PREFACE

This *Undergraduate Student Handbook* is designed to share information, procedures, and policies specific to students enrolled in the College of Nursing. The College of Nursing offers baccalaureate and master programs, which are accredited by the Commission on Collegiate Nursing Education (CCNE) and approved by the Ohio Board of Nursing (OBN). The information presented here will be helpful as you progress through the baccalaureate nursing program. Our expectation is that you will use this handbook as your first point of reference when you have questions concerning your program of study or academic policies. **Please retain this handbook throughout your enrollment in the college.**

It is important that you check the electronic version available through the Student Web Portal at http://studentweb.con.ohio-state.edu/default.aspx. You will receive emails when changes are made.

Another important source of information about student life, events, and resources at the university is available online at www.osu.edu. The staff of the College of Nursing Office of Student Affairs is able to answer your questions, to assist you in planning your academic program, and to advise you as you make postgraduate plans. You can stop by the office in 240 Newton Hall to schedule an individual appointment.

You are starting on an exciting, challenging, and rewarding journey. While the primary responsibility for your success lies with you, many individuals stand ready to assist you in your efforts. On behalf of the Dean, the faculty, and the staff of the College of Nursing, I wish you continued success with your academic studies.

Sandra Cody  
Assistant Dean for Student Affairs
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COLLEGE OF NURSING DIRECTORY

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Assistant Dean for Pre-Licensure Programs
Linda Daley, PhD, RN 292-4928

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Assistant Dean for Student Affairs
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Tamara Dunaeff 247-8604

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Alexis Stefanac 292-4041

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Student Data Manager      Daniel Barnes, MA      292-8962
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**RN to BSN Program Coordinator**
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**Doctor of Nursing Practice Program Director**
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**PhD Program Director**
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**MS Program Director**
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**Faculty**  
*Graduate Specialty Track Directors*

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MISSION, VISION, VALUES AND PHILOSOPHY STATEMENTS

College of Nursing *

MISSION
The mission of the College of Nursing is to enhance health and health care through excellence in education, research, scholarship, and service. We advance nursing science and practice in order to improve the health of the people of Ohio and the global community. Our educational programs prepare leaders for roles in health care, research and education.

VISION
Our vision is that the college will be recognized nationally and internationally for the excellence of its graduates and its outstanding contribution to knowledge gained through innovation and high-impact research.

VALUES
The Ohio State University College of Nursing will carry out its mission by committing to the following:

Collaboration Collaboration is a partnership between individuals and organizations that bring diverse skills and perspectives to a task.

Diversity Diversity is the acceptance and appreciation of differences in culture, thought and experience, and the integration of them into everything we do.

Excellence Excellence is the state of highest or finest quality. It is a condition of demonstrated superiority.

Innovation Innovation is the generation and discovery of new ideas and ways of doing things through creative inquiry.

Integrity Integrity is the maintenance of high and consistent standards that hold up under scrutiny.

Respect Respect is the acknowledgement, consideration and regard for the ideas and unique contribution of others.

Philosophy
The philosophy of the College of Nursing reflects the faculty’s beliefs about the nature of nursing and nursing education, people and their environment, and health and illness. As autonomous professionals who know and value the necessity of interdisciplinary collaboration, nurses work with other health care professionals to provide comprehensive care to individuals, families, and

communities. Nursing is assessing, diagnosing, and treating human responses to actual or potential health problems and the planning, implementing, and evaluating of nursing care.¹ The practice of nursing is based on nursing science, which includes knowledge of principles that govern life processes, the patterning of human behavior, the nature of human beings, and human interaction. The health care needs of individuals, families, and communities are defined within the context of personal, cultural and ethnic values, and social systems that influence function and resources. Therefore, a sound liberal and professional education is required to understand the complexity of responses. The need to improve human health and patient care is the stimulus for research into nursing practice.

Professional nurses are committed to the overall goal of health promotion, assisting persons of all ages to attain, maintain, and regain their health, and enhancing the quality of their lives. Dedicated to the care and nurturing of the sick and well in order to help them achieve maximum human functioning, nurses help people achieve and maintain a healthy state, meet their basic needs, adapt to changes in their health status, recover from illness, and die with dignity. Humanistic, ethical, and scientific principles drawn from nursing science and other fields form the theoretical base of nursing care for individuals, families, and groups. All people have the right to access health care. Individuals, families, and communities retain responsibility for their own health and the right to make decisions regarding health care.

People are complex organisms and human behavior and biological functioning are a result of the interaction between individuals and their environment. Humans are endowed with hereditary qualities that may be influenced in temporary or permanent ways by the interaction with others and the environment. Each person possesses strengths and limitations as a result of the interaction of hereditary and environmental factors and these, in turn, create the biological and behavioral potential.

Scientific principles related to the interplay of the mind, body and spirit form the basis of our understanding of health and illness. Health is a dynamic state in which a person's developmental and behavioral potential is realized to the fullest extent possible. Illness is the alteration of normal biophysical and social-psychological mechanisms.

**Educational Philosophy**

The ideal climate for learning is characterized by a sense of purpose, dedication to excellence, models of exemplary scholarship, and collaborative faculty-student relationships. Optimal learning occurs when faculty and students share a defined purpose within an environment that encourages questioning, exploration, and innovation. The faculty of the College of Nursing believes that students are responsible for their own learning. Faculty are responsible for providing a learning environment that will help students reach their potential, develop appropriate professional values and behaviors, and commit themselves to life-long learning. Teaching methods and strategies are chosen with due regard for the level of student, and increasing self-direction is expected. Faculty know and use tested principles of teaching and learning, and they are committed to continued development in the art and skill of teaching.

¹ From *Nursing’s social policy statement* (2nd ed.) (American Nurses Association, 2003).
Evaluation of student performance is an important part of the educational process and faculty use established criteria for these evaluations. Faculty help students meet their educational goals while they adhere to program requirements.

Faculty carry out the interrelated mission of the university--teaching, research, and service--and through these activities ultimately contribute to the improvement of nursing. In response to changing societal and professional trends and needs, the particular focus of these activities will change as the faculty stay at the forefront of the discipline.

**THE UNDERGRADUATE STUDIES COMMITTEE**

**Purpose and Membership**

The Undergraduate Studies Committee is a standing committee in the College of Nursing that oversees and administers the undergraduate program. The committee consists of eight faculty members (one of whom serves as chair), an adjunct faculty member from University Hospitals, the undergraduate ombudsperson, and a generic undergraduate student. An alternate generic student attends when the regular student committee member is unable to do so. The assistant dean for pre-licensure studies, the coordinator of the RN to BSN program, and an undergraduate program academic advisor serve as ex-officio members.

**Functions**

1. Reviews and recommends to the faculty for approval modifications of the aims, objectives, philosophy, conceptual framework and offerings of the undergraduate program.

2. Reviews new courses and approves revisions in existing courses, changes in course content, and changes in course titles or credits, and forwards to the faculty for approval.

3. Initiates and/or reviews proposals for new courses and/or any reorganization of the curriculum, and makes recommendations to the faculty for approval.

4. Establishes and implements a process for evaluating outcomes of the undergraduate curriculum.

5. Recommends to the faculty criteria consistent with those of the university to be utilized in selecting, progressing, and graduating students in the undergraduate curriculum.

6. Develops policies, practices, and procedures to expedite progression through the program, subject to faculty or administrative approval.

7. Receives and acts upon student petitions for any exceptions to or modifications of prevailing policies or procedures for progress in and graduation from the undergraduate program.
8. Implements policies to guide decisions about progression, graduation, and requests for reinstatement to the undergraduate program.

9. Appoints one member to serve as voting member and liaison to the Undergraduate Admissions Committee.

10. Appoints one member to serve on the Professional Misconduct Committee.

Frequency of Meetings

The Undergraduate Studies Committee meets usually twice a month during the academic year, with specific meeting dates arranged around the academic calendar.

Student Input

The Undergraduate Studies Committee is the formal channel whereby students can be involved in the policy- and decision-making of the undergraduate program. Students are, therefore, encouraged to familiarize themselves with the responsibilities of the Undergraduate Studies Committee and to provide input to this committee for its tasks. When students would like the committee to discuss policy, they may request through their representative or the student ombudsperson that an item be placed on the committee's agenda for discussion. In addition to the ombudsperson, another generic baccalaureate student is on the committee. The students are chosen from those who are interested in serving on the committee by the Undergraduate Studies Committee.

Student Ombudsperson

Each year the dean appoints a student ombudsperson to help fellow students identify and resolve issues of concern within the college. This person works as a student advocate, serves as a liaison between students and faculty, serves on the Undergraduate Studies Committee, and assists students with common concerns related to their academic program. The student ombudsperson has an office in 240 Newton and messages may be left in the confidential message box located in the Office of Student Affairs, by email, or by calling the Office of Student Affairs.
BACHELOR OF SCIENCE IN NURSING (BSN) PROGRAM
DESCRIPTION

The baccalaureate program in nursing prepares students for entry-level professional practice positions in a variety of settings and is the prerequisite for advanced graduate study. Undergraduate professional education in nursing is both a liberal and a professional education designed to prepare students to provide nursing care based on scientific and humanistic principles.

Course requirements are designed to allow students to obtain knowledge needed for care of people of all ages and cultures. The study of professional nursing includes classroom and laboratory instruction in the art and science of nursing and supervised clinical instruction in a variety of hospital and community settings.

Each year of the curriculum builds upon content from the previous one as students are prepared to care for individuals, families, groups and communities with increasingly complex health care needs and problems. In addition, with increasing complexity, students are given opportunities to collaborate and cooperate within a multidisciplinary team approach to health care.

Although the emphasis may be different in each course, each course in the curriculum will include concepts of risk assessment and health promotion; primary, acute and chronic care; psychological and social aspects of care; broad-based cultural aspects of care; ethical issues; and informatics.

Outcomes for Graduates of the Baccalaureate Program

At graduation, BSN graduates are prepared to enter professional nursing practice as a generalist and have the foundation for graduate studies in nursing. They will be prepared to:

1. Integrate knowledge from a liberal education, the sciences, and nursing to address the health care of individuals, families, groups, communities, and populations across the life span in diverse and global health care systems and environments.
2. Apply a systematic process for application and evaluation of scientific evidence related to the principles of health promotion, risk reduction, disease prevention, and illness management across the continuum of dynamic healthcare environments.
3. Apply the knowledge and skills of information management and patient care technologies to deliver high quality nursing care that addresses legal, ethical, historical, and emerging issues.
4. Communicate effectively and work collaboratively with individuals, families, groups, communities, and populations and within nursing and with other health disciplines to design, manage, and deliver high quality and safe patient-centered care.
5. Demonstrate a commitment to leadership and professionalism through the delivery of socially, ethically, and fiscally responsible care while embracing the concept of life-long learning.
TECHNICAL STANDARDS FOR NURSING STUDENTS: POLICY GUIDELINES

The Technical Standards for Nursing Students shall be published and available to new and prospective students via CON Website and Student Handbooks. The standards serve as a fair representation of practice expectations. A student’s signature will indicate good faith understanding of said requirements.

Students who apply to or already enrolled in the program and present with newly diagnosed disabilities will be referred to the Office for Disability Services for students. Acceptance into the program or ongoing progression will be contingent upon meeting the recommendations of ODS.

The examples presented in the document are just that and not inclusive of all possible scenarios. Student progression requires periodic evaluation be it didactic or clinical performance including simulation and lab experiences. If a student demonstrates that they cannot meet the standards even with reasonable accommodations, they will not be able to progress in the program. The Office for Disability Services will be used for internal appeals only if the student and ODS support an accommodation that the college does not deem reasonable.

The technical standards will be updated and revised as necessary. Changes will readily be made available to students via approved college communication.

1 The Office for Disability Services (ADA) collaborates with and empowers students who have disabilities in order to coordinate support services and programs that enable equal access to an education and university life. The office is located at:
150 Pomerene Hall
1760 Neil Avenue
Columbus, OH 43210
Ph (614) 292-3307
VRS: (614) 429-1334
Fax: (614) 292-4190
General Questions: ods@studentlife.osu.edu.
Exam/Quiz Accommodations: odsexam@studentlife.osu.edu.
NURSING COURSE DESCRIPTIONS

Sophomore Level Courses

Nursing 301  Foundational Nursing Concepts for Health Promotion and Restoration Across Lifespan, Cultures and Settings
A three-course series that introduces the student to the foundations of nursing and the skills required in the provision of nursing care.
Prereq: Sophomore standing in nursing major
301.01  6 credit hours  Autumn Quarter
Introduction to the profession, nursing process, and natural history model for disease as a framework for disease prevention, health promotion and restoration across the lifespan.
Prereq or Concurrent: Nursing 385.01
301.02  6 credit hours  Winter Quarter
Assessment of health and nursing interventions to maintain or restore health or prevent disease using the natural history model. Additional focus on the health care delivery system.
Prereq: Nursing 301.01. Prereq or Concurrent: Nursing 385.02
301.03  6 credit hours  Spring Quarter
Assessment of health and nursing interventions to maintain or restore health or prevent disease using the natural history model. Additional focus on political processes that affect health care delivery.
Prereq: Nursing 301.02. Prereq or Concurrent: Nursing 385.03

Nursing 337  A Nursing Perspective: Life Span Development of Individuals Within A Family Context
3 credit hours  Spring Quarter
Growth and development of individuals within the context of family from the beginning of life to death with an emphasis on assessment and interventions used by nurses.
Prereq: Sophomore standing in nursing major or permission of instructor
Nursing students are required to complete Nursing 337 during the sophomore year of the program unless an equivalent course was completed prior to entering the major.

Nursing 360  Introduction to Scientific Inquiry in Nursing Practice
A three-course series that introduces the student to the fundamentals of scientific inquiry in nursing including information literacy, research methods, and evidence-based practice necessary for evaluating evidence of nursing practice.
Prereq: Sophomore standing in nursing major
360.01  Introduction to Scientific Inquiry of Nursing Practice through Information Literacy
1 credit hour  Autumn Quarter
Fundamentals of information literacy for nursing practice; intended to foster an appreciation and understanding of information searching and retrieval using a variety of modalities.
Prereq: Sophomore standing in nursing major

360.02  **Introduction to Scientific Inquiry of Nursing Practice through Research Methods**  
1 credit hour  Winter Quarter

Introduction to nursing research methods; intended to foster an appreciation and understanding of nursing research to enable students to evaluate evidence of nursing practice.  
Prereq: Nursing 360.01.

360.03  **Introduction to Scientific Inquiry of Nursing Practice through Evidenced-Based Practice**  
1 credit hour  Spring Quarter

Introduction to the basics of evidenced-based practice intended to foster an appreciation and understanding for utilizing evidenced-based findings in nursing practice.  
Prereq: Nursing 360.02.

**Nursing 385  Integrated Sciences for Nursing Practice**

A study of normal human pathophysiological processes of disease and related pharmacological principles as a scientific foundation for nursing practice.  
Prereq: Sophomore standing in nursing major or permission of instructor

385.01  5 credit hours  Autumn Quarter

Normal cellular and systemic homeostatic function and local and systemic responses to cellular structure and function.

385.02  5 credit hours  Winter Quarter

Normal and abnormal renal, musculoskeletal, cardiac and respiratory physiology and principles related to pharmacological management of major diseases of each of these body systems.  
Prereq: Nursing 385.01

385.03  5 credit hours  Spring Quarter

Normal and abnormal neurological, endocrine, gastrointestinal, hepatic and reproductive physiology and principles related to pharmacological management of major diseases of each of these body systems.  
Prereq: Nursing 385.02

Students should exit the **sophomore year** with the requisite knowledge and skills to provide basic care to adults, older adults, and childbearing and childrearing families. Specifically, students are expected to be able to:

- Describe the meaning of nursing, the roles and responsibilities of professional nurses, including collaborating with others and effecting political change.
- Take responsibility and accountability for one’s own actions as a student nurse.
• Describe professional values and value-based behaviors that are important in nursing practice.
• Describe normal human physiology and pathophysiological processes related to disease and injury that are utilized in nursing practice.
• Describe pharmacological principles used in nursing practice.
• Discuss and utilize the natural history model of disease as a framework for disease prevention, health promotion and restoration across the life span.
• Understand and utilize basic health assessment, psychomotor skills and interventions appropriate to maintain or restore health or prevent disease within the framework of the natural history model of disease.
• Describe and begin to use therapeutic relationships and accurate communication in nursing practice settings.
• Describe basic concepts of cultural diversity in nursing practice.
• Explain normal physiological parameters of growth and development throughout the life span.
• Explain theories and concepts of biological, psychosocial and cognitive development of individuals throughout the life span.
• Identify environmental factors that influence the delivery of nursing care.
• Explain and apply the nursing process to the care of individuals in selected health care settings.
• Identify and describe selected legal, ethical and professional issues for nursing.
• Use information and health care technology to obtain information about care delivery.
• Understand the role of critical thinking in solving problems.

Junior Level Courses

Nursing 402    Nursing Care of Adults
8 credit hours    Autumn, Winter, Spring Quarter

Nursing knowledge essential to caring for adults; emphasis on health promotion, risk assessment, disease prevention and management of common acute and chronic health problems.
Prereq: Junior standing in nursing major, Nursing 301.03, 360.03, 385.03, Human Nutrition 310, Microbiology 509, and Nursing 337 or Psychology 340 or Human Development and Family Science 364 or permission of instructor. Cannot be taken with Nursing 403, 404, or 405.

Nursing 403    Nursing Care of Older Adults
8 credit hours    Autumn, Winter, Spring Quarter

Nursing knowledge essential to caring for older adults; emphasis on health promotion, risk assessment, disease prevention and common acute and chronic health problems.
Prereq: Junior standing in nursing major, Nursing 301.03, 360.03, 385.03, Human Nutrition 310, Microbiology 509, and Nursing 337 or Psychology 340 or Human Development and Family Science 364 or permission of instructor. Cannot be taken with Nursing 402, 404, or 405.

Nursing 404    Nursing Care of Childbearing Families
5 credit hours    Autumn, Winter, Spring Quarter
Nursing knowledge essential to caring for childbearing families; emphasis on health promotion, risk assessment, disease prevention and complications from pregnancy, acute and chronic health problems.

Prereq: Junior standing in nursing major, Nursing 301.03, 360.03, 385.03, Human Nutrition 310, Microbiology 509, and Nursing 337 or Psychology 340 or Human Development and Family Science 364 or permission of instructor. Should be taken with Nursing 405. Cannot be taken with Nursing 402 or Nursing 403.

Nursing 405 **Nursing Care of Children and Their Families**

5 credit hours  Autumn, Winter, Spring Quarter

Nursing knowledge essential to caring for children and their families; emphasis on health promotion, risk assessment, disease prevention and common acute and chronic health problems.

Prereq: Junior standing in nursing major, Nursing 301.03, 360.03, 385.03, Human Nutrition 310, Microbiology 509, and Nursing 337 or Psychology 340 or Human Development and Family Science 364 or permission of instructor. Should be taken with Nursing 404. Cannot be taken with Nursing 402 or Nursing 403.

Nursing 440 **Cultural Competence in Health Care**

3 credit hours  Autumn, Winter, Spring Quarter

Development of health care concepts and techniques used by nurses and other health care professionals in providing culturally competent care of individuals, families, and communities.

Prereq: Junior standing in nursing major

Students exit the **junior year** with the requisite knowledge and skills to promote health and provide care to individuals and families in a variety of settings. Specifically, students are expected to be able to:

- Enact the roles and accept responsibilities of professional nurses, including beginning to collaborate with others.
- Take responsibility and accountability for one’s own actions as a student nurse.
- Use professional values and value-based behaviors that are important in nursing practice.
- Use knowledge of normal human physiology and pathophysiological processes related to disease and injury to plan care and evaluate effectiveness of care for childbearing and childrearing families, elderly adults and their families, and adults and their families.
- Use pharmacological nursing principles in the care of childbearing and childrearing families, elderly adults and their families, and adults and their families.
- Promote disease prevention, health promotion and restoration across the life span in childbearing and childrearing families, elderly adults and their families, and adults and their families.
- Utilize increasingly complex health assessment, psychomotor skills, and interventions appropriate to maintain or restore health or prevent disease in childbearing and childrearing families, elderly adults and their families, and adults and their families.
- Analyze and use therapeutic relationships and effective communication in nursing practice settings.
- Incorporate concepts of cultural diversity in nursing practice.
• Incorporate normal physiological parameters of growth and development throughout the life span into the plan of care for childbearing and childrearing families, elderly adults and their families, and adults and their families.
• Apply theories and concepts of biological, psychosocial and cognitive development of individuals throughout the life span to the care of childbearing and childrearing families, elderly adults and their families, and adults and their families.
• Manipulate environmental factors that influence the delivery of nursing care.
• Use the nursing process to provide care for childbearing and childrearing families, elderly adults and their families, and adults and their families across care settings.
• Analyze selected legal, ethical and professional issues for nursing.
• Use information and health care technology to plan and improve care delivery for childbearing and childrearing families, elderly adults and their families, and adults and their families.
• Use critical thinking to solve problems of childbearing and childrearing families, elderly adults and their families, and adults and their families.

Senior Level Courses

Nursing 501   High Acuity Nursing
8 credit hours   Autumn, Winter Quarter

Nursing knowledge essential to management of high acuity patients and their families in a variety of health care settings.
Prereq:  Senior standing in nursing major, Nursing 402, 403, 404, 405, 440 or permission of instructor. Cannot be taken with Nursing 503, 511 and 512.

Nursing 503   Leadership in Clinical Nursing Practice
8 credit hours   Autumn, Spring Quarter

Study of leadership principles and refinement of clinical expertise in a focused area of nursing practice.
Prereq:  Senior standing in nursing major. Cannot be taken with Nursing 503, 511 and 512.

Nursing 511   Community Care of Vulnerable Populations
6 credit hours   Autumn, Winter, Spring Quarter

Application of public health and community health theory and principles to the nursing care of vulnerable populations.
Prereq:  Senior standing in nursing major, Nursing 402, 403, 404, 405, 440 or permission of instructor. Cannot be taken with Nursing 501 or 503. Concurrent enrollment with Nursing 512 is possible.

