

CENTOFANTI
School of Nursing

 YOUNGSTOWN STATE UNIVERSITY

Undergraduate Student Handbook
Associate Degree in Nursing Program
2025 - 2026



Your Name: _____

Your Advisor's Name: _____

TABLE OF CONTENTS

Introduction	1
History of the Centofanti School of Nursing	1
Centofanti School of Nursing Mission Statement and Philosophy	2
Associate Nursing Program Objectives/Competencies.....	4
Organization Chart.....	5
Student Academic Policies for the ADN Program.....	6
General Academic Policy Statements	6
Admission Policies	7
Covid Policy	8
Military Credit	9
Readmission Policy	9
Withdrawal Policy	10
Progression Policies	10
Grade Requirements.....	10
Online Testing.....	11
Academic Honesty	12
Immunization and Fingerprinting Requirements	13
Clinical Risk	13
Clinical Requirements	13
Attendance.....	14
Student Conduct	14
Unacceptable Clinical Behavior.....	17
Due Process	17
Student Grievance Procedure	18
Uniform/Dress Code/Name Badges	18
Uniforms	18
Dress Code.....	18
Identification Badges.....	19
Incident Report Procedure	19
Medical Emergency in an Office or Classroom.....	19
Transportation for Clinical Learning Experiences	20
Inclement Weather Policy	20
Academic Advisement Information	20
Course Sequencing	20
Nursing Courses with a Clinical Lab Component.....	21
Change of Name, Address, or Phone Number	21
YSU Email Address and Blackboard	21
Faculty Advisors.....	21
Student Resources	21
Learning Resource Laboratory.....	21
Nursing Skills Lab (Room 2410).....	22
Betty C. Nohra Student Resource Center (Room 2131).....	22
Masternick Nursing Simulation Center (Room 3521).....	22
Support Services.....	23
Study Support Groups.....	24
Information Sharing.....	24
Nursing Faculty Access.....	24

Program Evaluation	24
Survey Questionnaires.....	24
Graduation Policies	25
Student Organizations	26
Student Participation	27
Student Representatives	27
ADN Curriculum	Appendix A
Social Media Policy	Appendix B
Nursing Student Essential Functions/Abilities for Admission & Progression	Appendix C
Health Requirements	Appendix D
The Criminal Records Check Law in Ohio	Appendix E
Drug Policy	Appendix F
Code of Ethics for Nurses	Appendix G
Grievance Policy	Appendix H
Uniform Requirements	Appendix I
Approximate YSU Nursing Program Costs.....	Appendix J
Advanced Standing Policy for Transfer students and LPN's.....	Appendix K
Readmission & Withdrawal Forms.....	Appendix L
Steps to Graduation.....	Appendix M
Centofanti School of Nursing Faculty Directory	Appendix N

INTRODUCTION

This booklet has been prepared to inform you of the privileges and responsibilities inherent in being a nursing student. It is our hope that this will assist you in obtaining your educational goal of an Associate of Science in Nursing degree from Youngstown State University.

Material included in this student booklet is intended to supplement the information in the *Youngstown State University Undergraduate Bulletin* regarding Mission and Goals, Student Requirements and Regulations, Grades and Grading, etc. Students are responsible for information in this handbook, the *Youngstown State University Undergraduate Bulletin*, and *The Code of Student Rights, Responsibilities, and Conduct*. All of these are accessible online via YSU's website: www.ysu.edu

The Centofanti School of Nursing, as part of the Dominic A. and Helen M. Bitonte College of Health and Human Services, has always maintained the highest standards and is proud of its record of preparing well-qualified professional nurses. We are confident that you will join us in maintaining this record and taking pride in your chosen profession and school.

ACCREDITATION

The Youngstown State University Associate Degree in Nursing program was granted full approval by the Ohio Board of Nursing in May 2024. During the 2024-25 academic year, the Centofanti School of Nursing will apply for ADN program candidacy from the Accreditation Commission for Education in Nursing, ACEN (3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; 1.404.975.5000; www.acenursing.org).

HISTORY OF THE CENTOFANTI SCHOOL OF NURSING

Youngstown State University's Centofanti School of Nursing began in 1967, with a two-year Associate Degree in Nursing (ADN) Program. The Centofanti School of Nursing was part of the new Technical and Community College (T&CC) within the University, which had recently changed from private to a state-supported institution. The first nursing class graduated in 1969 and received Associate in Applied Science (AAS) degrees. The program was accredited by the National League for Nursing (NLN) in 1973. The last Associate Degree class was accepted in 1987 and graduated in 1989.

In 1971, an RN-Completion Program was initiated and a Bachelor of Science in Applied Science (BSAS) with a major in nursing was awarded. With the initiation of this and other bachelor degree programs, the T&CC became the College of Applied Science and Technology (CAST). The Centofanti School of Nursing began reconstructing the completion program in 1978, and authorization was received from the Ohio Board of Regents to grant a Bachelor of Science in Nursing (BSN) degree in 1979. A grant from the Department of Health and Human Services provided supplemental funds to develop a freestanding BSN completion program. This program graduated its first class in 1981 and received an eight-year NLN accreditation in 1982.

Following a thorough study of community nursing needs by the Mahoning Shenango Area Health Education Network (now the Eastern Ohio Area Health Education Center), the Department developed a four-year BSN Program and submitted an in-depth change of program report to the NLN in 1984. The first four-year entry-level BSN class graduated in 1988. The BSN program received an eight-year reaccreditation in 1990. In 1993, CAST became the College of Health and Human Services. The National League for Nursing Accrediting Commission (NLNAC), which was the accreditation arm of NLN, reevaluated the program and granted continuing accreditation for another eight years in 1998 and 2006.

Work began on development of a Master of Science in Nursing Program in 1988. In 1990, a proposal was submitted to the Ohio Board of Regents (OBOR). The program received favorable OBOR approval in 1996 and accepted its first class in September, 1997. The first MSN class graduated in the spring of 2000. This Clinical Nurse Specialist (CNS) Program in Chronic Illness program received initial accreditation by the NLNAC in July, 2001. A Nurse Anesthetist Program, in conjunction with St. Elizabeth Health Center School of Nurse Anesthetist, Incorporated, was added in 200.

The graduate program continued to grow over the following decade offering a School Nurse option in 2005 and Family Nurse Practitioner and Nurse Education options in 2011. In 2012, the Chronic Illness CNS option was phased out and an Adult-Gerontology Clinical Nurse Specialist option was added. The School Nurse Licensure certificate program was established in 1998 and a Nurse Educator Certificate program in 2010.

MISSION STATEMENT

The Centofanti School of Nursing supports the missions of Youngstown State University and the Bitonté College of Health and Human Services. The mission of the Associate Degree in Nursing Program is to prepare the graduate to function within the scope of practice while integrating knowledge and application of quality nursing care. Graduates value the needs of society including high standards of professional ethics, cultural, racial and ethnic diversity; and student-faculty relations that foster excellence in teaching, learning, public service, and life-long learning.

PHILOSOPHY

The following are the School of Nursing's beliefs about humanity, environment, health, professional nursing practice, and learning. The human being is an interwoven unity influenced by cultural, biological, psychosocial, and spiritual elements. Human functioning is a unique integration of these elements. Humans possess motivation, creativity, intellect, and individual perceptions when functioning and interacting with the world around them. The individual should be considered an integrated whole that is unique and deserves respect.

The human being and environment form an integrated system. The environment that influences human function consists of internal and external components that affect individuals, families, groups, and communities. The environment includes economic, political, social, spiritual, and physical surroundings. Human beings can creatively change components of the environment that may increase their ability to achieve the desired level of human functioning.

The individual and society share the responsibility for one's health. Health is a state of wholeness or integrity of individuals. Health is a result of diverse cultural, biological, psychosocial, spiritual, and environmental elements that exist on a continuum across the life span. Health demands are met by assisting individuals to participate in activities necessary to meet optimal health outcomes.

Nursing is a caring profession that exists to meet society's healthcare needs by assisting individuals, families, groups, and communities to identify and achieve their health goals throughout the life cycle. Nursing is an art that creatively uses knowledge from the sciences and humanities to plan and provide therapeutic interventions to meet the unique healthcare needs of society. Nursing is an evolving science that synthesizes concepts and theories through research and critical inquiry to develop an understanding of human responses to health needs. The nursing process is the basis of professional practice. Nursing assumes leadership roles in healthcare, legislation, and public service to identify and implement changes in the delivery of healthcare.

Learning in the undergraduate and graduate nursing education programs is a continuous process involving cognitive, affective, and psychomotor skills. Personal growth and self-discovery in the learning process are enhanced in an environment that encourages collegial relationships that stimulate a curious examination of the world. The results of the educational experience are the development of communication processes, critical thinking, analytic inquiry, creativity, and professional judgment that prepares the student for future challenges in nursing practice.

Faculty serves as motivators and facilitators of learning. Faculty seeks to inspire an appreciation and desire in each student for new knowledge and life-long learning. Graduates of undergraduate and graduate programs will be an integral part of the continued development of the profession. The graduates will participate in endeavors to discover new knowledge and methods to meet the health needs of all individuals.

