



**RN TO BSN DEGREE
COMPLETION PROGRAM
STUDENT HANDBOOK
2024 – 2025**

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WELCOME TO CNI COLLEGE

CNI College is centrally located in the heart of Orange County in the city of Santa Ana. CNI College has a strong background in the provision of vocational education (Surgical Technology, MRI Technology, Vocational Nursing) since 1994. The Associate of Science Degree in Nursing was added in 2012. CNI College is accredited by the Accrediting Bureau of Health Education Schools (ABHES) and approved by the Bureau for Private Postsecondary Education (BPPE). The Registered Nurse (RN) to Bachelor of Science in Nursing (BSN) was added to CNI College offerings September 2015 and is also accredited by ABHES and CCNE. The pre-licensure Bachelor of Science in Nursing (BSN) Program began in 2021. The Master of Science in Nursing with a focus in healthcare leadership is approved to begin in October of 2023.

The CNI College RN-to-BSN Degree Completion Program is designed for the working RN wishing to advance their career through a program of study leading to a baccalaureate degree in Nursing, including eligibility for certification in public health nursing through the State of California. The program prepares a nurse generalist to function independently in a variety of health settings and provide care within a framework of scientific and professional accountability. Coursework includes upper division nursing and general education courses. All courses, except for a community health practicum (90 hours), will be delivered online (asynchronous) using the Pearson online learning management system which is available through Pearson Learning Solutions. Digital textbooks will be available in conjunction with each online course.

CNI College operates on a set of six core values. All activities and interactions between administration, faculty, staff, students, and clients are guided by the following core values:

- Achieve the highest integrity at all times.
- Provide excellence at every opportunity.
- Practice dignity, respect, humility, and justice at all times.
- Create an environment of positive forward thinking and fun energy.
- Contribute to the highest good of the community and the employers that we serve.
- Embrace and drive change with passion.

The CNI College core values are foundational to the RN-to-BSN Degree Completion Program. CNI College strives to contribute to the highest good of Orange County by providing a full scope of career options to meet the healthcare needs of our surrounding community.

CNI COLLEGE MISSION

CNI College is committed to providing excellent academic educational opportunities in allied health disciplines for the intellectual, social, and professional development of a diverse student population. CNI College is devoted to the community we serve and committed to our graduates' successful employment in the healthcare field.

PROGRAM'S MISSION AND VISION

The mission of CNI College is to provide a quality nursing education to students of diverse backgrounds, which enables graduates to be awarded a Bachelor of Science in Nursing (BSN) degree upon successful program completion.

A societal vision of health and well-being for all people guides the CNI College emphasis on preparing morally reflective graduates who are leaders and life-long learners. This same vision guides current and future initiatives of the BSN programs at CNI College. The foundation of the BSN nursing programs is built on:

- The recognition of the dignity of human beings.
- The growth-affirming role of nursing in meeting the current and future healthcare needs of society.
- Health and illness as dynamic entities.
- Complex and caring nature of nursing practice and individualized process of education.

PROGRAM PHILOSOPHY

Nursing education at CNI College is defined as a process that facilitates change in student behavior through the acquisition of knowledge, skills, and attitudes necessary to function in the role of a professional RN. The CNI College BSN Programs provide an education that is flexible, progressive, and sensitive to the student's changing needs.

Basic teaching-learning assumptions include the student's ability to provide self-direction, the use of meaningful experiences the student brings to the learning environment, and problem/activity-centered learning. The BSN programs provide a planned and structured educational experience, where students have the opportunity to develop and apply advanced critical thinking and clinical decision-making skills.

CONCEPTUAL FRAMEWORK

Conceptual Framework

The BSN program integrates the concepts that are foundational to the nursing metaparadigm: Person, Environment, Health, and Nursing.

The Person – The recipient of nursing care and may include individuals, patients, groups, families, and communities.

Environment – The internal and external surrounds that affect the client.

Health – The degree of wellness or well-being that the client experiences.

Nursing – The attributes, characteristics, and actions of the nurse providing care on behalf or in conjunction with the client

The concepts that guide the BSN curriculum in preparing students for professional nursing roles include: the nursing process, evidence-based practice nursing, therapeutic care and communication, transformative teaching and learning methodologies, and interprofessional collaboration in healthcare.

TEACHING-LEARNING

The RN-TO-BSN Degree Completion Program curriculum is based on learning theory rooted in neurobiology. Neuroscientists discovered that the brain develops circuitry and grows because of experience and learning. Learning is about making connections. Neurologists and cognitive scientists agree that humans build their minds by “constructing” mental structures and “hands-on” concrete application that connects and organizes information (Barkley, et al., 2005). Thus, learning is seen as a continuous process that results in a change of behavior and occurs when the individual is challenged and motivated to enhance personal knowledge. Teaching and learning are an interactive process between teacher and learner. The responsibility of CNI College RN-to-BSN Degree Completion Program faculty is to facilitate the student's understanding and ability to meet the competencies for nursing practice through the design, implementation, and ongoing evaluation of learning experiences. The nursing student is seen as an adult learner responsible for actively participating in learning experiences and developing the knowledge, skills, and attitudes necessary to provide quality client-centered nursing care.

TEACHER-LEARNING RELATIONSHIP

The teaching-learning process is at its best when students actively participate in their learning experiences and take responsibility for achieving programmatic competencies. In this process, the teacher is a facilitator, mentor, counselor, and resource person. The teacher and student share the responsibility of building a learning environment that fosters intellectual curiosity, critical and analytical thought, and individual creativity. To that end, teachers use a variety of online teaching techniques to accommodate students from diverse cultural and ethnic backgrounds and experiences. Teaching strategies are matched to student individual learning styles, goals, and support systems, reflect ongoing formative and summative assessment, include the opportunity for remediation as appropriate, and are driven within an environment that fosters and values continuous improvement. The teacher focuses on providing environments that facilitate student learning where desired learner outcomes (knowledge, skills, and abilities) can be achieved.

AACN BSN ESSENTIALS

The RN-to-BSN Degree Completion Program curriculum components are aligned with the American Association of Colleges of Nursing (AACN) Essentials of Baccalaureate Education for Professional Nursing Practice (2008).

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.

QSEN COMPETENCIES

The overall goal for the Quality and Safety Education for Nurses (QSEN) project is to meet the challenge of preparing future nurses who will have the knowledge, skills, and attitudes (KSAs) necessary to continuously improve the quality and safety of the healthcare systems within which they work.

Patient Centered Care

Recognize 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.

Teamwork and Collaboration

Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.

Evidence Based Practice

Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care.

Quality Improvement

Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.

Safety

Minimizes risk of harm to patients and providers through both system effectiveness and individual performance.

Informatics

Use information and technology to communicate, manage knowledge, mitigate error, and support decision-making.

ANA CODE OF ETHICS

The American Nurses Association (ANA) Code of Ethics “establishes the ethical standards for the profession. It is not negotiable in any setting...” (ANA, 2015). It governs the development of professional conduct and behavior, compliments the college’s core values, and serves as the standard for nursing student behavior.

1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
2. The nurse’s primary commitment is to the patient, whether an individual, family, group, community, or population.
3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
4. The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to provide optimal patient care.
5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

RN-to-BSN DEGREE COMPLETION PROGRAM INFORMATION

The RN-to-BSN Degree Completion Program will prepare students to be well-rounded nursing professionals through a combination of previous general education and core nursing courses. The RN-to-BSN Degree Completion Program curriculum develops a nursing graduate who will administer client-centered care by applying critical thinking, holistic clinical reasoning and decision-making, and evidence-based practice.