Nursing 512   Psychiatric Mental-Health Nursing
6 credit hours   Autumn, Winter, Spring Quarter

Nursing knowledge applied to the promotion of mental health and to the recovery of individuals with psychiatric diagnoses.
Prereq: Senior standing in nursing major, Nursing 402, 403, 404, 405, 440 or permission of instructor. Cannot be taken with Nursing 501 or 503. Concurrent enrollment with Nursing 511 is possible.

### Summary of Degree Requirements for Students Following the General Education Curriculum (GEC) Requirements

**Beginning autumn quarter 2008**

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Foundations (Skills)</th>
</tr>
</thead>
<tbody>
<tr>
<td>20-21</td>
<td>English 110.01, 110.02 or 110.03 5</td>
</tr>
<tr>
<td></td>
<td>Second Writing Course * 5</td>
</tr>
<tr>
<td></td>
<td>Math 116 or higher 4-5</td>
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<td></td>
<td>Data Analysis Course * 5</td>
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<td>Nursing 100 1</td>
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</tbody>
</table>

**Natural Sciences**

- Biology 101 or 113 5
- Chemistry 101-102 or 121-122 10
- Anatomy 199.03 5

**Social Sciences**

- Psychology 100 5
- Sociology 101 5

**Arts and Humanities * **

- Two courses in arts and humanities chosen from the approved list 10

**Historical Study**

- Two historical courses 10

**Other GEC Course**

- Breadth Course 5

**Nursing Requirements**

- Nursing 301.01, 301.02, 301.03, 337, 360.01, 360.02, 360.03, 385.01, 385.02, 385.03 44
- Microbiology 509, Human Nutrition 310 44
- Nursing 402, 403, 404, 405, 440 29
- Nursing 501, 503, 511, 512 28

**Elective Course Work**

- 4-5

**Total**

- 186

* Courses should be selected from the current College of Nursing GEC List which is available on the student web:  Student Web>Student Affairs>Undergraduate Documents and Resources
**Sample Four-Year Curriculum in Nursing Major for Students Following the General Education Curriculum (GEC) Requirements**

**Beginning autumn quarter 2008**

<table>
<thead>
<tr>
<th>First Year (Pre-Nursing)</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AUTUMN</strong></td>
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</tr>
<tr>
<td>General Education Curriculum</td>
<td>Historical Survey or Arts and Humanities</td>
</tr>
<tr>
<td>Chemistry 101 or 121</td>
<td>General Chemistry</td>
</tr>
<tr>
<td>Sociology 101</td>
<td>Introductory Sociology</td>
</tr>
<tr>
<td>Nursing 100</td>
<td>Nursing Survey</td>
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<tr>
<td></td>
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<tr>
<td><strong>WINTER</strong></td>
<td></td>
</tr>
<tr>
<td>Psychology 100</td>
<td>General Psychology</td>
</tr>
<tr>
<td>Chemistry 102 or 122</td>
<td>General Chemistry</td>
</tr>
<tr>
<td>Biology 101 or 113</td>
<td>Introductory Biology</td>
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<tr>
<td></td>
<td></td>
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<tr>
<td><strong>SPRING</strong></td>
<td></td>
</tr>
<tr>
<td>English 110</td>
<td>Freshman English Composition</td>
</tr>
<tr>
<td>Anatomy 199.03</td>
<td>Basic Human Anatomy</td>
</tr>
<tr>
<td>Data Analysis</td>
<td></td>
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<table>
<thead>
<tr>
<th>Second Year</th>
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<tbody>
<tr>
<td><strong>AUTUMN</strong></td>
<td></td>
</tr>
<tr>
<td>Nursing 301.01</td>
<td>Foundational Nursing Concepts for Health Promotion and Restoration across Lifespan, Cultures and Settings I</td>
</tr>
<tr>
<td>Nursing 360.01</td>
<td>Introduction to Scientific Inquiry I</td>
</tr>
<tr>
<td>Nursing 385.01</td>
<td>Integrated Sciences for Nursing Practice I</td>
</tr>
<tr>
<td>Microbiology 509</td>
<td>Basic and Practical Microbiology</td>
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<tr>
<td><strong>WINTER</strong></td>
<td></td>
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<tr>
<td>Nursing 301.02</td>
<td>Foundational Nursing Concepts for Health Promotion and Restoration across Lifespan, Cultures and Settings II</td>
</tr>
<tr>
<td>Nursing 360.02</td>
<td>Introduction to Scientific Inquiry II</td>
</tr>
<tr>
<td>Nursing 385.02</td>
<td>Integrated Sciences for Nursing Practice II</td>
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<tr>
<td>Human Nutrition 310</td>
<td>Fundamentals of Human Nutrition</td>
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<td>Course Code</td>
<td>Course Title</td>
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<tr>
<td>SPRING</td>
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<tr>
<td>Nursing 301.03</td>
<td>Foundational Nursing Concepts for Health Promotion and Restoration across Lifespan, Cultures and Settings III</td>
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<tr>
<td>Nursing 337</td>
<td>A Nursing Perspective: Life Span Development of Individuals Within a Family Context</td>
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<tr>
<td>Nursing 360.03</td>
<td>Introduction to Scientific Inquiry III</td>
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<td>Nursing 385.03</td>
<td>Integrated Sciences for Nursing Practice III</td>
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<td>THIRD YEAR</td>
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<tr>
<td>AUTUMN</td>
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<tr>
<td>Nursing 402</td>
<td>Nursing Care of Adults</td>
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<tr>
<td>GEC</td>
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<tr>
<td>WINTER</td>
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<tr>
<td>Nursing 403</td>
<td>Nursing of Older Adults</td>
</tr>
<tr>
<td>Nursing 440</td>
<td>Cultural Competence in Health Care</td>
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<td>GEC</td>
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<td>SPRING</td>
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<tr>
<td>Nursing 404</td>
<td>Nursing Care of Childbearing Families</td>
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<tr>
<td>Nursing 405</td>
<td>Nursing Care of Children and Their Families</td>
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<td>GEC</td>
<td></td>
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<tr>
<td>FOURTH YEAR</td>
<td></td>
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<tr>
<td>AUTUMN</td>
<td></td>
</tr>
<tr>
<td>Nursing 501</td>
<td>High Acuity Nursing</td>
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<td>GEC</td>
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<tr>
<td>WINTER</td>
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<tr>
<td>Nursing 511</td>
<td>Community Care of Vulnerable Populations</td>
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<tr>
<td>Nursing 512</td>
<td>Psychiatric Mental-Health Nursing</td>
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<td>Elective</td>
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<td>SPRING</td>
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<tr>
<td>Nursing 503</td>
<td>Leadership in Clinical Nursing Practice</td>
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<tr>
<td>GEC</td>
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KAPLAN PROGRAMS AND KAPLAN DIAGNOSTIC TEST

Kaplan Programs

Students in the baccalaureate nursing program are required to purchase the Kaplan and Lippincott Williams & Wilkins Integrated Testing program. The program offers a series of interactive tests designed to help facilitate understanding of nursing content. In the required clinical courses, completing assigned tests is necessary for successful course completion. Successful program completion requires that students achieve a raw score of 58% correct on the Diagnostic Exam.

Kaplan Diagnostic Test

Policies for Kaplan Diagnostic Test Effective Winter Quarter 2010
Kaplan Diagnostic Test; Policy for Successful Baccalaureate Program Completion

Students in their final quarter of the baccalaureate program are required to take the Kaplan NCLEX-RN® Diagnostic Exam. The exam is a 180-question multiple-choice, end of program test based on the NCLEX-RN® test plan blueprint and provides the student with predictive information for their probability of passing the NCLEX-RN® exam.

1. The exam will be offered to graduating students during weeks 4-5 of the quarter.

2. Successful academic program completion requires that students achieve a raw score of 58% percent correct or an 85.5% probability of passing NCLEX-RN® exam on the first attempt.

3. Students achieving a raw score of <58% will need to demonstrate that they have 1) completed the Kaplan remediation program, and 2) enrolled in the Kaplan NCLEX-RN® Complete Classroom or Online Course. The Kaplan remediation program requires students to take all Kaplan Focused Review Online Tests and review explanations for all questions. Students must have completed the remediation program by three weeks after the date of the Diagnostic Test.

4. Students completing the remediation program will then take a second end-of-program Kaplan exam. Students must score a raw score of 58% to successfully complete the academic program and receive a diploma.

ADDITIONAL PROGRAM OPTIONS

Minors

Students can choose to minor in one of over 60 different areas while in the BSN program. A minor is not required for graduation. Minor registration forms and information on individual minor programs may be obtained online at: http://artsandsciences.osu.edu/students/minors
The following are the policy guidelines for minor areas of study:

1. Minor course hours are counted as elective hours toward graduation.

2. Some minors require individual approval by a departmental faculty member; others do not. Sheets describing the individual minor program carry this information. Minor program information for the Colleges of the Arts and Sciences can be found at http://artsandsciences.osu.edu/currofc/gec/minors.cfm.

3. Students must file their minor registration forms with the Office of Student Affairs by the end of the last week of classes of the quarter prior to their quarter of graduation, unless they plan to graduate spring quarter, in which case they must file their minor registration form by the end of the last week of classes of the autumn quarter prior to their graduation. Students must sign their minor registration forms in order for the form to be processed.

4. Once a minor program is on file in the college office, any changes must be discussed with an academic advisor in the College of Nursing.

5. All minors require a minimum of 20 credit hours; no more than 10 hours of transfer credit may be applied to a minor.

6. No grade below a “C-” will be permitted in courses comprising the minor; the minimum overall CPHR of the minor shall be a 2.00.

7. Minor courses may not be taken pass/non-pass.

8. If a student completes more than one minor, each minor must contain a minimum of 20 unique credit hours.

**Dual Degree Option with the Colleges of the Arts and Sciences**

Undergraduate students in the College of Nursing can be enrolled concurrently in the Colleges of the Arts and Sciences to complete the degree requirements of both colleges. This option typically requires a minimum of 238-248 quarter credit hours to complete the requirements of both colleges. Students interested in this option should contact the Office of Student Affairs.

**Enrollment in Graduate Courses as an Undergraduate Student**

Two options are available for students with senior standing in the College of Nursing to enroll in graduate course work while completing undergraduate degree requirements. These options are Senior Petition and the BSN to MS Combined Program. Students interested in exploring either of these options should contact the Office of Student Affairs early in their nursing program of study.

**SENIOR PETITION**

To qualify for a senior petition, a student must have senior standing in the College of Nursing (have completed all junior-level nursing courses), have a 3.3 cumulative point-hour ratio (CPHR) and have completed all General Education Curriculum (GEC) requirements and free electives.
The student must meet all the requirements for the graduate course, receive instructor permission, and approval by the Graduate School.

Credit earned by a senior petition does not count toward the undergraduate major. Once a student is admitted to the graduate program at Ohio State, up to 15 hours of graduate course work taken through a senior petition may be used to complete requirements for the Master of Science degree. Fees for these courses are assessed at the undergraduate rate.

BSN TO MS COMBINED PROGRAM

Senior students who have completed a minimum of 135 quarter credit hours, completed all General Education Curriculum (GEC) requirements, and who have a CPHR of 3.5 or higher on all previously attempted academic work may apply for admission to the BSN to MS Combined Program. A student in this program has concurrent enrollment in the College of Nursing and the Graduate School.

Under this option free electives for the BSN program may be met by graduate program core course requirements. No clinical courses can be substituted. The student electing this option must meet all the requirements for admission to the Master of Science program. Graduate tuition is assessed.

Honors Program in the Nursing Major

The Honors Nursing Program is designed to challenge the exceptional undergraduate student in the nursing major by offering the opportunity to become involved with research in a specialized area of nursing under the direct mentorship of a faculty member. The College of Nursing Honors Program offers nursing students an opportunity to become involved with building knowledge that can change the practice of Nursing. Newly admitted students apply for admission to the Honors Program during the summer prior to the start of their 300-level nursing courses. University Honors students enrolled in the pre-nursing program are not guaranteed admission into the Honors Nursing Program. University Honors students enrolled in the pre-nursing program must follow the same application process put in place for newly admitted students. Throughout their nursing studies, students participate in seminars, honors-level course work, and a research project under the close mentorship of a faculty mentor. The culmination of this program is the senior honors thesis that, when successfully completed, results in the awarding of a baccalaureate degree with Honors Research Distinction nursing.

The goals of the Honors Program are to:
- foster a passion for in-depth learning in a specialized area of interest
- enhance professional development and commitment to the profession through knowledge development
- provide an enriched environment for understanding the values of the discipline
- nurture the development of student leaders and future leaders in nursing
- develop a pool of gifted students for graduate study

Additional information concerning the Honors Program may be obtained in the Office of Student Affairs or by contacting Dr. Victoria von Sadovszky (von-sadovszky.1@osu.edu), Honors Director for the College of Nursing.
Clinical with Distinction

The *Clinical with Distinction* designation is awarded to students each quarter who meet the stated criteria. Course faculty will determine if a student meets the criteria. Students are not permitted to contract or negotiate for *Clinical with Distinction*. If awarded *Clinical with Distinction*, a student will receive a congratulatory letter from the Dean of the College and will be included in CONnections.

**SOPHOMORE LEVEL**
To achieve *Clinical with Distinction* recognition, a sophomore level student must consistently meet the following four criteria:

- Organized in his/her nursing care and requires little direction
- Independently seeks and takes advantage of learning opportunities
- Able to think critically and prioritize needs
- Frequently recognized by the staff and/or family members in making a significant contribution to the care of the patient or to the activities of the unit/agency that go above and beyond the student role

**JUNIOR LEVEL**
To achieve the *Clinical with Distinction* recognition, a junior level student must consistently meet four of the following six criteria:

- Consistently incorporates evidenced-based research in the planning and implementation of his/her nursing interventions
- Consistently applies assessment and diagnostic skills in patient care in order to positively affect patient outcomes (i.e. Identifying subtle changes in a patient’s condition)
- Consistently demonstrates a high level of critical thinking skills that impacts the quality of patient outcomes
- Contributes to the unit or agency in a manner that positively impacts patient care or nursing practice
- Frequently recognized by the staff and/or family members in making a significant contribution to the care of the patient or to the activities of the unit/agency that go above and beyond the student role
- Actively initiates patient and family education and creatively designs and implements patient teaching activities

**SENIOR LEVEL**
To achieve *Clinical with Distinction* recognition, a senior level student must consistently meet three of the following four criteria:

- Incorporate evidenced-based research in the development and implementation of his/her nursing interventions.
- Contribute to the unit/agency in a manner that positively impacts care/practice.
- Impact the care of patients/families/communities in a way that enhances outcomes.
- Be recognized by the staff as making contributions above and beyond the student role.
REQUIREMENTS FOR CLINICAL COURSES

In order to enroll in any clinical nursing courses, students must meet the following college and clinical agency requirements. Students who have not met the clinical compliance requirements by the end of the second day of the quarter in which they are enrolled in a clinical course are not permitted to enter any clinical site and their **overall grade for that course will be lowered by one full grade.** The student will be able to attend the clinical orientation with their assigned clinical instructor.

If the student is still not compliant with the clinical requirements by the second day of the quarter, **the student must drop the course immediately or receive a grade of “E” for the course.** Students may re-enroll in the course in a subsequent quarter. Dropping a course will increase the time to graduation.

**Clinical Compliance Requirements Policy**

1. Clinical compliance is a **prerequisite** for nursing clinical courses*. Clinical compliance as a prerequisite is included on every clinical course syllabus.

2. Nursing students enrolled in a clinical course must be in compliance with the College of Nursing clinical requirements **by the end of the second day of the quarter** in which they are enrolled in a clinical course. See Appendix.

3. Each quarter, instructors are provided with updates on your compliance status. They will notify you should the status change during the course of the quarter. **It is the responsibility of the student to note the expiration dates of health compliance requirements.** Students who allow their compliance status to lapse during the quarter will have two weeks to regain their compliance status. Some agencies are requiring an additional drug screening within a short interval prior to the clinical experience in that agency.

4. The clinical compliance status for junior and senior nursing students is posted to the College of Nursing’s Clinical Compliance database. Information is entered into the database by staff in the Wilce Student Health Center (vaccine, disease, and/or test) and the College of Nursing (HIPPA, CPR, criminal background check, and drug screening). See Appendix.

5. The clinical compliance status for sophomore nursing students is entered into CertifiedBackground.com once the student scans the documentation into the system.

6. Junior and senior students have met the clinical compliance requirement only after the information appears in the Clinical Compliance database. **NOTE:** It can take up to **four weeks** for the Wilce Student Health Center to enter data received from physician offices, employers, and students. It can take up to **six weeks** for the College of Nursing to receive the results of the criminal background check.

7. Verification from physicians, employers, and other agencies of vaccinations, tests, background checks, and drug screenings presented by the student to the clinical instructor
does not meet the clinical compliance requirement. Verifications for junior and senior nursing students must be sent to the appropriate office in the Wilce Student Health Center or the College of Nursing (See Appendix) in order for that information to be entered into the Clinical Compliance database. All verifications for junior and senior nursing students must be sent to the Wilce Student Health Center with the College of Nursing health compliance cover letter. (See health compliance cover letter in the Appendix)

Sophomore nursing students must scan the verifications into CertifiedBackground.com

* Nursing 301.01, 301.02, 301.03, 402, 403, 404, 405, 501, 503, 511, 512

Health Requirements: Health requirements are necessary for students for the protection of their own health as well as for that of the patients and clients for whom they will be caring in the nursing program. The health requirements in place for students are those requirements set by the health care agencies where students are assigned for clinical study. As agency health requirements change, health requirements for students enrolled in the College of Nursing may also change. Some health requirements require a YEARLY update and it is the student’s responsibility to assure that the tests are completed and the report submitted to the Preventive Medicine Department at the Wilce Student Health Center or CertifiedBackground.com, as indicated below.

The health requirements include:
1. Tetanus diphtheria acellular pertussis (Tdap) booster within the last 10 years

2. Verification of immune status and/or vaccine administration for the following infectious diseases:
   a. Hepatitis B – vaccine and titer
   b. Mumps – at least one vaccine or positive titer
   c. Rubella – at least one vaccine or positive titer
   d. Rubeola – two doses of vaccine or positive titer
   e. Varicella– positive titer OR two doses of vaccine

3. Annual PPD after initial two-step PPD. If there is a history of a positive PPD, then a chest X-ray is required.

4. It is the student’s responsibility to make sure the results of these immunizations are reported to the Student Health Center or CertifiedBackground.com in order to be in compliance with clinical agency requirements. Failure to maintain all requirements is a violation of the College’s agency contracts and will prohibit a student’s ability to maintain clinical practice.

Some health requirements may be waived for pregnant students or for individual students whose situations may warrant such action. Documentation of pregnancy and physician recommended waivers should be sent to Preventive Medicine at the Student Health Center (juniors and seniors) or CertifiedBackground.com (sophomores.)
All health records for current junior and senior nursing students are retained at the Student Health Center. Students need to have their record of meeting these health requirements forwarded to:

Preventive Medicine
Wilce Student Health Center
1875 Millikin Road, Columbus, OH 43210
Phone: 614-247-2387 Fax: 614-292-6001

Criminal Background Check

Students are required by state law to complete a criminal background check. Students will be fingerprinted before they begin their initial clinical experience for the purpose of identifying those who may have a criminal record. Students with a criminal record may be denied the ability to participate in clinical study based on agency and College of Nursing policies.

A BCI criminal background check is required for placement in the nursing clinical sites. For those that have lived outside of the State of Ohio during the last five years an FBI criminal background check is also required. Students have the option of obtaining a BCI and FBI background check at a local police department or at the OSU Public Safety Division of Police located at 1200 Blankenship Hall, 901 Woody Hayes Drive.

See also the appendix for further information about an additional criminal background check prior to licensure.

Mandatory Drug Screening

All students enrolled in a clinical course will be required to provide a sample for a urine drug screen. This is a requirement among agencies that accept our students for clinical experience. Students will have a drug screen before they begin their initial clinical experience and, if needed, any additional drug screening for just cause. The College of Nursing has contracted with a laboratory to come to the college to provide the initial service. No other previous drug screen results will be accepted. Students who have not completed a drug screen will NOT be permitted in any clinical setting. All course heads will be notified of students who are non-compliant. Students will be responsible for the cost of subsequent screening for just cause.

Laboratory results for urine drug screen will be sent to the Associate Dean for Academic Affairs. The Associate Dean for Academic Affairs will review the urinalysis test results to determine whether a legitimate medical explanation could account for any “confirmed positive” result reported by the laboratory. This is accomplished by an in-person interview with the specimen donor and by giving the donor an opportunity to provide evidence of legally prescribed medication use that may have caused the positive lab result. If the Associate Dean determines that a legitimate medical explanation exists, the results reported will be recorded as “negative.”

If there is no legitimate medical explanation, the protocol for a positive drug screen will be implemented. Any student testing positive will not be permitted in a clinical setting. A student who tests positive will be asked to make an appointment with the Counseling and Consultation Services (CCS) at The Ohio State University Younkin Success Center. CCS will ask the student to attend three one-hour assessment sessions. The student will be asked to sign a release notifying the Associate Dean for Academic Affairs of the disposition of the visits. The student
will be asked to be tested again, at the student’s expense, prior to returning to a clinical course. If the student tests positive the second time, the student will be asked to withdraw from the program and will need to petition to re-enter. Upon petition to re-enter the program, the student will provide the Associate Dean for Academic Affairs with documentation from a certified drug and alcohol counselor indicating readiness to return to the program and prognosis for full recovery.

After a student has completed the required counseling sessions at CCS, has a negative drug screen, and returns to the clinical setting, random drug testing will occur periodically until the student graduates from the program. The Associate Dean of Academic Affairs office will notify students of the required random drug screening which will be completed within five days of notification, at the student’s expense. If a positive drug screen occurs, the student will be asked to withdraw from the program and will need to petition to re-enter as indicated in previous paragraph.