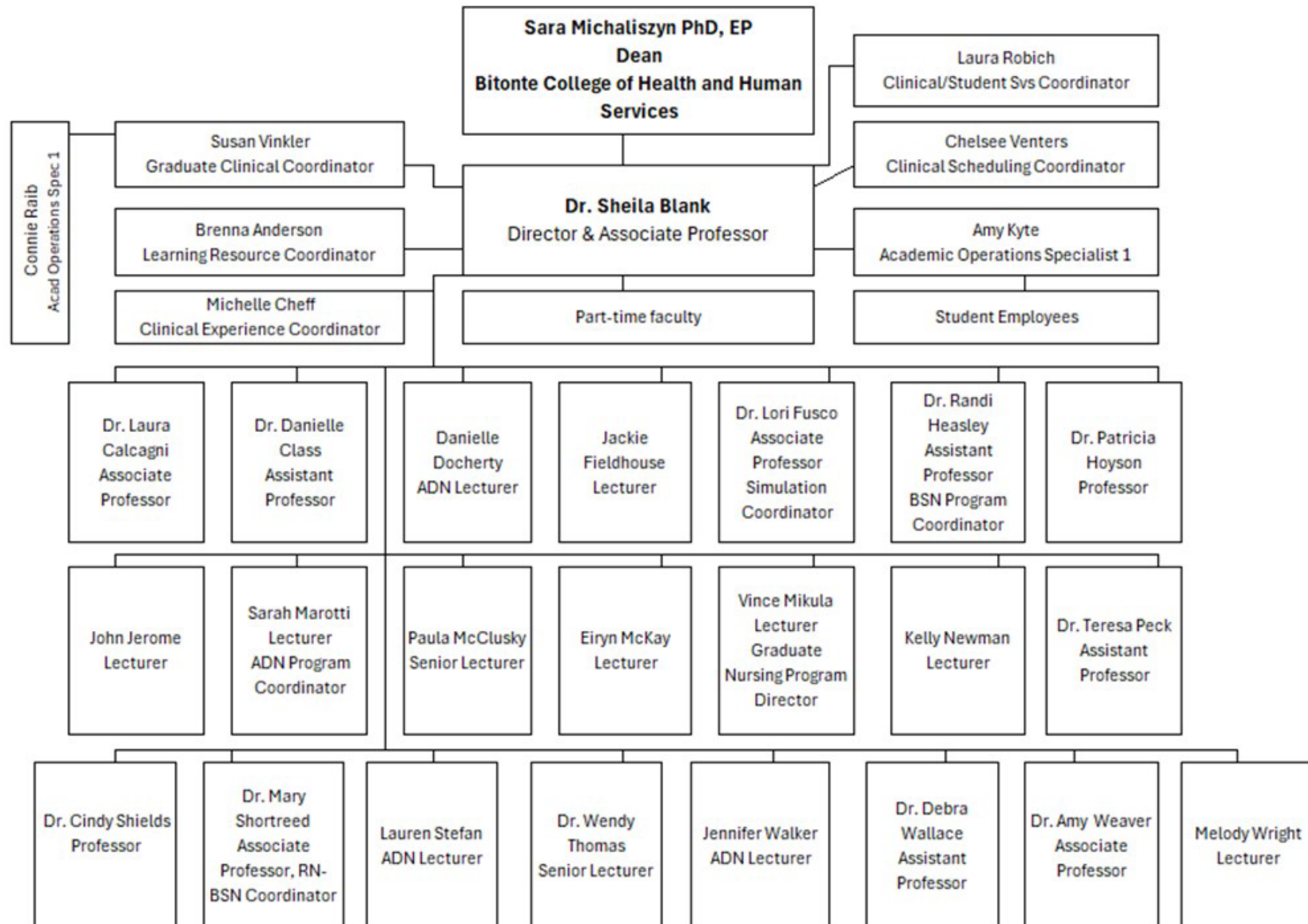


Associate Degree in Nursing Student Learning Outcomes

The integration of nursing theory, clinical practice, and critical thinking serve as the foundation for the program and upon completion of the program, the graduate is able to:

1. Integrate best practices congruent with current evidence, patient/family preferences, and values into the delivery of optimal care (Evidence-Based Practice).
2. Employ safety standards to minimize the risk of harm to patients and providers (Safety).
3. Deliver care that is based on sound clinical judgment that is compassionate, ethical, coordinated, and exhibiting respect for patient/family diversity, preferences, values, and needs (Patient-Centered Care).
4. Collaborate within nursing and healthcare teams applying open communication, mutual respect, and shared decision-making in the delivery of optimal care (Teamwork and Collaboration).
5. Utilize data to monitor outcomes of care and continuously improve the quality and safety of patient care (Quality Improvement).
6. Exhibit understanding of information and technology to communicate and support decision-making in the delivery of safe and quality health care (Informatics).

CENTOFANTI SCHOOL OF NURSING ORGANIZATIONAL CHART



STUDENT ACADEMIC POLICIES

FOR THE ASSOCIATE DEGREE IN NURSING PROGRAM

I. General Academic Policy Statements

- A. The general faculty organization of the Centofanti School of Nursing delegates to the Admission, Progression, and Graduation (AP&G) Committee the responsibility of implementing policies and procedures regarding admission, readmission, progression, and graduation. Following a review of grades each term, the AP&G Committee and the School of Nursing's Director act on student progression, readmission, and graduation matters according to established policies.
- B. The AP&G Committee reserves the right to make recommendations concerning the preference for readmission, progression, and graduation in order to preserve the high standards essential for approval by accrediting bodies.
- C. The Centofanti School of Nursing **reserves the right** to implement changes in curriculum, schedules, and policies in order to preserve high standards essential for approval by accrediting bodies.
- D. The Centofanti School of Nursing will inform students about policy and curriculum changes via their YSU email (student.ysu.edu) and class announcements.
- E. The Centofanti School of Nursing reserves the right to dismiss a student for legal, ethical, academic, emotional, and/or physical reasons.
- F. A decision to be absent from regularly scheduled theory and clinical classes, for whatever reason, including employment, does not excuse the student from the responsibility of examinations, assignments, or the knowledge acquired by attending class. Makeup of the class work, assignments, or examination(s) is the responsibility of the student and will be determined by the faculty member. (Refer to attendance policy pg.14)

Each student is individually responsible for adhering to the requirements of the nursing curriculum at the time of admission/readmission. **(See Appendix A: ADN Program Curriculum Plan)**

H. Students who have questions or concerns must adhere to the following steps:

- Students with general **academic concerns** must first consult with their faculty advisor.
- Students with concerns about a **nursing theory course** must first consult with the theory course faculty member.
- Students with concerns regarding **nursing clinical courses** must first consult with their clinical faculty member.

If questions or concerns are not resolved at the student-faculty level, the student or faculty member may request a joint meeting with the Director of the School of Nursing.

- I. The nursing student must practice within the boundaries of: 1) the Nurse Practice Act for the State of Ohio; 2) the Youngstown State University Centofanti School of Nursing Policies; 3) the clinical course objectives and guidelines; 4) the *Code of Student Rights, Responsibilities, and Conduct of Youngstown State University*; and 5) the policies and procedures of the health care agencies and community organizations.
- J. Students are expected to abide by the following guidelines, "How to Avoid Disclosing Confidential Patient Information", developed for nurses by the National Council of State Boards of Nursing. **(See Appendix B: Social Media Policy).**

ADMISSION, READMISSION, AND WITHDRAWAL POLICIES

II. Admission Policy

- A. To be eligible for admission into the nursing program, the applicant must meet the following minimum requirements:
- Be fully admitted to YSU with all transcripts on file by application deadline.
 - Students must be 18 years or older and have a high school diploma transcript, GED Equivalency or higher degree transcript on file in the Office of the Registrar.
 - Former and current YSU students must be in good standing and have a GPA of 2.0 or higher at YSU
 - Completion of high school chemistry and biology or college equivalent with a C or higher
 - High School GPA of 2.5 or higher (not required if you have successfully completed college courses)
 - Completion of all required pre-requisite course work with a C or higher within the last five years
 - Complete the TEAS test with a minimum of 66% and submit official scores to YSU by application deadline.
 - Maintain a cumulative Grade Point Average (GPA) of 2.5 or higher from YSU
- B. Upon admission to the Nursing Program, a student must provide the following documentation. Drug screens results are due two weeks prior to the start of the semester. Background Checks must be completed two weeks prior to the start of the semester. **All other requirements are due by the first day of class.**
- **Current CPR certification** – For Healthcare Provider only
 - **Completed history and physical exam**
 - A history & physical (H&P) exam form, dated no earlier than six months prior to admission, must be completed by a Healthcare Provider.
 - Note: A copy of the required H&P form is available on Exxat website. The form will also be given out at Orientation.
 - **Nursing Student Essential Functions/Abilities for Admission and Progression**
 - Certain functional abilities are essential for the nursing student to deliver safe, effective nursing care. These abilities are essential because they constitute core components of nursing practice, and there is a high probability that negative consequences will result for patient/clients under the care of nurses who fail to demonstrate these abilities. (See Appendix C: Nursing Student Essential Functions)
 - **Immunization**
 - All students accepted into the nursing program are required to provide documentation via Exxat (See Appendix D: Health Requirements)
 - Any student with incomplete immunizations will not be permitted to attend clinical.
 - The two-step tuberculin (Mantoux) skin test is required initially on admission. A one-step tuberculin (Mantoux) skin test is required annually thereafter. If the test is positive, a negative chest X-ray result is required annually. If a student has received BCG immunization, a chest x-ray is required in lieu of the tuberculin test. Any student may get a T-spot or QuantiFERON Gold blood test in lieu of the Mantoux. If the QuantiFERON Gold test is positive, a negative chest x-ray result is required.