The curriculum progresses the learning of knowledge, skills, and appropriate nursing professional attitudes, from foundational concepts to an advanced level prepared for graduate studies. The concepts that guide the RN-to-BSN

curriculum in preparing students for professional nursing roles include: the nursing process, evidence-based practice nursing, therapeutic care and communication, transformative teaching and learning methodologies, and interprofessional collaboration in healthcare. This is in congruence with the American Association of Colleges of Nursing (AACN), the Essentials for Baccalaureate Education for Professional Nursing Practice, Quality and Safety Education for Nursing (QSEN), Accreditation of Distance Learning standards, Interprofessional Education Collaborative (IPEC), the Alliance for Nursing Accreditation of Distance Education, and the California Board of Registered Nursing guidelines.

The CNI College RN to BSN Degree Completion Program courses are delivered online and are designed to provide students with the knowledge and professional nursing skills necessary to assist patients and clients toward an optimal level of health. This program is offered in a 10-week quarter format (1-2 courses each quarter) and can be completed in 5 quarters / 50 weeks.

The student must complete the week's requirements by Sunday 11:59 PM PST for attendance purposes. Each class starts on Monday at 8:30 AM and ends on Sunday at 11:59 PM of the same week.

Practicum hours depends on site availability and may be scheduled any day of the week including weekends; days may have varying start and ending times (including evenings and nights).

Schedule may vary from quarter to quarter. Students will be notified of their schedule in advance of each quarter start.

A minimum grade of "C" (75% - nursing; 70% - GE) must be achieved in each course required for this program and a 2.5 overall GPA. Students must also satisfactorily complete other mandatory graded assignments and receive a satisfactory clinical evaluation in specific nursing courses. Upon completion of this curriculum, students qualify to receive a Bachelor of Science in Nursing degree.

PROGRAM LEARNING OUTCOMES

Upon completion of the RN-to-BSN Degree Completion Program, students will be prepared to:

PLO – 1: Model professional nursing behavior, accountability, and responsibility in the management of care for diverse client populations across the lifespan.

PLO – 2: Optimize critical thinking skills, clinical decision-making, and evidence-based practice to ensure safety, quality, and holistic healthcare outcomes.

PLO – 3: Cultivate interprofessional collaboration among healthcare team members in various healthcare settings for health promotion and disease prevention.

PLO – 4: Incorporate informational technology and informatics to enhance communications, safety, and delivery of quality care in nursing practice.

PLO – 5: Develop healthcare initiatives to improve education for clients, families, and diverse community populations.

PLO – 6: Integrate ethical values, legal standards, and cultural competence into nursing practice.

PLO – 7: Engage in leadership roles related to the provision, delegation, and advocacy for effective client-centered care.

PLO – 8: Develop personal, professional, and life-long learning goals through effective communication strategies and scientific, societal, psychosocial, and spiritual inquiry.

CLASS SCHEDULES AND BREAKS

The CNI College RN-to-BSN Degree Completion Program courses are delivered online and are designed to provide students with the knowledge and professional nursing skills necessary to assist clients toward an optimal level of health.

Schedule may be subject to change depending on federal, state, and county health regulations. Students must plan accordingly since regular attendance is critical to progressing satisfactorily in the program.

SCHOOL HOLIDAYS AND IN-SERVICE

SCHOOL HOLIDAYS & IN-SERVICE DAYS

(ALL DATES SUBJECT TO CHANGE – NO SCHOOL FOR STUDENTS ON THESE DAYS)

NOTE: The schedule below is tentative, and all dates are subject to change.

* Faculty In-service training dates to be determined (held two times a year)

(Student schedules may be rescheduled due to in-services and holidays)

2024 - 2025	
January 1, 2024	New Year’s Day
December 25, 2023 – January 2, 2024	Winter Break
January 2, 2024	First day of school after winter break
January 15, 2024	Martin Luther King Jr. Day
February 19, 2024	President’s Day
May 27, 2024	Memorial Day
July 4, 2024	Independence Day
September 2, 2024	Labor Day
November 28 – 29, 2024	Thanksgiving holiday
December 22, 2024 – January 5, 2025	Winter Break (Back to School January 6, 2025)
January 6, 2025	First day of school after Winter Break

2025 - 2026	
January 1, 2025	New Year’s Day
December 22, 2024 - January 5, 2025	Winter Break
January 6, 2025	First day of school after Winter Break
January 20, 2025	Martin Luther King Jr. Day
February 17, 2025	President’s Day
May 26, 2025	Memorial Day
July 4, 2025	Independence Day
September 1, 2025	Labor Day
November 27 – 28 2025	Thanksgiving holiday
December 24, 2025 – January 4, 2026	Winter Break (Back to School January 5, 2026)
January 5, 2026	First day of school after Winter Break

NOTE: The schedule above is tentative, and all dates are subject to change.

ACADEMIC INFORMATION AND POLICIES

ASYNCHRONOUS ONLINE - ATTENDANCE POLICIES AND PROCEDURES

The official start day for all courses is Monday. Access to courses may begin on Friday before the Monday start day. Students may begin access to readings, course navigation, and IT communication, but may not submit any coursework before Monday start date. Any assignments due on a holiday must be submitted on the due date. The late work policy applies.

All students are required to complete the **Week 1 Introduction Activity by Monday, 11:59 PM PST. Participation in the Week 1 Introduction Activity is mandatory as part of the enrollment confirmation process.**

Success in the course is dependent on the student's active participation throughout the course. To be **considered present in the online classroom for attendance**, the student must participate in the following classroom activities during the week they are assigned:

- Discussion Initial Post (IP) by **Wednesday 11:59 PM PST**,
- Discussion peer responses by **Friday 11:59 PM PST**,

All other assignments/exams are due on Sunday 11:59 PM PST or scheduled time.

- Paper assignments (course assignments), course exercises, and quizzes by **Sunday 11:59 PM PST**
- Exams by **Sunday 11:59 PM PST**,
- Final Exam (Week 10) BY Tuesday 12 PM Noon PST

It is the responsibility of the student to notify the instructor at the beginning of the week when the class requirements will not be met due to an extenuating circumstance (such as physical injury, death of immediate family, disasters). The student must complete the week's requirements to prevent disruption in academic progression.

CLINICAL ATTENDANCE

There is only one clinical course in the program, NSG 404 Population-Based Nursing, which requires on site attendance. Clinical attendance and performance are required for students in this practicum. The student is required to complete 90 practicum hours to receive credit for the course.

REPORTING AN ABSENCE

If an absence cannot be avoided, students are required to contact the program coordinator or designee and clinical site. Clinical absence requires a minimum notification one (1) hour prior to the beginning of the clinical shift.

TARDINESS OR LEAVING EARLY

In the event of an emergency, notify the clinical instructor as well as the assigned preceptor. Failure to comply with this procedure may result in dismissal from the program.

Whenever a student leaves the assigned clinical area for break, lunch, end of shift or any other reason the student must perform a hand-off procedure with the appropriate preceptor/staff member. Failure to return to the clinical area in a timely manner after lunch or break will result in fewer completed hours for the shift. Makeup policy applies.

MAKEUP WORK

Each clinical absence must be made up prior to the end of the quarter. If a student fails to complete the make-up assignment for an absence on time, the student may be dismissed from the program.