Insurance

All students have professional liability insurance in the minimum amount of $5,000,000/occurrence and $5,000,000/aggregate. The College of Nursing purchases, on behalf of students, a policy which provides this coverage for students while they are engaged in clinical course work.

The Memorandum of Insurance can be used as evidence of insurance coverage for students who have offsite studies. Students do not need permission from Enterprise Risk Management to obtain evidence of insurance. Please refer to the following website for more information: www.marsh.com/moi?client=1945.

In addition, the College of Nursing requires that all students carry health insurance through a family, employment, or student policy comparable to The Ohio State University Student Health Insurance Plan. Verification must be completed on the Registrar’s web site at the time of course registration.

Cardio-Pulmonary Resuscitation (CPR) Certification

Students need to be certified in CPR before they can participate in clinical course work. CPR expiration dates are on file in a database maintained by the assistant to the Associate Dean for Academic Affairs in room 347 Newton Hall. The database will contain information for junior and senior nursing students. It is the responsibility of each student to make sure that his or her current CPR card, new or renewal, is recorded by this person so that the database is current. The only Cardio-Pulmonary Resuscitation Certifications that are acceptable are:
* American Heart Association, BLS for the Healthcare Provider (good for two years)
* American Red Cross, CPR for the Professional Rescuer (good for one year)

Once a CPR certification has been established, the student can take the “renewal” course for one of the accepted courses.
HIPAA Training Policy

Every student in the College of Nursing is required to complete annual training regarding the Health Insurance Portability and Accountability Act (HIPAA), including viewing a training videotape and passing a post-test, prior to any clinical experience. Students may take the test in the College of Nursing Computer Lab (220 Newton Hall).

Statement of Confidentiality

Students in the College of Nursing sign a statement of confidentiality in order to gain access to patient records. In signing this form students are agreeing that all information made available to them will be held confidential and that they will not divulge any information of a patient-identifiable nature.

Student Dress Code Policy

The dress code policy for students is the policy established by The Ohio State University Hospitals for its employees. All students must adhere to the dress code policy when a uniform is needed for clinical study. Personal appearance must demonstrate neatness, cleanliness, and good hygiene. Extremes in appearance or accessory attire potentially interfering with patient care or perception are not acceptable.

1. Student identification badge must be worn at all times.
   a. Identification badges are to be clearly visible, above the waist.
   b. Student photographs on identification badges must be worn face out, with no defacement (pins, stickers).
   c. When caring for inmates in any patient care area, employees may tape over (cover) their last name.
   d. Lanyards to hold your identification badge may be worn meeting the following criteria:
      i. Must be breakaway, for your protection.
      ii. No more than five professional pins may be worn at one time.
      iii. The Lanyard must not interfere with patient care.
   e. Identification badge holders may be worn meeting the following criteria:
      i. Must be solid in color or with hospital logo

2. Hair must be clean, neatly groomed and controlled.
   a. Long hair must be secured away from the face.
   b. Hair decorations must be kept plain and simple.
   c. Extreme styles and colors are not permitted.
   d. Facial hair must be kept neat and well-trimmed.
   e. Fashion headscarves or skullcaps are not permitted.
   f. Hairbands are permitted if they are white, or match scrubs or hair color.

3. Nails must be neat, clean, and support the functional use of hands and fingers.
   a. Artificial fingernails are prohibited for all staff who touch or transport patients.
   b. Nail polish and decorative designs are prohibited.
c. Length of natural nails will be kept at less than ¼ inch long.

4. Jewelry must be plain and inconspicuous. Jewelry must not interfere with patient care or present a hazard to the employee.
   a. One pair of small post earrings that do not dangle from the earlobes are permitted.
   b. No necklaces are permitted.
   c. Bracelets or armbands are not permitted unless they are a Medical Alert bracelet.
   d. Only one ring or ring set is allowed.
   e. A form fitting wrist watch is permitted.
   f. Facial piercing jewelry (i.e. eyebrow, nose, tongue, lip, etc.) is prohibited.
   g. Exception: If a nose ring is worn for religious purposes, the student must supply the instructor with proper documentation to support this.

5. Fragrances must be minimally evident. With some patient care populations, fragrances may not be worn.

6. Tattoos must be inconspicuous or covered.

7. Footwear should be clean, appropriate for clothing, protective and fit securely.
   a. Shoes should be non-permeable entirely white.
   b. Shoes must have a closed toe and closed heel.
   c. Canvas shoes or “crocs” with holes are not permitted in patient care areas.
   d. Shoes and shoelaces must be kept clean. Shoelaces must be white or match shoes.
   e. Staff must wear white hosiery or white socks at all times.

8. Uniform accessories:
   a. Buttons, hats, pins (or other types of insignia) are prohibited.
   b. Organizational belt / adjustable belt pack (“fanny packs”) must be a solid color, reasonable size, washable, and free of logos.
   c. Cloth stethoscope covers or decorative items attached to stethoscope are not permitted.
   d. Cell phones may not be used during clinicals.
   e. Pens worn around the neck are prohibited.

9. Uniform/Clothing Standards:
   a. Undergarments must be worn and inconspicuous under uniform or clothing.
   b. Clothing must be clean and neatly pressed.
   c. Faded / yellowish, discolored or ripped clothing is not acceptable.
   d. All clothing should be non-see through.
   e. Tops:
      i. True Red scrub top is to be worn in the clinical area.
      ii. A white mock turtleneck, turtleneck or tee shirt, (long or short sleeves) may be worn under the scrub top. No tee-shirt writing may be visible under scrub top.
iii. The crest of the College of Nursing is a part of the uniform. It is worn on the upper left-hand quadrant of the uniform. The crest must be sewn on or held in place with Velcro. Using safety pins is not appropriate. Crests are not required on lab jackets.

iv. It is strongly suggested that you stand in front of a mirror and raise your hands over your head. If your abdomen is exposed by this movement, your attire is inappropriate -- the pants are hanging too low and/or the top is too short.

g. Pants:
   i. True Red scrub ankle length pants must be worn in the clinical area.
   ii. Scrub pant bottoms are not permitted to drag on floor.
   iii. Flared hems are permitted; however, the pants must be hemmed.

h. Scrub Jackets/Lab Coats:
   i. White jackets/coats may be worn.
   ii. Scrub jackets must be removed when it can potentially interfere with patient care, for example, sterile dressing changes.
   iii. No sweatshirts or hooded sweatshirts (hoodies) may be worn.

i. Skirts
   ii. If a student wishes to wear long skirts to clinical it has been recommended that they order True Red XX large pants from the vendor and alter the material into a skirt.
   iii. Length must be at the knee or longer.
   iv. Must wear pantyhose with skirts.

j. Scarfs:
   i. A white head scarf may be worn as part of the nursing uniform for religious purposes.

Special note: If you are working with a preceptor outside of a clinical area, ask about the expected dress code for the office. For example, if you are a male and the male preceptor wears a tie, you should plan to wear one as well. It is important to present yourself and the College of Nursing in the best possible light.

Students who have clinical experience on units where patients are being treated with radiation therapy may obtain a radiation badge. The radiation badge requisition form should be obtained from the nurse manager on the assigned unit. Students should return the completed form to the nurse manager who will forward it to the Radiation Safety Department. It takes approximately one week to receive the badge from the Department of Radiology.

Incident Policy

**ILLNESS**

In the event a student becomes ill during clinical study, the instructional staff member shall refer the student to the Student Health Center or the student’s private physician for treatment. If the student's condition is one that warrants treatment in an Emergency Department, the instructional staff member, or designee, shall assist the student to the Emergency Department. All medical costs for treatment are the responsibility of the student. If necessary, an incident report shall be filed following the policy of the institution. The student may also need to contact
their academic advisor if the illness necessitates a change in the student’s current quarter course attendance or future quarter enrollment.

**NEEDLE STICK OR RELATED INJURY**
If a student sustains a “needle stick” or related injury, this incident shall be reported immediately to appropriate agency personnel and to the physician who is responsible for the Preventive Medicine Program at the Student Health Center. The student should be referred for follow-up to Student Health Services, Preventive Medicine Department. The instructional staff member and student should complete any incident report forms required by the agency and inform the Office of the Associate Dean for Academic Affairs in the College of Nursing. Any follow-up testing and treatment expenses that are incurred are the responsibility of the student. For more information on blood borne pathogen exposures, please refer to the Wilce Student Health Center web site: http://shs.osu.edu/services/prevention-immunizations/health-professional-students/.

**ACADEMIC PLANNING AND ADVISING**

**Mission of the Student Affairs Office**

The mission of The Ohio State University College of Nursing Office of Student Affairs is to:

- Provide one-on-one advising, academic support, and student-centered programming.
- Encourage students’ personal, intellectual, and professional growth.
- Develop innovative recruitment and results-driven programming.
- Respect the diversity of current and prospective nursing students and alumni.
- Achieve recognition as a model student affairs unit.

Through our efforts to help students achieve their highest potential, we support the mission of the College of Nursing.

The Student Affairs Office is the primary source for academic planning and advising. The office is located in 240 Newton Hall.

Students are responsible for planning their academic program to meet the requirements for graduation. Sample curriculum plans are provided as a guide to how degree requirements can be fulfilled. The Degree Audit Reporting System (DARS) is available to assist students with degree planning. A degree audit is a computer-generated report that shows how students’ course work applies toward graduation requirements. It provides an instant analysis of required, completed, and needed courses. A degree audit is a tool used to monitor students’ progress toward degree requirements and is not intended to replace contact with an academic advisor. Students should check their degree audit each quarter and report any discrepancies to their academic advisor. To generate a DARS log onto www.buckeyelink.osu.edu and click on the DARS link found under the “Enrollment and Academic History” heading.

Students clinical scheduling is monitored by the advising staff. If students should drop out of sequence for nursing clinical course work, they lose their scheduling priority. Students who find it necessary to modify their nursing course schedule for a given quarter should contact the Office of Student Affairs to schedule an appointment with an academic advisor to revise their academic plan as soon as possible.
Students are responsible for scheduling course work to meet any remaining degree requirements in the areas of support courses and general education curriculum. Students are permitted to enroll in free elective courses on a pass/non-pass basis for a maximum of 30 credit hours. Furthermore, students are prohibited from registering for more than 20 credit hours per quarter. If a student would like to exceed the credit hour limit, the student must receive approval from the Undergraduate Studies Committee. The request must be submitted to the Undergraduate Studies Committee one quarter prior to the term in which the student plans to exceed the credit hour limit.

It is imperative that students read all information that is provided on the web site of the Office of the University Registrar. It is especially important that students pay attention to changing deadlines for adding and dropping courses and for possible related fee increases or reimbursements. This information is available at http://registrar.osu.edu/.

**Students are permitted to schedule only one nursing course that has a clinical component per quarter** except when scheduling Nursing 404 with Nursing 405 and Nursing 511 with Nursing 512.

No student is permitted to schedule a course with a time conflict with another course.

The advising staff in the Office of Student Affairs has walk-in hours the first week of each quarter. At other times, students may schedule appointments as necessary. Advisors can help students in several ways, including:

1. Assistance with scheduling, including selection of electives.
2. Information regarding pass/non-pass enrollment, course audit and course repeatability.
3. Information about minors, dual degrees, and other majors.
4. Interpretation of college and university rules and policies.
5. Graduate school and career information.
6. Sources of financial aid that are not managed through the Office of Admissions and Financial Aid.
7. Referral to university service areas for assistance with personal or academically related concerns.
8. Withdrawal from the university or transferring to another enrollment unit within the university.

**ACADEMIC POLICIES AND GUIDELINES FOR UNDERGRADUATE STUDENTS**

At the end of each quarter, the Undergraduate Studies Committee reviews the academic progress of undergraduate students. For students in academic difficulty, the action taken by this committee is governed by two sets of policies—those of the university and those of the College of Nursing. Any academic action (university academic warning or academic probation) is based upon the cumulative point-hour ratio for the entire time a student is enrolled at Ohio State (including pre-nursing and nursing course work). To remain in good standing in the university, a student must maintain a point-hour ratio of at least 2.00. Deficiency points are applied only to
the records of students whose point-hour ratio is below 2.00 and are defined as the number of credit points a student would have to earn to bring her or his point-hour ratio up to that level [Faculty Rule 3335-8-23(C)].

Academic Warning

Students who have between .01 and 14.9 deficiency points will be warned by the college that they are in academic difficulty.

Academic Probation (university)

A student who has accumulated 15 or more deficiency points is placed on probation and is informed of the conditions that must be met in order to continue his or her enrollment.

**PLACEMENT ON PROBATION BY SPECIAL ACTION (COLLEGE)**

As stated in Faculty Rule 3335-9-25(B), “if at any time the preparation, progress, or success of a student in an academic program is determined to be unsatisfactory, the college or school in which the student is registered shall be empowered to place the student on academic probation.”

Students are notified in writing of being placed on probation by special action. Special action probation alerts the student to the need for improved achievement in the area(s) of deficiency in order to continue in the nursing major.

Students will be placed on probation by special action in the College of Nursing for the following:

1. A cumulative point-hour ratio below a 2.00.
2. A cumulative point-hour ratio below a 2.00 in the required course work in the nursing major.
3. If a grade of “C-”, “D+,” “D,” or “E” is earned in a required course*, the student will be required to repeat the course or an equivalent course accepted by the college, with a grade of “C” or better.
4. Two withdrawals from the same required course* in the nursing major.
5. Two withdrawals within one calendar year from required courses in the nursing program with unsatisfactory academic performance.**

*Required courses: All required courses in Nursing, Microbiology 509, Human Nutrition 310, and any of the designated courses in Data Analysis. Students must earn a “C” or higher in all required courses.

** When a student withdraws between weeks 3 and 7, the faculty member with responsibility for the course that the student is withdrawing from will make a note for the student’s permanent record about the student’s level of achievement in the course at the time of withdrawal and the student’s reasons for withdrawal (if known).
CONDITIONS AND/OR RESTRICTIONS WHILE ON WARNING OR PROBATION

Students on probation in the College of Nursing are restricted to enrolling for no more than 16 credit hours per quarter during the warning or probationary term. Students on warning or probation may be required to meet with the Chair of the Undergraduate Studies Committee. Additional conditions and/or restrictions may be specified.

REMOVAL FROM WARNING OR PROBATION

Students will be maintained on warning or probation in the College of Nursing for the term specified by the Undergraduate Studies Committee. When students have met the minimum achievement standard as specified by this committee, the student will be removed from warning or probation. The Undergraduate Studies Committee reviews the records of students on warning, probation, or probation by special action on a quarterly basis. Students are notified in writing when they are removed from warning or probation.

Disenrollment from the College of Nursing

Students may be disenrolled from the College of Nursing for any of the following reasons:

1. Lack of progress evidenced by:
   a. two or more grades below “C” (2.00) in required courses and/or
   b. two or more withdrawals from required courses and/or
   c. failure to earn a cumulative point-hour ratio above a 2.00 and/or
   d. failure to meet the conditions of probation

Students disenrolled from the College of Nursing have the option to transfer to another academic unit if their academic standing in the university is satisfactory. Students may petition for reinstatement to the college after one year (four quarters). A petition is submitted to the Undergraduate Studies Committee and should provide verification that the student has strengthened him/herself in the areas of weakness that led to the disenrollment. The Undergraduate Studies Committee will evaluate a student’s ability to be successful in the program and make a decision on the request for reinstatement.

Progression in the College of Nursing, Nursing Major

Prerequisite Requirements for Students in the Nursing Major:

To progress from sophomore to junior level courses, students must complete the following prerequisites with a grade of “C” or better:
Nursing 301.01, 301.02, 301.03, 337, 360.01, 360.02, 360.03, 385.01, 385.02, 385.03, Microbiology 509, Human Nutrition 310

To progress from junior to senior level nursing courses, students must complete the following prerequisites with a grade of “C” or better:
Nursing 402, 403, 404, 405, and 440
Leave of Absence from the College of Nursing

Once enrolled in the nursing major students are expected to complete the nursing curriculum in a timely and sequential manner. A deviation from the nursing curriculum must be approved by the Undergraduate Studies Committee upon return to the nursing major. If the request to re-enter the program is approved, the student will be required to meet with the Chair of the Undergraduate Studies Committee and an academic advisor to develop a plan for re-entry. A re-entry plan is determined by enrollment size and course availability.

Students that end their studies in the College of Nursing to pursue a new degree program or major will be required to re-apply to the BSN program.

Grade Grievance Procedures

If a student believes that a procedural error in grading was made, the student should meet with the course head. If the course head does not agree that a procedural error was made, the student may request a review by the Associate Dean for Academic Affairs. The Associate Dean for Academic Affairs shall respond to the student no later than thirty days after the student has requested a review. Upon receipt of the Associate Dean for Academic Affairs’ response, if the issue is not resolved to the satisfaction of the student, the student may within two weeks request in writing, by duplicate submission to the Dean and the Associate Dean for Academic Affairs, review by a college faculty committee appointed by the Associate Dean for Academic Affairs. The Hearing Committee will report and make recommendations to the Associate Dean for Academic Affairs. The Associate Dean for Academic Affairs will send a written letter to the student notifying him/her of the Hearing Committee’s decision. For more information see rule 3335-8-2.

Faculty Rule 3335-8-23 Alteration of marks.

(A) A mark filed in the office of the university registrar is a part of the official records of the university. It is subject to change only when a procedural error has been discovered in evaluation or recording of a grade. Action to change a grade must be initiated before the end of the second succeeding quarter. In no case will a grade be revised in accordance with criteria other than those applied to all students in the class. If the instructor agrees that an error in the mark was made, the mark will be changed upon written authorization of:

(1) The instructor of the course, and
(2) The instructional unit’s dean or director.

If a student believes that a procedural error in grading was made, the student should meet with the instructor. If the instructor does not agree that a procedural error was made, the student may meet with the Associate Dean for Academic Affairs to discuss the grade grievance. The Associate Dean for Academic Affairs shall respond to the student no later than thirty days after the student has requested a review. Upon receipt of the Associate Dean for Academic Affairs’ response, if the issue is not resolved to the satisfaction of the student, the student may within two weeks request in writing by duplicate submission to the Dean and the Associate Dean for Academic Affairs according to the procedures in paragraph (B) of this rule. Unresolved cases of grade grievance due to grading procedures are subject to paragraph (B) of this rule; unresolved cases of grade grievance due to other causes are not subject to paragraph (B) of this rule.
(B) Unresolved cases of grade grievance due to grading procedures shall be reviewed by a committee appointed by the Associate Dean for Academic Affairs.

(1) In cases of instructors still affiliated with the university, the review committee shall consult both the student and the instructor and shall determine the validity of the grade grievance due to grading procedures. The review committee shall make its findings known in writing to both the student and the instructor within thirty days of the student's request to the Associate Dean for Academic Affairs.

If the committee finds that a procedural error has occurred and if the instructor declines to accept the findings of the review committee, the committee shall consider the reasons for not authorizing a grade change given by the instructor and may, upon consideration of these reasons, authorize in writing a grade change to be instituted by the Associate Dean for Academic Affairs.

Petitions

Any student wanting to request a modification in the required program of study must submit a petition form to the Undergraduate Studies Committee. Petition forms for various purposes can be obtained through the student web or in the Student Affairs Office. The student may wish to schedule an appointment with an academic advisor prior to submitting the petition. Petitions must be submitted at least one week before meetings of the Undergraduate Studies Committee where petitions are considered. A student will usually be informed in writing of the decision regarding a petition within two weeks after the request has been reviewed by the Undergraduate Studies Committee. This letter will be mailed to the address indicated on the student’s petition or to his or her Buckeye Mail, the e-mail system for students.

Classroom Conduct

Honesty, trust, fairness, respect and responsibility are expected student classroom behavior. Cell phones, pagers, and other types of communication devices are to be turned off and stored out of sight. Any student found to be using a communication device during an exam will be given a grade of zero for the exam. For online exams and quizzes outside of the classroom, it is expected that students not share test questions, answers or exam related material. Students found to be in violation may be reported to the Committee on Academic Misconduct.

Cell Phone and E-transmission Policy

The use of cell phones is prohibited during class/seminar/clinical with the exception of break times. Students who need to have a cell phone on for emergency purposes should discuss the issue with the designated faculty course head. Students found in violation of this policy should be aware that faculty have the option of lowering the course grade and/or reporting the violation to the academic/professional misconduct committee chair. Taking pictures of the College of Nursing/College of Nursing property, clinical sites, and patients using ANY device is prohibited without the written consent of the institution and all parties involved.
Please be aware that electronic transmission of data related to patient specific identifiers and student to student health information obtained in physical assessment labs with student identifiers is a violation of HIPAA.

**Accommodation of Students with Disabilities**

Students requesting accommodation for disability for classroom needs are responsible for notifying the course head by the end of the first week of the quarter to discuss specific needs. Self-identification is the only way to assure that the faculty member can make the appropriate accommodation. Students should provide a letter from the Office for Disability Services (150 Pomerene Hall, 1760 Neil Avenue; 614-292-3307; TDD: 614-292-0901) to verify the disability.

Students needing accommodation for temporary physical disabilities or health related reasons should contact the course head in order to discuss placement options. Students must be able to perform all job functions as required by the clinical placement site. Students may be asked to provide the course head with a letter from their physician indicating physical restrictions or limitations.

Students with permanent or long-term physical disabilities should self-identify at the time of application to the major or as soon as the disability becomes known to the student.

**Semester Conversion**

Ohio State University is switching from quarters to semesters beginning Summer 2012. The Ohio State University and the College of Nursing are committed to making this process as seamless as possible. Students will not be penalized if some of their courses are on the quarter system and some are on the semester system. The requirements for licensure and certification will be preserved. Faculty are currently working on these revisions. Students will be notified in a timely manner when the revisions are finalized.