- A positive hepatitis titer or current (last 5 years) immunization series is required. If the hepatitis titer is negative, the hepatitis booster vaccine is required. Either the two- or three-part series are permitted.
- A positive titer or current (last 5 years) immunization series is required one time for MMR, Varicella and Hepatitis B.
- Tdap vaccine is required one time and must be renewed every ten years.
- Note: It is recommended that the above requirements be uploaded to Exxat as received.

COVID-19 Policy

Youngstown State University strongly encourages all students to receive the COVID-19 vaccine, but it is not mandatory for attendance. However, third party health care facilities who partner with the Centofanti School of Nursing, require students presenting inside their facilities to be fully vaccinated and provide proof of vaccination in order to participate in the clinical portion of YSU nursing curriculum. The School of Nursing has no control over policies mandated by these clinical affiliates. If you are unable to adhere to policies mandated by clinical partners, you may be unable to successfully complete courses that require a clinical component.

The School of Nursing and YSU cannot guarantee that other clinical experiences will be available or available without similar vaccination requirements and if this occurs, your ability to successfully complete the course may be unavoidable. On site clinical experience is an important and invaluable component of your nursing education. Our goal is to provide the best educational opportunities available that will prepare you for success in your future career.

Please note that some health care facilities may allow certain medical and religious exemptions relative to COVID-19 vaccination mandates. If an exemption is not granted to the student by the clinical affiliate, the student will be required to adhere to the facility COVID-19 protocols which may include full vaccination or the student will not be permitted to participate in the clinical experiences provided at that facility.

To apply for such exemption a student would be required to provide appropriate forms for review and consideration by the clinical affiliates. Currently, a student may apply for a medical or religious exemption by completing the appropriate form and submitting it to the YSU Office of the Dean of Students.

Nursing students must have received both doses of a series OR a single dose COVID-19 vaccine prior to students providing any care, treatment, or other services for any facility and/or its patients. Students will be asked to provide information about vaccinations to the clinical coordinator during the semester.

Students must be fully vaccinated (with the exception of those who have been granted exemptions from the COVID-19 vaccine or for those students for whom the COVID-19 vaccination must be temporarily delayed, as recommended by CDC). All vaccinations must be tracked and documented on Exxat website. Students who are out of compliance and may not attend the clinical if the above are not met.

- **Drug Screening**

- A negative ten-panel drug screen is required. Students may choose to utilize the Universal drug screen option on Exxat or go to a location of choosing–(See Appendix F: Drug Screen Policy)

- **Fingerprinting**

- Fingerprinting for Ohio Bureau of Criminal Identification and Investigation (BCI) and Federal Bureau of Investigation (FBI) check must be completed annually at an offsite location. Instructions are available on the Exxat website. (See Appendix E: The Criminal Records Check Law in Ohio)
- Note: Certain egregious felonies are absolute bars to taking the licensure exam. Some lesser offenses may impede student placement at a clinical site which will affect students' ability to progress in the program.

- **Handbook agreement**

- The Undergraduate Student Handbook provides academic policies and relevant information that each student is responsible to follow throughout the program. Any changes that become necessary will be communicated in writing. The student is required to sign off via Exxat website stating that they read and comply with these policies.

C. Malpractice insurance is required for all clinical nursing experiences and is provided by the University.

D. Student Health Insurance is an individual student responsibility.

III. Military Credit

YSU has been designated “Military Friendly, by GI Jobs Magazine and “Best for Vets” by the Military Times Group. At YSU, all courses from the Community College of the Air Force or the Joint Service Transcript (Army, Marines, Navy, and Coast Guard) are reviewed and applied to the YSU transcript if equates exist. Each military service member/veteran will receive at a minimum six credit hours towards their General Education Requirement. Based on military job skill, the student veteran may receive more. Military Training may transfer as general credit, elective credit, or may apply to your degree.

Typically, the majority of credit is applied as elective hours unless the topic listed on the military transcript is equivalent to a nursing course offered at the University. Transcripts will be reviewed by the Department of Undergraduate Admissions and the Nursing AP&G committee. If requested by the Department of Veteran’s Affairs, the Director of the School of Nursing may be asked for final review.

The Carl A. Nunziato Student Veterans Resource Center is located at 633 Wick Avenue. They may be reached by phone at (330) 941-2503.

IV. Readmission Policy

A. Readmission Procedure as follows:

1. The student may need to reapply with the University Admission Office (See *University Undergraduate Bulletin*).
2. The student must submit a written request for readmission to the Admission, Progression and Graduation (AP&G) Committee. This letter must be received by the AP&G Committee no later than **March 1st** for Fall Semester readmission or **October 1st** for

Spring Semester readmission. The written readmission request must be submitted through a Microsoft Forms link (**see Appendix L for link and QR Code access**). It is the responsibility of the student to verify the confirmation receipt of the submitted request.

3. Students will be notified about their readmission status prior to the last day to add a class on the academic calendar.
 4. Students who have not completed a clinical nursing course for 2 or more consecutive semesters (including summer semester) are required to successfully complete a module review and exam for readmission. Students must demonstrate competency necessary to maximize safety and minimize risks for students, patients, and others in clinical courses. Students must successfully complete a module review and pass the module exam with an 80% or better.
- B. Unsuccessful completion of the module review and examination with an 80% or better will result in the student being denied readmission into the nursing program.
- C. Readmission into the nursing program is not guaranteed and will be granted as clinical spaces are available. Previous YSU students will take precedence over transfer students.
- D. Upon satisfactory completion of the review of modules, preference for readmission is as follows:
 1. First Preference: Students who withdrew for personal or health reasons.
 2. Second Preference: Students who repeated a course because of unsuccessful completion of a required course.
- E. The AP&G Committee notifies the student in writing about their readmission status.
- F. Readmitted students must meet the curriculum requirements effective at the time of readmission.

V. Withdrawal Policy

- a. Students withdrawing from the nursing program or any required course in the nursing curriculum **must**:
 - i. Inform the course faculty member (if withdrawing from an individual course)
 - ii. Inform their nursing faculty advisor. Faculty advisors are available for a conference during regular office hours or by appointment.
 - iii. Notify the Admission, Progression, and Graduation (AP&G) Committee in writing. This letter will be placed in the student's academic file. **Failure to notify the committee will result in the last preference for readmission (see Appendix L: For link and QR code access to form).**
- b. When a student withdraws, readmission into the nursing program is not guaranteed and will be granted only as availability of clinical space allows.
- c. In addition, withdrawals are to be executed in accordance with University Policy (See Policy for Withdrawal and Refunds section in the current *YSU Undergraduate Bulletin*.)
- d. Maximum course repetition – students will only be permitted to withdraw and apply for readmission from the same course twice.

PROGRESSION POLICIES

I. Grade Requirements

- A. Students are responsible for adhering to the prescribed Associate Degree in Nursing (ADN) curriculum sequence. A passing grade in all courses “C or better” must be attained for progression. Students must follow the ADN Curriculum in the *Undergraduate Student Handbook* effective for the year of the student’s admission/readmission to the nursing program.
- B. All nursing, and nursing support courses *must* be taken for a letter grade. Electives, including general education elective hours, may be taken CR/NC. Refer to the *YSU Undergraduate Bulletin* CR/NC Policy and consult your nursing advisor before taking a course CR/NC.
- C. Once admitted into the associate degree nursing program, students must maintain an overall cumulative GPA of 2.00 or above.
- D. The grading scale for the Centofanti School of Nursing is:

A 93-100 **B** 86-92 **C** 78-85 ***D:** 70-77 ***F:** Below 70

* requires repetition in the nursing curriculum

- E. A grade of “C” or better is required in all nursing courses and non-nursing support courses.
- F. The faculty believes that classroom activities are essential to learning. The student is responsible for knowing and meeting all course requirements, including tests, assignments, and class participation, as indicated by the course instructor. The [YSU Attendance Policy](#) defines excused absences. Attending class is important and will lead to your success in this course. Please make all efforts to **safely** be at class and to arrive on time.
- G. Students who receive an incomplete (“I”) grade in nursing or non-nursing support course must remove the "I" with a grade of “C” or better prior to the beginning of the following semester. If the courses are taken prior to admission to the program, the “I” or incomplete must be removed for admission to the program.
- H. When a student receives a grade of “D” or “F” in a nursing course or non-nursing support course, the course must be repeated. Once admitted into the nursing program, students may repeat only one required course in the nursing curriculum. Students who receive a second grade of “D” or “F” in either a nursing or non-nursing support course will be transferred out of the nursing program. The student must change their major to a major other than nursing or the major will be administratively changed to Undetermined/BCHHS and the academic file will be transferred to the BCHHS Dean’s Office.
- I. Students who receive a “D” or “F” in only one nursing (NURS) or non-nursing support course may request readmission. Students who have not completed a clinical nursing course for 2 or more consecutive semesters (including summer) must successfully complete a review of the module and exam with a satisfactory score of 80% in order to be readmitted.
- J. Once admitted into the nursing program, students who earn a grade of “D” or “F” in

more than one nursing course or nursing support course must transfer to a major other than nursing and **will not** be readmitted into the nursing program. Students in this situation have the right to due process with the Admission, Progression, and Graduation Committee.