LATE WORK POLICY

Students are expected to complete all exams, assignments, and course requirements at the scheduled time stated in the syllabus. Any course requirement that is turned in late will be graded as stated below:

The student will receive a Zero (0), which equals an (F) Failing Grade, for not submitting assignments on time (due date), missing a scheduled quiz, and/or missing a scheduled exam.

- For any approved **make-up assignment**, the student will be given a mandatory due date (from action plan) and a maximum grade of 70% for GE and 75% for Nursing Core courses.
- For any approved **make-up quiz or exam**, the student will be given a mandatory due date (from the action plan) and a maximum grade of 70% for GE, 70% and 75% for Nursing Core courses.

CHAIN OF COMMUNICATION POLICY

CNI College email is to be utilized for all school business. Students must read their emails and Canvas announcements daily to ensure receipt of important school, program, and course information. Students are accountable for the information transmitted.

CNI College has an open-door policy for all communication; however, as a matter of both respect and efficiency, issues need to be resolved at the level of most immediate involvement and responsibility.

- Meet with faculty member, other student, staff person, and/or any other individual involved with the concern.
- Document the situation and resolution of the concern and send copy to Director of Online Education, Assistant Director of Nursing and/or Clinical Manager.
- If the concern is not addressed or resolved, make an appointment the Director of Online Education, Assistant Director of Nursing and/or Clinical Manager
- If the concern remains an issue, make an appointment with Associate Dean of Nursing and/or Dean of Nursing

STUDENT ACCESS TO CANVAS

Students who do not respond to emails, phone calls, Canvas messages, text messages, **mandatory tutoring sessions**, or neglect to return signed reporting forms will have their Canvas accounts frozen.

Before Canvas freezing, student contact attempts will be made by the Instructor, Program Directors, Directors, Deans, or assistants, Admissions, Financial Aid, Registrar, Career Services, Director of Online Education (online courses) and/or Director of Student Services. Routes of contact should include emails, phone calls, Canvas communications, and/or text messages. Communication logs need to be included for all types of student actual contact and attempt(s) of contact.

The implementation of Canvas freezing may be performed by Program Directors, Directors, Deans, and/or Director of Student Services, depending on the student's situation or issue.

Students should receive 24-hour advance warning that their Canvas account will be frozen unless they respond to outreach and/or return signed reporting forms.

DRESS CODE POLICY

Students will present a professional appearance in NSG 404 clinical practicum and when representing CNI College by complying with the designated dress code.

- Students will be in a lab coat and/or professional dress when conducting school business.
- Students will present a professional appearance in clinical attendance (NSG 404) by wearing business casual dress, a white lab coat, and name tag.

- CNI College Identification badge must be worn and visible above the waist when on campus or clinical.
- Professional apparel is clean, neat, modest, well-fitting and must adhere to the school's dress code.
- Only shoes with closed heel and toes are to be worn with the uniforms. White tennis shoes without insignias or markings are allowed.
- Appropriate undergarments must be worn and not be noticeable when moving around.
- Hair must be neat, controlled, and off the collar and face. Hair longer than shoulder length must be secured with a plain fastener.
- Minimize use of make-up, cologne, perfume, aftershave, hair products, deodorant, and lotions are essential to prevent client adverse reactions.
- Facial hair must be neatly trimmed and groomed.
- Fingernails must be short and clean. Acrylic nails are not allowed. Only clear nail polish may be worn.
- A watch with a second hand or stopwatch function, one pair of stud earrings, and a single band ring may be worn. No other jewelry (including body piercings) may be worn.
- Body art and/or undergarments must not be visible when in clinical.

Students are expected to comply with the dress policy. Non-compliance with the dress code policy that cannot be immediately corrected will result in student dismissal from campus or clinical. All appropriate attendance policies will be applied to the resulting absence.

COURSE EVALUATION

At the conclusion of each course the students are required to complete an online anonymous survey to evaluate the achievement of course outcomes and faculty effectiveness. These are conducted electronically, and the data is analyzed and reviewed by the RN-to-BSN Degree Completion Program Director/Assistant Director to identify opportunities to enhance the student academic experience and ensure student success.

GRADING POLICY

CNI nursing student grades are based on an assessment of the individual student's demonstration of mastery of course objectives.

Students must achieve 75% average or higher to pass each nursing course and 70% or higher in each general nursing course. Students may not retake quizzes, mid-term, and final examinations. Extra credit, retesting, and make-up work will not be assigned to individual students to achieve a passing grade.

Nursing Course grades are to be determined by using the following percentages. Rounding up of final grades is permitted in the CNI grading scale (i.e., if a student receives a 79.5% grade, the grade for the course is a "B"). Course withdrawal will not affect a student's grade point average (GPA). Only letter grades are posted to the student's official CNI College transcript.

- A = 90 – 100 %
- B = 80 – 89.5
- C = 75 – 79.5
- F = less than 74.5%

The clinical course (NSG 404) is graded as satisfactory, needs improvement, or unsatisfactory. A passing grade consists of satisfactory and timely completion of all course competencies and activities as indicated in the course criteria and outcomes.

CLINICAL INFORMATION AND POLICIES

HEALTHCARE COMPLIANCE

Students must produce proof of immunity and be free from transmittable diseases, including measles, mumps, rubella, hepatitis B, pertussis, Covid-19, and two-step tuberculosis test. Documentation must be provided prior to first client contact. Health records will always be maintained by the student. Compliance may be requested at any time. Students may use current work compliance records as proof of healthcare compliance.

Students must have these tests, titers, and immunizations completed and verified and CPR, background checks and drug screening completed before they will be permitted to begin clinical/practicum coursework. These requirements must not expire within the quarter in which the students are performing their clinical experiences.

BACKGROUND CHECK & DRUG SCREENING

All students are required to have a Background Check and a 10-panel drug screening completed before the beginning of the clinical course (NSG 404). These are done once unless issues arise which indicate additional testing is necessary. Should any of the tests return positive, the Associate Dean of Nursing will be notified and follow-up with students as needed.

VACCINATIONS

- Tdap Booster
- Measles, Mumps, and Rubella
- Hepatitis B
- Varicella (Chicken Pox)

TB TESTING INITIAL TEST

- QuantiFERON Gold
- Or PPD-Mantoux 2-Step Negative PPD
- Students with a positive PPD or history of positive PPD must submit a negative chest x-ray clearance report within 12 months of first clinical.
- A health care provider must review symptoms to verify that positive TB symptoms are not present.

ANNUAL TB RESULTS UPDATE

- One (1) PPD or QuantiFERON Gold results must be completed and submitted prior to the start of the quarter in which the results expire.

