tax Return is no longer acceptable. Students will also be required to complete other verification items depending on the FAFSA comments. Check My.CSUMB.edu account for required items under the "To Do" list or contact the Financial Aid Officer if there are more items required.

Information Technology

CSUMB offers free/discounted software for students, faculty, and staff. Software includes:

- Zoom web conferencing
- Sophos Virus Protection
- SAS Quantitative Analysis Software
- Qualtrics Online Survey Software
- MS Office2016 Multi-year purchase for staff/faculty only
- MS Office365 Free for students, staff, faculty
- Adobe Reader DC
- Adobe Creative Cloud (Photoshop, Acrobat Pro, and more!)

IT Help 582-4357 (HELP) - password reset; computer issues
Website: https://csumb.edu/it/

Library

Tanimura & Antle Family Memorial Library offers free computer and internet access, reference and research assistance, course reserves, e-books, group study rooms and more. The library requires a current Otter ID Card for course reserves, to schedule study rooms, and to borrow items. Books can be borrowed for up to 3 weeks with renewals allowed. The library has access to multiple databases to search the literature.

Website: https://csumb.edu/library
Phone: (831)582-3733
Nursing librarian: Kenny Garcia
kengarcia@csumb.edu
Virtual appointments and chats available

Free public libraries are located throughout Monterey County. For more information about the Monterey County free library system visit on-line at:
Website: http://www.co.monterey.ca.us/library/

Personal Growth & Counseling Center

Mental health services are available for currently enrolled students. Students interested in services are encouraged to call our office, 831-582-3969, M-F 8am-12pm/1-5pm to initiate services. Available services include:

24/7 Crisis Support: If a student needs to speak with a counselor outside of business hours, call 831-582-3969 to be connected with a counselor for immediate support.

Phone Support: To continue or begin counseling services, students who call the PGCC during regular business hours will be connected with a counselor by phone to discuss treatment options.

Zoom Support: Following a phone screening, students may be scheduled to participate in individual counseling sessions by Zoom.

Website: https://csumb.edu/pgcc

YOU@CSUMB

CSUMB launched **YOU@CSUMB**, a 24/7, anonymous online well-being platform. This is your space to check in with yourself, set goals, and explore personalized resources created specifically for the students of **CSUMB.**

You can create a completely confidential account with your campus credentials and begin exploring the portal today. Here are just a few of the things that YOU@CSUMB can help with, immediately:

- Tips to adjust to online learning
- Coping with stress and anxiety in a changing world
- Maintaining and growing social connections even while practicing physical distancing

Change is hard. Check in with yourself on **YOU@CSUMB** and find resources to continue making the most of your semester.

Office of Inclusive Excellence

The Office of Inclusive Excellence's mission is to advance excellence at CSUMB through inclusion and equity. They promote diversity in all its identities and ideas as an asset that enhances student learning and employee effectiveness. Their work is focused on promoting a campus environment where all students, faculty, and staff:

- Feel a sense of belonging at CSUMB
- Are able to fully engage in campus life
- Are able to achieve their academic or professional goals

Website: https://csumb.edu/diversity

Otter Cross-Cultural Center (OC3)

The Otter Cross Cultural Center (OC3) cultivates a collection vision towards critical consciousness by offering educational programs, holistic leadership development, academic resources, and experiential learning opportunities to bridge passion into practice so that students, staff, and faculty grow into leaders of change to eliminate social inequalities. By fostering meaningful dialogue and activism while also promoting empathy and social justice, the OC3 takes proactive approaches that respects people's evolving sense of self, perspectives, identities, and voices.

Website: https://csumb.edu/oc3

Service-Learning

Service Learning is the bedrock of a CSUMB education. In the nursing program, students complete the university's upper division service-learning requirement in NURS498S: Community Health Nursing Practicum.

Service-Learning Institute

Social justice is the guiding principle for our practice in service learning. We believe that:
- CSU Monterey Bay students, as future leaders of our community, deserve a real world education that inspires social responsibility, cultivates respect for diversity and encourages compassion for all;
- CSUMB should be a responsible, engaged member of the local community;
- Academic learning is strengthened by engaging in meaningful service and reflection;
- Education at CSUMB should be transformative;
- And that, all partners in the service-learning process should be engaged in teaching and learning, serving and being served.

We have adopted the following core values to guide our work:
- Building authentic partnerships that demonstrate shared leadership, collaboration and reciprocity;
- Acting with compassion, demonstrating honesty and authenticity;
- Working towards social justice: continual movement toward an equitable society;
- Developing multicultural understanding and respect for differences; and,
- Cultivating awareness of self in relation to social inequities through reflection and active service with the community.