**PROFESSIONAL STANDARDS AND MISCONDUCT**

The American Nurses Association (ANA) and the National Student Nurses Association provide guidance regarding what constitutes professional conduct in documents such as the ANA Code for Nurses, the ANA Standards of Clinical Nursing Practice, and the Student Nurse Association Code of Academic and Clinical Professional Conduct. Nursing students are responsible for conducting themselves in accordance with these professional standards. Professional conduct is manifested by behaviors that embody the values of Nursing including integrity, regard for self and others, respect, and responsibility. Professional misconduct includes activities that undermine the values of Nursing. Professional standards augment the behavioral expectations for all students at The Ohio State University as stated in the University Code of Student Conduct. The professional standards to which students are expected to adhere include the following adapted from the Student Nurse Association Code of Academic and Clinical Professional Conduct, the rules promulgated from the law regulating the practice of nursing (Ohio Board of Nursing), and The Ohio State University College of Nursing Professional Standards. Students in the College of Nursing are expected to:

- Treat others with respect in all areas of the clinical and academic setting.
- Facilitate an environment in the classroom and clinical setting that promotes learning and allows faculty to educate nursing students.
- Comply with the directives of a college official.
- Comply with requirements in course syllabi and the College of Nursing policies as outlined in the current College of Nursing Handbook.
- Comply with the University’s Code of Student Conduct. (Please refer to page 31 of the Handbook)
- Arrive punctually and prepared for clinical and other academic experiences or inform appropriate individuals in a timely fashion if unable to attend.
- Refrain from performing any technique or procedure, including medication administration, for which they are unprepared by education or experience and/or without faculty or preceptor approval.
- Accurately identify and represent self as a nursing student in all professional and clinical settings.
- Communicate academic and clinical information in a truthful, timely and accurate manner.
- Abstain from the use of alcoholic beverages, illicit substances and/or any substance that may impair judgment while in the academic and clinical setting.
- Identify variables in own health state that would impair clinical performance and arrange for substitute clinical experiences as needed.
- Accept the moral, ethical and legal responsibility for own actions.
- Maintain patient/client confidentiality in all written, verbal and non-verbal communication.
- Serve all patient/clients impartially and accept no personal compensation from those entrusted to their care.
- Strive for excellence by maintaining and promoting integrity, truthfulness and honor in all aspects of academic and clinical responsibilities.
- Uphold college policies and regulations related to academic and clinical performance.
- Refrain from any deliberate action or omission of care in the clinical setting that creates risk of injury to the client, self, or others.
- Refrain from any deliberate action in the academic setting that creates risk of injury to self or others.
- Provide care for the client in a timely, compassionate, and professional manner.
- Promptly report known violations of any professional standard by other nursing students to a College of Nursing official.

Students in the College of Nursing are also expected to follow the Ohio Board of Nursing requirements (BON 4723-5-12 B 1-23) as outlined below.

1. A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the students for the client, and the client’s response to that care.
2. A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.
3. A student shall not falsify any client record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to
case management documents or reports or time records, reports, and other documents related to billing for nursing services.

(4) A student shall implement measures to promote a safe environment for each client.
(5) A student shall delineate, establish, and maintain professional boundaries with each client.
(6) At all times when a student is providing direct nursing care to a client the student shall:
   (a) Provide privacy during examination or treatment and in the care of personal or bodily needs; and
   (b) Treat each client with courtesy, respect, and with full recognition of dignity and individuality.
(7) A student shall practice within the appropriate scope of practice as set forth in division (B) of section 4723.01 and division (B)(20) of section 4723.28 of the Revised Code for a registered nurse and division (F) of section 4723.01 and division (B)(21) of section 4723.28 of the Revised Code for a practical nurse;
(8) A student shall use universal blood and body fluid precautions established by Chapter 4723-20 of the Administrative Code;
(9) A student shall not:
   (a) Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to the client;
   (b) Engage in behavior toward a client that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.
(10) A student shall not misappropriate a client’s property or:
   (a) Engage in behavior to seek or obtain personal gain at the client’s expense;
   (b) Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the client’s expense;
   (c) Engage in behavior that constitutes inappropriate involvement in the client’s personal relationships; or
   (d) Engage in behavior that may reasonably be interpreted as inappropriate involvement in the client’s personal relationships.
For the purpose of this paragraph, the client is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.
(11) A student shall not:
   (a) Engage in sexual conduct with a client;
   (b) Engage in conduct in the course of practice that may reasonably be interpreted as sexual;
   (c) Engage in any verbal behavior that is seductive or sexually demeaning to a client;
   (d) Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a client.
For the purpose of this paragraph, the client is always presumed incapable of giving free, full, or informed consent to sexual activity with the student.
(12) A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:
   (a) Sexual contact, as defined in section 2907.01 of the Revised Code;
   (b) Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.
(13) A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section 4729.01 of the Revised Code, in any way not in accordance with a legal, valid prescription issued for the student.
A student shall not habitually indulge in the use of controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.

A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of habitual or excessive use of drugs, alcohol, or other chemical substances that impair the ability to practice.

A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability;

A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance.

A student shall not obtain or attempt to obtain money or anything of value by intentional misrepresentation or material deception in the course of practice;

A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.

A student shall not aid and abet a person in that person’s practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without a certificate issued by the board.

A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion;

A student shall not assist suicide as defined in section 3795.01 of the Revised Code.

A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the nursing program, its faculty or preceptors, or to the board.

A completed list of all Ohio Board of Nursing laws and rules can be accessed at: http://www.nursing.ohio.gov/Law_and_Rule.htm. Please refer to this website for updated information.

The College of Nursing Professional Misconduct Committee (PMC) conducts hearings in accordance with the procedures outlined in the Undergraduate or Graduate College of Nursing Handbook for suspected incidences of professional misconduct by students enrolled in the College of Nursing. The committee is comprised of the chair, representatives from Undergraduate and Graduate Studies committees, clinical instructors, and nursing students. Students who are suspected and accused of committing professional misconduct are subject to a hearing in the College of Nursing according to the following procedure.

**PROCEDURE FOR ALLEGED MISCONDUCT**

All College of Nursing personnel are obligated to report suspected incidences of professional misconduct to the chair of the Professional Misconduct Committee (PMC). The following will apply for cases of alleged violation of the professional standards of the College of Nursing.

Following is a description of the process for reporting an alleged professional misconduct.

- Any person (including students) may report an incident of professional misconduct to any faculty member.
• If the allegation is made by a student, the initial report, along with a witness statement from the student making the allegation, is submitted by the faculty member receiving the report to a college official who forwards a written description of the alleged incident to the chair of the PMC promptly. College official is defined as faculty, staff, clinical instructor, teaching associate, or college administrator.

• If a college official observes an alleged professional misconduct, the college official forwards a written description of the alleged incident to the chair of PMC promptly after the allegation comes to his/her attention.

• Upon receipt of the written report of an alleged incident, the PMC chair will notify the student in writing about receipt of the written allegation.

• Within 30 days of receiving notification of the alleged incident, the PMC chair or her/his designee will investigate the alleged incident to determine if the incident meets the criteria for professional misconduct. The PMC chair may consult with others to determine if there are other sites of adjudication in addition to the College of Nursing. If the adjudication body is not the PMC, then the university procedures outlined in the Student Code will be followed. However, behavior may constitute both professional and academic misconduct and thus, could be adjudicated in more than one place.

• If the PMC chair determines that the severity of the alleged incident does not merit a hearing for professional misconduct but does represent behavior that is not in accordance with College of Nursing policies or professional standards, the PMC chair will meet with the student to issue an informal admonition. An informal admonition is not considered a disciplinary sanction, but may be considered in any future hearings. Following the issuance of an informal admonition, the student can request a hearing of the incident. A written request for a hearing must be filed with the PMC chair within five (5) working days of the student’s receipt of the informal admonition.

• If the PMC chair determines that there is probable cause to believe professional misconduct has occurred, he/she submits a report of the incident to the appropriate associate dean for informational purposes and initiates the hearing procedure. The PMC chair will also give the accused student prompt written notice of the allegation.

Hearing Procedure

After the PMC chair has notified the student(s) involved of the specific charges of alleged professional misconduct, the chair will:

• Inform the student(s) of the procedures for the hearing process.

• Make all materials received pertaining to the incident available to the student(s).

• Notify the student(s) of the hearing date at least seven (7) days in advance of the hearing. The student may request a continuance for just cause.

• Appoint a hearing panel from among the members of the standing Professional Misconduct Committee within 14 days of notifying the student of the disposition of the allegation. The panel will consist of one representative from both Undergraduate and Graduate Studies committees or an appropriate alternate, two students at the level of the student who is charged with misconduct, and one clinical instructor or clinical faculty; all of whom can hear the case without prejudice. The PMC chair serves as chair of this panel. The PMC chair and Assistant Dean for Student Affairs serve as ex-officio members without vote. If the PMC chair cannot hear the case without prejudice, then the PMC chair will appoint an alternate panel chair.
• Instruct the hearing panel that all hearing proceedings are confidential.
• Make a tape recording of the hearing.

The student against whom the alleged incident is charged is initially presumed to be “not in violation” of the professional standards of the College of Nursing. Those present at the hearing include individuals directly involved in the alleged incident and witnesses requested by the PMC chair or the accused student. The accused student may have a person present to provide advice and/or support. The adviser may only counsel the student and may not actively participate in the hearing. If a student reported the incident to a college official, the official making the report will be present in the hearing.

During the hearing, both student(s) and college official (person forwarding the allegation) will be given the opportunity to describe the alleged incident without interruption. Following their presentations, panel members will ask questions of all parties until they are satisfied that their understanding of the incident is clear. After the information has been gathered and clarified, the college official and the student(s) leave the hearing room so the panel can go into closed (untaped) session to discuss the evidence and render a decision. An outcome of “in violation” is based on the greater weight of the evidence. An outcome of “in violation” is reported to the University’s Office of Judicial Affairs.

• The proceedings are kept confidential and not shared with anyone outside of the committee except the Dean when the student is found in violation.

Sanctions

If found in violation, the letter from the Office of Judicial Affairs is opened by the Assistant Dean for Student Affairs to determine if there have been previous violations. The committee then determines the sanction based on current and previous findings. The range of sanctions imposed by the College of Nursing hearing panel is the same as used by other university adjudicatory bodies. Sanctions are listed below. Educational sanctions can accompany any of the listed sanctions. These sanctions follow Faculty Rule 3335-29.

• Formal Reprimand
• Disciplinary probation
• Disenrollment from the College of Nursing for a specified term
• Other sanctions

Appeal

The student has the right to appeal the decision made by the hearing panel. Appeals must be filed with the appeals officer (college dean) within 14 days of the date on the sanction letter. Appeals are based on any of the following:

• Procedural error
• Finding of “in violation” not supported by the greater weight of the evidence
• Substantial new evidence not available at the time of the hearing
• Sanction grossly disproportionate to the violation
The Dean will review all pertinent materials. After reviewing the materials, the Dean may uphold the original sanction, dismiss the original sanction, impose a lesser sanction, or order a new hearing. The Dean’s disposition is final.

Notification

The student(s) and the college official(s) reporting the incident are notified in writing of the panel’s decision within seven (7) days following the hearing. If the student is found in violation, the PMC chair notifies the Dean of the hearing and the panel’s decision.

Records

All records pertaining to the incident are given to the College of Nursing secretary at the end of the hearing. These records are confidential and retained for five (5) years in a file separate from the student’s record.

Evaluation

The PMC chair will prepare an annual report of hearing actions that is submitted to the dean.

Academic and Professional Misconduct

* Students are subject to the provisions in the “Code of Student Conduct” (copies are located in The College of Nursing Student Affairs Office, 240 Newton Hall or on-line at http://studentaffairs.osu.edu/resource_csc.asp.) and also the Professional Standards. Failure to comply with these policies will be handled as outlined in the respective documents.

STUDENT POLICY REGARDING IMPAIRED PRACTICE INVOLVING SUBSTANCE ABUSE

Overview

Substance abuse is a universal health problem affecting all segments of society, including the profession of Nursing. According to the American Association of Colleges of Nursing (1999) and the Substance Abuse and Mental Health Services Administration (1997), college students are one of the segments of the population at highest risk for substance use and abuse problems. Students’ use and abuse of substances not only compromises their educational process but also their ability to provide patient care.

The College of Nursing has the responsibility to educate students who will be responsible professional, knowledgeable nurses who provide quality health care. Students with impaired practice involving substance abuse are incapable of providing this care. Therefore, it is imperative that students with impaired practice be identified and referred for evaluation and treatment of their substance use/abuse problems. Specific criteria for identification of a student with impaired practice are listed in the identification and documentation section of this policy. The purpose of this policy is to establish a process to facilitate the identification and management of nursing student substance abuse problems within the College of Nursing. The
policy was developed based upon the recommendations and guidelines from AACN, SAMHSA, and The Ohio State University Student Health Services.

Identification and Documentation of Student With Impaired Practice

Faculty in the College of Nursing have a professional and ethical responsibility for the identification, documentation and referral of students who are suspected of having an impaired practice to the Professional Misconduct Committee. Confidentiality for every student is to be maintained throughout the entire process. Identification of a student with possible impaired practice is based on a pattern of observed and/or objective behaviors that may indicate substance use and/or abuse. This pattern of behaviors includes the violation of professional standards policy, alcohol on the breath, cognitive impairment, slurred speech, motor incapacity, absenteeism, tardiness, and inconsistent performance.

Specific information based on behaviors arising from impaired practice must be documented in the student’s academic and/or clinical record. Faculty involved in the identification of a possible substance use/abuse problem must initially meet with the student. A subsequent meeting will then occur between the student, faculty involved in the identification of the problem, and a member of the Professional Misconduct Committee. After this meeting, it is the responsibility of the Professional Misconduct Committee to review written materials regarding a student who is suspected and/or identified as having an impaired practice.

The committee is also responsible for any additional or continued action necessary for each student case. In addition, this committee has the responsibility for the referral of a student who is identified as having impaired practice to The Ohio State University Student Health Services for evaluation, intervention, and treatment of their substance use and/or abuse problems. Any student who is identified and verified as having a substance use/abuse problem will not be allowed in any clinical area as long as the use/abuse continues. Finally, this committee also has the responsibility to determine whether the re-entry of the student into clinical and/or academic settings can occur.

Evaluation of Student Progress

A student may be granted re-entrance into the clinical area, one time only, upon completion of his or her treatment programs as defined in accordance with The Ohio State University Student Health Services. The Undergraduate Studies and/or Graduate Studies Committee is responsible for the review and maintenance of documentation of all materials regarding re-entry of any student into clinical and/or academic areas. Any student who is identified as having impaired practice more than once will be disenrolled from the College of Nursing. Re-admission to the College of Nursing will be determined using standard re-enrollment procedures.
POLICY AND GUIDELINES FOR THE PREVENTION AND MANAGEMENT OF INFECTIOUS DISEASES

Introduction

During the performance of clinical practice or research activities, students may have contact with patients or research participants with infectious diseases. This contact may place the student at risk for exposure to an infectious agent and/or may result in an infectious disease being transmitted to others. This policy has been established to address The Ohio State University, College of Nursing’s concern for protecting students and clients from the risk of infectious diseases. The policy is in accordance with recommendations of the American Association of Colleges of Nursing (AACN) and recognizes individual rights, voluntary testing, and the confidentiality of test results of all involved. The document is organized in relation to: (1) Prevention, (2) Responsibilities of the student in the care of infected patients, and (3) Post-exposure safety measures.

Prevention

Students can be reasonably protected from the risk of contracting and transmitting an infectious disease in the course of nursing practice with appropriate education, skills training, and immunizations.

Education

Students will receive printed materials and oral instruction on potential infectious hazards, risk behaviors, and preventive measures as part of prerequisite clinical and laboratory preparation. Faculty are responsible for ensuring that the curriculum is in accordance with the current guidelines of the Centers for Disease Control (CDC). In addition, students are expected to have the necessary basic science content (anatomy/physiology of the immune system), pathophysiology, epidemiology, and standard precaution information necessary to provide safe care to patients and protection for themselves.

Adherence to Standard Precautions

Students are expected to understand and strictly adhere to Standard Precaution guidelines and infection control practices as established by the CDC and the Occupational Safety and Health Administration (OSHA) to reduce the risk of contact, droplet and airborne transmission of pathogenic microorganisms.

Vaccinations and Testing

- Mandatory Vaccination/Testing

Undergraduate and Graduate students must meet The Ohio State University College of Nursing health requirements prior to contact with a clinical setting. See Undergraduate Student Handbook, “Requirements for Clinical Courses.”

[NOTE: Students who are pregnant or think they are pregnant should report their condition to the nurse in Preventive Medicine at the Student Health Clinic. Some health requirements may be
waived for pregnant students or for individual students whose situations may warrant such action. In general, pregnant women should be advised to avoid live vaccines and to avoid becoming pregnant within 28 days of having received one (no harm to the fetus has been reported from the accidental administration of these vaccines during pregnancy) http://www.cdc.gov/nip/publications/preg_guide.htm].

- Discretionary Vaccination/Testing

**MENINGOCOCCAL MENINGITIS:** Vaccination with the currently available quadrivalent meningococcal polysaccharide vaccine will decrease the risk for meningococcal disease. Vaccination does not eliminate risk because a) the vaccine confers no protection against serogroup B disease and b) although the vaccine is highly effective against serogroups C, Y, W-135, and A, efficacy is <100%. The risk for meningococcal disease among college students is low; therefore, vaccination of all college students, all freshmen, or only freshmen who live in dormitories or residence halls is not recommended, but is available to students who desire to reduce their risk.

**HIV TESTING:** Nursing students who are at risk for HIV and who have a desire to be tested can avail themselves of testing and pre and post testing counseling through the Columbus Health Department or The Ohio State University Student Health Services.

**SMALLPOX:** Routine smallpox vaccination is currently only recommended for persons who are designated by the appropriate federal, state, and local bioterrorism and public health authorities to conduct investigation and follow-up of initial smallpox cases that might necessitate direct patient contact (CDC, 2003). Additionally, vaccination is recommended to persons responsible for administering smallpox vaccine in a pre-event smallpox vaccination program.

Responsibilities of the student in the care of infected patients

Nurses are front-line providers of health care, and the delivery of nursing care is not without safety hazards. All nursing personnel are professionally and ethically obligated to provide client/patient care with compassion and respect for human dignity and the uniqueness of the persons for whom they care, unrestricted by considerations of social and economic status, personal attributes, or the nature of health problems (ANA, 2001). Students who follow the recommendations developed by the Centers for Disease Control have minimal danger of contracting any infection in the course of their clinical practice/research activities.

Refusal to care for an infected patient is contrary to the ethics of the nursing profession. Students who express apprehension or concern over personal safety and health because of a clinical assignment that brings him/her in contact with individuals who are at risk for or who are infected with an infectious disease will be counseled by his/her clinical instructor and directed to specific information concerning the pathogenic organism and recommended precautions. Students who refuse to care for an infected individual because of the belief that it will place him/her at risk of exposure, when reasonable risk cannot be demonstrated (e.g., the student is not immunosuppressed), will be advised that such action is not in accordance with satisfactory clinical performance. Such cases will be handled as individual instances in which students have not met the course requirements. Career counseling may be recommended to determine if the student
should continue a career in nursing. Students who are pregnant will be considered on a case to case basis with consideration of CDC and institutional policy.

When caring for persons with infectious diseases, students and faculty are expected to understand and follow current HIPAA rules of privacy and confidentiality.

**College of Nursing Guidelines for Reducing the Risk of Transporting Bedbugs**

Given the widespread and growing problem of bedbugs in Ohio, the College of Nursing is recommending that individuals follow the recommendations for protection as provided by the Central Ohio Bed Bug Task Force (http://www.centralohiobedbugs.org/pdf/healthcare_guidelines.pdf)

In addition, the College of Nursing has taken the following protective measures for students working with vulnerable populations:

- Ziploc bags with supplies will be used in lieu of traditional community bags.
- Foot covers, as well as full protective covering will be provided to clinical faculty and made available to students on an ‘as needed’ basis. All gear should be removed in the same manner as one would remove any contaminated clothing prior to exiting the premise. Protective coverings should be placed in a tightly sealed plastic bag and then discarded into an outside trash container.
- All faculty and students are encouraged to avoid sitting or placing any items on upholstered furniture, bedding or carpeted floors.
- Isopropyl alcohol spray can be used to clean equipment that may have come into contact with bed bugs or bed bug larvae.

In general:

- Pay attention to the inside and outside of shoes, lace holes, socks, pant legs and leg area around the hands and arms.
- Any clothing or items taken into the home that cannot be washed or dry cleaned should be placed in a hot dryer for at least 15 minutes.
- Keep a separate pair of shoes and a jacket for use in client homes in a sealed bag.
- Do not redistribute items from one consumer to another.

The ‘guidelines’ as provided on the website listed above provide additional helpful suggestions for maintaining personal protection.

**POST-EXPOSURE SAFETY MEASURES**

**Management of Student Exposed to Pathogenic Microorganisms**

Any incident that exposes a student or a patient to the risk of a pathogenic microorganism by needle puncture or contact with secretions/body fluids while in the clinical setting should be reported to the student’s clinical instructor and clinical nursing supervisor (preceptor and/or charge nurse) immediately. Specific agency/institution procedures for such contact should be followed. Immediate actions should include:
- Wash needle sticks and cuts with soap and water
- Flush splashes to the nose, mouth, or skin with water
- Irrigate eyes with clean water, saline, or sterile irrigants
- Immediately seek medical treatment.

Treatment areas at the OSU Medical Center include: Employee Health (614-293-8146), Occupational Medicine (614-257-3559), or, after hours and on weekends and holidays, Emergency Department (614-293-8333). Any questions should be directed to the Ohio State University Environmental Health and Safety Office (614-292-1284). Students who are at agencies other than the OSUMC system should follow the guidelines according to the placement agency. Payment for any treatment is the responsibility of the student.