II. Online Testing

1. The Centofanti School of Nursing will administer all course exams online through Black Board. ATI Testing will also be administered in an online format (see ATI Policy).
2. Students are required to own a laptop for testing in all nursing courses. Laptops should be in good working order and have enough processing power and memory to run current versions of Microsoft Office. Both PCs and Macs are acceptable. All personal laptops must have valid antivirus subscriptions. Recommended minimum requirements are listed on the Technology tab of the portal. All laptops should have sufficient battery life to last an 8-hour class day. Please note that notebooks and chrome books do not meet the laptop computer requirement.
3. Google Chrome, Mozilla Firefox, or Safari (Mac users) are the recommended internet browsers for use with Blackboard.
4. Online exams' dates and times will be identified in the course syllabus and schedule. It is the student's responsibility to make sure Respondus Lockdown Browser is appropriately installed on their device at the start of each semester and to run any needed updates prior to each scheduled exam. Faculty will provide a sample "test" on Black Board throughout the semester for students to make sure Lockdown Browser is working prior to an exam.
5. It is the student's responsibility to make sure their device is adequately charged prior to a quiz or exam.
6. Exams will be timed, present one question at a time, and will prohibit backtracking. This is to simulate the NCLEX testing environment.
7. Exams will start at the designated time with no extension for students who log-in late. Students must be present in the classroom for on-site exams. If a student arrives for the exam/quiz after more than half of the scheduled testing time has passed, or after any student has left the room, the student will be unable to sit for the exam/ quiz and must follow the missed exam/quiz policy. No early exams/quizzes will be given.
8. Only approved laptop devices are permitted to be present in the testing area. All other devices must be powered off and stored with other student belongings at the front of the classroom. This includes cellular phones, Bluetooth devices, earbuds, and Internet-connected watches.
9. Food and drinks are not allowed during testing, and hats must be removed.
10. All online exams are closed book unless otherwise designated. Downloading, copying, or printing any exam or part of an exam is considered academic dishonesty and will result in disciplinary action.
11. Should an exam be missed due to a medical emergency, faculty may require proctored or alternate forms for examination.
12. Students having issues with installing/maintaining Respondus Lockdown Browser/Respondus Monitor should contact the IT (Information Technology) Service Desk at YSU (Youngstown State University). The IT Service Desk is located on the first floor of Kilcawley Center. Phone: 330-941-1595 Email: servicedesk@ysu.edu

III. Academic Honesty

- A. The integrity of the academic enterprise of any institution of higher education requires honesty in scholarship and research. Academic honesty is therefore required of all students in the ADN Program at Youngstown State University.
- B. Academic dishonesty includes, but is not limited to:
- *Cheating* - intentional use, and/or attempted use of trickery, artifice, deception, breach of confidence, fraud and/or misrepresentation of one's academic work.
 - *Fabrication* - intentional and unauthorized falsification and/or invention of any information or citation in any academic exercise.
 - *Plagiarism* - knowingly representing the words or ideas of another as one's own work in any academic exercise. This includes but is not limited to submitting without citation, in whole or in part, prewritten term papers of another or the research of another, including commercial vendors who sell or distribute such materials.
 - *Facilitating dishonesty* - knowingly helping or attempting to help another commit an act of academic dishonesty, including substituting for another in an examination, or allowing others to represent as their own one's papers, reports, or academic works.
- http://www.umass.edu/dean_students/rights/
- C. Students and faculty share joint responsibility to prevent cheating and plagiarizing by reporting any act of academic dishonesty. Any person who has reason to believe that a student has committed academic dishonesty should bring such information to the attention of the appropriate course instructor as soon as possible.
- D. The student may receive a failing grade for a test, written assignment, or the course for participating in such acts. This action may affect the student's ability to progress in the nursing program. Also, refer to the Academic Honesty Statement in the *Youngstown State University Undergraduate Bulletin*, and Article III of the *Code of Student Rights and Responsibilities & Conduct* from the *YSU Student Handbook* (available on www.ysu.edu).

IV. Clinical Risk

- A. Students are required to perform clinical activities in a variety of settings. Some risk is inherent to nursing students during their clinical education.

V. Immunization and Fingerprinting Requirements

- A. For continuation or progression through the nursing program, students are responsible for meeting the immunization, CPR, and fingerprinting requirements as set forth by the Centofanti School of Nursing. Failure to meet these requirements will prohibit student registration and participation in clinical nursing courses.
- B. Students must provide proof of all requirements including Immunization and Fingerprinting to Corporate Screening/Exxat before the first clinical day. Proof of a negative drug screen is due no later than two weeks prior to the first day of class. (See **Appendix D: Health Requirements**)
- C. CPR certification for **Healthcare Providers** must be current throughout the nursing program. This certification requires renewal every two years.
- D. Fingerprinting for a BCI & FBI criminal background check is required annually. These checks will be completed via instructions on Exxat.

VI. Clinical Requirements

The Centofanti School of Nursing reserves the right to dismiss a student whose clinical performance for any nursing course is deemed unsafe as characterized by dangerous, inappropriate, irresponsible, or unethical behavior.

****New Covid-19 policies for clinical. See Page 8**

A. ATTENDANCE FOR LABORATORY/CLINICAL COURSES IS MANDATORY.

The final clinical course grade is S/U. To achieve a satisfactory clinical course grade, the student must show success in three (3) main clinical areas. The final clinical grade comprises of (1) evaluation of written assignments, (2) clinical performance and (3) attendance.

1. It is expected that students maximize their learning by attending all clinicals as assigned. As part of professional responsibility, the student will notify the faculty and clinical agency in the event of absenteeism prior to clinical start time.
2. It is expected that students remain off work at least 8 hours between work and clinical.

All missed clinical hours must be made up hour for hour. Any more than one (1) missed clinical will result in a course failure.

3. There will be a required make up for the one (1) missed clinical during week 16 of the semester on a pre-determined date.

B. Student Conduct

Students must adhere to the standards for safe nursing care set forth in Chapter 4723 of the Ohio Revised Code and the Ohio Board of Nursing rules adopted under that chapter, including, but not limited to the following:

1. A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the patient, and the patient'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 patient 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, or reports, and other documents related to billing for nursing services.
4. A student shall implement measures to promote a safe environment for each patient.
5. A student shall delineate, establish, and maintain professional boundaries with each patient.
6. At all times when a student is providing direct nursing care to a patient the student shall:
 - a. Provide privacy during examination or treatment and in the care of personal or bodily needs; and
 - b. Treat each patient 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 at <http://codes.ohio.gov/orc/4723.01> and division (B)(20) of

section [4723.28](http://codes.ohio.gov/orc/4723.28) at <http://codes.ohio.gov/orc/4723.28> of the Revised Code for a registered nurse:

“Practice of nursing as a registered nurse” means providing to individuals and groups nursing care requiring specialized knowledge, judgment, and skill derived from the principles of biological, physical, behavioral, social, and nursing sciences. Such nursing care includes:

- a. Identifying patterns of human responses to actual or potential health problems amenable to a nursing regimen;
 - b. Executing a nursing regimen through the selection, performance, management, and evaluation of nursing actions;
 - c. Assessing health status for the purpose of providing nursing care;
 - d. Providing health counseling and health teaching;
 - e. Administering medications, treatments, and executing regimens authorized by an individual who is authorized to practice in this state and is acting within the course of the individual’s professional practice;
 - f. Teaching, administering, supervising, delegating, and evaluating nursing practice.
8. A student shall use universal and standard fluid precautions established by *the Ohio Administrative Code* at <http://codes.ohio.gov/oac/4723-20>;

During the delivery of healthcare, students shall be familiar with, observe, and rigorously adhere to the acceptable and prevailing standard precautions to minimize exposure to disease causing agents and prevent infection, including at least the following:

- Appropriate use of hand hygiene;
 - Appropriate use of respiratory hygiene;
 - Effective disinfection and sterilization of equipment;
 - Safe injection practices;
 - Safe handling and disposal of needles and other sharp instruments;
 - Safe handling and disposal of blood and body fluid; and
 - Appropriate use of personal protective equipment, including wearing and disposal of gloves and other protective garments and devices.
9. A student shall not:
- a. Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a patient;
 - b. Engage in behavior toward a patient that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.
10. A student shall not misappropriate a patient’s property or:
- a. Engage in behavior to seek or obtain personal gain at the patient’s expense;
 - b. Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient’s expense;
 - c. Engage in behavior that constitutes inappropriate involvement in the patient’s personal relationships; or
 - d. Engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient’s personal relationships.

For the purpose of this paragraph, the patient 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 patient;
- 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 patient;
- d. Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a patient.

For the purpose of this paragraph, the patient 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 at <http://codes.ohio.gov/orc/29>;
 - 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 at <http://codes.ohio.gov/orc/4729.01>, in any way not in accordance with a legal, valid prescription issued for the student or self-administer, or otherwise take into the body any drug that is a schedule 1 controlled substance.
14. 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 (**See Appendix E: Drug Screen Policy**).
15. A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of use of drugs, alcohol, or other chemical substances.
16. 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;
17. A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance.
18. A student shall not misappropriate or attempt to misappropriate money or anything of value by intentional misrepresentation or material deception in the course of practice.
19. 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.
20. 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.
21. A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion;
22. A student shall not assist suicide as defined in section [3795.01](#) of the Revised Code at <http://codes.ohio.gov/orc/3795.01>.
23. A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the nursing program, its administrators, faculty, teaching assistants, preceptors, or to the board.--Reference <http://codes.ohio.gov/orc/4723-5-12>.
24. A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the health care team for health care purposes only, shall access patient information only for purposes of patient care or

for otherwise fulfilling the student's assigned clinical responsibilities, and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the student's assigned clinical responsibilities through social media, texting, emailing or any other form of communication.