Website: https://csumb.edu/service

Student Disability Resources (SDR)

Student Disability Resources (SDR) authorizes reasonable accommodations for enrolled and admitted students who have well-documented disabilities. Accommodations are determined each semester on an individual basis by the SDR through consultation with the SDR staff, the student, and others as needed.

SDR promotes the empowerment, wellness and full integration of students with disabilities into campus life and the campus community. Further, we seek to provide academic and personal support services to students with disabilities in order for them to attain success at California State University Monterey Bay.

SDR, as part of Health and Wellness Services, helps students and faculty in the arrangement of accommodations, advocacy, study and time management skills, academic-related counseling, and referral to on and off campus resources, and assistive technology resources and training.

CSUMB makes every effort to provide reasonable accommodations for students with disabilities, while at the same time respecting the integrity of the academic programs in which students enroll. CSUMB does not waive (exempt) courses that are required as an essential component of any 2 curricula. SDR supports the concept of self-advocacy in all students. Requests for academic accommodations are made directly by the student and implemented by the student, SDR student assistants/service providers, and CSUMB faculty/staff.

CSUMB and SDR may provide accommodations to students with learning, physical, vision, psychological disabilities, and/or chronic medical conditions, and those who are deaf and hard of hearing. In some cases, SDR may assist students with temporary disabilities.

Website: https://csumb.edu/sdr

Student Health Services

The Campus Health Center (CHC) provides urgent, primary, and ancillary care (including occupational medicine), as well as referral services to students, faculty, staff, their dependents, and guests of the CSUMB community. The staff of medical professionals is dedicated to meeting patient needs and promoting wellness and independence. https://csumb.edu/health Phone: (831) 582-3965

Student Veteran's Services

CSUMB Student Veteran Services is dedicated to assisting veteran and military-connected students in achieving their higher educational goals on our campus.

Website: https://csumb.edu/veterans

Test Center

The CSUMB Test Center currently is able to administer classroom exams on behalf of CSUMB instructors for individual and/or small groups of students requiring to take their exam(s) in a separate environment due to accommodations.

Website: https://csumb.edu/testcenter

Transfer Student Success Center

The Transfer Student Success Center assists students in creating connections with each other, with campus resources, and with pathways to academic and career success. We work to increase student confidence, engagement, knowledge of support services, strengthening a sense of belonging and their connection to the University.

Website: https://csumb.edu/transfercenter

Zoom

Most all video-conferences will be done through Zoom. All CSUMB students have a zoom account. See tutorial on setting up Zoom.

Appendices

Appendix 1: Reportable Patient/Client Clinical Occurrence Involving a Nursing Student Policy and Procedure

Policy: A reportable incident in a clinical setting involving a student and a client is defined as a situation that resulted in, or had the potential to result in, a threat to the patient's health and well-being such as death, injury, loss, abuse or maltreatment (physical, sexual, emotional), neglect, contamination, medication error, or misappropriation of property. The student must report all such incidents to his/her clinical instructor and shall complete the necessary paperwork at the clinical facility. The student and instructor must complete the required paperwork in collaboration in a timely fashion as identified by the clinical facility.

Procedure: Steps must be taken related to a reportable client occurrence involving a CSUMB Nursing student in the clinical setting:

1. The student must report the incident to the clinical instructor immediately after the reportable occurrence is discovered by the student or another individual.
2. The CSUMB instructor and student will notify the clinical Agency of the incident and begin to complete the necessary reportable occurrence documentation.
3. The student will accurately document and describe the events leading up to the occurrence using the university form Injury/Illness, Damage on Campus or at a University Activity. The clinical instructor will supervise the completion of the Agency's reportable occurrence document so that all pertinent data are detailed and included.
4. In case the violation is serious the student is to be sent home to be contacted for further investigation.
5. The clinical instructor will be responsible for delivery of the document to the appropriate agency representative. If the clinical Agency allows a copy of their reportable occurrence form to be made, that copy will be placed in a confidential envelope and given to the Department Chair within 24 hours. The incidence will be reviewed by the team.
6. The clinical instructor will document and describe the occurrence and any key events or factors associated with the reportable occurrence.
7. Guidelines for whether the student is to be placed on progressive disciplinary action, dismissed from the course or dismissed from the program will be determined with an ad-hoc investigation team who will invite the student in for discussion. The student will be informed of the result of this investigation. Disciplinary action of removal from clinical will be taken if student is found to have violated clinical standards and policy for the agency.

Appendix 2: Missed Clinical Hours Policy

The student will:

- Attend all clinical days on time without exception.
- Notify the instructor and clinical preceptor prior to the assigned time of reporting to the agency, if tardiness (i.e., arriving late) or leaving early cannot be prevented.
- Notify the instructor and clinical preceptor prior to the assigned time of reporting to the agency, if absence, illness or family crisis cannot be prevented.
- Meet with the instructor as soon as possible to plan an appropriate make-up assignment (e.g., assignments may include but are not limited to, case studies, written reports, volunteer and related community health care).
- Make-up all course objectives that have been missed.