*Management of Student who is a Source of Pathogenic Organism*

Students who have been diagnosed with infectious diseases should understand that they may pose a risk to patients, particularly highly vulnerable populations like neonates, oncology patients and those immunocompromised from disease or treatment. Students have an ethical duty to be aware of their immunity status or chronic infectious disease (e.g., Hepatitis B, HIV) status to ensure they do not place others at risk of infection. Students who know they are infected are encouraged to voluntarily inform the Associate Dean for Academic Affairs in the college who will refer the students to the Office of Disability Services for modifications or accommodations in clinical education. Such modifications will be made on a case by case basis considering compliance with CDC recommendations and University policy.

It is the desire of the College of Nursing to prevent discrimination against students who may have an infectious disease. Qualified individuals cannot and will not be denied admission to the nursing program solely on the basis of his/her infectious disease status. Screening of potential candidates or inquiry into infectious disease status should not be part of the student application processes.

**References**

American Association of Colleges of Nursing. Web site: www.aacn.nche.edu/Publications/positions/hivhepb.htm


Centers for Disease Control (CDC) Web site: www.cdc.gov/niosh/topics/bbp/


Occupational Safety and Health Administration. Web site: www.osha.gov/SLTC/bloodbournepathogens/index.html

Ohio State University Environmental Health and Safety Office. Web site: www.physfac.ohio-state.edu/zaphir/ohs/index.htm
*Note: This policy is based on currently available information. It will be updated as new information is forthcoming from the Centers for Disease Control (CDC). In the absence of new CDC directives, the policy will be reviewed annually in accordance with the University Infection Control guidelines/requirements. Policy review will be initiated by the Assistant Dean and approved by the faculty of the College of Nursing. A copy of the policy will be included in student handbooks given to entering students. It is the responsibility of faculty members and students to familiarize themselves with this policy.

LAST REVIEW/REVISION DATE: August 19, 2009
STUDENT LIFE AND OTHER POLICIES

Technology Learning Complex

The Technology Learning Complex (TLC) is located on the second floor of Newton Hall and is equipped with patient beds, virtual technology, patient care supplies, and a variety of patient care equipment. Resources include a video library, interactive video disks, reference materials, and instructional aids.

CONnections

During the academic year, the Office of Student Affairs posts to student email accounts a monthly newsletter to help students stay informed about academic issues, student organization activities in the college, and career and graduate school opportunities. Students may submit items for inclusion in CONnections. Printed copies of CONnections are available in the Office of Student Affairs.

Career Services

The College of Nursing offers a variety of career resources to students, including career advising, job fairs, and job posting information. Jennie Cisar Lawrence, advisor in the Office of Student Affairs, serves as the College’s career advisor and helps all students with all issues and questions relating to career planning. She advises students on career exploration, resumes, cover letters, interviewing tips, as well as any other topic related to the employment search process (full or part time jobs, externships, internships, etc.). Reference materials on selected career topics can be found in the Office of Student Affairs and online in the Student Affairs section of StudentWeb. In addition, the Office of Student Affairs sponsors the annual RN Job Fair, held in the autumn quarter. Students can also find job information at the College of Nursing job site, http://nursing.osu.edu:8080/JobBoard/. The website contains postings from hospitals and health care agencies.

Family Educational Rights and Privacy Act (FERPA)

The College of Nursing upholds the Family Educational Rights and Privacy Act, a law that protects the privacy of student education records. For more information about FERPA and the release of information please contact the Office of Student Affairs.

The College of Nursing Reporting Policy

The College of Nursing Reporting Policy allows students to report or notify the student ombudsperson and/or the Student Affairs staff of issues and concerns related to the program or student life. Once the reporting form is submitted to the Office of Student Affairs, the student ombudsperson will meet with the student(s) to discuss the issue in greater detail and to develop a plan of action, assuming the student would like the assistance of the student ombudsperson or Student Affairs staff to intervene or help remedy the issue. Students may access the reporting tool by: visiting the Office of Student Affairs, searching SharePoint, or completing the form found in Appendix section of the handbook.
Student Organizations

Student organizations play a very important role in the life of the College of Nursing. They provide opportunities for growth, friendship and leadership. All student organizations must be registered with the Office of Student Organization Services in the Department of Student Life. The following organizations are currently active in the college:

ALPHA TAU DELTA

“ATD” is a national professional nursing fraternity and is open to all undergraduates. The purpose of ATD is to promote friendship among all students in the nursing profession and to provide education programs to the College of Nursing community.

BUCKEYE ASSOCIATION OF MEN IN NURSING

“BAMN” is open to all male Nursing students. For more information please speak with Jason Payne, the advisor to BAMN.

BUCKEYE STUDENT NURSES (BSN)

“BSN” has an outward focus on the profession of nursing. Through this organization, members get involved with other student nurses across the state and country and become knowledgeable about issues affecting the profession of nursing. OSU students attend both the state and national conferences.

CHI ETA PHI

Chi Eta Phi National Sorority, Inc. is a national nursing sorority for minority registered nurses and nursing students. The sorority’s motto is “Service to Humanity.” It is actively involved in the recruitment and retention of minorities into the nursing profession. The sorority also provides an important support system for minorities in nursing. The OSU student chapter was organized in autumn, 1989.

HAWASA MINORITY STUDENTS IMPACTING THE COLLEGE OF NURSING

HAWASA is a newly established student organization in the College of Nursing. The purpose and goals of HAWASA are to: support, encourage, and motivate minority students in the College of Nursing; provide community outreach motivating minorities; unify the minority students through regular meetings, social activities, and mentorship; and provide a safe environment to explore and express views and experiences in the College of Nursing.

HONOR CODE COUNCIL

This is a newly established organization designed to promote the highest standards of academic integrity and professionalism within the College of Nursing and The Ohio State University.
**N-SPIRE**

The mission of N-SPIRE is to raise public awareness and provide education about health care inequities and disparities in underserved populations while providing valuable educational experiences for nursing students at The Ohio State University through outreach and social service. This organization is built on the concept that health care inequities are inhumane manifestations of structural violence that threaten the health and safety of all individuals in our society.

**NURSING CHRISTIAN FELLOWSHIP**

Nursing Christian Fellowship is a non-denominational professional organization and ministry of nurses and nursing students, both undergraduate and graduate.

**NURSING STUDENT COUNCIL**

This is the official student organization in the College of Nursing. Each class has four elected representatives to Nursing Student Council. Representatives serve a variety of roles, including sponsoring yearly student-faculty forums focusing on undergraduate curriculum issues and providing input to faculty in other ways, assisting with college sponsored activities such as career days and open house programs, and providing various programs and services to students. Sophomore representatives are elected early autumn quarter. Elections for officers and junior and senior representatives take place in the spring.

**STUDENT AMBASSADORS**

Student Ambassadors are excellent representatives of the college and participate in open houses, orientations, presentations to middle and high schools, student shadow days, recruitment events with Undergraduate Admissions and First Year Experience, The Summer Nursing Institute, peer tutoring, and interaction with donors. Ambassadors volunteer their time by participating in activities that appeal to them.

**TORCH CLUB**

Torch Club is a local honorary society and is open to juniors and seniors. Selection of members is based on academic accomplishment and campus activities. The goal of this group is to promote fellowship among the faculty and students of the College of Nursing.

**Honor Society**

**SIGMA THETA TAU INTERNATIONAL**

Sigma Theta Tau International is the honor society for nursing. Its purposes are to promote leadership and scholarship in nursing. Membership is highly selective, prestigious, and by election only. At the end of autumn quarter, junior and senior undergraduate students who meet academic requirements may apply for membership. An induction ceremony is held annually in May, and student members are acknowledged at Convocation when they graduate.
Computing Resources

The College of Nursing is primarily a Windows-based department. In order to facilitate support, course software planning, and other compatibility issues, we recommend that students use Microsoft Windows-based computers. If a student would like to use an Apple Mac OS X based computer, they may do so, but please understand that there may be points in the program that require the use of a Microsoft Windows-based computer meeting the minimum specifications set forth in this document. If using an Apple computer the student can login to the College of Nursing remote access server to access the Windows environment.

<table>
<thead>
<tr>
<th>Operating System</th>
<th>Minimum</th>
<th>Recommended</th>
<th>Apple Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Windows XP</td>
<td>Windows XP, Vista or Windows 7</td>
<td>OS X 10.4</td>
</tr>
<tr>
<td>Processor</td>
<td>1.5 GHZ</td>
<td>Dual Core</td>
<td>G4</td>
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<tr>
<td>Memory</td>
<td>1GB (1024 MB)</td>
<td>2GB (2048 MB)</td>
<td>512 MB</td>
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<tr>
<td>Available Storage</td>
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<td>15GB</td>
<td>15GB</td>
</tr>
<tr>
<td>Web browser</td>
<td>Internet Explorer 7</td>
<td>Internet Explorer 8</td>
<td>Safari 5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Firefox 3.6</td>
<td></td>
</tr>
<tr>
<td>Java Version</td>
<td>1.6</td>
<td>1.6</td>
<td>Latest</td>
</tr>
<tr>
<td>Screen Resolution</td>
<td>1024x768</td>
<td>1024x768</td>
<td>1024x768</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td>DVD/CD-RW</td>
<td>DVD/CD-RW</td>
</tr>
<tr>
<td>Connection Speed</td>
<td>56.6kbps</td>
<td>DSL/Cable</td>
<td></td>
</tr>
</tbody>
</table>

Software Requirements

Students should prepare their computer in advance to handle a variety of media and document formats, the list of required software including version follows, if students have any questions about meeting these guidelines, they should contact s-help@con.ohio-state.edu via e-mail for support.

<table>
<thead>
<tr>
<th>Software Name</th>
<th>Recommended Version</th>
<th>Minimum Version</th>
<th>Mac Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating System</td>
<td>Windows 7</td>
<td>Windows XP</td>
<td>OS X 10.4</td>
</tr>
<tr>
<td>Web Browser</td>
<td>Internet Explorer 8</td>
<td>Internet Explorer 7</td>
<td>Firefox 3.6</td>
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<tr>
<td>Media Players</td>
<td>Windows MediaPlayer 11</td>
<td>Windows MediaPlayer 10</td>
<td>Quicktime 7 Windows Media Components for Quicktime Real Player 11 Flash Player 9</td>
</tr>
<tr>
<td></td>
<td>Quicktime 7</td>
<td>Quicktime 6</td>
<td>Real Player 10 Flash Player 8</td>
</tr>
<tr>
<td></td>
<td>Real Player 11</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Flash Player 10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Virus Scan²</td>
<td>McAfee v. 8.5</td>
<td>McAfee v. 8.5</td>
<td>VirusScan 8.6 for Mac</td>
</tr>
<tr>
<td>Java Plug-in</td>
<td>Java 6</td>
<td>Java 6</td>
<td>Latest Apple Java</td>
</tr>
</tbody>
</table>
CARMEN AND DISTANCE LEARNING

Carmen is the course management system at Ohio State University. All of your online courses will be delivered through this University based system. Carmen is accessible at all campus locations or wherever internet access is available. It will allow ease and flexibility in the distance education portion of the program.

- The Carmen site can be found at: http://carmen.osu.edu
- The following link provides a user’s guide for CARMEN: http://telr.osu.edu/carmen/students/

Below are a few of the important items to consider as a distance learner:

- A dedicated computer or laptop that stores your work
- Microsoft Word processing software
- Adobe Acrobat reader
- Power Point software (recommended)
- Cable or high speed internet connection (highly recommended)
- Supported Browsers:

To ensure satisfaction with your Carmen courses, it is essential that you use a fully supported browser. Browser choice is limited to a few common brands; other browsers may work, but full functionality cannot be guaranteed. If you are using a browser other than the ones listed below, you may discover problems that can neither be confirmed nor supported by the help desk. Should you encounter problems with an unsupported browser, your only recourse is to move to a fully supported browser.

For additional information about browser configuration, see http://8help.osu.edu/2302.html.

<table>
<thead>
<tr>
<th>System</th>
<th>Supported</th>
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</thead>
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<tr>
<td>Windows</td>
<td>• Internet Explorer 7.0+</td>
<td>Internet Explorer 8.0</td>
</tr>
<tr>
<td></td>
<td>[Download]; pre-support for</td>
<td>Firefox 3.6</td>
</tr>
<tr>
<td></td>
<td>Internet Explorer 7.0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Firefox 3.0</td>
<td></td>
</tr>
<tr>
<td>MAC</td>
<td>• Safari 5.0.5 [Download]</td>
<td></td>
</tr>
<tr>
<td>Linux</td>
<td>Mozilla 3.5 [Download]</td>
<td>Mozilla 4.0 [Download]</td>
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</table>
System Requirements

<table>
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<th>Component</th>
<th>Required</th>
<th>Recommended</th>
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<td>Operating System</td>
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<td>• Windows 7&lt;br&gt;• Mac OS X</td>
</tr>
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<td>Video Resolution</td>
<td>at least 800x600</td>
<td>1024x768 or greater</td>
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<tr>
<td>Internet Speed</td>
<td>at least 56K modem</td>
<td>DSL, or cable modem</td>
</tr>
<tr>
<td>Sun Java Runtime Environment</td>
<td>JRE v 1.6.xx (required to run Elluminate LiveRoom)</td>
<td></td>
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<tr>
<td>Java Script</td>
<td>Enabled</td>
<td></td>
</tr>
<tr>
<td>Cookies</td>
<td>Enabled</td>
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</tr>
</tbody>
</table>

Software for Students

Students now obtain Microsoft software at attractive prices under OSU’s companion license, Microsoft Student Select. This is marketed as the Microsoft Personal Use Program.

**Personal Use Program:** Faculty, staff and students may purchase Personal-Use licenses on the Personal Use Program for their owned home computer. Faculty, staff and students own these perpetual licenses, which do not include upgrades. These copies may not be installed onto OSU-owned machines.

Products currently available to faculty, staff and students on the Personal Use Program are:

- Office Professional Plus 2010 -- $69.95
- Office Mac 2011 -- $63.95
- Windows 7 Pro Upgrade (32-bit) -- $69.95*
- Windows 7 Pro Upgrade (64-bit) -- $69.95*
- Windows 7 Ultimate Upgrade (32-bit) -- $89.95*
- Windows 7 Ultimate Upgrade (64-bit) -- $89.95*

* — Upgrade license only; not a full license. Students who want the Windows 7 upgrade first must have a licensed qualifying operating system for their personal computer or workstation. For a list of qualifying operating systems, refer to [www.microsoftvolumelicensing.com/userights](http://www.microsoftvolumelicensing.com/userights)
Software can be purchased at the following locations:

- **Columbus Campus**: UniPrint at Station 88. The Ohio Union. 1739 N. High Street Columbus OH 43210. Ph: 614-292-2219. Store hours are: Mon – Sat: 10am – 6pm; and Sun: Noon – 6pm.

Students must be currently enrolled for at least one credit hour and must be able to provide a valid BuckID or a picture ID and either a class schedule, paid fee slip, or letter of acceptance. Cash, check, credit card, and BuckID are accepted.

**OFFICE OF INFORMATION TECHNOLOGY**

The Office of Information Technology (OIT) provides students with technical support related to computing issues. Their home page is located at: [http://oit.osu.edu/](http://oit.osu.edu/)

Part of OIT is 8help, the OIT Technology Support Center Help Desk. OIT handles questions, problem reports, service requests, and inquiries from faculty, staff, and students regarding computer hardware and software, Internet connectivity, and related topics. You can call them at 614-688-HELP (4357) (TDD: 614-688-8743) or email them at 8help@osu.edu. To see availability of OIT staff, view the standard hours of operation at [http://8help.osu.edu/1691.html](http://8help.osu.edu/1691.html).

**Email**: To check your OSU Internet e-mail from the web, go to OSU Buckeye Mail or Webmail at [webmail.osu.edu](http://webmail.osu.edu).

**UNIVERSITY STUDENT EMAIL POLICY**

The Ohio State University, recognizing the increasing need for electronic communication with students, has established email as an official means of communication with students. An official Ohio State University (OSU) email address is issued to each student upon admission to Ohio State, or upon initial enrollment, whichever occurs first. Students are responsible for activating their email account by going to the OIT web site at [www.oit.osu.edu](http://www.oit.osu.edu).

**The university will routinely send official communications to the university email address.**

Since email has been adopted as a primary mechanism for sending official communications to students at OSU, students must check email regularly in order to read important messages and notifications. Certain communications may be time-sensitive. Failure to read official university communications sent to the students’ official OSU email addresses does not absolve students from knowing and complying with the content of those official communications. Students must also ensure that there is sufficient space in their e-mail postboxes to allow email to be delivered and received.

Students who choose to have their email forwarded to a private email address outside the official university network address will be doing so at their own risk. The university is not responsible for any difficulties that may occur in the proper or timely transmission or access of email forwarded to any third-party email address. Any such problems will not absolve students of their responsibility to know and comply with the content of official communications sent to students’ official Ohio State University email addresses.
All use of email will be consistent with other Ohio State University policies including the Policy on Abuse of Computers and Networks.

HAS YOUR NAME CHANGED?

Go to http://www.oit.osu.edu/. This site authorizes you to create a new OSU Internet Username following a name change. It requires that you already have an OSU Internet Username and password. Your new OSU Internet Username will be your (new) name. Your password will not change.

Under Quick Links…
Click on ‘Account Management’
Under ‘OSU Internet Username’
select ‘Rename Account’

COLLEGE OF NURSING WEB SITE

The College of Nursing provides a student web (located at http://studentweb.con.ohio-state.edu) that can be accessed from any computer on or off campus. The Student Web provides a wealth of information and resources to currently registered students. These include links to the many of OSU’s libraries, email, ask an advisor, clinical scheduling and graduation information.

HOW TO CHANGE YOUR COLLEGE OF NURSING PASSWORD

You may change your password by going to https://studentweb.con.ohio-state.edu/secure/. You will need to login using your OSU name.# and password. After you have established your identity you can pick a new College of Nursing password. Remember your College of Nursing username is name_# (*note the underscore). Your password must be 9 or more characters long and must contain characters from at least 3 of the 4 following categories:

- Capital letters (A-Z)
- Lowercase letters (a-z)
- Numbers (0-9)
- Special characters (!, @, #, $...)

Accessing the Student Web

In order to access the Student Web, you are assigned a user name and password. Your user name is your last name and number, just like your osu e-mail address only instead of a ‘.’, you have an ‘_’.

  e.g. If your OSU e-mail address is “smith.2345@osu.edu”, or “smith.2345@buckeyemail.osu.edu” your CON user name is “smith_2345”
Your CON password will be emailed to your OSU e-mail address (lastname.#@osu.edu) or (lastname.#@buckeyemail.osu.edu) one week prior to the quarter you start. Please make sure your OSU email address is active in order to receive your CON credentials.

Accessing the Student Web in the College of Nursing
If you are in the building and are utilizing a college computer, you will see the start menu, click start -> log off… to log off the person before you. You will then see a screen that says “Windows XP Professional”. Press “CTRL+ALT+DELETE” at the same time. This will bring up the following screen:

Now, simply enter your College of Nursing user name and password in their respective fields and either click “OK” or press enter.

Accessing the Student Web at Home
In order to access the Student web from home you must be using Internet Explorer (IE), Firefox or Safari. If you have an older web browser, you can download the browser for free from Microsoft’s website. However, since IE comes bundled with Windows 98 or later, every computer purchased in the last three years meets this requirement. If you are an AOL user or use any other third-party web browser, please minimize this window and use the Internet Explorer icon on your desktop or start menu.

1. Open your Web Browser to the following address:
   a. http://studentweb.con.ohio-state.edu
2. Type your College of Nursing Credentials when Prompted
   a. Username = Your Username
   b. Password = Your Password
   c. Domain = OSUCON
i. Please note: The domain must be entered. This is often overlooked by mistake.

ii. **Note:** If you are using Windows XP, you will **not** be prompted for a domain. If this is the case, you will need to type `osucon\username` in the username field.

This will now open up the college student portal.

**Important Links:**
- http://www.osu.edu/ (OSU homepage)
- http://cio.osu.edu/policies/responsible_use.html (OSU Policy on Responsible Use of University Computing Resources)
- http://nucleus.con.ohio-state.edu (College of Nursing video server.)
- https://webmail.osu.edu (Check your OSU email from any computer with internet access)

**Email Addresses:**
- 8help@osu.edu (OSU support for OSU accounts and university systems)
- S-HELP@con.ohio-state.edu (College of Nursing technical support)

**CAMPUS COMPUTER RESOURCES**

The College of Nursing student computer lab, located in room 220 Newton Hall, is provided for the use of nursing students. The lab is open between the hours of 8:00 a.m. and 8:00 p.m. Monday through Friday and is monitored by IT Department staff and student employees. The lab is equipped with workstations running Windows 7, Microsoft Office 2010 as well as many other academic software packages. All computers have Internet access. All of the workstations in the lab are equipped with CD-RW drive and there is a high quality scanner available on one workstation. Students also receive 500 pages of free printing in the computer lab each quarter, the college also provides staplers, and hole punches for student use. The College of Nursing at Newton Hall also has wireless capabilities throughout most of the building. Please see IT staff in the computer lab to configure your device for Wifi access.

**RESPONSIBLE COMPUTING**

Students may wish to review the university’s “Policy on Responsible Use of University Computing Resources” at www.oit.ohio-state.edu/responsible.html. This policy states in part:

“As a part of the physical and social learning infrastructure, The Ohio State University acquires, develops, and maintains computers, computer systems, and networks. These computing resources are intended for university-related purposes, including direct and indirect support of the university's instruction, research, and service missions; of university administrative functions; of student and campus life activities; and of the free exchange of ideas among members of the university community and between the university community and the wider local, national, and world communities.

The rights of academic freedom and freedom of expression apply to the use of university computing resources. So, too, however, do the responsibilities and limitations associated with those rights. The use of university computing resources, like the use of any other university-
provided resource and like any other university-related activity, is subject to the normal requirements of legal and ethical behavior within the university community. Thus, legitimate use of a computer, computer system, or network does not extend to whatever is technically possible. Although some limitations are built into computer operating systems and networks, those limitations are not the sole restrictions on what is permissible. Users must abide by all applicable restrictions, whether or not they are built into the operating system or network, and whether or not they can be circumvented by technical means.”

