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<td>Two Step TB Form</td>
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<td>Missing Document Form</td>
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<td>Learning Center Handbook</td>
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8:00-9:00 Registration and Health Documents Checks

9:00-9:15 Welcome and Introductions

Undergraduate Assistant Director
Melissa Dyo, RN, MSN, NP, CCRN, PhD
Coordinator of Trimester BSN Program

Beth Keely, RN, MSN, MA, PhD
Coordinator of Trimester BSN Program

Sharon Konrad, RN, MSN, CNS
Nursing 200 Lead Faculty

9:15-10:00 Clinical Requirements

Background Checks
Location of classes and clinical sites—required transportation
CPR Certification—ONLY GOOD FOR 1 YEAR—American Heart Association—Healthcare Provider
Liability/Malpractice Insurance
Health Insurance
Dress Code:
Uniform & school patch (left side)
Laundering school patch
Name Badges
HIPAA Requirements—complete forms
BRN statistical report—complete form
Tuition and scholarship opportunities

10:00-10:45 Ethics – Melissa Dyo

10:45-11:00 Break

11:00-11:45 CSULB Nursing Department Policies

Owning your own learning
Part Time Work
Code of Academic and Clinical Conduct
Plagiarism—Turn it in
Student Handbook
ATI Purchase and Testing

Other information—Questions

11:45-12:15 Learning About Nursing Academic Resources

12:15-12:45 SON Learning Center

12:45-1:15 Lunch Break

1:15-2:00 Health Screening Documentation—Immunizations

2:00-2:30 California Nursing Student Association (CNSA)

2:30-3:00 Semester Students with S. Konrad – Room _64_

2:30-3:00 Trimester Students with Dr. Dyo – Room _66_

3:00-4:00 ProWearPlus uniform ordering - Room 23A men - Room 23B females
Five Semester program plan to complete BS in Nursing – Basic (NRSGBS01)

Students must be officially admitted to School of Nursing before enrolling in Nursing Courses. Once admitted to the School of Nursing, students must attend full time.

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<th>Semester 1</th>
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<td>Course</td>
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<td>N200 Intro to Nursing H/Care</td>
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<td>N302 Pharmacology</td>
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<td>N304 Pathophysiology</td>
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<td>Nut 339 Nutrition (E-Capstone)</td>
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<td>N331 Critical Care Nursing</td>
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<td>N341 Psychiatric/MH Nursing</td>
<td>6</td>
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<tr>
<td>Gerontology 4001 (E Capstone)</td>
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<td>Total Units</td>
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<td>Nursing 456</td>
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<td>Nursing 450</td>
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<td>Nursing 452/453/454</td>
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<td>N458 NCLEX Review</td>
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National Student Nurses’ Association, Inc.
Code of Academic and Clinical Conduct

PREAMBLE

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

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

A CODE FOR NURSING STUDENTS

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

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

Policy on Nursing Admissions Regarding 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. In addition, 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 office of Disabled Student Services, California State University, Long Beach where appropriate.

In compliance with the American Disabilities Act of 1990 and with the recommendation of the American Academy of Colleges of Nursing, the California State University of Long Beach School of Nursing will institute the following health regulations and policies.

Health Regulations and Policies:

To enter into and to complete the nursing program, students must be able to meet the emotional and physical requirements for the essential performance standards listed below as required by the School of Nursing. The Chair of the Nursing Department will have the authority to make the final determination regarding the physical fitness of a particular student to enter and/or continue in the program.

Emotional Requirements: The students 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.

Physical Requirements: In order to participate in CSU, Long Beach’s Nursing Program, 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. The following physical requirements would be necessary to participate in the clinical application courses in nursing:

1. Strength: Students must have sufficient strength to lift, move and transfer patients; to restrain and carry children; to move and carry equipment; and to perform CPR which requires sufficient body weight and adequate lung expansion.

2. Mobility: Students must have sufficient mobility to bend, stoop, and bend down on the floor; must have sufficient combination of strength, dexterity, mobility and coordination to assist patients; and must have sufficient ability to move around rapidly and to move in small, confined areas.
3. Fine Motor Movements: Students must have sufficient fine motor skills necessary to manipulate syringes and IVs; to assist patients with feeding and hygiene; to write in charts; and to perform sterile procedures and other skilled procedures.

4. Speech: Students must have sufficient speaking abilities to speak clearly in order to communicate with staff, physicians, and patients and to be understood on the telephone.

5. Communication: Students must have sufficient communication skills to be able to communicate 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: Students must have sufficient vision to make physical assessments of patients and equipment.

7. Hearing: Students must have sufficient hearing to 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: Students must have sufficient tactile abilities to palpate both superficially and deeply and to discriminate these tactile sensations.

9. General Health: Nursing is considered to be a high-risk profession for exposure to Hepatitis B and other contagious diseases. Immunizations required by the School of Nursing reduce this risk for nursing students, but do not eliminate it entirely. The following students need a physician’s note to participate in the program: students with impaired or deficient immune systems and students who are pregnant. Such students must have physician approval prior to participation in clinical courses, and must discuss their situation with the clinical instructor.

Approved 10/2003
Policy on the Health Insurance Portability and Accountability Act (HIPAA)

Background:

The Health Insurance Portability and Accountability Act (HIPAA) was instituted by Congress to amend the Internal Revenue Code of 1986 to improve portability and continuity of health insurance coverage in the group and individual markets, to combat waste, fraud, and abuse in health insurance and health care delivery, to promote the use of medical savings accounts, to improve access to long-term care services and coverage, to simplify the administration of health insurance and for other purposes.

Section 1177(a) OFFENSE: A person who knowingly and in violation of this part

1. uses or causes to be used, a unique health identifier;

2. obtains individually identifiable health information relating to an individual; or

3. discloses individually identifiable health information to another person.

is subject to punishment under the law.

Policy:

Due to the requirements of HIPAA and the need to maintain patient confidentiality, the following is the department policy. This will be included in all nursing department course syllabi and be the policy of the nursing department.

“HIPAA is in place to prevent wrongful disclosure of individually identifiable health information. This includes but is not limited to the following areas:

1. uses or causes to be used, a unique health identifier;

2. obtains individually identifiable health information relating to an individual; or

3. discloses individually identifiable health information to another person.

One incident of a nursing student breaching patient confidentiality under this law can be means for dismissal from the CSU, Long Beach Nursing Program.”
CAMPUS CIVILITY AND THE DISRUPTION OF LEARNING

INTRODUCTION
California State University, Long Beach takes seriously its tradition of maintaining civility and mutual respect among all members of the University community. These qualities are intrinsic to excellence in teaching and learning. They also contribute to the maintenance of a productive workplace and an overall positive campus climate. (from Policy Statement 0309.) Nevertheless it is possible that faculty or staff may experience behavior that is disruptive to the learning/workplace environment or even personally threatening. These disruptions may happen in a classroom, department, faculty or staff offices, or others areas on the campus. Disruptions might be caused by members of the campus community, but may also be caused by people who visit the campus or by children of students or personnel. Civility is the responsibility of everyone who participates on the CSULB campus. Student behavior is governed by University policies, including the CSULB Student Code of Conduct. However, in cases in which a student has caused a disruption to educational or administrative activities, faculty or staff members may need to address issues related to the perceived safety to themselves and other members of the community. These guidelines were developed to provide faculty and staff with a range of responses to disruptive behavior.