COVID-19 VACCINATION AND TESTING POLICY

- All students who attend in-person clinical or practicum experiences must be fully vaccinated against the COVID-19 virus.
- A person is considered fully vaccinated against COVID-19 virus two weeks after having all doses of a vaccine (2 doses for Pfizer, Oxford-AstraZeneca and Moderna; 1 dose for Johnson & Johnson).
- Any student who is not fully vaccinated prior to the first clinical experience will not be eligible for clinical placement.
- Students may be required to be “boosted”, extra Covid-19 immunizations and/or undergo COVID-19 tests and obtain proof of each negative test result as mandated by the clinical agency.
- Students who test positive must immediately notify Covid Task Force at covidtaskforce@cnicolleg.edu and may not enter campus and/or clinical until they have been cleared to return by CNI College.
- Students may be required to upload proof of their negative test results as directed by CNI College.
- Unvaccinated students failing to comply with the compliance protocol may encounter disciplinary sanctions up to and including dismissal.
- Fully vaccinated students must provide proof of vaccination with CDC-issued vaccination card including the vaccination place, date(s), and name via the Digital COVID-19 Vaccine Record (DCVR) portal: <https://myvaccinerecord.cdph.ca.gov/>

GOVERNMENT MANDATES

In the event of a change in applicable federal, state, or local mandates, this policy may change as conditions and safety concerns change. CNI College will revise this policy to mirror federal, state, or local mandates, public health guidelines, restrictions and best practices regarding COVID-19 and COVID-19 vaccines.

CPR-BLS: HEALTHCARE PROVIDER CERTIFICATION

- Students must provide a photocopy of the CPR card showing the expiration date of professional-level CPR/BLS done through the American Heart Association: HEALTHCARE PROVIDER CERTIFICATION. No other course will be accepted.
- CPR Recertification: Every two (2) years CPR-BLS certification must be renewed through the American Heart Association and submitted prior to the start of the quarter in which the results expire.

SEASONAL FLU SHOT

- Each fall, students must receive the seasonal flu shot winter season
- Declination Form must accompany the healthcare provider note.
- Deadline: October 15th; August is the earliest

LIABILITY INSURANCE

All students in the must have student nurse liability insurance to be eligible for clinical placement. Website: www.nso.com to purchase the insurance and upload a copy of “Certificate of Insurance” to NSG 404 Clinical Instructor.

ACCIDENT/ INJURY REPORTING GUIDELINES

Students and faculty are responsible for reading and adhering to the policy/guidelines for reporting injury, needle sticks, contact with blood-borne pathogens, and infectious disease exposure in the facilities in which they are participating in a clinical experience.

In case of a severe injury or medical emergency, please call **911 immediately**. If the injury is not serious, please follow the process below:

- If a needle stick or related injury occurs, immediately wash affected area with soap and water for one full minute. In the event the student is splashed in the face or eyes by body fluid, immediately wash face or eyes for one full minute.
- If the above type of injury occurs, infectious disease exposure or other injury to student or faculty, e.g., fainting, falling, etc. you may be seen at the facility/agency where the injury occurs.
- Student complete page two of **Accident/ Injury Report Form**. The student must state in their own words the events surrounding the accident/ injury. The form must be signed.
- Faculty/Supervisor completes front portion of **Accident/ Injury Report Form**. The entire form must be completed in presence of student. The student must sign the form.
- Faculty completes Section A of **Personal Accident Claim Form**. The student complete Section B of Personal Accident Claim Form. Provide original form to the student and keep a copy.
- Faculty takes the pictures of the scene of injury/ accidents and record names of witnesses in the accident/ injury report form.
- Faculty explains to students that if student seeks medical care they must go to their own doctor and pay for the treatment out of their pocket.
- Students must request a receipt from treating doctor and submit the receipt along with **Personal Accident Claim Form** to AIG Personal Accident Claims Form.
- The form and receipt can be sent to following address: P.O Box 25987, Shawnee Mission, KS 6625. Phone 800-551-0824. Email: AHClaims@AIG.com.
 - **The form must be completed and mailed within seven days of injury.**
- Failure to do so may result in denial of benefits by insurance company.
- Faculty reports the accident to human resources immediately: CNI College, 1610 E. Saint Andrew Place, Suite 200, Santa Ana, CA 92705. Phone: 714-437-9697. Email: fmalik@cnicollege.edu.
- The faculty must submit the following to human resources at the time of report:
 - Accident/ Injury Report Form
 - Personal Accident Claim Form
 - Pictures of the scene.

LATEX SENSITIVITY

Latex is used in a variety of medical products including (but not limited to) gloves, blood pressure cuffs, tourniquets, urinary catheters, and certain skin barrier dressings such as Tegaderm. Allergic reactions can range from mild to severe. If a suspected reaction to latex is experienced, please do the following:

- Remove self from contact, notify instructor.
- Notify primary health care provider.
- If reaction is severe, seek immediate emergency medical care or call 911.

STANDARD PRECAUTIONS

Students are responsible for reviewing and following the specific guidelines from the clinical agency each quarter. Failure to adhere to their standards will result in failure in the clinical course.

MEDICATION ADMINISTRATION

Students are approved to administrate medications independently in the clinical setting by any route after supervisory nurse's and NSG 404 Clinical Instructor's approvals. Students may not administer Intravenous Push medications.

STUDENTS' REFUSAL TO CLIENT CARE

If a student refuses to care for a client, the faculty member will refer the situation to the Clinical Manager. It is the student's responsibility to notify the faculty member and Clinical Manager of special circumstances which would affect clinical assignments. Students may be excused from the client under the following circumstances with healthcare provider documentation:

- Pregnant students may be excused from selected client assignments based on medical modalities or the presence of opportunistic infections.
- The student who has a documented NEGATIVE titer of chicken pox will be excused from the client with Varicella Zoster.
- The student with a documented immune disorder will be excused from the care of a client with known communicable disease.
- The student who has been exposed to HIV and is currently undergoing serologic testing will be excused from the HIV positive client.

TRANSPORTATION TO CLINICAL AGENCIES

CNI College may place students in clinical/practicum sites up to fifty (50) miles away from the CNI College Campus. Students are responsible for their own transportation. Students who carpool may request clinical placement in the same clinical facility. Approval is at the Program Director's discretion. CNI College does not provide insurance coverage for travel to and from clinical/practicum placements. Students may not transport clients and/or client's family in their car.

CONFIDENTIALITY

Students are required to follow the U.S. Department of Health and Human Services Health Information Portability and Accountability Act (HIPAA) (<http://www.hhs.gov/ocr/privacy/>) for client-related information. Students must refrain from discussing client information with people in public places (cafeterias, elevators) or at home. In assigned written work, students may only use the client's initials for clinical practice documentation.

People have legal rights to privacy and breaking confidentiality may result in legal actions that will affect students' academic progression; therefore, they are accountable for maintaining confidentiality for all personal/health information they receive or discover. Each clinical agency expects students to be knowledgeable about HIPAA regulations and will be required to read and sign a HIPAA Compliance form.

The use of social media, i.e., Facebook, Twitter, Instagram, Snapchat, etc., for posts related to clinical issues or client care is not allowed. HIPAA regulation violation is a breach of client privacy and will result in dismissal from the program.

CLINICAL LEARNING EVALUATION

Student clinical performance is evaluated based on an assessment of the individual's demonstration of mastery of the learning objectives and according to the following course outcomes: professional behavior, assessment, communication, clinical decision making, caring interventions, collaboration, teaching & learning, and managing care. Patient safety and preparation are key aspects of each clinical course; the student must always demonstrate safe nursing care. Student clinical/lab performance is evaluated at midterm and completion of each course.

Performance Scale

The following criteria will be used to evaluate each clinical objective:

Pass: The student demonstrates the clinical objectives independently or with expected guidance from the clinical faculty.

Needs Improvement (NI): The student demonstrates inconsistent performance of clinical objectives. The quality of performance is often below the expected level of achievement and often requires more than the expected amount of guidance by the clinical faculty.