Modification, deletion, or copying of installed software is prohibited, as is the installation of new software unless approved by computing personnel. All work should be saved to students’ flash drive, which are available for purchase at the OSU Bookstore. Food, beverages, and chewing gum are not permitted in the lab. Students who do not obey Computer Lab rules and regulations are subject to charges of professional misconduct.

Computing support personnel are available for questions relating to the use of software specific to the College of Nursing. Questions concerning common word processing, spreadsheet, and database packages should be directed to the Microcomputer Consulting Office of University Technology Services at 614-292-2919. Questions concerning statistical software (SAS) should be directed to Statistical Consulting at 614-292-0408. Public microcomputer sites, maintained by University Technology Services, are available for personal computing needs. Contact University Technology Services at 614-292-4843 for locations and hours.

STUDENT WEB PORTAL

The student web has a variety of resources and frequently used links. It can be located at http://studentweb.con.ohio-state.edu.

Policy on Food and Drink in the Technical Learning Complex and Computer Lab

The TLC was updated at a cost of over $1.5 million to create a setting that simulates the clinical environment as closely as possible. Food and drink are not permitted on hospital units except in designated areas (break rooms or lounges). To have food or drink on the clinical unit otherwise is an OSHA violation resulting in fines and violates a Joint Commission requirement. Just as food and drink are strictly prohibited in science laboratories on campus and universally as a matter of Federal and state good laboratory practices and as an accreditation/certification requirement, it is appropriate that the College of Nursing adhere to the same standards for the Technical Learning Complex.

Eating and drinking in the rooms of the Technical Learning Complex (TLC), or clinical education lab, are prohibited. Designated eating areas include the student lounge on the second floor and the lobby. Please use care when eating in the lobby to keep this area as nice as possible for others.

The following guidelines apply to eating and drinking in the computer lab (220 Newton Hall) and the computer classroom (260):

- Snacks are permitted.
- Beverages are permitted in covered, preferably spill-resistant, containers.
Be considerate of others and avoid messy or smelly foods. Hot foods or fast foods are discouraged.

“Group/party foods” are not appropriate (pizzas, cakes, etc.).

Food deliveries will be turned away.

Properly dispose of leftovers, empty containers and wrappers.

**College of Nursing Non-Smoking and Tobacco Free Policy**

To protect the health and safety of our faculty, staff, students, and guests, the College of Nursing joined The Ohio State University Medical Center and became smoking and tobacco free July 10, 2006. This means that smoking or use of other tobacco products will be prohibited inside the building, outside the building, or in the loading dock and parking areas. This policy is in line with the College of Nursing’s mission and values.

**Where can I smoke?**

You are permitted to smoke in any other area outside of the College or Medical Center grounds that is designated as a smoking area or permissible by law. The Medical Center, Health Sciences Colleges contiguous to the Medical Center including Fry, Newton, Parks and Postle halls, as well as all Biological Sciences buildings (Aronoff Lab, Biological Sciences Building, Biological Sciences Greenhouse, General Biology Annex, Jennings Hall, and Riffe Building) are now tobacco-free. The ban on all smoking and tobacco products will be observed in all indoor and outdoor areas and parking areas on the main medical center campus, University Hospital East, all other OSU Medical Center properties, and the buildings listed above. Signage will notify individuals where they can or cannot smoke or use tobacco products.

**What is considered a tobacco product and therefore prohibited?**

Tobacco products include, but are not limited to cigarettes, cigars, chewing tobacco and pipe smoking.

**How is the policy enforced?**

The College of Nursing encourages faculty, staff, and students to take the lead in helping to make the College a healthy environment by being courteous and informing others of the tobacco-free policy. Corrective action will be taken with employees who do not follow this policy. Students who are not employees will be referred to the Office of Student Judicial Affairs.

**Are there resources to help students with smoking cessation?**

All students, faculty, and staff are encouraged to refrain from smoking and using tobacco products while attending classes, working or visiting the College of Nursing and the Medical Center.

The OSU James Cancer Hospital provides smoking cessation opportunities through the Kick-It program. Go to www.jamesline.com or call 1-800-293-5066 for more information.

The OSU College of Dentistry Tobacco Cessation Clinic is located at 305 West 12th Avenue. More information is available by calling 614-292-1140 or at http://dent.osu.edu/outreach/Tobacco_Cessation.htm.

Students can contact the Ohio Tobacco Quit Line at 1-800-QUIT-NOW. Programs are also available online at www.quitnet.com.

The Student Wellness Center has quit kits that can be picked up in B130 in the Recreation and Physical Activity Center (RPAC) with a valid BuckID.
MyStudentBody.com also has a resource for successful smoking cessation. Go to www.mystudentbody.com and use the school code “Buckeyes” to enter the site.

The university’s revised non-smoking policy (Policy #7.20) can be viewed online at: http://hr.osu.edu/policy/policy720.pdf. Contact Human Resources: 293-4988 or 292-2800. 7/13/06

**Locker Assignments**

There are a limited number of lockers available to students in the basement of Newton Hall. They are assigned on a first-come, first-served basis. Please contact the Office of Student Affairs for a locker assignment. Students are responsible for providing their own lock; all items and the lock must be removed from lockers at the end of spring quarter. Items kept in lockers must be limited to non-perishable items that are in compliance with The Ohio State University’s Code of Student Conduct.

**Enrollment Verification and Transcripts**

The Office of Student Affairs will provide students and alumni with letters verifying enrollment upon request and with syllabi of nursing courses. Forms for enrollment verification can also be sent to the Office of Student Affairs. Such requests will be available for pick-up in 240 Newton Hall unless a self-addressed stamped envelope is provided. If the official OSU raised seal is required, the form will be sent to the Office of the University Registrar prior to pickup at Newton Hall.

In order for any information to be provided to potential employers, the student must sign a release of information form. Official transcripts are only available through the Office of the University Registrar.

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**GRADUATION ELIGIBILITY**

Students are required to file an “Application to Graduate-BSN” form with the Office of Student Affairs at least 6 months prior to graduation. Failure to submit an application may result in graduating the semester after the degree requirements are completed.

It is the responsibility of senior students to confirm that they have:

1. Cumulative Point Hour Ratio (CPHR) of 2.00 or better in both the required courses in the nursing major and in the university.

2. Completed the minimum number of 186 credit hours (excluding remedial course work) necessary for graduation and have met all credit distribution requirements (electives, General Education Curriculum requirements, etc.). Credit for required courses which were repeated due to an unsatisfactory grade in the first attempt will only be counted toward graduation upon satisfactory completion. The first attempt credit will not count toward graduation but will be calculated in the CPHR unless the Freshman Forgiveness Rule or the Fresh Start Rule is applied.
3. Met the specific course requirements as identified for obtaining the Bachelor of Science in Nursing degree. Students can access their Degree Audit Report at www.buckeyelink.osu.edu. Scroll down to ‘Enrollment and Academic History’ and select ‘Degree Audit.’

Standards for Latin Honors at Graduation

Faculty Rule 3335-9-33 states: Degrees cum laude, magna cum laude, and summa cum laude may be granted for exceptional achievement in the curriculum of each enrollment unit for students who have completed 90 credit hours at The Ohio State University and have achieved the following cumulative point hour ratio.

- **Summa Cum Laude:** 4.00 - 3.90
- **Magna Cum Laude:** 3.89 - 3.70
- **Cum Laude:** 3.69 - 3.50

Standards for Graduation with Distinction in Nursing

To graduate with Honors Distinction in Nursing, the following conditions must be fulfilled at the time of graduation. Note that Honors with Distinction in Nursing differs from Latin honors.

- Admission to the Nursing Honors Program
- Successful completion of the nursing honors courses
  - H320 series (Honors Seminar I, II, & III)
  - H420 series (Honors Seminar IV, V, & VI)
  - H520 series (Honors Seminar VII, VIII, & IX)
  - H541 (Introduction to Nursing Research)
  - H503 (Leadership in Clinical Nursing Practice)
- Completion of research culminating in a thesis (H783, Honors Research)
- Present research findings at the Denman Research Forum
- Maintain honors status (i.e., maintain minimum cumulative GPA of 3.4 and successful completion of all the above courses and research)
APPLICATION TO GRADUATE INFORMATION

Undergraduate students should submit an “Application to Graduate-BSN” at least 6 months prior to the anticipated date of graduation (see table below). This application can be obtained via the Student Web: http://studentweb.con.ohio-state.edu/default.aspx (Scroll down to ‘College’ and select ‘Application to Graduate (BSN)’. Paper forms are also located in the hallway near 252 Newton Hall.

It is important to submit this application by the deadline due to internal/external processing needs. Failure to file an “Application to Graduate-BSN” may result in graduating the semester following the completion of degree requirements.

<table>
<thead>
<tr>
<th>Submit Application to Graduate by:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1st week of September for Spring graduation (May)</td>
<td></td>
</tr>
<tr>
<td>1st week of February for Summer graduation (August)</td>
<td></td>
</tr>
<tr>
<td>1st week of June for Autumn (December)</td>
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</tbody>
</table>

By submitting an application, you will:

- Inform us of the semester you intend to graduate;
- Receive an email acknowledging receipt of your “Application to Graduate-BSN” and a reminder to review your Degree Audit Report at http://buckeyelink.osu.edu
- Receive priority scheduling during your final semester
- Receive information on NCLEX/RN licensure
- Receive information on graduation during your final semester
The Ohio State University College of Nursing

Application to Graduate- BSN

This form must be submitted to the Office of Student Affairs, 240 Newton Hall, at least 6 months prior to your anticipated date of graduation. This form can be FAXED to 614-292-9399. If you do not graduate the semester for which you applied, please submit a new application.

<table>
<thead>
<tr>
<th>Submit Application to Graduate by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• 1st week of September for Spring semester graduation (May)</td>
</tr>
<tr>
<td>• 1st week of February for Summer semester graduation (August)</td>
</tr>
<tr>
<td>• 1st week of June for Autumn semester graduation (December)</td>
</tr>
</tbody>
</table>

**STUDENT INFORMATION**

Print your name as you would like it to appear in the OSU Commencement Program. If your name varies from the OSU student database, please complete a “Change of Records” form in 240/252 Newton Hall.

<table>
<thead>
<tr>
<th>First Name</th>
<th>Middle Name</th>
<th>Last Name</th>
<th>OSU Name.#</th>
</tr>
</thead>
</table>

Semester / Year of Graduation

<table>
<thead>
<tr>
<th>Minor (if applicable)</th>
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<tbody>
<tr>
<td>Summer (August); Autumn (December); Spring (May)</td>
</tr>
</tbody>
</table>

Hometown City and State (to be listed in the Commencement Program)

Name of state in which you initially plan to be licensed as a Registered Nurse (RN to BSN: n/a)

**CONTACT INFORMATION AFTER GRADUATION**

Email address: ________________________________

Mailing address: ________________________________

<table>
<thead>
<tr>
<th>Street</th>
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<tbody>
<tr>
<td>City</td>
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<tr>
<td>State</td>
</tr>
<tr>
<td>Postal Code</td>
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</tbody>
</table>

Alternate address: ________________________________

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<tr>
<th>Street</th>
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</thead>
<tbody>
<tr>
<td>City</td>
</tr>
<tr>
<td>State</td>
</tr>
<tr>
<td>Postal Code</td>
</tr>
</tbody>
</table>

**Office Use Only** Name in OSU student database: ________________________________ / Same as Above

Entry dates: SIS Access Email Acknowledgement __________________
CRIMINAL RECORDS CHECKS REQUIRED FOR LICENSURE OR CERTIFICATION BY THE OHIO BOARD OF NURSING

Note: You should start this process 6-8 months prior to graduation.

The Ohio Revised Code requires those applying for a license issued by the Ohio Board of Nursing (Board) to submit fingerprints for an FBI (federal) and BCI (civilian) criminal records check completed by the Bureau of Criminal Identification and Investigation (BCI&I). The Board cannot complete the processing of your application until both background check reports are received. You are encouraged to complete your background checks as early as possible; the results are valid for one year. A delay in the Board receiving the background check reports will delay your eligibility to sit for the NCLEX.

The BCI&I only accepts electronic fingerprints for FBI and BCI background checks. Electronic fingerprints must be completed by a WebCheck location in Ohio that will submit the fingerprints electronically to BCI&I. You must request that both reports be sent to the Board directly from BCI&I, or they will not be accepted by the Board. A complete list of Webcheck locations is available online at the following website address:
http://www.ohioattorneygeneral.gov/Services/Business/WebCheck

Please note that only the locations designated with the notation of “BCI & FBI” perform both the BCI and FBI records check. The OSU Police Department is included in this listing; service hours are Tuesday through Thursday from 9-11 a.m. and 1-3 p.m. A fee will be assessed at the time of service.

In summary, be certain to:

- Start this process 6-8 months prior to graduation
- Choose a location on the website that has (BCI & FBI) listed after the name.
- Identify the Ohio Board of Nursing as the agency to receive the results (see address below).
  The Board must receive the results directly from the BCI&I to be valid.

  Ohio Board of Nursing
  ATTN: Licensure Unit
  17 South High Street, Suite 400
  Columbus, Ohio 43215-7410
  (614) 466-3947
  www.nursing.ohio.gov

RN licensure outside of Ohio: If you will not be applying for licensure in Ohio, you need to contact the appropriate state board of nursing to obtain their licensure application procedures and requirements. The website is http://www.ncsbn.org. Select ‘Boards of Nursing’ then ‘Contact a Board of Nursing’ and pick the state from the map or drop down box.
QUARTER/SEMESTER OF GRADUATION

You should apply for RN licensure and pre-pay for the NCLEX no later than the 3rd week of your graduation term to avoid any delays in taking the NCLEX. Below are links to the instructions and licensure application for the Ohio Board of Nursing and the NCLEX registration.

<table>
<thead>
<tr>
<th>Licensure Instructions and Application (for RN licensure in Ohio)</th>
<th>To Do</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="http://www.nursing.ohio.gov">www.nursing.ohio.gov</a></td>
<td></td>
</tr>
<tr>
<td>Select “Licensure and Renewal”</td>
<td></td>
</tr>
<tr>
<td>Select “Licensure by Examination and Endorsement”</td>
<td></td>
</tr>
<tr>
<td>(read this information)</td>
<td></td>
</tr>
<tr>
<td>Scroll down and click on “Examination Application Packet”</td>
<td></td>
</tr>
<tr>
<td>(print the instructions and the application)</td>
<td></td>
</tr>
<tr>
<td>Mail the completed application to the Ohio Board of Nursing w/fee and picture. Allow 45 business days to process application.</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>(for RN licensure outside of Ohio)</th>
<th>To Do</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="http://www.ncsbn.org">www.ncsbn.org</a></td>
<td></td>
</tr>
<tr>
<td>Select “Boards of Nursing” then “Contact a Board of Nursing”</td>
<td></td>
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<tr>
<td>Select the state that you wish to initially be licensed in.</td>
<td></td>
</tr>
<tr>
<td>Look for the licensure application that says, “by Examination.”</td>
<td></td>
</tr>
<tr>
<td>Print the licensure instructions and application. Each state has a different application and requirements.</td>
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</table>

<table>
<thead>
<tr>
<th>NCLEX Candidate Bulletin and Registration</th>
<th>To Do</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="http://www.vue.com/nclex">www.vue.com/nclex</a></td>
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</tr>
<tr>
<td>During the NCLEX registration (prepayment) process, you will be asked for the state in which you wished to be licensed. If you choose a state other than Ohio, complete that state’s licensure application and requirements. Our Program Code is: 20-582</td>
<td></td>
</tr>
<tr>
<td>Print and read the information in the NCLEX Examination Candidate Bulletin. Register/pre-pay ASAP. Allow 30 business days to process mail applications. Retain the bulletin until you receive your R.N. license.</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Other Information distributed during your quarter of graduation</th>
<th>To Do</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name on Diploma (obtained from the OSU student database)</td>
<td></td>
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<tr>
<td>Verify for accuracy</td>
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<tr>
<td>Hometown (for Commencement Bulletin)</td>
<td></td>
</tr>
<tr>
<td>Verify for accuracy</td>
<td></td>
</tr>
<tr>
<td>Kaplan NCLEX Readiness Assessment Exam</td>
<td></td>
</tr>
<tr>
<td>Administered graduation quarter</td>
<td></td>
</tr>
<tr>
<td>AACN/EBI Exit Survey (mandatory). Distributed by Dr. Daley</td>
<td></td>
</tr>
<tr>
<td>Complete &amp; return as directed</td>
<td></td>
</tr>
<tr>
<td>Nursing Pin (College of Nursing’s gift to each BSN graduate)</td>
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</table>

ELIGIBILITY FOR NCLEX EXAMINATION (for RN licensure in Ohio)

The “Certification of Program Completion” letter, signed by the Dean of the College of Nursing, will be hand delivered to the Ohio Board of Nursing on Friday of finals week. This letter will confirm your successful completion of the nursing program; you do not need to provide a transcript for Ohio licensure. The Board will then verify that all the following documents/fees have been received by the appropriate agencies and will notify NCLEX Candidate Services that you are eligible to take the licensure examination: 1.) Application for RN licensure; 2.) NCLEX registration/pre-payment; 3.) FBI fingerprint results; 4.) Civilian fingerprint results; and 5.) Program Completion letter. You should receive an “Authorization to Test” shortly after
graduation. You will need the ATT in order to schedule a date for the licensure exam. You will be issued a license if you are successful on the examination.

THE OHIO STATE UNIVERSITY COLLEGE OF NURSING
COMMENCEMENT WEEKEND INFORMATION

There are two separate ceremonies for graduates of the College of Nursing every spring quarter during graduation weekend.

The College of Nursing Convocation Ceremony

The College of Nursing hosts the Convocation Ceremony on a Saturday morning, the day before spring quarter commencement. Convocation is a very special ceremony for all nursing graduates, their friends and families. You, as the graduate, are being celebrated by the faculty and staff of the College of Nursing. Undergraduates receive their nursing pins, master’s graduates receive their specialty certificates and doctoral graduates receive special recognition on stage with their advisor. This is also the time that awards and honors from the college are presented to the recipients. All graduates are expected to wear their caps and gowns. The ceremony will be held at The Franklin County Veteran’s Memorial Saturday morning one day prior to OSU Commencement Ceremony. Detailed information will be distributed through OSU e-mail during the early part of winter quarter.

All information regarding the convocation ceremony can be addressed to:
Lynn Ellingsworth
Program Manager, Special Events and Alumni Affairs
145 Newton Hall
614-292-4843
ellingsworth.1@osu.edu

The Ohio State University Commencement Ceremony

The Ohio State University Commencement Ceremony is for the entire university and it is when all graduates receive their diplomas. All graduates are expected to wear their caps and gowns. The ceremony is held in The Ohio Stadium on Sunday. For more information about the commencement ceremony please visit the following website midway through spring quarter:
http://commencement.osu.edu

Additional questions regarding the commencement ceremony can be addressed to:
Mary Cull
Records Manager
Student Affairs
240 Newton Hall
614-292-8742
cull.4@osu.edu

Note: Undergraduates in the College of Nursing will receive via e-mail, “Instructions to the Graduating Class” as well as your number in the commencement line from Mary Cull midway through spring quarter of your senior year.
APPENDIX
EDUCATION AFFILIATION AGREEMENT
between
THE OHIO STATE UNIVERSITY
College of Nursing
and
__________________________________
__Site name Here____________________
For Undergraduate and Graduate Nursing Students

This Agreement entered into this ____ day of __________ 2008, between The Ohio State University, on behalf of its College of Nursing (hereinafter referred to as College) and ______________________________________________ (hereinafter referred to as Agency), located at __________________________________________________________.

WITNESSETH:

WHEREAS College is responsible for the education of undergraduate and graduate students in its nursing program and:

WHEREAS College, as part of its nursing program, desires clinical education experience for its students

WHEREAS Agency agrees to make its premises available for clinical education experience for nursing students enrolled in the College program seeking a bachelor's degree, a master's degree, or doctoral degree;

NOW, THEREFORE, in consideration of the foregoing, the parties agree as follows:

I. COLLEGE RESPONSIBILITIES

a. The College, in coordination with the Agency shall be responsible for the assignment of students to the Agency. The College will provide the Agency with names, dates, and hours of assignment and other information specified by the College or Agency prior to the commencement of each student's clinical education placement. The College agrees to send to Agency only those students who have completed the required course of study as determined by the College.

b. College shall assign a faculty member to coordinate the activities of the nursing students with the Agency director or designee to ensure appropriate supervision, assignment of tasks, and to determine the appropriate number and duration of the student(s) clinical education experience.

c. College shall assume responsibility for validating that College Faculty (if applicable) and nursing student(s) have current professional liability insurance in the amount of no less than $1,000,000 per incident and $3,000,000 per aggregate. The College upon request shall provide proof of such coverage to Agency. No student shall be permitted to participate in clinical education experience without proof of valid professional liability insurance.

d. The students shall meet the following health screening requirements:
   i. Diphtheria/tetanus immunization within the past ten years;
ii. Verification of immune status or vaccine administration for the following:
   * Hepatitis B
   * Mumps
   * Rubella
   * Rubeola
   * Varicella

iii. Annual PPD after initial two-step PPD. If there is a history of positive PPD, then a chest X-ray is required.

e. The College shall require that all undergraduate and graduate nursing students, upon admission and acceptance into the College of Nursing program, undergo and pass the following checks:
   * Criminal background check performed by the Bureau of Criminal Identification and Investigation (no disqualifying offenses per the Board of Nursing licensure rules);
   * Drug screening exam – (Drug Abuse Panel of 10 chemicals including prescribed medication and illegal drugs);
   * Verification of current RN license. (for graduate students only)

The College agrees to send only students who have successfully passed both the drug screen and criminal background check. Failure by a student to pass the drug screen or the criminal background check shall preclude the student from participating in any clinical education experience at the Agency.

All undergraduate and graduate students shall be CPR certified prior to placement at Agency.

f. The nursing students shall actively participate in the care of patients in accordance with policies, procedures, and goals set forth by the Agency.