DEFINITION OF DISRUPTIVE BEHAVIOR
Behavior is considered disruptive when it interferes in a significant way with the opportunity of other students to learn, or with the administrative functions of the University. Disruptive behavior may sometimes be so severe as to threaten or endanger the physical safety or psychological well-being of personnel or students.

Examples of Disruptive Behavior
Disruptive behavior may assume many forms, such as:

- persistently arriving late to class or leaving early in a manner that interferes with the learning activities of other students;
- talking incessantly while the instructor is delivering a lecture or when others students are presenting, thus preventing others from benefiting educationally from the class;
- using obscene or profane language;
- using inappropriate body language/signals that are offensive and create an atmosphere of hostility;
- using personal electronic devices such as pagers and cell phones;
- interrupting the educational process with inappropriate questions or interjections in such a way that interferes with other students’ learning;
- being disrespectful, offensive, and/or threatening;
- persistently calling or interrupting faculty or staff, thus hampering normal work activities;
- becoming belligerent when asked about his or her behavior;
- verbally or physically threatening faculty, staff or other students by writing threatening letters, emails or leaving disturbing voicemail messages;
- attempting to contact faculty or staff at home in inappropriate ways;
- displaying behavior indicating a romantic or obsessive interest in a faculty or staff member.
This Policy Statement supersedes Policy Statement 77-14.

This policy was recommended by the Academic Senate in its meeting in December 5, 1985 and received the concurrence of the President on December 13, 1985.

Subject: CHEATING AND PLAGIARISM

It is the policy of the faculty and administration to deal effectively with the student who practices cheating or plagiarism. These acts are fundamentally destructive of the process of education and the confident evaluation of a student's mastery over a subject. A University maintains respect and functions successfully within the larger community when its reputation is built on honesty. By the same token, each student benefits in helping to maintain the integrity of the University. This policy, therefore, provides for a variety of faculty actions including those which may lead to the assignment of a failing grade for a course and for administrative actions which may lead to dismissal from the University. This document is written with the intent to support the traditional values that students are on their honor to perform their academic duties in an ethical manner.

GENERAL

1.1 The following definitions of cheating and plagiarism shall apply to all work submitted by a student. Any change or refinement in the following definitions or applications of the definitions, necessitated by the nature of the work involved, shall be made by the faculty member or departments desiring the change. Any change shall be announced, in writing, in the relevant classes before the work is assigned and a copy of the changes will be filed in the department office and in the Office of Judicial Affairs.

DEFINITION OF PLAGIARISM

2.1 Plagiarism is defined as the act of using the ideas or work of another person or persons as if they were one's own, without giving credit to the source. Such an act is not plagiarism if it is ascertained that the ideas were arrived at through independent reasoning or logic or where the thought or idea is common knowledge.

Acknowledge of an original author or source must be made through appropriate references, i.e., quotation marks, footnotes, or commentary. Examples of plagiarism include, but are not limited to, the following: the submission of a work, either in part or in whole, completed by another; failure to give credit for ideas, statements, facts or conclusions with rightfully belong to another; in written work, failure to use quotation marks when quoting directly from another, whether it be a paragraph, a sentence, or even a part thereof; close and lengthy paraphrasing of another writing or paraphrasing should consult the instructor.

Students are cautioned that, in conducting their research, they should prepare their notes by (a) either quoting material exactly (using quotation marks) at the time they take notes from a source; or (b) departing completely from the language used in the source, putting the material into their own words. In this way, when the material is used in the paper or project, the student can avoid plagiarism resulting from verbatim use of notes. Both quoted and paraphrased materials must be given proper citations.

DEFINITION OF CHEATING

3.1 Cheating is defined as the act of obtaining or attempting to obtain or aiding another to obtain academic credit for work by the use of any dishonest, deceptive or fraudulent means. Examples of
cheating during an examination would include, but not be limited to the following: copying, either in
part or in wholes, from another test or examination; discussion of answers or ideas relating to the
answers on an examination or test unless such discussion is specifically authorized by the instructor;
giving or receiving copies of an exam without the permission of the instructor; using or displaying notes;
"cheat sheets," or other information or devices inappropriate to the prescribed test conditions, as when
the test of competence includes a test of unassisted recall of information, skill, or procedure; allowing
someone other than the officially enrolled student to represent the same. Also included are plagiarism as
defined and altering or interfering with the grading procedures.

It is often appropriate for students to study together or to work in teams on projects. However, such
students should be careful to avoid use of unauthorized assistance, and to avoid any implication of
cheating, by such means as sitting apart from one another in examinations, presenting the work in a
manner which clearly indicates the effort of each individual, or such other method as is appropriate to
the particular course.

FACULTY RESPONSIBILITIES IN ALLEGATIONS OF CHEATING OR PLAGIARISM

4.1 Before a faculty member charges a student with cheating or plagiarism, the faculty member
should have reasonable evidence with respect thereto. Reasonable evidence includes documentary or
other physical evidence, personal observation, or testimony. Prior cheating or plagiarism is not
reasonable evidence.

In order to establish facts of the student's knowledge or skill, the faculty member may ask the student to
provide such additional demonstration of competency as the faculty member deems necessary to
evaluate scholarship and academic performance. The faculty member must advise the student that a
decision to provide an opportunity for such an additional demonstration of competency is entirely at the
faculty member's option and that the student may comply with the request of the faculty member at the
student's option. Neither compliance nor non-compliance shall be considered an admission of cheating
or plagiarism.

4.2 In cases where a student is suspected of cheating or plagiarism. The faculty member should
arrange for an informal office conference with the student as soon as possible. The purpose of the
informal conference is to bring the persons involved together to discuss the issues informally and to
discuss courses of action. At the conference the student shall be notified by the faculty member of the
charge and supporting evidence. For an incident with occurs during or as a part of a final examination
consult Section 4.5.

4.3 In cases where there is more than one individual suspected of cheating or plagiarism, the faculty
member may decide to call the students to confer jointly as a group, or as individuals, or both. If the
faculty member should decide to confer with the students as a group, the students shall have the option
to also confer with the instructor separately as individuals.

4.4 The faculty member shall inform the student(s) that both students and faculty have the right to
submit a request to the Academic Integrity Committee (discussed below) for a written opinion on
whether the accusation is supported by the evidence. All notes and discussions between the student and
the faculty member are confidential, except as may be relevant to the Academic Integrity Committee or
in subsequent campus disciplinary proceedings. Neither the faculty member nor the student should
discuss a specific charge of cheating or plagiarism or any violations with reference to individuals in the
classroom before other members of the class.