25. To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.
26. For purposes of paragraphs (C)(5), (C)(6), (C)(9), (C)(10), (C)(11) and (C)(12) of this rule, a student shall not use social media, texting, emailing, or other forms of communication with, or about a patient, for non-health care purposes or for purposes other than fulfilling the student's assigned clinical responsibilities.

The student must demonstrate competency by responsible preparation, implementation and documentation of the nursing care of clients. In addition, the student must demonstrate respectful behavior toward all individuals (client, client's family, health team members, faculty, peers, and self) following the guidelines set forth by the American Nurses Association (ANA) Code of Ethics for Nurses (**See Appendix G: *Code of Ethics for Nurses***).

C. Unacceptable Clinical Behaviors

The Centofanti School of Nursing reserves the right to dismiss a student from the **Program** and/or **Clinical** who demonstrates unacceptable clinical behaviors that include, but are not limited to:

1. Failing to pick up a clinical assignment or inadequate preparation for clinical experience;
2. Attending clinical experiences under the influence of drugs and/or alcohol;
3. Refusing to care for an assigned client based on client's characteristics; e.g. race, culture, religious beliefs, or diagnosis;
4. Participating in acts of omission or commission in the care of clients, such as physical abuse; placing the client in a hazardous position, condition, or circumstance; mental/emotional abuse;
5. Disrupting client care or unit functioning related to poor interpersonal relationships with agency health team members, peers, or faculty;
6. Demonstrating behavior that affects one or more parameters of safe clinical practice and/or jeopardizes the well-being of the client, client's family, health team members, peers, or faculty;
7. Documenting dishonestly, breaching client confidentiality, soliciting of client for services leading to personal gain, and other behaviors listed under the Professionalism category of the clinical evaluation in the course syllabus.
8. Failing to adhere to OBN's rules as stated in Section V, B Student Conduct.

D. Due Process

1. A student who exhibits unacceptable clinical behavior and/or violates student conduct requirements set forth by the Ohio Board of Nursing will be given a verbal and written

performance report by the clinical faculty member. The performance report becomes part of the student's academic file.

2. The faculty member will notify the AP&G Committee of the student's conduct, violation and/or unacceptable behavior for further consideration. The AP&G Committee will consider documented evidence from the student, faculty, or health team members when making recommendations regarding continuation of the student's participation in the program and/or clinical. The AP&G recommendation may be presented to the Director for the final decision.
3. The student will be notified of the decision, in writing, by the AP&G Committee.

E. Student Grievance Procedures

Grievances filed regarding academic matters must conform to the process described in the Undergraduate Student Academic Grievance Procedure Summary. (See **Appendix H: Grievance Policy**).

Staff in the Department of Student Success will be available to the students for questions regarding conduct and grievances at 330.941.4703.

F. Uniform/ Dress Code/Name Badges

1. Uniforms

Students must purchase the uniform designated as the Youngstown State University nursing uniform (See **Appendix I: Uniform Requirements**). Uniform items must be purchased through DeAngelo Uniforms, 6020 Market St., Youngstown, Ohio 44512.

The uniform must be worn in the clinical setting. Students must adhere to the following uniform guidelines:

- Uniforms are not to be worn to class on campus when time permits a clothing change.
- Uniforms are not to be worn outside the clinical setting.
- Uniforms should always be clean and pressed.
- **Black warm-up jackets may be worn over scrub top while giving patient care.**
- Street clothes worn under the warm-up jacket must reflect a professional appearance. Hip huggers, shorts, jeans, cut-offs, T-shirts, miniskirts, halter tops, bare midriffs and open toed shoes are unacceptable for professional experiences.

2. Dress Code

Shoes: Clean, white, black, or gray leather or vinyl shoes with matching laces are to be worn. A small amount of color or ornamentation, such as an "N" is acceptable. Open toes, open heels, high heels, canvas, tennis, or jogging shoes are unacceptable. It is preferred that the student purchase the recommended white leather shoe for clinical. This shoe is available for order at DeAngelo's Uniform.

Jewelry: A plain wedding band and one small stud earring in each ear are the only jewelry that may be worn with the uniform. **No other body piercing jewelry is permitted.**

Grooming: Fingernails must be kept short, rounded, and clean. **Only clear, non-chipped nail polish is permitted.** Artificial fingernails/nail tips are **not permitted.**

Male and female student's hair must be worn in a style that is neat, well groomed, and off the collar. Long hair must be pulled away from the face with a headband or ponytail holder similar to the hair color. Plain barrettes or hair clips are also acceptable.

Hair is to be of a natural color. Unnatural hair colors (i.e. blue, purple, green, pink) are not acceptable.

Male students must be clean-shaven or maintain a beard style that reflects a neat, well-groomed appearance.

Make-up should be conservative and reflect a professional appearance. Perfume or cologne is **not** permitted.

You may be required to cover visible tattoos at the discretion of the clinical faculty or agency.

Gum chewing is not permitted while in the clinical laboratory.

Use of all tobacco products are prohibited during clinical hours.

False eyelashes and eye lash extensions are not permitted if the students specific health care facility explicitly rules against them. If not, YSU school of nursing policy allows "natural looking" lash extensions or false eyelashes. 'Natural eyelash extensions' range from 8 to 11 mm.

YSU nursing students must also follow clinical site policies, even if those policies are stricter or more specifically delineated than the policies stated above.

The clinical instructor has the right to dismiss the student nurse from the clinical area if this dress code/uniform policy is violated. A violation and dismissal will result in a grade of "U" for the day. Continuous violations and/or dismissals may result in the student's failure of that clinical.

3. **Identification Badges**

A YSU student nurse identification badge is required. Clinical agency identification badges may be required by the individual clinical agency. Both the individual clinical agency ID badge, if required, and the YSU student nurse badge must be worn for all clinical experiences.

If the clinical agency badge is lost or not returned at the end of the semester, the student will be charged a fee. If the badge is not returned and the fee is not paid, the student will receive a grade of "I" for the course until the badge is returned or the fee is paid.

G. Incident Report Procedure for Injury in the Lab or Clinical Setting

Incident Report Procedure (V. G and H)

If a student becomes ill or injured in the lab or clinical setting, faculty will follow the agency's policy or procedure. It may be necessary for faculty to call 911. Any medical expenses incurred are the responsibility of the involved student. The YSU *Accident/Incident Report* must be completed and filed with the Environmental and Occupational Health & Safety Department in Cushwa, Room 2303. This form is in addition to any forms that may be required by the particular clinical agency.

Some risk is inherent to nursing students during their clinical education. The School of Nursing, its faculty, and clinical agencies endeavor to exercise care to minimize such a risk.

H. Medical Emergency in an Office or Classroom

For ANY medical emergency that occurs anywhere on campus **DIAL 911** from a **CAMPUS PHONE**. If using a cell phone dial **330.941.3527**. **The YSU Police dispatcher will answer the 911 campus call.** Please provide the dispatcher with your specific location and all details you can provide. **The YSU Police are the first on the scene for a campus medical emergency.** Please remain on site until the campus police arrive so that you may provide any further information they may require. The YSU Police dispatcher will call for an ambulance if it is needed.

Additional information from the YSU website related to faculty and staff responsibility if the students are ill or injured:

Crisis Information

Campus Resources

Referral form

Medical Issues

Behavioral/Social Issues

Misconduct Issues

Crime Victimization

Care Team

<https://ysu.edu/student-outreach-and-support/important-resources-ysu-faculty-and-staff>

Wick Primary Care (Mercy Health)

Since March 2019, YSU partnered with Mercy Health to create the Wick Primary Clinic. The clinic, located on the corner of Wick and Lincoln Avenues on campus, replaced the YSU Student Health Clinic. It is open for student walk-ins M-F 8 am to 4:30 pm. If a student is ill during off-hours, they can call 911 or go to the Mercy Health Youngstown Emergency Department, a half-mile from campus.

Wick Primary Care appointments can be made online. On the website, link the clinic specifies the services offered at no additional cost above the health fee and those that will be billed.

Additionally, services for nursing students are listed including their physical, immunizations, and titers needed for clinical experiences.

I. Transportation for Clinical Learning Experiences

The Centofanti School of Nursing utilizes numerous agencies for clinical learning experiences. These experiences include regularly scheduled clinical times in area hospitals and health care agencies. They also include community experiences that require student attendance at times other than the predetermined course schedule. It is the responsibility of the nursing student to provide or arrange dependable transportation for all components of clinical experiences.

Additional components include picking up clinical assignments or necessary materials in order to successfully complete the clinical assignment.

Suggested Alternative Transportation Options that may be available in the Youngstown Area at the cost of the student include:

<https://www.uber.com/global/en/r/cities/youngstown-oh-us/>

- A Cab- 330-793-0222
- Fab Cab- 330-793-6666

- Independent Radio Taxi- 330-746-8844

J. Inclement Weather Policy

If it is announced that all University classes at Youngstown State University are cancelled for the day, all off-campus clinicals are also cancelled.

Keep in mind that winter weather may require students to leave early and travel at a slower speed to meet their destination. Prepare for such circumstances in order to arrive on time for clinical experiences.