Any College faculty participating in the clinical education experience on-site at the Agency shall do so at the discretion of the Agency and in accordance with policies, procedures, and goals set forth by the Agency.

g. Upon the written request of the Agency pursuant to Section II (e), the College will consider the withdrawal of a student if the achievement, health of the student, or if the student’s behavior fails to conform to applicable regulations of the Agency. If the College and the Agency cannot agree on a resolution of the matter of a student’s participation, the Agency shall have the final say in the student’s continued participation.

h. The College shall, as part if its curriculum, instruct students as to the importance of patient privacy and confidentiality, as well as inform them of the various federal, state and local laws that may impact patient confidentiality. The College also agrees that it shall inform students that they are to comply with the Agency’s written policies and procedures for patient confidentiality, including those implemented pursuant to the Health Insurance Portability and Accountability Act of 1996 (HIPAA). College also shall make reasonable, good faith efforts to cause
its faculty to maintain the confidentiality of all Agency protected health information.

II. **AGENCY RESPONSIBILITIES**

a. The Agency shall provide, without cost to the College and its students, clinical resources and facilities for use in their educational experiences. Agency shall provide students with instructional staff, facilities and equipment for the clinical experience and appropriate access, if available, to lockers, cafeterias, parking, and emergency services while assigned to Agency.

b. The Agency shall designate an individual who will be responsible for coordinating in conjunction with the College faculty member, the student’s clinical education experience at the Agency.

c. The Agency shall allow students to participate in the care of patients in accordance with policies, procedures, and goals set forth by Agency.

d. The treatment of all patients shall be determined by the appropriate staff of the Agency.

e. The Agency may recommend to the College, withdrawal of a student if the achievement, health of the student, or if the student’s behavior fails to conform to applicable regulations of the Agency. Such recommendation shall be in writing and shall specify the basis for the recommendation of withdrawal.

f. In the event a student becomes ill during the clinical experience at Agency, the Agency instructional staff member shall refer the student to The Ohio State University Student Health Center or a private physician for treatment. If the student’s condition is one that warrants treatment in an Emergency Department, the Agency instructional staff member, or designee, shall assist the student to the Emergency Department. All medical costs for treatment are the responsibility of the student. The Agency shall file appropriate documentation of such incident in accordance with their policies and procedures.

g. If a student sustains a "needle stick" or related injury, this incident shall be reported immediately to appropriate Agency personnel. The student should be referred for follow-up care to The Ohio State University Student Health Center, Preventive Medicine Department. The Agency instructional staff member and student should complete any Incident Report forms required by the Agency and inform the Assistant Dean for Student Affairs, Assistant Dean for Prelicensure Studies and Associate Dean for Academic Affairs in the College of Nursing. Any follow-up testing and treatment expenses that are incurred are the responsibility of the student.

h. The Agency shall maintain adequate comprehensive general and professional liability insurance.
III. **SUPERVISION OF STUDENTS**

a. Agency shall have administrative responsibility for the nursing staff of the Agency and clinical responsibility for the nursing care of all patients of the Agency.

b. The Agency preceptor for the graduate nursing students shall provide appropriate supervision of the clinical activities of the nursing students in accordance with the applicable Ohio Board of Nursing rules. The Agency preceptor shall have privileges at the Agency and approval of the Agency to perform these tasks. The Agency preceptor shall be continuously available to communicate with the graduate student during his/her clinical education at the Agency.

c. In non-precepted undergraduate clinical experiences, a College faculty member shall be on-site at the Agency and immediately available to students to provide clinical supervision.

In precepted undergraduate clinical experiences, a college faculty member shall be available by cell phone. The ultimate responsibility for patient care shall remain with the assigned Agency registered nurse. Both parties agree that the educational services for undergraduate students performed under this agreement shall be in accordance with the applicable guidelines of Ohio Board of Nursing rules (Attachment A) regarding nursing education program for prelicensure nursing students.

IV. **GENERAL PROVISIONS**

a. The parties agree that under no circumstances are student(s) considered employees or agents of the Agency. Students are not to replace Agency staff.

b. The parties agree that the academic calendar observed by College shall be observed by the students and faculty assigned, if applicable, to Agency in the clinical experience program. When Agency observes additional holidays, appropriate revised schedules for instruction and work experiences shall be made by the parties.

c. Discrimination against any individual for reasons of race, color, creed, religion, sexual orientation, national origin, sex, age, handicap, or veteran status is specifically prohibited.

d. Neither party to this Agreement may assign this Agreement without the prior written consent of the other.

e. This Agreement shall supersede any and all prior agreements between the parties regarding the subject matter hereof.

f. This Agreement shall automatically renew annually from its effective date, unless and until either party terminates it. Either party shall have the right
to terminate this Agreement with thirty (30) day written notice of the intent to terminate. Students currently assigned to the Agency at the time of termination shall be allowed to complete their educational experience under the terms of this Agreement, provided the student’s privileges have not been terminated in accordance with section I(g) of this Agreement. Any notices required under this Agreement shall be directed to:

If to the College

The Ohio State University
College of Nursing
1585 Neil Ave
Columbus, Ohio 43210
Attn: Dean, College of Nursing

If to the Agency

IN WITNESS WHEREOF, the parties hereto have caused their duly authorized representatives to sign this Agreement as of the date first appearing above.

For The Ohio State University:

_________________________________
Bernadette Melnyk, Dean
College of Nursing

For Agency:

By:__________________________________
(Authorized Signature)

Name: ______________________________
Please Print
Title: ______________________________

By:__________________________________
(Authorized Signature)

Name: ______________________________
Please Print
Title: ______________________________
OHIO BOARD OF NURSING
NURSING EDUCATION PROGRAM REQUIREMENTS

Rule 4723-5-01 Ohio Administrative Code (OAC) Definitions:

(P) “Instructional personnel” means teaching assistant and preceptor as defined in this rule.

(Z) “Preceptor” means a registered nurse or licensed practical nurse who meets the requirements of this chapter, who provides supervision of a nursing student’s clinical experience at the clinical agency in which the preceptor is employed, to no more than two students at any one time, and who implements the clinical education plan at the direction of a faculty member participating in the course in which the student is enrolled.

Rule 4723-5-10 Ohio Administrative Code (OAC) Qualifications of administrative, faculty, and instructional personnel for a registered nursing education program.

(A) The minimum qualifications and preparation for new administrative, faculty, and instructional personnel appointments for a registered nursing education program made on or after April 2, 1996, shall be:

(1) For administrator of a program:

(a) Completion of an approved registered nursing education program;

(b) Experience for at least five years in the practice of nursing as a registered nurse, two of which have been as a faculty member in a registered nursing education program;

(c) A master’s degree with a major in nursing;

(d) Current, active licensure as a registered nurse in Ohio; and

(e) An administrator of a baccalaureate program shall hold an earned doctoral degree;

(2) For an associate administrator of a program:

(a) Completion of an approved registered nursing education program;

(b) Experience for at least five years in the practice of nursing as a registered nurse, two of which have been as a faculty member in a registered nursing education program;

(c) A master’s degree with a major in nursing; and

(d) Current, active licensure as a registered nurse in Ohio;

(3) For faculty teaching a nursing course:

(a) Completion of an approved registered nursing education program;

(b) Experience for at least two years in the practice of nursing as a registered nurse;

(c) A master’s degree;
(i) If the individual does not possess a bachelor of science in nursing degree, the master’s or other professional degree, including, but not limited to a Ph.D., shall be in nursing;

(ii) If the individual possesses a bachelor of science in nursing degree, the master’s degree may be, but is not required to be, in nursing; and

(d) Current, active licensure as a registered nurse in Ohio;

(4) For a teaching assistant as defined in paragraph (JJ) of rule 4723-5-01 of the Administrative Code:

(a) Completion of an approved registered nursing education program;

(b) Experience for at least two years in the practice of nursing as a registered nurse;

(c) A baccalaureate degree in nursing or enrollment in a graduate level course of a program for a registered nurse to master’s degree with a major in nursing; and

(d) Current, active licensure as a registered nurse in Ohio;

(5) For a preceptor as defined in paragraph (Z) of rule 4723-5-01 of the Administrative Code:

(a) Completion of an approved registered nursing education program;

(b) Experience for at least two years in the practice of nursing as a registered nurse and have demonstrated competence in the area of clinical practice in which the preceptor provides supervision to a nursing student;

(c) A baccalaureate degree in nursing is preferred; and

(d) Current, active licensure as a registered nurse in the jurisdiction or foreign country where the supervision of a nursing student’s clinical experience occurs.

(B) The minimum qualifications and preparation for administrative, faculty, and instructional personnel appointments for a registered nursing education program made after September 1, 1971, but prior to April 2, 1996, shall be:

(1) For an administrator of a program:

(a) Completion of an approved registered nursing education program;

(b) Experience for at least three years as a faculty member in a program;

(c) A master’s degree, preferably in nursing; and

(d) Current, active licensure as a registered nurse in Ohio;

(2) For an associate administrator of a program:

(a) Completion of an approved registered nursing education program;

(b) Experience for at least two years as a faculty member in a program;
(c) A master’s degree, preferably in nursing; and

(d) Current, active licensure as a registered nurse in Ohio;

(3) For faculty teaching a nursing course:

(a) Completion of an approved registered nursing education program;

(b) Experience for at least one year in the practice of nursing or as a teaching assistant in a program;

(c) A baccalaureate degree in nursing, except a faculty member whose baccalaureate degree was obtained prior to January 1, 1972, may hold a degree in a related field. A master’s degree is preferred; and

(d) Current, active licensure as a registered nurse in Ohio;

(4) For a teaching assistant as defined in paragraph (JJ) of rule 4723-5-01 of the Administrative Code:

(a) Completion of an approved registered nursing education program;

(b) Experience for at least three months in the practice of nursing;

(c) Fifteen semester or twenty quarter hours credit toward a baccalaureate degree, exclusive of transfer credits from the basic nursing education program; and

(d) Current, active licensure as a registered nurse in Ohio;

(5) For a preceptor as defined in paragraph (Z) of rule 4723-5-01 of the Administrative Code:

(a) Completion of an approved registered nursing education program;

(b) Experience for at least two years in the practice of nursing as a registered nurse and either one or both of the following:

(i) Current specialty certification in accordance with rule 4723-4-09 of the Administrative Code; or

(ii) Demonstrated expertise in the area of clinical practice in which the preceptor provides supervision to a nursing student;

(c) A baccalaureate degree in nursing is preferred; and

(d) Current, active licensure as a registered nurse in the jurisdiction or foreign country where the supervision of a nursing student’s clinical experience occurs.

**Rule 4723-5-20 Ohio Administrative Code (OAC) Responsibilities of faculty and instructional personnel in a clinical setting.**

(A) A faculty member of a nursing education program is responsible for planning the student’s clinical experience and for evaluating the student’s performance. Clinical nursing experiences are assigned by faculty based on course objectives and student learning needs. Faculty or instructional personnel shall supervise student practice by providing guidance, direction, and support appropriate to the clinical situation.
(B) Supervision of a nursing student shall be provided for each clinical experience involving the delivery of nursing care to an individual or group of individuals. This supervision shall be provided only by a faculty member, teaching assistant, or preceptor who meets the qualifications set forth in rule 4723-5-10 of the Administrative Code for a registered nursing education program, or rule 4723-5-11 of the Administrative Code for a practical nursing education program.

(C) All experiences for a nursing student in a clinical setting involving the delivery of nursing care to an individual or group of individuals shall be performed under the direction of a faculty member who functions only as a faculty member during the nursing student’s clinical experience. The faculty member providing direction shall:

1. Establish clinical objectives or outcomes within the framework of the course in which the student is enrolled;
2. Communicate clinical objectives or outcomes to:
   a. The student;
   b. The teaching assistant and preceptor, if utilized; and
   c. The staff at the clinical site;
3. Provide for orientation of each student to the clinical site, including introduction to staff;
4. Make assignments, in conjunction with the teaching assistant or preceptor, if utilized, for the student’s experience, consistent with the specific objectives or outcomes of the course in which the student is enrolled;
5. Provide for supervision of each student in accordance with this chapter; and
6. Evaluate the student’s experience, achievement, and progress in relation to the clinical objectives or outcomes, with input from the teaching assistant or preceptor, if utilized.

(D) The faculty member may assign an observational experience as appropriate to meet course objectives.

(E) The faculty or teaching assistant to student ratio for direct patient care experiences shall be no greater a ratio than ten students to one faculty or teaching assistant, or a smaller ratio in clinical settings where necessary to ensure the safe delivery of nursing care.

(F) The teaching assistant or preceptor providing supervision of a nursing student shall at least:

1. Have competence in the area of clinical practice in which the teaching assistant or preceptor is providing supervision to a student;
2. Design, at the direction of a faculty member, the student’s clinical experience to achieve the stated objectives or outcomes of the nursing course in which the student is enrolled;
3. Clarify with the faculty member:
   a. The role of the teaching assistant or preceptor;
(b) The responsibilities of the faculty member;

(c) The course and clinical objectives or outcomes;

(d) The clinical experience evaluation tool; and

(4) Contribute to the evaluation of the student’s performance by providing information to the faculty member and the student regarding the student’s achievement of established objectives or outcomes.

(G) A preceptor shall provide supervision to no more than two nursing students at any one time, provided the circumstances are such that the preceptor can adequately supervise the practice of both students.
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<tr>
<th><strong>Health Requirements / Vaccinations / Tests</strong> (See CertifiedBackground.com Instructions.)</th>
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<tr>
<th><strong>CPR Certification</strong> – Must be either American Heart Association, BLS for the Health Care Provider (2 year certification) or American Red Cross, CPR for the Professional Rescuer (1 year certification).</th>
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### Criminal Background Check

A BCI and FBI criminal background check is required for placement in the nursing clinical sites. All students must undergo a background check, regardless of any previous ones completed by an employer. You have the option of going to a local police department or agency to obtain a BCI and FBI background check. If you prefer, you may have your background check performed at the OSU Public Safety Division of Police located at 1200 Blankenship Hall, 901 Woody Hayes Drive. Please see the Background Check Instructions document provided in your virtual admission packet for additional information.

**Deadline:** Strongly recommended that the background check is completed by **July 31** and mailed to: Teresa Landholt, OSU College of Nursing, 1585 Neil Avenue, Columbus, OH 43210-1289, tel: (614) 292-4041. After verification by the College of Nursing, background checks will be uploaded by the College of Nursing to your Certifiedbackground.com account.

### Urine Drug Screen and Hospital ID

**Students will undergo a urine drug screen at the mandatory orientation on September 20.** After verification of results by the College of Nursing, drug screens will be uploaded by the College of Nursing to Certifiedbackground.com.

Prior to having the drug screen and receiving the Hospital ID, students must submit payment online at: [http://nursing.osu.edu/checkout/drugscreenandbadge.aspx](http://nursing.osu.edu/checkout/drugscreenandbadge.aspx)

If you are taking prescription medications that may impact the results, you will be required by the Associate Dean of Academic Affairs to provide documentation from your medical provider.

**Note:** Some agencies may require an additional drug screening to be completed within a short interval prior to the beginning of the clinical experience in that agency.
STUDENT INSTRUCTIONS FOR OHIO STATE UNIVERSITY  
COLLEGE OF NURSING

CertifiedProfile is a secure platform that allows you to order your background check online. Once you have placed your order, you may use your login to access additional features of CertifiedProfile, including document storage, portfolio builders and reference tools. CertifiedProfile also allows you to upload any additional documents required by your school. Background check results are posted to CertifiedProfile upon completion.

- **Required Personal Information** - In addition to entering your full name and date of birth, you will be asked for your social security number (**enter all 1’s for this**), current address, phone number and email address.
- **Fingerprints & Drug Testing** – Your order contains storage for these items. They will be uploaded for you by the OSU College of Nursing to view once they have been completed.
- **Clinical Requirements** - At the end of your order process (once your CertifiedProfile account has been created) you will be prompted to complete information on additional requirements for your school.
- **Payment Information** - At the end of the online order process, you will be prompted to enter your Visa or Mastercard information. Money orders are also accepted but will result in a $10 fee and an additional turnaround time.

Go to: [www.CertifiedBackground.com](http://www.CertifiedBackground.com) and click on “Students” then enter package code:

**oh89 – Clinical Requirements + Fingerprints & Drug Testing Document Storage**

You will then be directed to set up your CertifiedProfile account.

Your results will be posted directly to your CertifiedProfile account. You will be notified if there is any missing information needed in order to process your order. Your order will show as “In Process” until it has been completed in its entirety. Your school’s administrator can also securely view your results online with their unique username and password.

If you have any additional questions, please contact Student Support at (888) 666-7788 Ext. 1 or email: studentservices@certifiedprofile.com.
Hepatitis B
- There must be documentation of one of the following:
  • documentation of 3 vaccinations WITH a positive Hepatitis B surface antibody titer (lab report required)
  • positive antibody titer (lab report required)

Influenza (Annual)
- Must submit documentation of a flu shot administered no earlier than August 1\textsuperscript{st}, and no later than November 1\textsuperscript{st}.

Measles (Rubeola)
- There must be documentation of one of the following:
  • documentation of 2 doses of the vaccine (31 days between the 2 doses)
  • documentation of 2 previous doses of the vaccine (received after 1\textsuperscript{st} birthday)
  • documentation of any combination of previous and recent vaccinations
  • positive antibody titer (lab report required) for Measles

Mumps
- There must be documentation of one of the following:
  • documentation of 1 dose of the vaccine
  • positive antibody titer (lab report required) for Mumps

Rubella
- There must be documentation of one of the following:
  • documentation of 1 dose of the vaccine
  • positive antibody titer (lab report required) for Rubella

PPD (CANNOT be done within 30 days AFTER MMR; CAN be administered the same day of MMR though)
- There must be documentation of one of the following:
  • 2 tests within the last 12 months
  • 2 step test (1 - 3 weeks apart)
  • negative QuantiFERON Gold Test (within the last 12 months)

Chesx X-Ray
- If the PPD test is positive, a clear Chest X-Ray (with lab report) is required. If INH therapy is received, you must provide documentation of this as well.

Tetanus, Diphtheria & Pertussis (Tdap)
- Documentation of a Tdap booster within the past 10 years.

Varicella (Chicken Pox)
- There must be documentation of one of the following:
  • 2 previous vaccinations
  • 2 recent vaccinations (no more than 8 weeks apart)
  • Any combination of previous and recent vaccinations
  • positive antibody titer (lab report required)

CPR Certification
- Must be American Heart Association BLS Healthcare Provider course or American Red Cross Professional Rescuer course.
- Copy must be front and back of the card, it has to be signed.

HIPAA
- Must attach signed verification form of completion from online test. This must be completed annually. You may take the test in the College of Nursing Computer Lab (220 Newton Hall) or on the Student Intranet at http://studentweb.con.ohiostate.edu/default.aspx.
- A test verification form from the Ohio State University Medical Center in the form of the IHIIS transcript is also acceptable.
STUDENT ISSUE REPORT FORM

Date: ______________

Name: ___________________________   Email: ___________________________

Phone Number: ______________________   Year in Nursing: ______________________

*Do you want to remain anonymous?   O Yes   O No

Issue Involves (more than 1 may apply):

O Clinical/Professionalism   O Honor Code/Integrity   O Grading/Evaluation

O Classroom/Academic   O Safety   O Other ______________

O Fellow student   O Personal Conflict

Is this the first step taken?   O Yes   O No

If no, what other measures have you taken?

______________________________________________________________________________

Student Signature ___________________________

*Note: In order to proceed with this issue your name may need to be shared with Faculty and Student Affairs Staff. In addition, issues regarding safety and integrity may need to be referred to the appropriate college administrators and/or university officials at the discretion of the Student Affairs Team.
THE OHIO STATE UNIVERSITY MEDICAL CENTER
VENDOR INTERACTION POLICY

Approved OSUMC Executive Cabinet, March 12, 2009
Policy effective July 1, 2009

Purpose

All healthcare professionals and institutions have an ethical obligation to provide safe, effective, patient-centered, timely, efficient, and high-quality care for their patients. In order to ensure that the care provided is always in the best interest of the patient, healthcare professionals and institutions should always strive to maintain the trust of their patients and to minimize any conflicts of interest in the delivery of care. The fiduciary nature of the relationship between patients and the healthcare professionals who treat them is based on an inequality of information about medicine and an imbalance of control between the parties. However, it is also based on an implicit understanding that a healthcare professional will make decisions that are in the best interest of the patient as opposed to the best interest of the professional.

Over the past twenty years, healthcare professionals have continued to redefine the appropriate ethical boundaries for relationships with vendor corporations and their representatives that have an interest in marketing products or services to professionals, institutions and patients. Since the early 1990’s, a variety of professional and vendor organizations have developed broad statements of ethical principles related to this issue. In the last few years, a number of medical centers and medical schools have developed detailed policies that operationalize those ethical statements. These policies tend to include (but are often not limited to) a focus on the issues of gifts to healthcare professionals, payment to healthcare professionals for consulting or other advisory work, and payment to healthcare professionals who participate in speakers’ bureaus or other educational programs.

The purpose of this policy is to outline a set of acceptable business practices and ethical principles that will guide the interactions of all faculty, staff, and trainees of The Ohio State University Medical Center with vendor corporations and vendor representatives. The goal of this policy is not to completely or even materially limit the ability of vendor representatives to enter Medical Center facilities or to interact with individual Medical Center staff members. A separate policy entitled “Vendor Access and Control” covers the physical access of our facilities for vendor representatives. Ethical relationships between healthcare professionals, institutions, and vendor representatives can often be beneficial for all parties involved – including patients – in that these relationships may be the basis of advances in research, education and patient care. The goal of this policy is simply to place ethical boundaries on the actions of both parties.

Policy

1) Definitions:

a) Scope: This policy applies to all sites operated by or affiliated with the OSU Medical Center including but not limited to:

- the OSU Health System, including all hospital business units, the Primary Care Network and the Specialty Care Network.
- the James Cancer Hospital and Solove Research Institute.
- the Office of Health Sciences.