4.5 When the student cannot be contacted and therefore the informal conference cannot be held, as is
sometimes the case after final examinations, a grade of "I" (Incomplete) may be assigned, but only if the
instructor wishes an additional test of competence (see 4.1, above). The instructor shall have the
agreement form for assigning an "Incomplete" sent to the last known address of the student. The agreement form shall state the following:

Under the provisions of the C.S.U.L.B. Policy Statement on Cheating and Plagiarism, an additional test of competency related to the (syllabus name of suspect demonstration, e.g., Final Examination) is requested. (Explain what additional test of competency.) You may decline to do so. Please contact the instructor, the department office, or the office of Judicial Affairs for information regarding the University policy on Cheating and Plagiarism. The instructor must indicate on the agreement form the grade with will be assigned, normally 120 calendar days following mailing of the Incomplete Agreement, if the student does not respond or, responding, the student does not agree to an additional test of competence. 4.6 Charges of cheating or plagiarism cannot be brought against a student more than 120 calendar days after discovery that the work in question may have been plagiarized or that cheating may have taken place.

4.7 Notes and evidence shall be kept by the department chair or program director for a minimum of five years after the case is settled.

**ACADEMIC INTEGRITY COMMITTEE**

5.1 The Chair of the Academic Senate and the Vice President for Academic Affairs shall jointly appoint an Academic Integrity Committee for the University. This Committee shall consist of one member from the student body, chosen by the Associated Students Government for a one year term of office; three members of the full-time, tenured or tenure-track faculty, each with a term of office of two years, terms of office expiring in alternate years; and one member of the Office of Academic Affairs, who shall be Chair, voting only in case of ties.

5.2 The primary charge of the Committee is to receive the requests of students accused of cheating or plagiarism or the requests of faculty accusing specified student(s) of cheating or plagiarism. Following its review of the evidence, the Committee shall report its opinion to the student(s) and to the faculty member involved on whether the accusation is supported by the evidence. This opinion may not be appealed. However, when new evidence appears to so warrant, a faculty member or student may ask, in writing, the Vice President for Academic Affairs or the Chair of the Academic Senate to request the Committee to reconsider a case.

The Academic Integrity Committee shall make readily available the rules and procedures governing its operations.

5.3 In all cases, a Report of the Committee is advisory to the student, with whom rests the presumption of innocence, and the faculty member, to whom the decision on the evidence and academic action is reserved.

5.4 A faculty member or student who requests a review of the evidence in a case of alleged cheating or plagiarism must make such a request to the Academic Integrity Committee in writing no later than 14 calendar days following the date of first notification of the student by the faculty member of the allegation. Except under extenuating circumstances, the student and faculty member will have no more than 14 additional calendar days to provide evidence to the Committee.

5.5 To preserve the rights of privacy, the Committee meetings shall be closed. The Committee may request additional information as may be appropriate to the development of its Reports. The Committee is to provide a final Report within 21 calendar days of the submission of a request to it. Should additional time be required, the reasons should be communicated to the Vice President for Academic Affairs and the Chair of the Academic Senate as well as the student(s) and faculty members involved.

5.6 The Committee is to report on its actions annually to the Vice President for Academic Affairs and the Chair of the Academic Senate.
ACADEMIC ACTION

6.1 One or more of the following academic actions are available to the faculty member who finds a student has been cheating or plagiarizing. These options may be taken by the faculty member to the extent that the faculty member considers the cheating or plagiarism to manifest the student's lack of scholarship or to reflect on the student's lack of academic performance in the course. These actions may be taken without a request for or before the receipt of a Report from the Academic Integrity Committee.

(a) Review -- no action.
(b) An oral reprimand with emphasis on counseling toward prevention of further occurrences;
(c) A requirement that the work be repeated;
(d) Assignment of a score of zero (0) for the specific demonstration of competence, resulting in the proportional reduction of final course grade;
(e) Assignment of a failing final grade;
(f) Referral to the Office of Judicial Affairs for possible probation, suspension, or expulsion.

6.2 A student may appeal a final course grade the computation of which included an examination or other test of competence in which a score of zero was assigned for cheating or plagiarism, but only on the grounds permitted in the University Grade Appeal Policy Statement. An appeal of the final grade may include as written testimony the Report of the Academic Integrity Committee.

DISCIPLINARY SANCTIONS

7.1 Administrative Action Procedures and sanctions of the Office of Judicial Affairs are under the administration of the Vice President for Student Services and are conducted pursuant to the authority provided in Section 41301 of Title 5 of the California Administrative Code. Copies of Section 41301 of Title 5 may be found in the University Bulletin and the Campus Regulations available in the Office of Judicial Affairs. Copies of Chancellor's Executive Order 148, "Student Disciplinary Procedures for the California State University" are also available upon request.

7.2 Opportunities for appeal regarding the sanctions applied by Vice President for Student Services are provided for students involved in the proceedings as outlined by Executive Order 148.

7.3 The Vice President for Student Services shall report annually to the Chair of the Academic Senate a summary of the charges concerning cheating and plagiarism brought before the Office of Judicial Affairs.

EFFECTIVE: Immediately. A summary of this policy shall be published in each University Bulletin.
I. Initiation of Background Check  
   A. Background checks for all undergraduate students will be done no sooner than 60 days prior to orientation or first semester of the program.  
   B. This process shall be conducted through an outside agency as determined by the department.

II. Fees  
   A. Payment for the background check shall be the responsibility of the student.

III. Verification  
   A. Once the student has completed the background check through the chosen agency of the department, he/she shall submit a certificate of verification to the appropriate program director or designee. This verification shall include appropriate access information as determined by the procedure of the background check agency.

IV. Access and Privacy  
   A. Access to the certificate, password, and actual background check shall be limited to following individuals:  
      1. Department Chair  
      2. Program Directors and Coordinators  
      3. Department designee (i.e. administrative assistant)  
   B. The on-line background check information shall be treated as strictly confidential and will not be printed.  
   C. Under certain circumstances, the Department Chair or Program Director may disclose information to appropriate faculty if it pertains to the clinical experience of the student, patient safety, or hospital policy.

V. Positive Background Check  
   A. A positive criminal record shall not automatically disqualify a student from admission.  
   B. The Department will identify criteria that would prohibit an individual from clinical placement based upon Board of Registered Nursing, Orange County Consortium, and/or hospital affiliate standards for disqualification.  
   C. 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.  
   D. It shall be the responsibility of the student to take remedial action to clear their criminal record according to BRN guidelines for licensure.

VI. Clinical Agency  
   A. Clinical faculty shall have the responsibility of communicating to the clinical agencies when the students have received department clearance by completing their background check.
This form describes how student medical information may be used and disclosed. Please review it carefully before signing.

**Disclose Policy Background:**

HIPAA is the acronym for the federal law known as the Health Insurance Portability and Accountability Act of 1996. HIPAA is a large and complex regulation that includes several components including administrative simplification. This component contains standards or rules applicable to privacy and security. Under HIPAA, the School of Nursing, California State University, Long Beach (CSULB) must comply with these regulations, which are enforced by the Office of Civil Rights, Department of Health and Human Services (DHHS). These standards required implementation by April 14, 2003.