Students are encouraged to sign up for YSU Alert for cancellations and other important alerts. Students may also check the YSU Website (www.ysu.edu), listen to local radio (official station WYSU-FM 88.5) or television stations for University cancellation announcements. Do not call the Centofanti School of Nursing or the Clinical Site.

VII. Academic Advisement Information

A. Course Sequencing

Students are responsible for following the nursing program curriculum exactly as outlined on the curriculum sheet. The required sequencing of courses as outlined is necessary so that all prerequisite courses are met prior to subsequent courses in the curriculum. Do not deviate from the required sequencing of courses, make any course substitutions, or take transient courses at another college or university without first consulting with your faculty advisor and the Chairperson of the Admissions, Progression, and Graduation Committee.

B. Nursing Courses with a Clinical Lab Component

When registering for a course with a clinical lab component, you must register for **both** the lecture and the corresponding lab section of the course. Any student who fails to adhere to registration guidelines will be administratively withdrawn from registered classes.

All current students have an online registration appointment time to register for classes. Please keep in mind that weekend clinicals are offered occasionally. It is expected that students must be able to attend any clinical day and location that is available, which includes Monday through Saturday; day, evening or night shifts; Mahoning, Columbiana, Trumbull counties.

Once clinical sections are selected and registration is complete, avoid dropping and adding clinical sections.

C. Change of Name, Address, or Phone Number

Nursing faculty and staff often contact students. It is each student's responsibility to keep the Centofanti School of Nursing, the University (Records Department), and his or her faculty advisor aware of any changes in name, address, or phone number.

D. YSU Email Address and Blackboard

Students must utilize their assigned YSU email addresses (name@student.ysu.edu) and Blackboard as sources of information and communication with nursing faculty and nursing

advisors. It is helpful if the student includes a “signature” that includes the student’s full name, status (e.g. ADN student), and contact information.

E. Faculty Advisors

Each student is assigned a faculty advisor upon admission to the nursing program. Students should see their advisor at registration time and when they have academic, curriculum, registration, or other concerns. A list of each student’s Faculty Advisor is posted in the student profile on Banner.

VIII. Student Resources

A. Learning Resource Laboratory

1. **The Learning Resource Laboratory** located in Cushwa Hall consists of two rooms, the Betty C. Nohra Student Resource Center in room 2131, and the Nursing Skills Lab in room 2410. A Learning Resource Coordinator oversees the laboratory and is assisted by students who manage the various learning media in room 2131. No food or drink is permitted in these labs. **The ADN Learning Resource Laboratories are located in Cushwa Rooms 3505 and 3511.**
2. **Nursing Skills Lab (Room 2410):** Equipment necessary for implementing technical nursing skills is housed in the Nursing Skills Lab where students learn and practice a variety of nursing skills. Some of the equipment includes hospital beds, examination units, simulated manikins, and anatomical models. Students must return all equipment and maintain an orderly environment in the Nursing Skills Lab. Practice times are available by appointment. Although the hours may vary from one academic term to another, the Nursing Skills Lab usually is available Monday through Friday from 8:00 a.m. to 4:00 p.m.
3. **The Betty C. Nohra Student Resource Center (Room 2131):** This lab has a quick reference library and closed reserve books for up to two weeks. Denver II kits and Froggy / Tooter pediatric puppets are available for up to three days upon presentation of student ID. Additionally, there are multiple clinical skill stations set up around the room for student practice. The center employs lab aides to assist students and is generally open 8:00 – 4:00 Monday through Friday.

Guidelines for Using the Betty C. Nohra Student Resource Center:

- When completing required learning modules, sign the appropriate sheet in the course folder upon completion of the assignment.
- All materials are on closed reserve. Students must sign out all books, audio-visual resources, and folders. Certain books and folders, as specified by the instructor, may be taken out for copying. In order to take any copy material out of the lab, a student’s ID must be left with the student assistant and the borrowed material must be returned within one hour or 15 minutes before the lab is scheduled to close. If necessary, grades will be withheld until the borrowed material is returned.
- Students are expected to take proper care of the computers, CDs, DVDs, VHSs, and all other materials. This includes turning off all equipment when finished, rewinding the films or tape, and cleaning up the work area.

- The reading area in Room 2131 is for quiet study. Students should be courteous of others by maintaining an atmosphere conducive to studying.
 - A student assistant is available for questions or any assistance needed when utilizing the center.
 - Completion of learning modules in 2131 is required for certain courses. These modules are independent learning tools for augmentation of course concepts. They require students' identification and signature. This allows nursing faculty to know who has completed the modules.
4. The Masternick Nursing Simulation Center (Room 3521): Through the use of a replicated hospital environment and high-fidelity manikins the center encourages participation in scenario simulation, a teaching-learning strategy, providing undergraduate and graduate students opportunities for nursing care, communication, collaboration, delegation, prioritization, and caring for a group of patients and families. The Masternick Nursing Simulation Center also provides a control room for the implementation of simulation activities and classroom space.

STUDENT GUIDANCE AND COUNSELING SERVICES

A. Support Services

(See policies from 2020-2021 YSU Undergraduate Student Handbook, p. 18)

- 1. Students are encouraged to program the YSU Police Department emergency contact number (330-941-3527) into their cell phones for immediate access.**
2. Students have access to a wide variety of academic and non-academic support services on campus. These services include but are not limited to, Center for Student Progress, Disability Services, Math Assistance Center, Reading & Study Skills, Writing Center, Career & Counseling Services, International Studies and Programs, and the Student Health Clinic. For more detailed information about services available to students, refer to any of the following:
 1. *YSU Bulletin*
 2. YSU website at www.ysu.edu and follow links to Academics, Academic Advising, Undergraduate Bulletin and/or follow links to Center for Student Progress.
 3. Contact your nursing faculty advisor or an academic advisor in the BCHHS Dean's Office.

B. Office of the Dean of Students

In support of YSU's commitment to "place students at its center," the Office of the Dean of Students (DOS) provides support, education, guidance, and advocacy to students by addressing extenuating situations and concerns that may impede their success, all while maintaining campus safety and fostering a culture of civility, character, and respect.

Links to resources provided through the Office of the Dean of Students can be accessed through the following link: <https://ysu.edu/dean-of-students>.

C. YSU Counseling Services

<https://ysu.edu/student-counseling-services>

The YSU Student Counseling Services Center provides free, short-term counseling for currently enrolled YSU students, including part-time students. They work on an appointment basis and will meet with an eligible student to evaluate, assess, and refer to other services as warranted based on the student's clinical needs.

Highlights include:

- Free, short-term counseling for currently enrolled YSU students.
- Appointments are scheduled, Monday through Friday between the hours of 8 am and 4 pm. Please call 330-941-3737 to schedule an appointment.
- YSU Student Counseling Services does not provide psychiatric services in-house. Psychiatric services are available at Mercy Health at Wick (Student Health) via paid YSU Student Health fee. To access those services, go through your primary care provider at Mercy Health at Wick (Student Health).
- They do not provide services for clients who are court-mandated for mental health treatment or clients who are involved in legal actions that may require forensic and/or psychological testimony.
- They do not duplicate services. If you are already receiving services from an individual provider and/or through a comprehensive treatment center, it is best to continue that relationship. For students with established care providers out of town, you may wish to discuss our scope of care with your providers in order to best plan for your mental health needs during your time here at YSU. We would be happy to consult with you about your needs and where to get them met.

D. Study Support Groups

Group study with peers is recommended to reinforce material learned in class and to provide a support network, as well as to connect with the college.

E. Information Sharing

The Centofanti School of Nursing utilizes several bulletin boards to share information with nursing students. Bulletin boards are located outside the Centofanti School of Nursing office on the second floor of Cushwa Hall. Students can find information about advising, registration, course scheduling, career opportunities, nursing organization activities and other general information of interest to nursing students on these bulletin boards.

F. Nursing Faculty Access

Nursing faculty maintain scheduled office hours three days per week. If a faculty member is unable to keep scheduled office hours, they will typically post rescheduled office hours for the week outside their office door. Messages for faculty can be left on individual voicemail, by email or by leaving a message in the faculty's mailbox in the Nursing office. **(See Appendix M: Centofanti School of Nursing Faculty directory).**

IX. Program Evaluation

A. Survey Questionnaires

The Centofanti School of Nursing's Evaluation Committee surveys all second-level ADN students upon graduation and again at one and five years after program completion (alumni evaluation).

Responses to these questionnaires are very important for the success of our program. The results are used for program evaluation, assessing student academic outcomes, ongoing program improvement, and meeting the criteria for program accreditation by the Commission on Collegiate Nursing Education and the Accreditation Commission for Education in Nursing.