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• the College of Medicine including the School of Biomedical Sciences, the School of Allied Medical Professions, and all clinical departments.
• the Comprehensive Cancer Center, the Davis Heart Lung Research Institute, and all other research labs or other entities under the OSU Medical Center.
• the sites operated by Ohio State University Physicians (OSUP) and Nationwide Children’s Hospital will operate under a vendor interaction policy with similar principles that will be adopted by their respective organizations.

b) Medical Center Unit: The use of the term “Medical Center unit” in this policy refers to an identifiable administrative unit within those areas outlined in section 1.a of this policy. For example, this could include an academic department, a division, a training program, a research center, a diagnostic department, a patient care unit, etc.

c) Medical Center Staff: The use of the term “Medical Center staff” in this policy applies to: All regular faculty members, auxiliary faculty members employed full-time by the University, and all employees (including clinical, administrative, clerical and other support staff members) working within any entity within or affiliated with the OSU Medical Center as noted in section 1.a.
The term also applies to any student, intern, resident, clinical fellow, postdoctoral fellow, or other trainee enrolled in an educational program through the OSU College of Medicine or one of its departments.
The term also applies to all members of the medical staff of University Hospital and/or the James Cancer Hospital who may or may not be directly employed by the University.

This policy does not apply to auxiliary or volunteer faculty (e.g., those with a “no salary” appointment) who are not working at a site noted in Section 1.a. However, those individuals are strongly encouraged to adopt this policy in their respective practices, especially when OSU trainees are rotating in that setting.

d) “Off-site and After-Hours Activities”: For those individuals to whom this policy applies as defined in this section, this policy should be considered to apply equally to both on-campus activities as well as off-site, out of town, or after-hours (e.g., evening, weekend, etc.) activities.

Vendor Corporation: This policy applies to those businesses, corporations or other entities that supply or wish to supply equipment, goods, services or other clinically related products to physicians, nurses, administrators or hospitals. This also includes organizations to which OSUMC patients are referred for clinical services (e.g., extended care facilities, skilled nursing facilities, etc.).

Vendor Representative: This policy applies to any individual who is employed by or who represents any entity defined in section 1.e who is not also an OSUMC faculty member, staff or student. Vendor representatives are guests of the Medical Center and, as such, must provide their services in accordance with acceptable rules of conduct as determined by this policy and in a manner that provides the greatest benefit to the Medical Center and to our patients.

Continuing Medical Education (CME) or Continuing Education: In this policy, the use of the terms “continuing medical education” and “continuing education” relate to a certified or accredited continuing professional education activity that provides credit toward maintenance of licensure for a healthcare professional. For example, CME in this document means a program
that has been certified to provide Category 1 CME credit by an Accreditation Council for Continuing Medical Education (ACCME) accredited CME provider.

2) Gifts to Individuals

Individual Medical Center staff members are prohibited from accepting any gifts from vendor representatives or vendor corporations regardless of the value of the gift. This includes items of minimal value like pens, mugs, notepads, etc. that have been commonly distributed by vendors in the past.

Individual Medical Center staff members may receive marketing, instructional, warning or other educational information from a vendor about the vendor’s products at any time.

Any gifts that are delivered directly to an individual Medical Center staff member at any site must be either:

Returned directly by the Medical Center staff member to the vendor, or

Forwarded to the Medical Center Corporate Compliance Office (N-143 Doan Hall) which will return the gift to the vendor.

In either case, a standard letter will be prepared by the Compliance Office that should accompany the returned gift that explains that individuals can no longer accept any gifts from vendors.

3) Gifts to Medical Center Units

Any Medical Center unit may accept cash donations, gifts or other items of value that support the education, clinical or research missions of the unit from a vendor corporation in accordance with this policy.

Any donations or gifts accepted by a Medical Center unit should remain the property of the Medical Center.

i) In the case of a cash donation to a Medical Center unit, those funds may be used by a Medical Center unit to:

(1) purchase items that may be given to individual Medical Center staff members to use in relation to their professional duties (e.g., textbooks for trainees) or

(2) to compensate individual Medical Center staff members for work done on behalf of the Medical Center unit.

Samples of equipment for non-patient care related activities (e.g., sample research equipment, a sample textbook for evaluation for use in a course, etc.) may be accepted by Medical Center units in accordance with the policies of the respective purchasing department assigned to work that Medical Center unit. These non-patient care related sample equipment must remain the property of the Medical Center unit.

d) When working with vendors who would like to provide a donation, gift, or other item of value to a Medical Center unit, the unit leadership must work with Medical Center development to ensure that the gift is appropriately processed and that the vendor gets appropriate recognition
with the University for the gift. When possible, Medical Center development should be contacted before the plans for the gift are finalized to ensure that appropriate processes are followed. If the gift is provided to support a research project or program, OSURF must be contacted regarding the policy for accepting funds to support research programs. If the gift is provided to support a CME education program, the Center for CME must be consulted regarding the policy for accepting funds to support a CME education program.

If the gift is provided to support a GME training program, the GME Office must be consulted regarding the policy for accepting funds to support a GME training program.

If the gift is for another purpose beyond those listed above, the unit accepting the gift must work with the appropriate University or Medical Center administrative oversight entities to coordinate the gift based on the gift’s purpose.

e) All donations and gifts from vendors to Medical Center units should be documented in writing. Although no specific form is required, at a minimum, this documentation should include:
the total amount of the gift,
the timeframe over which the gift will be given (e.g., lump sum, quarterly, annually, etc.), and
the intended use of the funds or the gift.
f) All gifts to a Medical Center unit of greater than $10,000 (either in individual or cumulative gifts from one vendor to one unit over the course of a fiscal year) must be reviewed by the Medical Center Associate General Counsel’s Office to ensure that they are being documented and managed appropriately.

4) Meals

Vendors are prohibited from directly supplying meals, food, snacks or other food items to Medical Center staff. The exceptions to this rule are:
a modest meal as part of an event that grants CME or other continuing education credit when the event is sponsored by the vendor. This does not include departmental Grand Rounds or other OSUMC sponsored CME/CE events that are officially sponsored by a Medical Center unit but that may have some funding support from a vendor corporation.
a meal in conjunction with an individual’s role as an advisor or consultant to a vendor corporation.
Medical Center units are allowed to provide meals, food, snacks or other food items to staff members at any time in accordance with applicable Medical Center and University policies. The source of funding for the unit to provide such food may be a donation from a vendor or vendor representative but the Medical Center unit must be responsible for providing and paying for the food.

5) Vendor Sponsored Events

Medical Center staff members are permitted to attend, participate in and/or lead any off-site event that offers CME or other continuing education credit regardless of the sponsor of the event.

Individual Medical Center staff members may attend any non-CME/CE dinners or other events sponsored by a vendor only if the staff member pays for their own meal, beverages, etc.
Documentation of payment by the individual should be maintained and must be produced upon request by a supervisor.

Individual Medical Center staff members are prohibited from receiving payment or gifts in exchange for attendance as an audience member at any event.

An individual Medical Center staff member is permitted to accept an item with a vendor logo on it in conjunction with an educational conference (e.g., a tote bag, a water bottle, etc.) if:

- the item has the name of the conference or sponsoring organization on it,
- the item is provided by the educational conference
- the item is provided to all conference attendees

Meetings with vendors regarding the potential purchase, lease or rental of equipment or services from the vendor and any meals provided at such a meeting must be in accordance with the policies of the respective purchasing department working with that Medical Center unit and the laws of the State of Ohio. In general, all costs for meals, travel, lodging, etc. for these meetings should be covered by a Medical Center unit and not by the vendor unless explicitly approved by a member of the purchasing department or other senior administrator.

Vendor sponsorship

If a vendor is interested in providing support to a Medical Center unit to underwrite an educational event or conference (including for the purchase of food by the Medical Center unit), the vendor should make a monetary donation to the Medical Center unit to facilitate the event.

(1) The planning and coordination of the event must remain under control of the Medical Center unit that is sponsoring the event.

(2) The donated funds must remain under the control of the Medical Center unit that is sponsoring the event.

(3) The Medical Center unit is required to provide appropriate recognition of the vendor support for the event especially when the activity is granting CME or other continuing education credit.

(4) At the discretion of the Medical Center unit leader responsible for the event, the vendor representative(s) from the corporation providing support for the event:

(a) May attend the event
(b) May be introduced/recognized at the event
(c) May set up a table in an area adjacent to but separate from the educational event where he/she may distribute marketing or scientific literature
(d) May not distribute any gifts or meals, beverages, snacks, candy or other food items
(e) May not conduct any marketing or commercial activities within the room where the educational event is occurring
(5) Vendors are prohibited from providing funds directly to any Medical Center staff member to attend any CME or other continuing education event (with the exception of section 5.e.ii below). Vendors wishing to provide support for a specific CME or other continuing education event or program should make a donation to the sponsor of the event to reduce the cost for all attendees.

ii) In the case of students, housestaff, and other trainees, a vendor may provide support for one or more individual trainees to attend an educational conference with the following stipulations:
(1) The individual(s) chosen to attend the event must be chosen by the director of the educational program or the department chair.
(2) The director of the educational program must approve the educational conference that is being attended to ensure that the conference is of substantial value to the trainee’s education.

(3) The Vice Dean for Education or the Associate Dean responsible for the educational program must also endorse the decision of the program director.

(4) The funding support must be given to the Medical Center unit which will then either pay for the expenses or reimburse the individual(s) for the expenses related to attending the event.

6) Consulting, Speakers’ Bureaus and Other Business Arrangements
a) Individual Medical Center staff members may serve as paid consultants or advisors to vendor corporations in accordance with this and other applicable University policies on work outside the University (please see University HR Policy 1.30 and applicable Faculty Senate Policies). Medical Center staff members may receive complimentary meals from a vendor only in direct relation to their work for the vendor as a paid consultant or advisor (e.g., a lunch or dinner at an advisory committee meeting). This does not include meals or gifts from a vendor not in conjunction with their work as an advisor or consultant (e.g., one-on-one lunch with a vendor representative unrelated to their paid position).

Any paid advisory or consulting relationships must be disclosed by a Medical Center staff member in the course of leading any educational activity for Medical Center students, housestaff, faculty, or other employees if the topic being discussed relates to products or services that they provide consultation on to the vendor. This includes both CME/CE and non-CME/CE educational activities.

Any paid consulting relationship with a vendor corporation must be disclosed through the annual University disclosure process and should be discussed directly with the individual’s unit leader.

Consulting or advisory relationships should be entered into by Medical Center staff members carefully. The work that will be done for the vendor corporation must be:

(1) generally commensurate with the amount of compensation provided by the vendor and

(2) the compensation must approximate fair market value.

There should be a signed agreement that outlines, at a minimum, the work to be done for the vendor corporation and the compensation to be provided by the vendor.

(1) If this agreement is between the vendor and the individual, all aspects of University HR policy 1.30 and Faculty Senate Rules still apply.
(a) The agreement with the vendor must be produced by the individual staff member if requested by a Medical Center unit leader or by the University.
(b) The individual must report to the University if any intellectual property will be created as a part of this activity.
(2) If this agreement is between the vendor and the University, the Medical Center, or a Medical Center unit, the document should be reviewed and approved in advance by the office of the Medical Center Associate General Counsel.

Faculty and staff serving as a paid consultant, advisor, etc. for a vendor should comply with University HR and faculty policies regarding the requirement to use appropriate leave time for these activities when required.

b) Speakers’ Bureau and Educational Events
Medical Center staff members are permitted to participate in a vendor-sponsored speakers’ bureau or other educational event only:
(1) when the presentation is to be made in an academic setting (e.g., grand rounds, visiting professor, guest lecturer etc. at an academic medical center or other teaching hospital), or
(2) at any event granting CME/CE credit regardless of the location, or
(3) when the presentation is an educational or training activity for a vendor’s employees

When presenting at a vendor-sponsored speakers’ bureau or other educational event, any slides and other information presented by the Medical Center staff member must have been prepared by the Medical Center staff member. Use of slides or other vendor-prepared educational materials by the Medical Center staff member is not permitted with the exception of FDA-approved slides that are mandated for use when discussing a specific product.

Medical Center faculty members may receive an honorarium or speaker fee for lecturing in a permitted vendor sponsored or supported educational event as defined in this policy.

(1) If the event occurs in an academic setting (i.e., an academic medical center, teaching hospital, etc.), the honorarium or speaker fee must be from the academic institution.

(2) If the event occurs as a part of a CME/CE event, the honorarium or speaker fee must be from the organization sponsoring the CME/CE event.

Medical Center faculty members are prohibited from receiving a retainer or other similar payments simply for being a member of a speakers’ bureau. Any payments for involvement with a speakers’ bureau must be in relation to actually performing a service as a speaker, lecturer, etc.

In accordance with University policies, non-faculty employees are never permitted to receive an honorarium for such an event.

Medical Center faculty members are prohibited from participating in and receiving an honorarium for a vendor sponsored “speakers’ bureau” event when the goal of the activity is marketing of the vendor’s products.

“Token consulting” arrangements are strictly forbidden.
“Token consulting” arrangements are agreements to pay a Medical Center staff member for consulting or advising a vendor corporation when either:

1) No substantive work is done on behalf of the vendor, or

2) The work done for the vendor is not commensurate with the amount of compensation provided by the vendor, or

3) When the compensation is not at fair market value as determined by acceptable benchmarks (e.g., AAMC faculty or MGMA practicing physician salary benchmarks).

4) If there are any concerns that a consulting arrangement could be considered “token consulting,” please consult the office of the Medical Center Associate General Counsel for further review.

Ghost-writing of publications, abstracts, case reports or other scholarly work by vendor representatives on behalf of a Medical Center staff member is strictly prohibited. Faculty and staff should be aware of published guidelines in the medical literature regarding taking credit for authorship of an article, abstract, or other scholarly work.

7) Promotional materials
Vendor corporations and vendor representatives are prohibited from directly placing any promotional materials or educational materials in any patient care area or waiting area of any Medical Center inpatient or outpatient site.

Medical Center units and individual staff members are permitted to distribute or display high-quality patient education materials produced by a vendor corporation in patient care areas or waiting rooms of any inpatient or outpatient site provided that the materials are unbiased and are not product-specific.

c) Promotional materials that are product-specific or that directly market a vendor’s products may be distributed to patients:
only after they have been reviewed specifically by the Medical Center unit to ensure that they are generally complete and accurate regarding the vendor’s product, and
only after it is determined that the patient needs or potentially needs to use the product or medication covered in the promotional material, and preferably by the unit’s faculty or staff and not directly by a vendor representative.
This policy should not be construed in any way to limit the distribution of accurate and complete instructions for use or safety warnings for any product or medication regardless of the source of the information after an item has been ordered or prescribed for use by a patient.

8) Samples

In order to ensure patient safety and the appropriate storage and distribution of medication samples, the distribution of medication samples will be prohibited except as noted under Section 8.b below.

i) In an attempt to minimize the need for samples:
(1) vendors are encouraged to provide vouchers to clinical units or clinics within the Medical Center that may be distributed to patients. These vouchers, in addition to a valid prescription, will allow a patient to receive free or discounted medications at a retail pharmacy.
(2) Prescribers are encouraged to prescribe generic medications for those patients who cannot easily afford prescription medications and in those clinical situations when a generic medication is appropriate for the patient’s condition.

If members of a clinical unit believe that their clinical practice requires the continued use of medication samples for a specific medication or for a special patient population, they may apply to the Health System Pharmacy and Therapeutics Committee for an exception to this rule. As a part of that approval, the unit or clinic will be required to annually report the following to the Pharmacy and Therapeutics Committee:

- The medication samples that are routinely stocked in the clinic,
- The process for ensuring the proper storage, security and distribution for samples,
- The process for monitoring the expiration dates on medication samples, and
- The process for the documentation of distribution to patients.

For non-medication product samples, the unit or clinic should ensure that any samples provided to patients are appropriately packaged, in good condition and have not expired.

9) Conflict of Interest in Purchasing Decisions
Any Medical Center staff member who is involved in the evaluation of a product, selection of a vendor, negotiation with a vendor, or the decision to purchase a product must fully disclose any equity positions, consulting agreements, or other compensation relationships between him/herself or a member of his/her family (as defined by applicable University policy) with a vendor under consideration.

This conflict of interest should be disclosed in writing to the Medical Center staff member’s direct supervisor as well as to the applicable staff from the respective purchasing department assigned to the purchase.

Both the individual’s supervisor as well as the respective purchasing department staff member are required to review the conflict of interest with the Medical Center staff member. If the conflict of interest is significant or cannot be managed appropriately in the opinion of the supervisor or the purchasing department representative, the individual must remove themselves from the process.

If additional assistance is needed to evaluate the conflict of interest, the Medical Center Associate General Counsel, the Professionalism Council and the Office of the Senior Vice President are additional resources that can be utilized.

If an individual Medical Center staff member is in any position to materially benefit from the Medical Center relationship with the vendor or if the conflict is deemed too significant by either the Purchasing Department or the individual’s supervisor to be managed appropriately, the individual must immediately remove him/herself from any further discussions, meetings or negotiations.
Any Medical Center staff member who is involved in the evaluation of a product, selection of a vendor, negotiation with a vendor, or the decision to purchase a product should be generally familiar with all Purchasing Department policies regarding their role in the process.

Communication between Medical Center staff members and vendor representatives related to selection of a vendor, negotiation with a vendor or a decision to purchase a product should occur only in accordance with Purchasing Department policies.

All costs related to meals, travel, lodging, etc. for meetings, site visits, or other activities related to a purchasing decision must be covered by a Medical Center unit and not the vendor unless explicitly approved by a member of the Purchasing Department or other senior administrator.

10) Conflict of Interest in Research
Individual Medical Center staff members involved in any form of research should be generally familiar with and compliant with any applicable Medical Center, University, OSURF and IRB policies that govern conflicts of interest in research.
Funding or other support for research from vendors may be received in accordance with applicable Medical Center, University, OSURF and IRB policies that govern industry-funded research.

As a part of the IRB approval process, individual Medical Center staff members must disclose to the IRB any financial conflicts regarding the research they are undertaking according to applicable Medical Center, University, OSURF and IRB policies.

As a part of the informed consent process, individual Medical Center staff members must disclose to prospective research subjects any substantial conflicts of interest regarding the research they are undertaking when required to do so by the IRB.

11) Non-compliance
Medical Center unit leaders are charged with ensuring that all Medical Center staff members (e.g., faculty, staff, trainees, etc.) in their unit are educated about this policy.

If a potentially non-compliant act or event is brought to the attention of any Medical Center unit leader, that leader must either directly investigate the issue or refer the issue to their supervisor or to the Professionalism Council for further investigation.

Reporting of potential non-compliance with this policy may be done through a variety of mechanisms.

i) Report entered in the Ethics Point compliance reporting system
(1) Web URL: https://secure.ethicspoint.com then select Ohio State University as the organization.
(2) Toll Free number: 1-866-294-9350
ii) Report directly to the Medical Center Compliance Office
iii) Report directly to Medical Center Risk Management
iv) Report to an appropriate unit, department or Medical Center leader
Determination of non-compliance and disciplinary action: Determination of non-compliance by a vendor representative or OSUMC staff member and the determination of any disciplinary action will be done with the cooperation of the applicable administrative, academic, research and/or clinical unit leadership where the alleged issue(s) occurred. For faculty members, this should also include the Department Chair for the individual involved. Additional assistance in any investigation, determination of non-compliance with this policy, or determination of disciplinary action can also be provided by the Chief Medical Officer, OSUMC legal counsel, the Dean, the Office of the Senior Vice President, or the Professionalism Council.

Vendor non-compliance: Each issue of non-compliance with this policy will be dealt with on an individualized basis taking into account the actual events that occurred and any previous non-compliance with OSUMC policies. Non-compliance may result in actions including, but not limited to, a warning, a temporary suspension of access to the Medical Center, permanent revocation of the individual vendor representative’s access to the Medical Center, or complete termination of business with the vendor corporation.

f) Staff non-compliance: Each issue of non-compliance with this policy will be dealt with on an individualized basis taking into account the actual events that occur, any previous non-compliance with OSUMC policies, and the individual’s overall applicable work or academic record. Any disciplinary action will be consistent with regard to existing disciplinary policies that apply to the individual in question. Non-compliance may result in disciplinary action, including but not limited to, a warning, probation, suspension, removal from a position whose duties include vendor interaction, or termination.

Any disciplinary action may be appealed in accordance with applicable Medical Center and University HR policies and through a process that is based on the individual’s status within the University (i.e., student, faculty, A&P staff, trainee, union member, etc.).

12) References
1) OSU Health System Policy 09-14, “Vendor Access and Control”
4) Chapter 2921 of the Ohio Revised Code
5) PhRMA Code on Interactions with Healthcare Professionals, PhRMA, April 2002
6) OIG Compliance Program Guidance for Pharmaceuticals Manufacturers, April, 2003
7) American Medical Association Council on Ethical and Judicial Affairs (CEJA) Ethics Opinion E-8.061 – Gifts to Physicians from Industry
8) American Medical Association Council on Ethical and Judicial Affairs (CEJA) Ethics Opinion E-9.011 – Continuing Medical Education
11) Ohio State University HR Policy I.30 – “Conflict of Interest and Work Outside the University”
12) Ohio State University Faculty Senate Policy – “Paid External Consulting Policy”
13) Ohio State University Faculty Senate Policy – “Financial Conflict of Interest Policy for Faculty”

Approved by the OSUMC Executive Cabinet, March 12, 2009

Effective July 1, 2009

The Office for Disability Services (ADA) collaborates with and empowers students who have disabilities in order to coordinate support services and programs that enable equal access to an education and university life. The office is located at: 150 Pomerene Hall 1760 Neil Avenue Columbus, OH 43210 Ph: (614) 292-3307 VRS: (614) 429-1334 Fax: (614) 292-4190 General Questions: oda@studentlife.osu.edu Exam/Quiz Accommodations: odexam@studentlife.osu.edu