Under the privacy rules, all medical information and any other individually identifiable health information in any form, whether electronic, on paper or oral, is considered protected health information (PHI). This includes any information that relates to the past, present, or future physical or mental health or condition of an individual. Individually identifiable health information is that which might identify someone such as, but not limited to:

- Address
- Phone number
- Email address
- Social Security Number

Under the Privacy Rule, students must be provided with a clear written explanation of how the School of Nursing may use and disclose their health information. Students have the right upon request to review their student files; request amendments; and obtain an accounting of disclosures as to their health information. Students also have the right to file a formal complaint with the School of Nursing, California State University, Long Beach or the Department of Health and Human Services about violations of the provisions of the Privacy Rule or this department’s policies and procedures. Students must authorize the use and disclosure of their health information in writing.

The security standards under HIPAA require that covered entities establish and maintain administrative, technical, and physical safeguards to ensure that protected personal information is secured. This includes administrative and physical safeguards including policies and procedures, staff training, access controls, and any other measure undertaken to secure protected personal information.

**Applicability of Notice Disclosure**

The School of Nursing, California State University, Long Beach trains nursing students to be
providers of health care in association with other professionals and organizations. The privacy practices in this notice will be followed by:

- All faculty and staff of the School of Nursing, California State University, Long Beach.
- Any clinical agency with which we share health information.

**Our Responsibility to Students Regarding Their Medical Information**

We understand that medical information is personal. We are committed to protecting the privacy of medical information. In an effort to provide the highest quality medical care and to comply with certain legal requirements, we will and are required to:

- Keep medical information private.
- Provide students with a copy of this notice.
- Follow the terms of this notice.
- Notify students if we are unable to agree to restrictions that students have requested.
- Accommodate reasonable requests by students for us to communicate health information by alternative means or at alternative locations.

**How We May Use and Disclose Student Medical Information**

We may use and disclose medical information about students to support their training in the clinical agencies to which they will be assigned throughout their clinical studies in the nursing program. These agencies require that we validate to them that clinical students have completed the health screenings that these agencies require.

**How Student Information Will Be Used and Examples of Disclosures**

- Staff members working in a given clinical agency, typically the Education Department, require that prior to the beginning of each clinical rotation that the assigned clinical faculty submit a list of their students and verify by signature that these students have completed their required health screenings.
- Clinical faculty will at the beginning of each semester review student files for the purposes of accurately verifying the information required as noted above.

**We May Disclose Medical Information About Students without Their Prior Authorization for Several Reasons Including:**

- **Public Health**—We may disclose student health information to public health or legal authorities charged with preventing or controlling disease, injury, disability, child abuse or neglect, etc. as required by law.
- **Clinical Associations**—The professional associations, between the School of Nursing, California State University, Long Beach and the clinical agencies to which students are assigned throughout their clinical training, necessitate that certain information regarding student health screening be verified prior to their beginning their clinical experiences. To protect the student’s health information, we require that all our clinical associations appropriately safeguard student information.
STUDENT ACADEMIC INTEGRITY FORM

Instructions: Pursuant to Policy Statement 08-02, please complete this form soon after your finding of a violation of academic integrity. Please send a copy of the completed form to the Provost (BH 303) and to the Vice President of Student Services (BH 377) and keep a copy for your records. (For reasons of privacy, send in confidential envelope. Do not use e-mail.)

Faculty Name: _________________________ Dept: ____________________________
Faculty ID Number: _______________________

Student Name: _________________________ Student ID Number: _______________________

Date of Incident: _________________________ Course Name and Number: _______________________

Brief description of the violation of academic integrity:
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Action(s) you took. Check all that apply.

☐ Review – no action

☐ An oral reprimand with emphasis on counseling toward prevention of further occurrences

☐ A requirement that the work be repeated

☐ A proportional reduction of final course grade

☐ Assignment of a failing final grade

☐ Other (Please Specify) __________________________

Do you want further investigation and action by the Office of Judicial Affairs? ___ No ___ Yes

______________________________  __________________________
Signature                          Date
The Code of Ethics for Nurses

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

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

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

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

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

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

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

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

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


The Six Pillars of Character (Josephson, 2002)

1. *Trustworthiness*
   - Honesty
   - Integrity
   - Reliability (Promise-keeping)
   - Loyalty

2. *Respect*
   - Civility, Courtesy and Decency
   - Dignity and Autonomy
   - Tolerance and Acceptance

3. *Responsibility*
   - Accountability
   - Pursuit of Excellence
   - Self-Restraint

4. *Fairness*
   - Process
   - Impartiality
   - Equity

5. *Caring*

6. *Citizenship*

# CSULB School of Nursing

## Important Contact Information

<table>
<thead>
<tr>
<th>Contact Person</th>
<th>Title</th>
<th>E-mail/phone</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maureen Bykerk</td>
<td>Learning Center Specialist</td>
<td><a href="mailto:maureen.bykerk@csulb.edu">maureen.bykerk@csulb.edu</a> 562)985-8245</td>
<td>Learning Center Issues</td>
</tr>
</tbody>
</table>
| Monalisa Ward           | CSULB Nursing Admission Specialist         | monalisa.ward@csulb.edu 562)985-4463 Room 8 | Admission contingencies  
  ▪ transfer credit ?s  
  ▪ Background Check ?s |
| Catherine Mullins       | CSULB Nursing Trimester BSN Program Assistant | catherine.mullins@csulb.edu 562)985-2619   | Basic/Trimester Scheduling  
  ▪ ?s re: physical exam at Student Hlth Services  
  ▪ Health Doc Tracker |
| Dr. Melissa Dyo         | Trimester Coordinator                      | melissa.dyo@csulb.edu 562)985-5099        | Trimester Questions                                                   |
| Maria Organista         | Academic Advising                          | Eng Tech 237 562)985-2691                 | General Education                                                    |
| Dianne Leever           | Undergraduate Student Success Program Coordinator | dianne.leever@csulb.edu 562)985-4287    | Referral for academic assistance and extra departmental resources or evaluation |
| Kathy Engberg           | CSULB Nursing Administrative Coordinator   | kathleen.engberg@csulb.edu 562)985-4463   | General ?s re: problems enrolling in nursing courses                |
| Sharon Konrad           | CSULB School of Nursing N200 Lead Faculty  | sharon.konrad@csulb.edu                   | Nursing 200 issues                                                   |
| Sue Crockett            | Long Beach Memorial NWI Coordinator        | scrockett@memorialcare.org 562)933-0605   | Parking issues at LBMMC                                               |
| Dr. Beth Keely          | CSULB School. of Nursing, Undergraduate Director | beth.keely@csulb.edu 562)985-4478 | Inability to resolve issues after contacting the above mentioned individuals |
CAMPUS MAP

Long Beach Memorial (LBM)

Ground Floor

ATM
Cafeteria – Plush Pantry
Center for Health Education
Classrooms 1 & 2
Conference Rooms D, E & F
Housell Forum
Van Dyke Theatre
Credit Union
Farmers and Merchants Bank
GI Lab & Neurodiagnostics
Public Safety/Security
Radiation Oncology