B. ATI Testing Program

1. The ATI Nursing Online Testing student fee will provide students access to the Mandatory ATI online tests and remediation for the entire semester. The Centofanti School of Nursing requires ALL students enrolled in the ADN Program to participate in the systematic assessment of program outcomes.
2. All students are required to take the ATI Integrated (Proctored) examination on campus using a personal laptop computer and remediate by the assigned due date to avoid a grade of "I" incomplete. All students are to complete good quality effort (mandatory) remediation across all topics missed following the ATI Proctored Assessment. Each student will score into a Level according to the percentage of items scored correctly on the exam and will follow the course syllabus for the required remediation time.
3. Proctored ATI exams will count as a quiz grade in the course they are assigned. Please see the course syllabus for specific points.
 - a. NURS 2620: No proctored exam
 - b. NURS 2647: No proctored exam
 - c. NURS 2625: Proctored Fundamentals Exam
 - d. NURS 3740: Proctored Maternal Newborn & Proctored Pediatric Nursing Exams
 - e. NURS 3715: Proctored Mental Health & Proctored Medical Surgical Nursing Exams
 - f. NURS 3755: Proctored Comprehensive NCLEX predictor
 - g. NURS 3760: Proctored Pharmacology, Nutrition, Leadership, & Community Exams
4. Students will be assigned ATI module assignments in each course related to the content of that course. All assignments are mandatory and must be completed to avoid a grade of "I" incomplete in a course. After a student achieves a 78% in all exams and quizzes, an additional 5% "homework" grade will be added into the student's final grade.

COMPLETION POLICIES

I. Graduation Policies

A. Students are expected to adhere to the policies governing graduation as set forth in the *YSU Undergraduate Bulletin*.

B. The Associate in Applied Science in Nursing degree will be granted to the student who has successfully completed all required course work in the associate nursing curriculum with a minimum grade point average of 2.00 and required standardized testing.

C. Watch your YSU email for communications and deadlines regarding graduation. By following the prescribed nursing curriculum, you will have met all University, College, and Department requirements for graduation. Any changes in the curriculum because of the committee-approved course substitutions, waivers, or transfer credit must be carefully reviewed by the student and their advisor to be certain all graduation requirements are met. For Steps to Graduate see Appendix M.

D. NCLEX-RN Examination

1. Licensure is mandatory to practice as a professional registered nurse in any state in the United States. Original licensure is obtained by successfully completing a program of study in a state-approved school of nursing and passing the licensing examination. The NCLEX-RN examination may be taken in either the state where the graduate attended school or the state in which employment is sought.
2. Applications to sit for the Ohio Board of Nursing NCLEX-RN are done online. Detailed explanations about how to fill out the application and related testing procedures are given in class. Instructions for other states' NCLEX-RN exams may be included.
3. When applying for a state license, candidates will be required to indicate whether or not they have been convicted of a felony or other crime. A positive response to this question may disqualify the candidate for licensure. The Ohio Board of Nursing (OBN) makes all eligibility decisions. (Please refer to the OBN Website for more detailed information).
4. All candidates who sit for the NCLEX-RN examination are required to submit fingerprints to the Bureau of Criminal Identification & Investigation (BCI&I) and the Federal Bureau of Investigation (FBI) within 1 year of sitting for the exam. Candidates are responsible for the cost of this procedure, as well as application and testing fees stipulated by the OBN. (See Appendix K: Approximate YSU Nursing Program Costs). For more information visit <https://nursing.ohio.gov/>.

Seniors who are fingerprinted at a community location must have their results automatically sent to the OBN. Seniors testing in Ohio were fine with using their BCI/FBI background checks on file, but students testing in other states need to follow that state's guidelines and BCI & FBI background checks.

5. A comprehensive NCLEX-RN review course is included in the standardized testing package. All graduating level two students are required to take this mandatory three-day course. Students are strongly encouraged to also prepare for the exam through self-study and tutoring as needed.

STUDENT ORGANIZATIONS

I. National Student Nurses Association (NSNA)

The National Student Nurses Association is the only national organization for nursing students.

A. The Purposes of NSNA are to:

1. Assume responsibility for contributing to nursing education in order to provide for the highest quality of health care.
2. Provide programs representative of fundamental and current professional interest and concerns.
3. Aid in the development of the whole person, his/her professional role and his/her sense of responsibility for the health care of all people in the walks of life.*

* Taken from "What's It All About," NSNA publication #20, 100.

- B. This organization functions at the national, state, and local level. Youngstown State University has an active local chapter in which nursing students may apply for membership. The Ohio Student Nurses Association (OSNA) participates with other states in the NSNA.
- C. The focus of the local chapter of Student Nurse Association (SNA) is the promotion of professional nursing goals. The SNA officers consist of a President, Vice President, Secretary, Treasurer, Historian, and Class Representatives. Various activities such as fund-raisers, social activities, mentorship programs and extra-curricular programs are conducted by the SNA organizations.
- D. The SNA chapter has two faculty advisors. Membership meetings are scheduled throughout the academic year for the SNA membership.
- E. Information regarding NSNA and SNA local chapters, including class officers, is posted on the SNA bulletin board outside the Nursing office.

STUDENT PARTICIPATION

I. Student Representatives

- A. One student representative and one alternate representative from each level will serve on each of the following committees:
- Undergraduate Curriculum Committee
 - Evaluation Committee
- B. The Nominating Committee is responsible for selection and notification of committee appointments.
- C. Student representatives/alternates are notified of scheduled committee meetings by the appropriate Committee Chairperson or Co-Chairs.
- D. Student representatives are not permitted to attend meetings or participate in discussion of information regarding student grades or confidential data.
- E. A list of Student Representatives is maintained in the Nursing office. Students are encouraged to forward questions or concerns related to the above committees through the appropriate student representative.

Associate Degree in Nursing (ADN) Curriculum Sheet 2025 - 2026 Catalog Year

Courses in **Bold** are Pre-requisites. Students must be currently enrolled in or have completed these courses with a "C" or better. These courses will make up your Pre-Nursing GPA which must be a 2.5 or higher. In addition to these courses, students must complete the TEAS Test to be eligible to apply for the ADN Program. <https://ysu.edu/admission-information-adn>

Pre-Nursing – ADN

Fall SEMESTER (Apply to Program)			
Course	Description	SH	GR
Success Seminar	YSU 1500 Success Seminar <i>OR</i> HNRS 1500 Intro to Honors <i>OR</i> SS 1500s: YSU Success Sem	1-2	
BIOL 1551/L	BIOL 1551/L Anatomy and Physiology 1 plus lab	4	
ENGL 1549 or 1550	Writing I or Writing I with support	3-4	
STAT 2625 or 2625c	Statistical Literacy & Critical Reasoning	4-6	
TOTAL SEMESTER HOURS		12 - 16	

FIRST YEAR – ADN Program

SPRING SEMESTER				FALL SEMESTER			
Course	Description	SH	GR	Course	Description	SH	GR
BIOL 1552/L	Anatomy and Physiology 2 plus lab	4		PSYC 1560	General Psychology	3	
NURS 2620/L	Nursing 1: Foundations of Nursing	8		NURS 2647	Pathophysiology and Pharmacology for Nursing Practice	3	
ENGL 1551	Writing 2	3		NURS 2625/L	Nursing 2: Medical-Surgical	7	
TOTAL SEMESTER HOURS		15		TOTAL SEMESTER HOURS		13	

SECOND YEAR – ADN Program

SPRING SEMESTER				FALL SEMESTER (Graduation)			
Course	Description	SH	GR	Course	Description	SH	GR
NURS 3740/L	Developing Family and Child Health	6		NURS 3755/L	Nursing 4: Comprehensive Nursing	6	
NURS 3715/L	Nursing 3: Medical-Surgical	7		NURS 3760/L	Nursing Summary Seminar	3	
				BIOL 1560/L	Microbiology plus lab	3	
TOTAL SEMESTER HOURS		13		TOTAL SEMESTER HOURS		12	

ADN ADVISING JUMPSTART TO YOUR BSN:

Courses in BSN curriculum that equate to courses in RN-BSN:

- CMST 1545 (all except AOP section)
- PSYC 3758 (all except the AOP section)
- NURS 2610, Contemporary Nursing – equates to NURS 3720, Professional Nursing (pending availability)
- NURS 3749 – equates to RN-BSN NURS 3750 (pending availability) SUMMER ONLY??
- One AH from approved list: [YSU General Education Approved Courses](#)

Suggested Courses for hours that would count as elective credit (toward RN-BSN graduation hours - 120 required):

- AHLT 1501 – Medical Terminology (3 hr)
- PHLT 1568 - Healthy Lifestyles (3 hr)
- PHLT 1513 – Introduction to Environmental Health & Safety (3 hr)
- PHLT 1531 – Fundamentals of Public Health (3 hr)
- AHLT 2605 - Introduction to Pharmacology (3 hr)
- FNUT 1551 – Nutrition (3 hr)

Revised 03-17-2025 SMarotti

Social Media Policy

Social media can benefit the learning experience of students. However, this media must be used appropriately with confidentiality and privacy maintained at all times.

No personal phone calls or texting are permitted while in patient areas or in the classroom. If an emergency arises during class, the student is asked to leave the room to respond to the phone call or text.

Clinical resources (e.g. Drug Handbook, Lab values) may be accessed on a cell phone or PDA during clinical. Permission to use these resources must be obtained from faculty and the clinical facility. If these resources are on a cell phone, it is expected that the cell phone will be silenced.

Use of computers (PDAs, Notebooks, iPads, etc.) in the classroom are restricted to note taking and classroom activities. Other use is distracting to fellow students and those in close proximity.

No pictures, videotaping or audiotaping may be taken of faculty or fellow students without their consent.

No pictures, videotaping or audiotaping may be taken of patients/patient families.