Fail: The student demonstrates unsatisfactory performance of clinical objectives. The quality of performance is usually below the expected level of achievement and often requires more than the expected amount of guidance by the clinical faculty.

A minimum grade of 75% in theory and a satisfactory clinical evaluation (Pass) are required to receive a passing grade in NSG 404 Population Health course.

CLINICAL EXPECTATIONS

CNI College educates future healthcare professionals and maintains a professional environment. Students are required to behave in a professional manner consistent with the best interest of CNI College and conforming to local, state, and federal laws, on campus, in the online learning environment, and in the clinical area. Students must be mindful of the rights of their peers, faculty members, and other CNI College personnel. Incivility towards faculty members, peers, or CNI College personnel will not be tolerated.

- Students are expected to adhere to and be accountable for all CNI College expectations, policies, and procedures.
- Students are expected to be professional in dress and behavior, i.e., a positive attitude, eagerness to learn; accepts verbal and written feedback to improve; self-motivated and assertive but not aggressive in seeking learning opportunities.
- Students are expected to respectfully communicate with peers, CNI College faculty and staff, clients, families, and clinical partners' staff clearly and professionally.
- Communication with course faculty may be conducted by email, phone calls, and/or texting. However, if texting is used, a follow-up email is required to reflect the communication.
- Students are expected to contact clinical faculty and/or Clinical Manager if they are experiencing difficulties in a course and/or in their personal lives that will impact their ability to successfully complete the required course components.
- Communication with course/clinical faculty must be timely, either prior to or directly after any unforeseen circumstance.
- Instructors must be notified of tardiness or absences via email and text message within one (1) hour prior to the beginning of the clinical shift. In case of emergency, students must consult clinical instructors regarding client assignments and to schedule make-up hours.
- Whenever students leave the assigned clinical site for break, lunch, end of shift, or any other reason, students must perform the hand-off report with the appropriate staff member.
- Students may not leave the clinical site campus area for breaks or lunch. Failure to return to the clinical site in a timely manner after lunch or break may result in disciplinary action.
- Students may not leave the clinical site until the instructor releases them after the post conference.

EXPECTED WEEKLY COMPLIANCE

Regulations and requirements may be subject to change. Clinical partners' policies always supersede the above dress code.

ACADEMIC PROGRESSION POLICY

A student must first pass GE courses with a 70% or higher and nursing courses with 75% or higher. Failure to acquire necessary skills, competencies, and knowledge will compromise the student's progress.

A student failing to pass a course must repeat that course in the next quarter. Failure to pass the repeated course will result in the student being dismissed from the program. If the repeated course is passed, the student may progress in the program. All prerequisite requirements must be met.

One (1) non-passing grade in any nursing course will result in dismissal from the program.

Any activity, which has the potential for causing client injury either physical or psychological, will result in immediate dismissal from the nursing program.

INCOMPLETE GRADE POLICY

A grade of Incomplete “I” indicates that a portion of the course requirements has not been met. An “I” grade will be limited to one assignment or activity. An “I” grade may only be issued for extenuating circumstances beyond the student’s control and issued only at the discretion of the program director. Students must be in good standing to be qualified for an incomplete grade. Good standing requires the following:

- Meets all satisfactory academic progress (SAP) requirements,
- Is not on academic or attendance probation,
- Must have a current GPA of 3.0 or higher, and
- Must be current with Financial Aid obligations.

If all course requirements are not met within **14 calendar days of the last date of the quarter**, or as required by program director, the grade will automatically convert to an “F” grade.

RETENTION POLICY

All students admitted to the RN-to-BSN Degree Completion Program must complete all degree requirements. Extra credit, retesting, and make-up work may not be assigned. Students are expected to participate fully in the nursing program and fulfill all requirements. Faculty and administration are available to assist students individually and in groups when difficulty arises. Information concerning retention rates is made available to students, the public, the college's accrediting bodies, and the Board of Registered Nursing.

REMEDIATION POLICY

Quizzes and exams are given several times in each course on specified dates in the course syllabus. These contain multiple-choice items, select all that apply (SATA) items, and case study scenarios. Students who experience difficulties should contact theory faculty as soon as possible. For other testing taking issues, contact the Director of Student Services. Do not wait until the quarter is almost over to seek help.

All students must exceed the minimum requirement for both theory and clinical to successfully complete the RN-to-BSN Degree Completion Program. Students must take personal responsibility and seek out help when needed. Students should meet with their instructors to discuss areas of improvement, techniques for reinforcing specific concepts, and develop a remediation plan. Additional tutoring opportunities will be made available.

COMPUTER REQUIREMENTS AND RELATED POLICIES

Students are required to use the CNI College issued computer that is preloaded with required software. Students are required to participate in an on-campus or virtual CNI College orientation prior to the first day of class. The CNI

College orientation will include specific information related to on-campus and distance learning, the Canvas learning management system (LMS), resources, instructions, and support for navigation within the CNI College LMS. Policies related to the CNI College learning environments include attendance, netiquette guidelines, academic dishonesty, consequences of academic dishonesty, and student conduct.

ONLINE LEARNING ENVIRONMENT GUIDELINES

In all programs that includes online courses, students will need to have access to a secure computer with internet access to complete coursework. An orientation specific to distance learning and the Canvas learning management system (LMS) will be included on campus or online prior to the first day of class to acclimate students to the distance education learning methodology and to learn how to navigate the online classroom. Policies related to the online environment include student conduct, plagiarism and academic dishonesty, consequences of academic dishonesty, and netiquette guidelines. Online course syllabi will include specific expectations related to participating in online discussions, completing assessments, and submitting assignments in the Canvas LMS.

Netiquette is vital to the success of the online educational experience. It is imperative that we always treat each other with courtesy and respect. Please keep the following in mind when posting to discussion boards or sending emails to classmates or instructors.

- Never write in all CAPS. On the internet, using all capital letters is often considered the equivalent of shouting at someone.
- Use of profanity is never acceptable in an academic environment.
- Do not send junk mail or chain letters to your classmates or instructor. Restrict your email communication to course related issues.
- Consider carefully how the tone or intent of your messages may be misinterpreted. Avoid sarcasm at all costs.
- Keep in mind that once you send a message, it cannot be taken back. Think carefully about what you write, especially if you are angry or upset at the time.
- Flaming occurs when someone is being verbally abusive in a discussion board or through email messages and is considered a violation of student conduct standards.

If negative communications occur, follow the Chain of Communication policy with these issues. The following are suggestions for improving the quality of electronic communication and helping to create a positive, pleasant online learning experience.

- Take the time to proofread and ensure that messages use good grammar and spelling.
- Make sure your writing is concise and does not reflect unnecessary rambling or wordiness.
- Consider the needs and level of understanding of the audience.
- Always ensure that writing tone is respectful, polite, friendly, and professional.

CONDUCT POLICY – ONLINE ENVIRONMENT

- A professional online environment is maintained by the college.
- Students are required to demonstrate respectful behavior, tone, and communication towards instructors, staff, and student peers.
- Students are expected to abide by CNI College policies regarding curriculum, online engagement, testing, absences, and tardiness always.
- Failure to abide by these policies of conduct may result in probation or termination from the program.

PROFESSIONAL CONDUCT

CNI College educates future healthcare professionals and maintains a professional environment. Students are required to behave in a professional manner consistent with the best interest of CNI College and conforming to local, state, and federal laws, on campus, in the online learning environment, and in the clinical area. Students must be mindful of the rights of their peers, faculty members, and other CNI College personnel. Incivility towards faculty members, peers, or CNI College personnel will not be tolerated.