1st Floor

Administration – Long Beach Memorial Admitting
ATM
Blood Donor Center
Chaplains
Customer & Interpreter Service
Emergency Department
Gift Shop
Laboratory Specimen Collection
Medical Records
Operating Rooms
Outpatient Pharmacy
Radiology
Seaside Café
Volunteer Services

Nursing Care

MemorialCare Center for Women
BirthCare Center
Essentials Mother/Baby Store
Fetal Diagnostics
Newborn Nursery
Perinatal Special Care Unit

2nd Floor

Pediatric Outpatient Specialty Centers
Pediatric Rehabilitation
Pediatric Sleep Center/Pulmonary Lab
Pediatric Surgical Center

3rd Floor

Administration – Miller Children’s Hospital Admitting
Conference Center
Family Resource Center
Gift Shop
Information Desk
Pediatric Imaging Center
Pediatric Infusion Center
Pediatric Intensive Care Unit
Pediatric Post-Admitting

4th Floor

Family Resource Center
General Pediatric Unit
Neonatal Intensive Care Unit (NICU)
Resident Garden

5th Floor

General Surgery Unit
GYN & O/YN/OCN
Hyperbaric Medicine
Oncology

6th Floor

Cardiac Care Unit
Cardiac Monitoring Unit
Intensive Care Unit

7th Floor

hospital

9th Floor

Parking

Parking Pay Station

Miller Children’s Hospital (MCH)

Ground Floor

Pediatric Outpatient Specialty Centers
Pediatric Rehabilitation
Pediatric Sleep Center/Pulmonary Lab
Pediatric Surgical Center

1st Floor

Administration – Miller Children’s Hospital Admitting
Conference Center
Family Resource Center
Gift Shop
Information Desk
Pediatric Imaging Center
Pediatric Infusion Center
Pediatric Post-Admitting

2nd Floor

Cardiac Rehabilitation
General Pediatric Unit
MCH Family Resource Center
Pediatric Hematology/Oncology Unit

Memorial Rehabilitation & Miller Children’s West

Ground Floor

Inpatient Rehabilitation
Memorial Rehabilitation Gym and Pool
Occupational Medicine/Employee Health
Outpatient Rehabilitation

1st Floor

Inpatient Rehabilitation

Memorial Medical Center Foundation

KEY

Blue Emergency Phone
Parking
Bus Stop
Parking Pay Station

2500 Atlantic Avenue, Long Beach, CA 90806
Long Beach Memorial (562) 933-2000 • Miller Children’s (562) 933-KIDS
<table>
<thead>
<tr>
<th>Item</th>
<th>Semester BSN (undergrad) (5 Semesters)</th>
<th>Trimester BSN (undergrad) (5 Semesters)</th>
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<td>Background Check &amp; Tracker</td>
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<tr>
<td>Nursing Equipment</td>
<td>150.00</td>
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<td>TEAS Test</td>
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<tr>
<td>Stethoscope</td>
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<td>Uniforms and Shoes</td>
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<td>Travel to Clinical Sites</td>
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<tr>
<td>Books and School Supplies</td>
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<td>NSNA Membership</td>
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<td>ATI Testing</td>
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<td>BRN Application Fees</td>
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<td>NCLEX Exam Fee</td>
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</tr>
<tr>
<td>Total</td>
<td>$24,976.00</td>
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</tr>
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Purpose

The California State University School of Nursing supports the use of social media to reach audiences important to the University such as students, prospective students, faculty and staff. The University presence or participation on social media sites is guided by university policy (Executive Order 999: Acceptable Use of CSULB Electronic Communications Systems and Services). This policy applies to School of Nursing students who engage in internet conversations for school-related purposes or school-related activities such as interactions in or about clinical or didactic course activities. Distribution of sensitive and confidential information is protected under HIPAA and FERPA whether discussed through traditional communication channels or through social media.

General Information

Social media are defined as mechanisms for communication designed to be disseminated through social interaction, created using highly accessible and scalable publishing techniques. Social media is commonly thought of as a group of Internet-based applications that are built on the ideological and technological foundations of the web that allows the creation and exchange of user-generated content. Examples include but are not limited to LinkedIn, Wikipedia, Second Life, Flickr, blogs, podcasts, RSS feeds, llnurses.com, Twitter, Facebook, YouTube, and MySpace.

While this policy may need to be modified as new technologies and social networking tools emerge, the spirit of the policy will remain the protection of sensitive and confidential information. Social media often spans traditional boundaries between professional and personal relationships and thus takes additional vigilance to make sure that one is protecting personal, professional, and university reputations.

As students you will want to represent the University and the School of Nursing in a fair, accurate and legal manner while protecting the brand and reputation of the institution.

When publishing information on social media sites remain cognizant that information may be public for anyone to see and can be traced back to you as an individual. Since social media typically enables two-way communications with your audience, you have less control about how materials you post will be used by others. As one person remarked, “If you wouldn’t put it on a flier, carve it into cement in the quad or want it published on the front of the Wall Street Journal, don’t broadcast it via social media channels.”

Reference resources should be used to clarify the nurse’s and nursing student’s role and responsibilities. Review the following:

   https://www.ncsbn.org/social_media.pdf


Policy

- Protect confidential, sensitive, and proprietary information: Do not post confidential, or proprietary information about the university, faculty, staff, students, clinical facilities, patients/clients, or others with whom one has contact in the role of a CSULB School of Nursing student.

- Respect copyright and fair use. When posting, be mindful of the copyright and intellectual property rights of others and of the university. For guidance, visit the University’s Libraries site or seek consultation through the Copyright Office, Libraries.

- Do not use CSULB or School of Nursing marks, such as logos and graphics, on personal social media sites. Do not use CSULB’s name to promote a product, cause, or political party or candidate. Do not use the CSULB name as part of the title of any social media site as it is against University regulations.

- Use of the School of Nursing marks (logos and graphics) for School sanctioned events must be approved (posters, fliers, postings) by administration.

- It is expected that during clinicals use of PDAs and other devices employed for social media will be used only as authorized by faculty. If a PDA is combined with a cell phone, it is expected that the cell phone aspect of the device is silenced.

- No personal phone conversations or texting are allowed at any time while in patient/client areas or in the classroom. If the student needs to respond to an emergency text or phone call during class, the student is asked to leave the classroom and respond as deemed necessary.

- Use of computers (PDAs, Notebooks, etc.) during class shall be restricted to note taking and classroom activities. Use otherwise is distracting for not only the student involved in the activity but those in the immediate area/vicinity.

- No student shall videotape professors or fellow students for personal or social media use without the express written permission of the faculty or fellow student. At NO time shall patients/clients be videotaped or photographed without written permission of the patient/client and of the facility.

- Be aware of your association with CSULB in online social networks. If you identify yourself as a student, ensure your profile and related content is consistent with how you wish to present yourself to colleagues, clients, and potential employers. Identify your views as your own. When posting your point of view, you should neither claim nor imply you are speaking on CSULB’s behalf, unless you are authorized to do so in writing.