Consequence

The Clinical Absences, Illness & Tardiness Policy requires 100% punctual attendance in the clinical area. In extenuating circumstances (i.e., illness or family crisis) attendance is required for at least 90% of the clinical courses. If more than TWO (2) clinical days are missed the student will not be able to fulfill the required California BRN time for Public Health Nursing Certificate, CSUMB Service-Learning requirements and the stated course objectives.

Clinical time may not be made up in the clinical area during the semester. Students will be required to retake the entire clinical course the next time it is offered. If a student has an absence, illness or tardiness (i.e., arriving late) or leaving early, the following actions will be taken:

The instructor may require a statement from the student's physician following illness or injury to inform the school of any limitations in physical activity and to ensure that the student is capable of providing safe care to individuals, groups and the community without injuring self or others.

If tardy or leaving early, the student may be asked to leave the clinical area, the student shall be given a Student Advisory form with only TWO (2) occurrences allowed.

If absent or ill, the student may be asked to leave the clinical area, the student shall be given a Student Advisory form with only TWO (2) occurrences allowed.

The student shall sign the Student Advisory form in acknowledgement of receipt; not in acknowledgement of agreement.

A copy of the Student Advisory form remains in the students file for the duration of the CSUMB Nursing Program. A third documented absence, illness or tardiness (i.e., arriving late) or leaving early from the clinical area occurs, this will result in withdrawal or the student shall be assigned an unsatisfactory "U" grade on the clinical evaluation tool and "NC" no credit for the course.

Appendix 4: Dress and Behavior Code Guidelines for the Clinical Agencies

1.00   Purpose

The purpose of this policy is to establish that a dress code and equipment is required for clinical practice.

1.10   Attribution

This policy is used by permission from California State University, Fresno School of Nursing and adapted for use by the CSUMB Nursing Program.

2.00   Definition

When students are in the clinical setting, they represent the CSUMB Nursing Program and the University. Clinical sites also set standards of dress standards that the student must adhere to at all times. Students must check with the assigned clinical agency for their dress code. How students dress communicates their professional concern for their client's welfare as well as their own self-image and self- esteem. In addition to dressing appropriately, the student may need to provide or purchase supplies or equipment for use in clinical practice.

Clinical Dress Code:

Community health clinical experiences require clean and appropriate street clothes. Clinical sites also set standards of dress that must be adhered to at all times.

Attire not acceptable in the clinical setting:
- Jeans (unless site allows)
- Clogs, sandals, high heels
- Dangling earrings, rings, bracelets, necklaces
- Nose rings, lip rings, eyebrow rings
- Artificial/acrylic nails
- No excessive make up or perfume
- Keep fingernails short, clean, and well groomed
- Keep hair styled in a controlled manner that keeps it away from clients and equipment

Equipment needed for clinical practice:
- Stethoscope
- A reliable watch with a second hand
- A smartphone* or computer recording device
- A blood pressure cuff for community health rotations
- Black pens because some agency records are microfilmed
- Pen light and scissors may also helpful
- *Smartphones, cellular phones, and pagers must be silenced by nursing students in the clinical area

Appendix 5: Student Health or Safety Clinical Incident Policy and Procedure

1.0 Purpose
The purpose of this policy is to establish that safe clinical practice is the accepted performance standards of the clinical course syllabus, CSUMB Nursing Program and clinical agencies.

2.00 Definition
Safe clinical practice may include, but is not limited to the following behaviors:
- Assessment and evaluation of a patient's physical and/or emotional status.
- Provision of clear, accurate and complete verbal and/or written information to the appropriate person(s) regarding the client's condition, treatment or nursing care.
- Demonstration of the application of previously learned skills and principles in providing nursing care.
- Implementation of care, which may be required to stabilize a client's condition or prevent complications.
- Prompt reporting of significant client information to appropriate person(s).
- Administration of medications and/or treatments in a responsible manner and according to the established standards of practice at the clinical agency.
- Compliance with agency policies and procedures in implementing nursing care.
- Practice within educational level, experience, and/or responsibilities while in the role of the student nurse.

3.00   Nursing Program
The CSUMB Nursing Program recognizes that safe clinical practice is essential for client safety.

3.10   Faculty
The instructor has the responsibility to:
- Clearly identify standards for safe practice as outlined in the clinical course syllabus, CSUMB Nursing Program policies and clinical agency practice.
- Provide an explanation of clinical practice standards that are not being met.
- Give a written evaluation on Student Advisory form share this with the student and encourage student to sign the form.
- Document specific recommendations for achieving student improvement.
- Communicate immediately with the Nursing Department Chair to inform them of a student issue and seek consultation and support.
- Communicate with the clinical agency to inform them of a student issue and follow agency guidelines concerning incident reporting.
- The student may not drop or withdraw from any clinical course if their performance has been deemed unsafe.