Violations of student conduct standards include, but are not limited to the following:

- Disruptive actions, verbal or other, that hinder the learning environment and academic opportunities of other students
- Displays of disruptive unprofessional behavior which involve inappropriate language, graphic symbols and harmful or threatening communications to self or others
- Abusive, harassing, or threatening e-mail or text messages sent to faculty members, peers, or CNI College personnel
- Harassing or abusive acts which invade an individual's right to privacy, any form of sexual harassment or abuse against members of a particular race, ethnic, religious, or cultural group
- Threats to damage property or cause physical harm to others
- Plagiarism, cheating, theft, or unauthorized or unethical use of another's work in completion of assignments or exams
- Use, design, or implementation of destructive or invasive software, such as viruses or worms, with intention to globally harm hardware, software, or data files

CNI College reserves the right to dismiss or suspend any student for violations of student conduct standards.

ACADEMIC INTEGRITY POLICY

CNI College faculty members consider acts of academic dishonesty inconsistent with safe and professional practice. Students are expected to consistently demonstrate integrity and academic honesty as described in the CNI College Program Student Handbook.

Academic dishonesty is defined as "Intentional participation in deceptive practices in one's academic work or the work of others." (Academic Dishonesty, n.d.) The following describes examples of academic dishonesty.

Cheating is any act or attempted act of fraud, deception, or distortion of the truth by which a student misrepresents proficiency or knowledge of academic material. Cheating includes, but is not limited to:

1. Submitting work completed by another person as one's own work.
2. Submitting work previously completed by the student for another class or assignment.
3. The use of unauthorized sources of information during tests such as crib sheets, electronic devices, dictionaries, texts, and/or other aids excluded by the faculty member. It also includes any act or the use of any item which would be considered as cheating by a reasonable person.
4. Using another person's exams, assignments, or other work, or allowing another student to do so.
5. Completing an exam or assignment for another person or allowing another person to complete any part of an assignment or exam for oneself.
6. Altering graded assignment and resubmitting that work for review.
7. Engaging in any unauthorized assistance or communication with another person during an exam.
8. Purchasing, copying, accepting, stealing, or otherwise obtaining exam information, assignments, or other assignment.

Plagiarism is to present as one's ideas, words, or creative product of another without permission. Self-plagiarism is presenting work that was completed for another course or assignment as new, original work. Credit must be given to the source for direct quotations, paraphrases, ideas, and facts, which are not common knowledge.

Collusion occurs when any student unknowingly or intentionally helps another student perform an act of academic dishonesty. Collusion is an act of academic dishonesty and will be disciplined in the same manner as the act itself.

Turnitin is an online tool that finds matches between student work and other sources from earlier papers, articles, books, and Internet resources. Turnitin is located within the course resources as part of the assignment submission process. A Turnitin percentage report help the student and faculty member find the specific source of information used to support the assignment composition. Turnitin is used as an identifier for potential writing issues related to improper citations, overuse of quotes, APA errors, and/or inappropriate paraphrasing.

A high percentage (over 18%) report may indicate a direct copy and paste from a source, approved templates, references listed on a paper, or even a properly cited quotation. Faculty member will read and evaluate the percentage report with the student to determine if a coaching intervention is needed or if there is unmistakable evidence of plagiarism.

Violations of academic standards are documented and filed in the student's academic record. Violations of academic standards may result in one of the following actions:

- Reduction in grade on the assignment on which the violation occurred
- No credit on the assignment or exam on which the violation occurred
- A failing grade in the course
- Suspension or dismissal from CNI College

PREVENTION TECHNIQUES

Students have the responsibility to adhere to these policies. The following is a list of ways in which to prevent and confront academic/conduct violations.

- If a student observes or has knowledge of an academic integrity/conduct policy violation, then report it by using the Chain of Communication.
 - Faculty or staff member
 - Program Director
 - Director of Student Services
 - Dean of Students (Conduct)
 - Provost (Academic)
- Make it difficult and unacceptable for other students to cheat by:
 - Covering work during examinations

- Denying others access to computer programs
- No sharing of written work with other class members unless needed
- No discussion of quiz or exam with other students until all members of the class have taken it and grades are posted
- Not supplying current and old quizzes and exams to other students
- Reporting suspicious test-taking behavior during the quiz or exam
- Avoid academic integrity violations by
 - Avoid temptation to cheat using communication technology
 - Understand the role of Turnitin
 - Document sources correctly using APA formatting
 - Ask faculty member for assignment clarification

ACADEMIC/ATTENDANCE/CONDUCT VIOLATION PROCESS

1. Any CNI College student, faculty member or staff may report the violation at the time of observation or immediately after to the faculty member.
2. Faculty member will follow the Chain of Communication and document the violation via the Reporting form.
3. The student is notified of the alleged violation and given the opportunity to respond to the Letter of Concern or Academic Probation with an explanation.
 - a. If the student supplies information that explains the concern, the allegation may be dismissed at the time.
 - b. If not, the Professional Practice Process will begin.
4. The Director of Student Services, if deemed necessary, may refer this violation directly to the Professional Practice Committee.

CONSEQUENCES OF ACADEMIC/ATTENDANCE/CONDUCT VIOLATIONS with the exception of cheating

1. The consequence of first offense will require a 1:1 meeting with the faculty member to discuss the suspected violation and may include one or more of the following sanctions.
 - a. A completed and signed Letter of Concern with an action plan.
 - b. Documentation regarding the attendance issue if applicable.
 - i. Makeup assignment for class, clinical/externship, or lab session missed.
 - c. No credit for the initial submitted assignment if applicable.
 - i. One resubmission allowed and partial credit given.
 - d. Successful completion of action plan
 - e. Failure to adhere to the action plan, the student will receive probation.
2. The consequence of second offense or unsuccessful completion of first action plan and depending on the serious nature of the violation, one or more of the following sanctions.
 - a. A completed and signed Academic and/or Attendance and/or conduct Probation document with an action plan.
 - b. Documentation regarding the attendance issue if applicable.
 - i. Makeup assignment for class, clinical/externship, or lab session missed.
 - c. Ineligible for clinical/externship placement
 - d. Ineligible for scholarships or awards
 - e. Ineligible for nominations for any CNI leadership programs
 - f. Failure to adhere to the action plan will result in referral to the Professional Practice Committee (PPC). The PPC will conduct a thorough inquiry, examination, and evaluation. The final outcomes derived from the PPC will be recommended to the Administration for assessment, review, and final decision.
3. The consequence of cheating will result in referral to the Professional Practice Committee (PPC). The PPC will conduct a Thorough inquiry, examination, and evaluation. The final outcomes derived from the PPC will be recommended to the Administration for assessment, review, and final decision.

PROFESSIONAL PRACTICE COMMITTEE

The Professional Practice Committee's responsibilities are

- Actively listening to the student issue
- Reviewing all submitted documents



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- Issuing appropriate sanctions
- Determining if a violation occurred

The Professional Practice Committee may enforce any of the following sanctions.

- Suspension for one quarter
- Course failure
- Dismissal from program

SOCIAL MEDIA POLICY

The CNI College Social Media Policy ensures that faculty, staff, students, and institutional reputation are presented to the public and the media in the most accurate and positive manner as possible. The Social Media Policy incorporates the CNI College policies on professionalism, prohibiting discrimination and harassment, use of computer and other college resources applied to social media or all other forms of communication.