- HIPPA guidelines must be followed at all times. Identifiable information concerning clients/clinical rotations must not be posted in any online forum or webpage.

- Ultimately, you have sole responsibility for what you post. Be smart about protecting yourself, your and others privacy, and confidential information.

Procedure/Considerations:

- There is no such thing as a “private” social media site. Search engines can turn up posts years after the publication date. Comments can be forwarded or copied. Archival systems save information, including
deleted postings. If you feel angry or passionate about a subject, it’s wise to delay posting until you are calm and clearheaded. Think twice before posting. If you are unsure about posting something or responding to a comment, ask your faculty. If you are about to publish something that makes you even the slightest bit uncertain, review the suggestions in this policy and seek guidance.

- Future employers hold you to a high standard of behavior. By identifying yourself as a CSULB student through postings and personal web pages, you are connected to your colleagues, clinical agencies, and even clients/patients. Ensure that content associated with you is consistent with your professional goals.

- Nursing students are preparing for a profession which provides services to a public that also expects high standards of behavior.

- Respect your audience.

- Adhere to all applicable university privacy and confidentiality policies.

- You are legally liable for what you post on your own site and on the sites of others. Individual bloggers have been held liable for commentary deemed to be proprietary, copyrighted, defamatory, libelous or obscene (as defined by the courts).

- Employers are increasingly conducting Web searches on job candidates before extending offers. Be sure that what you post today will not come back to haunt you.

- Monitor comments. You can set your site so that you can review and approve comments before they appear. This allows you to respond in a timely way to comments. It also allows you to delete spam comments and to block any individuals who repeatedly post offensive or frivolous comments.

- Don’t use ethnic slurs, personal insults, obscenity, pornographic images, or engage in any conduct that would not be acceptable in the professional workplace.

- You are responsible for regularly reviewing the terms of this policy.

Consequences:

- Violations of patient/client privacy with an electronic device will be subject to HIPAA procedures/guidelines and consequences.

- Students who share confidential or unprofessional information do so at the risk of disciplinary action including failure in a course and/or dismissal from the program.

- Each student is legally responsible for individual postings and may be subject to liability if individual postings are found defamatory, harassing, or in violation of any other applicable law. Students may also be liable if individual postings include confidential or copyrighted information (music, videos, text, etc.).

CSULB School of Nursing Social Media Policy is adapted from:
Social Media Policy, Student Handbook of Purdue University School of Nursing. (2013-2014) Retrieved from:
and
Social Media Policy University of Hawaii, Hilo, School of Nursing (2013). Retrieved from:
http://hilo.hawaii.edu/depts/nursing/social_media_policy.php
CNSA Membership Application

Name: ____________________________ Date: ____________

E-mail: ____________________________ Student ID # ________________

Address: __________________________ City: ________________ Zip code: ______

Phone # (_____) ______________________

Program (Circle one): ___________ SEMESTER ___________ TRIMESTER ___________
ADN → BSN ___________ PRE-NURSING ___________

Which semester are you CURRENTLY in? (Circle one): 1st 2nd 3rd 4th 5th

When will you graduate? May ______ (yr) Aug ______ (yr) Dec ______ (yr)

Interested in receiving a nursing mentor? [ ] YES [ ] NO

Please mark any committees you are interested in joining:
[ ] Student Support [ ] Professional Growth & Development
[ ] Breakthrough to Nursing [ ] Community Service
[ ] University Involvement [ ] Legislative
[ ] Fundraising [ ] Pre-Nursing (pre-nursing students only)

❖ CNSA Membership is $10.00 ($2.00 per semester)

Return this form and payment to CNSA’s mailbox in the nursing dept office. Questions? Contact Membership Director Andrea Centeno at andy.centeno91@gmail.com.

CNSA Member Benefits
- Mentoring from senior nursing students
- Expanded support system within the nursing department
- Enhanced professional relationships with faculty
- Leadership experience
- Professional organization for your résumé, scholarships, and award applications
- Unique community service opportunities
- Statewide CNSA conventions
- 15% discount on CSULB nursing apparel

NSNA Member Benefits
(Membership recommended, $35 annual fee)
- Malpractice insurance
- Health insurance
- Verizon wireless program
- NSNA credit card program
- Scholarship programs
- Discounts at Office Depot and much more!
- Receive Imprint magazine
- National conventions & conferences

For more benefits of national membership, check out www.nsna.org!!!
CSULB CALIFORNIA NURSING STUDENT ASSOCIATION
Join CNSA!!!

CNSA membership gets you:
• Mentoring from senior nursing students
• Expanded support system within the nursing department
• Enhanced professional relationships with faculty
• Leadership experience
• Professional organization for your resume, scholarship, and award applications
• Unique community service opportunities
• Statewide CNSA conventions
• Discount on apparel

CPR certification & recertification courses
An American Heart Association (AHA) approved CPR certification course is required for you to start and continue in the nursing program

CNSA CPR COURSE FOR FIRST TIME CPR AND RENEWAL
Heart Shockers Education
www.cprabc.com
Friday, June 20, 2014 or Saturday, June 21, 2014
8 am to 11 am
$35 for first time and renewal
Location: Holiday Inn Long Beach Airport: 2640 N. Lakewood Blvd., Long Beach, CA 90815

Malpractice Insurance
As a nursing student, you are required to carry malpractice insurance. NSNA members qualify for a low-cost comprehensive policy that covers you in school, as a hospital volunteer, and as a hospital employee. The rate for a one-year policy is about $22 for NSNA members. For more information and to apply online, go to: www.nso.com/NSNA

Health insurance
As a nursing student, you are required to have health insurance. Student health and Accident Insurance is underwritten by United Healthcare Insurance Company for NSNA members. For the most up-to-date information on plans, prices, and enrollment procedures, call United Healthcare Student Resources at (800) 505-5450 or go to www.uhcsr.com/NSNA

Websites
• CNSA state level: http://www.cnso.org
• NSNA: http://www.nsna.org
• CSULB Department of Nursing: http://www.csulb.edu/nursing
CNSA list of recommended equipment
You may find the equipment you need from uniform supply stores, websites like Amazon.com, or from Standris Supply (www.standris.com). When ordering from Standris Supply, please type “California State University Long Beach” when it asks you for your institutional affiliation (no abbreviations).

- **Required equipment**
  *Note: This is not an all-inclusive list, so please refer to your class syllabus for complete information*
  - Stethoscope: 27” length is recommended in any color you prefer
    - Littmann Classic II S.E
  - Blood pressure cuff (do not need cuff with Sprague option)
  - Stainless steel bandage scissors: 5 ½” is recommended
  - Pen light (with pupil gauge)
  *You will be able to purchase these at orientation*
  - Wristwatch w/large face and second hand

- **Recommended/Optional items**
  - Medical clipboard with calculator
  - Plain white t-shirt (to be worn under uniform. T-shirts under uniform must be white without logos/writing on the front or back).
  - Pocket sized spiral notebook

---

**TODAY:** Complete CNSA membership application ($10). Buy raffle tickets to win GREAT nursing prizes, and check out the license plate frames, coffee tumblers, and apparel for sale!