4.00   Consequence
a. Unsafe clinical practice may directly or indirectly cause physical or physiological harm to others. If a student is exhibiting unsafe clinical practice, the following actions will be taken:
b. The student may be reassigned duties/supervision to protect the client.
c. The student may be immediately removed from the clinical setting and assigned an "NC"

d. NO CREDIT grade for the course
e. The student shall immediately report to the Nursing Department Chair for further discussion.
f. The student shall be given a Student Advisory form documenting unsafe clinical practice.
g. The student shall sign the Student Advisory form in acknowledgement of receipt; not in acknowledgement of agreement.
h. A copy of the Student Advisory form remains in the students file for the duration of the CSUMB Nursing Program.
i. If the student is allowed to remain in the clinical setting, a second documented incident of unsafe clinical practice will result in permanent dismissal from the CSUMB Nursing Program.

Appendix 6: Policy on Essential Performance Standards

Background:

The Americans with Disabilities Act (ADA) of 1990 was instituted by Congress to prohibit discrimination against qualified individuals with disabilities. Schools of Nursing and State University systems, like other state and federally funded entities, are required to comply with the stipulations of the ADA. The ADA defines a qualified individual with a disability as an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the employment position that such individual holds or desires. The Rehabilitation Act of 1973 prohibits discrimination in admissions of a qualified person with disabilities.

Reasonable accommodation for students with disabilities either temporary or permanent will be considered on a case-by-case basis and in consultation with the CSUMB Office of Disabled Student Services, when appropriate. In compliance with the American Disabilities Act of 1990 and the recommendation of the American Academy of Colleges of Nursing, the California State University of Monterey Bay Department of Nursing will institute the following health regulations and policies to assure safe nursing practice.

1.   Health Regulations and Policies:
1.1   Students must be able to meet the emotional and physical requirements for the Essential Performance Standards listed below as required by the Department of Nursing.

2.   Emotional Requirements:
2.1   The student must have sufficient emotional stability to perform under stress produced by both academic study and the necessity of performing nursing care in real patient situations while being observed by the instructors and other health care personnel.

3.   Physical Requirements:
3.1   Students are required to travel to agencies and hospitals, and to homes with unpredictable environments. Students need to have the endurance to adapt to a physically and emotionally demanding program.

3.2   The following physical requirements would be necessary to participate in the clinical application courses in nursing:

> 3.2.1   Strength: sufficient strength to lift move and transfer most patients; to restrain and carry children; to move and carry equipment; and, to perform CPR which requires sufficient body weight and adequate lung expansion.

> 3.2.2   Mobility: sufficient to bend, stoop, bend down on the floor; combination of strength, dexterity, mobility and coordination to assist patients; ability to move around rapidly; and to move in small, confined areas.

> 3.2.3   Fine Motor Movements: necessary to manipulate syringes and IV's; to assist patients with feeding and hygiene; to write in charts; to perform sterile procedures and other skilled procedures.

4.   Speech:
4.1   Ability to verbally communicate clearly with staff, physicians, and patients; and the need to be understood on the telephone, and in groups of people.

5.   Communication:
5.1   Able to communicate in a timely manner in both verbal and written formats such that students can communicate nursing actions, interpret client responses, initiate health teaching, document and understand nursing activities, and interact with clients, staff and faculty supervisors.

6.   Vision: sufficient color vision and visual acuity to make physical assessments of patients and equipment.

7.   Hearing: sufficient to accurately hear on the telephone; to be able to hear through the stethoscope to discriminate sounds; to hear cries for help; to hear alarms on equipment and emergency signals; and to hear various overhead pages.

8.   Touch/Tactile: ability to palpate both superficially and deeply and to discriminate tactile sensations.

9.   General Health:
9.1   Nursing is considered to be a high-risk profession for exposure to multiple contagious diseases.

9.2   Immunizations required by the Department of Nursing reduce this risk for nursing students, but do not eliminate it entirely.

9.3   Students with an impaired/deficient immune system or are pregnant women need a written medical clearance to participate in the program.

   9.3.1   These students must notify the clinical and level coordinator prior to participation in clinical courses.

   9.3.2   The student must submit a medical release from their physician indicating the medical safety of continuing in the program and stating that she may participate in all clinical activities without restriction.

   9.3.3   The student must understand that some clinical settings may not allow pregnant students, depending on their length of gestation, and the safety of the patient care environment.

   9.3.4   If the student cannot complete the clinical objectives, she must withdraw from the course or take a leave of absence from the university.

Appendix 7: Student Grievance Form

The student grievance form is available here: https://csumb.edu/nursing/forms