Students, who are enrolled in CNI College, assume responsibility for posts on social media associated with CNI College, affiliates, and/or partnerships with an expectation to accurately reflect respectful and professional attitudes and behaviors. The Social Media Policy applies to all interactive media including, but not limited to, Facebook, Twitter, LinkedIn, YouTube, Instagram, blogs, etc.

The use of CNI College logo or brand for personal or business use are not allowed without permission. When CNI College employees or students initiate a detrimental, disrespectful post or provide detrimental, disrespectful comments on any site(s) that involve any reference(s) to CNI College, affiliates, and/or partnerships is considered a policy violation. All reasonable steps must be taken to correct errors and update content to restore integrity of CNI College reputation. Any refusal or lack of action from CNI College employees or students to amend the violation, will result in disciplinary consequences.

REQUIREMENTS FOR GRADUATION

The student must:

- Successfully complete the 73 CNI College quarter credits in the required course work and a 107 quarter credits for A.D.N. degree and associated coursework = 180 quarter credits
- Achieve a minimum of 70% in GE courses and 75% in nursing courses.
- Satisfactory completion of other mandatory graded assignments.
- Achieve a passing grade in the clinical component (NSG 404).
- Achieve a passing grade for any repeated course.
- Must be in good standing, current with financial requirements, and not be on probationary status for absenteeism or behavioral deficiencies.
- Must have completed the program within 1½ times the planned program length.

APPLYING FOR CERTIFICATIONPUBLIC HEALTH NURSE CERTIFICATION

Bachelor of Science in Nursing Degree program graduates at CNI College, and who have obtained an unobstructed RN license in the State of California, will be eligible to apply for Public Health Nurse Certification with the California Board of Registered Nursing (BRN). Please visit website for the California Board of Nursing website for information on the Public Health Nurse Certification application process (<http://www.rn.ca.gov/pdfs/applicants/phn-app.pdf>). Students are encouraged to apply for a PHN certificate as soon as their RN-to-BSN Degree Completion Program degree is awarded.

Theoretical and practicum requirements for the Public Health Nurse (PHN) Certificate are provided by the Board of Registered (1491. Qualifications and Requirements) and include topics such as

- Physical, mental, and developmental assessment: child and adult;
- Surveillance and epidemiology: chronic and communicable diseases;
- Health promotion and disease prevention;
- Multicultural nursing concepts;
- Research methodology and statistics;
- Health teaching concepts and strategies;
- Population based practice: assessment and development of community collaboration at the level of systems, community, and family/individual;
- Assessment of health needs of individuals and families, to include environment, and interventions across the lifespan;

- Legal and health care financing issues;
- Family violence, e.g., child, adult, domestic, elder abuse, etc., prevention, detection, intervention, treatment, and California reporting requirements;
- Case management/care coordination; and
- Emergency preparedness and response.

STUDENT ORGANIZATIONS

NATIONAL STUDENT NURSES' ASSOCIATION

The CNI College Chapter of the California Nursing Students' Association (CNI COLLEGE/CNSA) is a chapter of the National Student Nurses' Association (NSNA) (<https://www.nsna.org/>), the only national organization for all nursing students. NSNA is the largest professional organization in the United States with over 35,000 members.

The state affiliate is the California Nursing Students' Association (CNSA) (<https://cnsa.memberclicks.net/>) and provides an opportunity for students to gain leadership experience and to practice the communication and organizational skills that distinguish a professional nurse. New students are invited to join CNI COLLEGE/CNSA and become active members.

Membership benefits include

- Career Planning opportunities
- Subscription to Imprint, the professional magazine for student nurses
- Discounts on study tools/NCLEX Reviews, Health & Liability Insurance, Apparel, School Supplies and Hotels
- Discounts on NSNA Annual Convention & Midyear Conference registration fees
- Discounts on student membership in select professional nursing organizations
- NSNA Leadership University Honor Society
- Earn school credit through NSNA Leadership U
- Leadership development and community outreach opportunities
- Awards program
- Scholarship Opportunities
- Members enjoy free access to establish their very own online Professional Portfolio
- Preparation for the NCLEX Preparation for practice (NSNA members receive 25% discount on Lippincott NCLEX-RN PassPoint)

The NSNA annual convention is held in April of each year. NSNA also sponsors a midyear conference in November and a career exposition in December of each year. The CNSA holds its annual convention in February and its mid-year conferences in October. The Board of CNI College/CNSA is voted in by chapter membership during the spring quarter. The CNI College chapter board consists of the president, vice-president, secretary, treasurer, legislative chair, communications chair, membership chair, publicity chair, community health chair, and Breakthrough to Nursing chair.

A committee composed of members at large assists each chair. Board meetings are open to members and interested students. Meetings are typically held every month at a location TBA.

SIGMA THETA TAU INTERNATIONAL HONOR SOCIETY OF NURSING

Sigma Theta Tau International is the nursing honor society of nurse leaders and scholars. Its membership is international, and members hold a minimum of a BSN degree. Members may be inducted as undergraduates

- Are enrolled in a bachelor's nursing program or equivalent
- Achieve academic excellence based on set criteria
- Are ranked in the highest 35 percent of their nursing class
- Have completed one-half of the nursing curriculum
- RN to BSN students must have completed 12 credit hours
-

Undergraduate nursing students may be inducted in their second year. For more information on Sigma Theta Tau, please see the organization's website: <https://www.sigmanursing.org/>

CHANGE IN PROGRAM OR POLICY

CNI College has the right, at its discretion, to make reasonable changes in program content, materials, schedules, or locations in the interest of improving the student's education, or were deemed necessary due to industry changes, academic scheduling, class size, or professional requirements.

The college is required to make the appropriate changes when ongoing federal, state, or professional changes take place that affect students currently in attendance.

Exception to policy may be made on a case-by-case basis at the discretion of the RN-to-BSN Degree Completion Program Director and documented in the student record.

PRECEPTOR AGREEMENT FOR NSG 404 POPULATION-BASED HEALTH COURSE
Preceptor Role and Responsibilities in Population-Based Nursing Practicum

Before a RN can be utilized as a preceptor for Population-Based Nursing students, he/she must become familiar with the responsibilities of that role. The preceptor must have a minimum of one year's experience in a community or public health setting.

In addition, the preceptor must be willing to supervise RN-to-BSN students as they complete their practicum. The role of preceptor is to guide students toward learning experiences that assist them in meeting the Population-Based Nursing Objectives. The preceptor also collaborates with the faculty of record to evaluate student performance.

The preceptor must:

- Review course objectives prior to the beginning of the clinical rotation.
- Submit their resume to the clinical faculty at the beginning of the clinical rotation.
- Provide facility orientation to student/s.
- Introduce students to responsible individuals in the agency.
- Coordinate student experiences in the agency.
- Maintain communications with students and faculty.
- Assist students with activities that help them meet the course objectives.
- Function as a role model for students.
- Provide feedback regarding students' performance.
- Complete all forms and paperwork at the end of the clinical rotation and return to the nursing faculty.