**CONGRATULATIONS** on your acceptance to the CSULB Nursing Program! We, the CNSA executive board, wish you great success in this exciting and fulfilling journey you have embarked upon. We are thrilled to welcome YOU to our Nursing Family.
Last Name:  First:  MI:  DOB:  SID:

Email:  Phone #

EXAMINATION

| Height | Weight | □ Male | □ Female |

| BP   | /    | (     | /     | Pulse | Vision R20/ | L/20 |
|      |      |       |       |       | Corrected   |     |
|      |      |       |       |       | □ Y         | □ N |

MEDICAL  NORMAL  ABNORMAL FINDINGS

APPEARANCE

EYES/EARS/NOSE/THROAT
  □ PUPILS EQUAL
  □ HEARING

LYMPH NODES

HEART
  □ MURMORS (AUSCULATION STANDING, SUPINE, +/- VALSALVA)
  □ LOCATION OF POINT OF MAXIMAL IMPULSE (PMI)

PULSES
  □ SIMULTANEOUS FEMORAL AND RADIAL PULSES

LUNGS

ABDOMEN

GENITOURINARY (MALES ONLY)

SKIN
  □ HSV, LESIONS, SUGGESTIVE OF MRSA, TINEA CORPOSIS

NEUROLOGIC

MUSCULOSKELETAL

NECK

BACK

SHOULDERS/ARMS/HANDS/FINGERS

HIP/THIGH

KNEE/LEG/ANKLE/FEET

I have examined the above named student. Based on the health history provided by the student and this physical exam:

□ The student is in good mental and physical condition, and is cleared to work in a health related field.

□ Cleared for participation with/without (please circle one) restriction with recommendations for further evaluation or treatment for:________________________________________________________
                                                __________________________________________________________

Signature of Health Care Provider:___________________________ Date:____________________

Physician's Address:___________________________________ Phone:__________________

Office Stamp:

Revised 3/2014
State of California  
*Screening of Tuberculosis/Vaccine Preventable Diseases*  
MSH ___ (11/07)

Confidential Medical Information  
Instructions: Tuberculosis (TB) screening must be performed by a licensed health care provider whose legally authorized scope of practice allows them to conduct medical examinations and or tuberculin skin test in accordance with the recommendations of the Centers for Disease Control and Prevention to determine if a person has latent TB infection or TB disease.

<table>
<thead>
<tr>
<th>Employee</th>
<th>Non employee</th>
<th>Complete the following section. Type or print clearly</th>
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<tbody>
<tr>
<td>First</td>
<td>Mi</td>
<td>Last</td>
</tr>
<tr>
<td>Birthdate</td>
<td>Last 6 digits of social security number</td>
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| Health Care Provider (complete sections 2-6 as required-refer to the instructions on reverse side of form) |

2. Prior TST/TB History  
*Note: Non employees attach documentation of prior history*

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<thead>
<tr>
<th>Prior Significant TB skin test</th>
<th>Treated for latent TB infection</th>
<th>Prior TB disease</th>
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<tbody>
<tr>
<td>If yes, date mm Induration:</td>
<td>□ yes □ no</td>
<td>□ yes if yes, date</td>
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Notice: HIV and other medical conditions may cause a TST to be negative when it is really positive

3. TST Administration

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<th>lot #</th>
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<th>TST given by (print name and sign name)</th>
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</table>

<table>
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<th>TST read by (print name and sign name)</th>
<th>Date</th>
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<table>
<thead>
<tr>
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<td>□ left forearm</td>
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<tr>
<td></td>
<td>□ significant</td>
<td>□ non-significant</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TST given by (print name and sign name)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TST read by (print name &amp; sign name)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Injection site</th>
<th>Interpretation</th>
<th>Result (mm induration)</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ left forearm</td>
<td>□ right forearm</td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ significant</td>
<td>□ non-significant</td>
</tr>
</tbody>
</table>

4. Evaluation for signs and symptoms (must be completed by all persons)

<table>
<thead>
<tr>
<th>□ No symptoms</th>
<th>Symptoms (check all that apply)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>□ persistent cough (&gt;2 wks) □ weight loss (unexplained) □ unexplained fatigue □ unexplained night sweats □ unexplained fever □ loss of appetite</td>
<td></td>
</tr>
</tbody>
</table>

5. Chest X-Ray

<table>
<thead>
<tr>
<th>□ CXR needed</th>
<th>□ CXR report on file (copy required)</th>
<th>CXR Result: □ Negative □ Abnormal □ Consistent with TB □ Yes □ No</th>
</tr>
</thead>
</table>

6. Comments

<table>
<thead>
<tr>
<th>□ referred for follow up medical evaluation</th>
<th>□ provided written notification of TST results</th>
<th>□ no show</th>
</tr>
</thead>
</table>

7. TB cleared | Varicella cleared

<table>
<thead>
<tr>
<th>Evaluator Name (print)</th>
<th>Evaluator Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
MISSING DOCUMENTATION UPLOAD FORM

Name: ____________________________________________

Date: ____________________________________________

Graduation Code: __________________________________

Phone Number: ____________________________________

I AM UNABLE TO UPLOAD DOCUMENTATION FOR THIS REQUIREMENT BECAUSE:

☐ I have no ____________________________________________
   because ____________________________________________
   (I had the disease, I don’t have the vaccination record, etc.)

☐ I am in progress with this requirement.
   Explain reason why you are currently in progress, as well as your plan of
   completion (remaining steps and specific dates each step will be
   completed). __________________________________________
   __________________________________________
   __________________________________________
   __________________________________________
   __________________________________________

________________________________________
Signature
LEARNING CENTER OVERVIEW

Welcome to the Nursing Learning Center (LC), located in NUR-36 on the west side of the Nursing building. The LC consists of a reference library, computer laboratory, and Simulation Labs. The Sim Labs are designed as mock hospitals so you can practice and perfect your newly acquired nursing skills.

The LC provides a variety of services to undergraduate and graduate level students. These include:

Reference Library
The core of the LC is a reference library. Among the materials on reserve are reference books on a variety of subjects related to nursing that are useful for your further learning and research papers. The LC usually has at least one copy of your assigned texts – these books are normally for reference only, meaning they cannot be checked out of the Learning Center, but the majority of our books may be checked out for four weeks and are renewable. You need to provide a copy of your student ID. A simple subject classification system was developed several years ago, and all learning materials on reserve in the LC are organized under this system. A list of the subject filing categories is attached.

Computer Lab
There are 10 desktop PC computers available for your use in the Learning Center. All computers run Windows 7 Professional and contain Microsoft Office 2010 which includes Word, Excel, and PowerPoint. All computers are internet enabled, and Internet Explorer and Mozilla Firefox are the primary web browsers. Because of the vulnerability of university computers to outside malware, restrictions are in place on each computer to prohibit unauthorized downloading.

A scanner is available to upload your Health Tracker documents.

We do not have printing capabilities in the Learning Center. If you need to print something the nearest lab is located in the Horn Center, next to the University Art Museum.