Name of Preceptor	
Title & Credentials	
Preceptor's Work Phone	
Preceptor's Email Address	
Agency Name	
Agency Address	
Type of Agency	



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_____ I have read and understand the role and responsibilities of the preceptor.
 _____ I have attached my professional resume.
 _____ I agree to be a preceptor for (student's name): _____

	SIGNATURES	DATE
Student		
Preceptor		
Course Faculty		

Please return the completed form to the student. It is the student's responsibility to return the completed form to the faculty of record prior to beginning clinical hours. This is due no later than week 2 of course.

LEVEL III – NSG 404 SKILLS COMPETENCY
Clinical Evaluation Tool - Community-based Settings

Purpose

The baccalaureate nurse generalist is expected to provide direct and indirect care for diverse patients across the lifespan, including individuals, families, communities, and populations in the roles of provider of care, manager/coordinator, member of the nursing profession, and member of the interdisciplinary health care team. Ninety (90) hours of preceptor-guided clinical experience in a qualified community health services setting, such as a public health department or clinic, is required in the practicum component of this course.

Performance Scale

Student practicum performance is to be evaluated at mid-term and completion of the course. Documentation is provided for objective(s) evaluated as needs improvement (N.I.) or fail. * Written corrective action plans are initiated at mid-term to improve performance on clinical objectives that are not met. To pass clinical, the student must achieve a rating of “pass” on each clinical objective by the end of the course. A minimum grade of C in theory and a satisfactory clinical evaluation (Pass) is required to receive a passing grade in this course. The following criteria will be used to evaluate each clinical objective:

Pass: The student requires the expected amount of guidance. By the end of the course, the student can demonstrate the clinical objective independently or with little guidance by the preceptor or clinical faculty.

Needs Improvement (NI): The student demonstrates inconsistent performance of the clinical objective. The quality of performance is often below the expected level of achievement, and the student often requires more than the expected amount of guidance by the preceptor or clinical faculty.

Fail: The student demonstrates unsatisfactory performance of the clinical objective. The quality of performance is usually below the expected level of achievement, and the student usually requires more than the expected amount of guidance by the preceptor or clinical faculty.

Student Name:	
Date:	Cohort:

Level of Proficiency		
4	Excellent	<ul style="list-style-type: none"> Consistently performs nursing care skillfully, correctly, and safely. Excellent time management skills are evident. Actions reveal application of theory. Patient centered nursing care is consistent.
3	Above Average	<ul style="list-style-type: none"> Performs nursing care skillfully, correctly, and safely with few helpful hints. Great time management skills are evident. Actions reveal application of theory with some encouragement. Patient centered nursing care is at times inconsistent.
2	Average (meets standard)	<ul style="list-style-type: none"> Performs nursing care safely with several helpful hints to increase skill. Adequate time management skills are evident. Actions reveal knowledge of theory but needs additional help with application. Patient centered nursing care is appropriate but needs assistance.
1	Below Average	<ul style="list-style-type: none"> Needs constant hints cues to perform nursing care skillfully, correctly, and safely. Ineffective time management skills are evident. Actions reveal minimal knowledge of theory and difficulty in application. Patient centered nursing care is inadequate and needs constant assistance.
0	Does not meet Standard	<ul style="list-style-type: none"> Performs unsafe and incorrect nursing care. Does not manage time or organize nursing care. Actions reveal no knowledge of theory and has difficulty in application. Patient centered nursing care is non-existent and needs significant assistance.

The advanced nursing student demonstrates **PATIENT-CENTERED CARE**: “Recognize 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, 2020)

Clinical Competency Being Evaluated	Level of Proficiency				
	0	1	2	3	4
Consider biophysical, psychological, age/developmental, and spiritual factors in planning care for individuals, families, groups, communities, and populations					
Identify and act upon demographic variables, cultural beliefs and practices, and health/illness state					
Provide care with sensitivity and respect for the client, family, group, and community					
Recognize own values and beliefs about collaborating with clients from diverse cultural backgrounds					
Willingly support clients, family, and group participation in determining healthcare decisions					
Demonstrate sensitivity to client need for privacy					
Assess level of patient’s decisional conflict and provide access to resources					
Examine nursing roles in assuring coordination, integration, and continuity					

of care					
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The advanced nursing student demonstrates **Teamwork and Collaboration**: “Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.” (QSEN, 2020)

Clinical Competency Being Evaluated	Level of Proficiency				
	0	1	2	3	4
Accept responsibility for personal/professional behavior (attendance/being on time, dress standards, health, and practicum requirements)					
Communicate effectively with members of the interprofessional team					
Function competently within the advanced student RN scope of practice as a member of the interprofessional team					
Identify importance of communication and teamwork in creating a culture of client safety					
Demonstrate respect for differing views among team members					
Employ leadership skills in ensuring that client, family, group, and community needs are identified and addressed by the team					

The advanced nursing student demonstrates **EVIDENCE-BASED PRACTICE (EBP)**: “Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care.” (QSEN, 2020)

Clinical Competency Being Evaluated	Level of Proficiency				
	0	1	2	3	4
Base individualized care plan on client values, clinical expertise, and evidence					
Utilize the nursing process in providing evidence-based care					
Integrate scientific principles in identifying needs of individuals, families, groups, communities, and populations					
Value the need for continuous improvement in clinical practice based on new knowledge					
Select ethical/legal/professional/regulatory standards of care appropriate to the community-based setting					

The advanced nursing student demonstrates **QUALITY IMPROVEMENT (QI)**: “Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.” (QSEN, 2020)

Clinical Competency Being Evaluated	Level of Proficiency				
	0	1	2	3	4
Demonstrate awareness of continuous quality improvement					
Seek information about outcomes of care for populations served in care setting					
Function as an advocate in delivering high quality care, evaluating care outcomes, and providing leadership in improving care					

Assume accountability for own professional practice and outcomes and for delegated nursing care					
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The advanced nursing student demonstrates **SAFETY**: “Minimizes risk of harm to patients and providers through both system effectiveness and individual performance.” (QSEN, 2020)

Clinical Competency Being Evaluated	Level of Proficiency				
	0	1	2	3	4
Identify the role of the RN in preventing and responding to child and elder abuse/neglect)					
Participate within the ethical/legal framework of nursing and applicable community health nursing standards in implementing, evaluating, and modifying the plan of care					
Demonstrate awareness of own role in anticipating and preventing errors in community-based environments of care					
Demonstrate effective use of standardized practices to reduce risk of harm to self and others					

The advanced nursing student implements **INFORMATICS**: “Use information and technology to communicate, manage knowledge, mitigate error, and support decision making.” (QSEN, 2020)

Clinical Competency Being Evaluated	Level of Proficiency				
	0	1	2	3	4
Protect confidentiality of protected health information in electronic health records (HIPAA)					
Value the use of information and communication technologies in patient care					
Apply technology and information management tools to support safe processes of care					
Document and plan patient care in an electronic health record					
Employ communication technologies to coordinate care for patients					

Faculty Signature:	Date:
Comments:	
Strengths:	

Areas for Improvement:	
Student Signature:	Date:
Self-reflection: Reflect upon at least three (3) concepts, skills, or competencies you learned, and impact made on your learning experience.	
Strengths:	
Areas for Improvement:	

As a future BSN-prepared nurse, describe how you will incorporate this experience into your nursing practice.



FINAL ACKNOWLEDGMENT

By adding my signature below, I acknowledge that I read and understand the RN-to-BSN Student Handbook, and I am responsible for obtaining any documentation required to maintain academic progression in the RN-to-BSN Degree Completion Program.

Student Name: _____

Student Signature: _____ Date: _____