Xeroxing needs
A copy machine is available for your use. The copier includes a sorter and stapler and is capable of making double sided copies. The paper is provided, and copies are 10 cents per page. All money is used to provide supplies and service to the copier.

Sim Labs
The sim labs are where you will spend the first few weeks of your clinical rotation learning and perfecting such skills as obtaining vital signs, foley catheter insertion, NG tube care, physical assessment and injection administration. The sim labs are open several days a week for student practice under the guidance of a nursing instructor. Hours for student practice vary each semester, and you must sign up in advance. A sign-up book is at the front counter of the LC. Please don’t sign up if you don’t plan to show up; space is limited each practice session!

Microwave
A microwave is located inside the LC in case you want to heat up your lunch!
**Goodie Bags and ATI Books**
The LC is where you will pick up your N200L Goodie Bags and your ATI materials. The Goodie Bag is our nickname for the Custom Health Tote you will receive in the first few weeks of the semester. Goodie bags contain materials and supplies you will learn to use in your first semester including a foley kit, syringes and needles of varying sizes, solutions, an NG tube, gloves, masks, etc. etc. They come in a lovely black canvas bag and it is highly recommended you put your name and contact info on your bag. An itemized list of the contents of your goodie bag is attached.

Your ATI books will be shipped to the Learning Center and you will be notified when they are ready for you to pick up. You will need to show your student ID to receive your box – please pick them up as soon as you can; unclaimed boxes will be sent back to ATI.

**LC Hours of Operation**
Monday-Friday 8:00 am-5:00 pm. Closed Saturday and Sunday.

**Your Learning Center Coordinator**
Maureen (Mo) Bykerk  
NUR-36C *(stop in & say hello!)*  
(562) 985-8245  
Email: Maureen.Bykerk@csulb.edu
LEARNING CENTER CHECKOUT POLICY

BOOKS/THESIS TITLES/DIRECTED PROJECTS
Maximum checkout period: four weeks. Some books marked as “reference only” may not be checked out at any time. Please make a copy of your student I.D. card; it will be kept on file until you’ve returned the items.

MEDIA: DVDs, VIDEOS, CD-ROMs
These items are for use in the Learning Center only – they may not be removed under any circumstances. Sorry, due to copyright laws we are unable to make copies of media for your personal use. The most commonly used media titles are available for viewing online; please use the following link to access them:

http://www.csulb.edu/colleges/chhs/departments/nursing/videos/
Explanation of cataloguing process—reference books

Every reference book is catalogued under one or more subjects related to nursing. The subjects are numbered from 1-100 (see list below) and books are filed on the shelves numerically by subject then, within the subject, alphabetically by the author’s last name. For example, the book entitled Bates’ Guide to Physical Examination by Binckley would be filed under subject 12B. The Subject Filing Category List is kept at the front desk for students and staff to reference when looking for materials on a specific subject.

NURSING LEARNING CENTER
REFERENCE BOOK SUBJECT FILING CATEGORIES

2 Dictionaries/General Topics
4 Communication
6 Allied Subjects (A to Z): Anatomy, Human Development, etc.
8 Nursing Ethics/Legal Issues
10 Fundamentals
12 Physical Assessment
14 Nursing Diagnosis
16 Diagnostic Tests A to Z (Lab values, etc.)
18 Nursing Care Plans
20 Nursing Skills
22 Special Topics (EKG, GI Procedures, etc.)
24 Pharmacology Texts
26 Special Pharmacology Topics A to Z: (Fluids, Electrolytes, Nutrition, etc.)
28: Med-Math
30 Medical-Surgical Nursing
32 Special Topics A-Z: AIDS Cancer/Oncology, Cardiovascular, etc.)

34 Trauma/Emergency Nursing
36 Critical Care/Intensive Care Nursing
38 Surgical/OR Nursing
40 Community Health/Family Nursing
45 Geriatrics
50 Maternity/OB-GYN/Women’s Health
55 Pediatrics
60 Rehabilitation Nursing
65 Psychiatric/Mental Health
70 Nursing Management/Leadership
74 Nursing Education
75 Nursing as a Profession
80 Issues in Nursing
85 Nursing Theories
90 Research
96 Statistics
100 Reviews/Test Prep
The contents of the Nursing Goodie Bags for CSULB students entering N200 are identified on the following pages in alphabetical order. Items are listed by name, quantity of the item included in your kit, and a picture.
Item # in Kit | Picture of Item
--- | ---
Custom Health Tote Empty – 1

4 X 4 Non-Sterile 8 Ply Gauze – 10

Alcohol Prep Pads – 10

Demo-Dose Insulin Regular 10ml – 1
<table>
<thead>
<tr>
<th>Item—# in Kit</th>
<th>Picture of Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demo-Dose NPH Insulin 10ml – 1</td>
<td><img src="image" alt="Demo-Dose NPH Insulin" /></td>
</tr>
<tr>
<td>Face Mask Earloop/Face Shield – 2</td>
<td><img src="image" alt="Face Mask Earloop/Face Shield" /></td>
</tr>
<tr>
<td>Foley Catheter Tray – 1</td>
<td><img src="image" alt="Foley Catheter Tray" /></td>
</tr>
<tr>
<td>Gastric Salem Sump Tube 14Fr – 1</td>
<td><img src="image" alt="Gastric Salem Sump Tube" /></td>
</tr>
<tr>
<td>Item—# in Kit</td>
<td>Picture of Item</td>
</tr>
<tr>
<td>--------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>Gloves, Powder Free Vinyl SZ Large – 3pr</td>
<td><img src="image" alt="Gloves" /></td>
</tr>
<tr>
<td>IM Syringe 3ml 22G x ½ - 1</td>
<td><img src="image" alt="Syringe" /></td>
</tr>
<tr>
<td>Insulin Syringe 3/10ml 29G x ½ - 1</td>
<td><img src="image" alt="Syringe" /></td>
</tr>
<tr>
<td>Irrigation Solution – 1</td>
<td><img src="image" alt="Solution" /></td>
</tr>
</tbody>
</table>

20h
<table>
<thead>
<tr>
<th>Item # in Kit</th>
<th>Picture of Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>Irrigation Tray 60ml Bulb Syringe – 1</td>
<td></td>
</tr>
<tr>
<td>Isolation/Barrier Gowns Yellow – 1</td>
<td></td>
</tr>
<tr>
<td>Paper Tape 1” – 1</td>
<td></td>
</tr>
<tr>
<td>Sodium Chloride Demo Dose 10ml – 1</td>
<td></td>
</tr>
<tr>
<td>Item—# in Kit</td>
<td>Picture of Item</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>---------------------------------</td>
</tr>
<tr>
<td>Soufflé medicine cups – 5</td>
<td><img src="image" alt="Soufflé medicine cups" /></td>
</tr>
<tr>
<td>Sterile gloves, SZ 7.5 – 2pr</td>
<td><img src="image" alt="Sterile gloves" /></td>
</tr>
<tr>
<td>TB Syringe 1ml 27G x ½ - 1</td>
<td><img src="image" alt="TB Syringe" /></td>
</tr>
</tbody>
</table>