Students are expected to abide by the following guidelines, “How to Avoid Disclosing Confidential Patient Information”, developed for nurses by the National Council of State Boards of Nursing:*

With awareness and caution, nurses [nursing students] can avoid inadvertently disclosing confidential or private information about patients. The following guidelines are intended to minimize the risks of using social media:

- Nurses [nursing students] must recognize that they have an ethical and legal obligation to maintain patient privacy and confidentiality at all times.
- Nurses [nursing students] are strictly prohibited from transmitting by way of any electronic media any patient-related image. In addition, nurses [nursing students] are restricted from transmitting any information that may be reasonably anticipated to violate patient rights to confidentiality or privacy, or otherwise degrade or embarrass the patient.
- Nurses [nursing students] must not share, post or otherwise disseminate any information or images about a patient or information gained in the nurse/patient relationship with anyone unless there is a patient-care-related need to disclose the information or other legal obligations to do so.
- Nurses [nursing students] must not identify patients by name, or post or publish information that may lead to the identification of a patient. Limiting access to posting through privacy settings is not sufficient to ensure privacy.

- Nurses [nursing students] must not refer to patients in a disparaging manner, even if the patient is not identified.
- Nurses [nursing students] must not take photos or videos of patients on personal devices, including cell phones. Nurses [nursing students] should follow employer [clinical facility] policies for taking photographs or videos of patients for treatment or other legitimate purposes using employer-provided devices.
- Nurses [nursing students] must maintain professional boundaries in the use of electronic media. Like in-person relationships, the nurse [nursing student] has an obligation to establish, communicate and enforce professional boundaries with patients in the online environment. Use caution when having online social contact with patients or former patients. Online contact with patients or former patients blurs the distinction between a professional and personal relationship. The fact that a patient may initiate contact with the nurse [nursing student] does not permit the nurse [nursing student] to engage in a personal relationship with the patient. Nurses [nursing students] must consult employer [clinical facility] policies or an appropriate leader within the organization for guidance regarding work related postings.
- Nurses [nursing students] are legally responsible for individual postings and may be subject to liability of individual posting are found defamatory, harassing, or in violation of any other applicable law.
- Nurses [nursing students] are legally liable for postings on your own site and on the sites of others. This includes commentary deemed to be copyrighted, defamatory, or obscene (as defined by the courts).
- Students who share confidential or unprofessional information do so at the risk of disciplinary action including failure in a course and/or dismissal from the program.
- Nurses [nursing students] must promptly report any identified breach of confidentiality or privacy.
- Nurses [nursing students] must be aware of and comply with employer [university/clinical facility] policies regarding use of employer-owned computers, cameras and other electronic devices, and use of personal devices in the workplace.
- Nurses [nursing students] must not post content or otherwise speak on behalf of the employer [university] unless authorized to do so and must follow all applicable policies of the employer [university]. This includes fellow students, faculty, hospital/facility employees.

*Excerpts from the National Council of State Boards of Nursing, *A Nurse's Guide to the Use of Social Media*, National Council of State Boards of Nursing; Chicago, IL 60601
How to Avoid Disclosing Confidential Patient Information, pp.12-13

Violation of this policy will result in removal from the course and associated clinical.

Youngstown State University
Centofanti School of Nursing

Nursing Student Essential Functions/Abilities for Admission and Progression

Certain functional abilities are essential for the nursing student to deliver safe, effective nursing care. These abilities are essential because they constitute core components of nursing practice, and there is a high probability that negative consequences will result for patient/clients under the care of nurses who fail to demonstrate these abilities. Essential functions/abilities are listed below, but this list is not meant to be exhaustive.

Visual Ability	Acute visual skills necessary to detect signs and symptoms, body language of patient, color of wounds and drainage, and possible infections anywhere. Interpret written word accurately, and read small characters or numbers on a syringe or medication package.
Hearing Ability	Auditory ability sufficient for observation and assessment necessary for nursing care. Examples include ability to hear monitor alarms, emergency alarms, auscultatory sounds, and cries for help.
Tactile Ability	Sense of touch sufficient to perform physical assessment without an intermediary. Examples include sensitivity to heat, cold, pain, pressure, and ability to collect assessment data through palpation and percussion.
Motor Abilities Fine motor Gross motor	Gross and fine motor abilities including physical ability, coordination and dexterity sufficient for providing safe and effective nursing care without an intermediary. Ability to execute motor activities in a confined space reasonably required to provide physical care and to provide emergency treatment to patients. Examples include administering intravenous, subcutaneous, enteral, medications; venipuncture; using sterile technique to insert urinary catheter; calibrating or using equipment; applying and removing protective equipment; and performing CPR.
Mobility	Physical ability, flexibility, and endurance to stand for prolonged periods of time, move from room to room(up to 8-12 hours), respond quickly to an emergency situation and perform cardiopulmonary resuscitation. Ability to lift loads in excess of twenty-five pounds with appropriate lifting technique. Assist patients in transferring, ambulating, and/or move equipment without injury to self or others.
Cognitive Ability	

Critical Thinking	Critical thinking ability sufficient for problem-solving and clinical judgment. Identify cause-effect relationships in clinical situations and develop nursing care plans.
Clinical Judgment	Assess risks and provide for patient safety. Consider multiple priorities and make effective decisions quickly.
Mental Alertness	Constant mental awareness necessary to be attentive to the patient's clinical condition and the environment in which the nurse is functioning in at all times to: work with potential hazards (blood borne pathogens and tuberculosis), follow standard precautions to prevent exposures, provide patient care safely and effectively in environment with excessive auditory and visual stimuli (e.g. an intensive care or emergency department with audible and visual alarms).
Comprehension	Comprehend and process instructions readily. Engage in written and oral directives related to patient care, focusing and remembering information given by faculty to assimilate and apply to patient care. Perform math calculations.
Communication Ability	Communicate effectively in interactions with others verbally, nonverbally and in written form.
Verbal	
Nonverbal	Examples include effective reading and writing skills for patient communication, patient education, record keeping, and professional healthcare team interaction.
Behavioral Ability	Behavior demonstrating the emotional health required for full use of intellectual abilities; exercising good judgment; completing responsibilities promptly; developing a mature, sensitive, and effective relationships with patients and families; adapting to changing environments; and function effectively under stress.
Emotional	
Function Under Stress	
Interpersonal Ability	Interpersonal abilities sufficient to interact with individuals, families and groups from a variety of social, emotional, cultural, and intellectual backgrounds.
Social	
Emotional	
Cultural	
Intellectual	

Youngstown State University
School of Nursing - ADN Program – Health Requirements
<https://ysu.edu/wick-primary-care-ysu>

Requirement	Must provide documentation of:	Comments
History and Physical Exam	Exam by Primary Health Care Provider or Student Health Service on the proper History and Physical form dated no earlier than six months prior to admission.	Due by FIRST DAY OF CLASS ONE TIME ONLY
Measles, Mumps, Rubella (MMR) Immunity	Positive Measles, Mumps, and Rubella Titer OR current (last 5 years) 2-shot vaccination series. <u>Titer must be positive for all three components or current vaccination series will be required.</u>	Due by FIRST DAY OF CLASS ONE TIME ONLY
Varicella (Chicken pox) Immunity	Positive Varicella Titer OR current (last 5 years) 2-shot vaccination series. <u>If titer is NEGATIVE, follow two shot series</u>	Due by FIRST DAY OF CLASS ONE TIME ONLY
Hepatitis B Immunity	Positive Hepatitis B Surface Antibody (HBs AB) Titer OR current (last five years) 2 or 3 shot vaccination series. <u>If titer is NEGATIVE, complete the 2 OR 3 shot series.</u> Some locations are now carrying the 2 shot (preferred) Hepatitis B vaccine. Once the full shot series is documented, this is complete.	If negative titer, shot series must be done by FIRST DAY OF CLASS ONE TIME ONLY
TDap	TDap (Tetanus, Diphtheria, and Pertussis) Vaccine is required one time.	This needs to be current. It expires every 10 years. Update every 10 years.
Influenza	Seasonal Flu Vaccine	Due by FIRST DAY OF CLASS AND every year thereafter.
TB test (Also called Mantoux or PPD test)	TB test-PPD (2 in year one) or T-spot or QuantiFERON Gold. If <u>positive</u> , follow-up with a health care provider and a negative chest x-ray result is required annually . Year One: If receiving the PPD Test, you need two of the two-step PPD tests (1-3 weeks apart).	Two negative PPD tests year one, one negative PPD test every year thereafter. OR T-Spot-Negative OR QuantiFERON Gold Negative
Drug Screening	Negative Drug Screen	Due NO LATER THAN TWO WEEKS PRIOR TO THE FIRST DAY OF CLASS AND every year thereafter.
Criminal Background Check	Fingerprinting for BCI & FBI	Due by FIRST DAY OF CLASS AND every year thereafter.
CPR	Basic Life Support Certification for Health Care Provider . This includes adult, child, infant and AED training.	Due by FIRST DAY OF CLASS Required on admission and must be renewed every two years. Students are required to complete an in-person skills practice and testing session
<u>OPTIONAL:</u> COVID-19 Vaccine	Vaccination per latest CDC guidelines	Documentation of vaccine may be required depending on requirement of clinical sites.

The Criminal Records Check Law in Ohio

This information is being sent to you per your inquiry about how the Criminal Records Check law may impact your employment as a nurse in Ohio. This information is not intended to be used as legal advice. It is intended to be used as general information and for guidance as it only provides a limited summary of parts of the Criminal Records Check law. For additional information, consult the Ohio Revised Code and Ohio Administrative Code as referenced below. If you have a specific issue or problem consult with your legal counsel.

The History of Senate Bill 38 and Senate Bill 160

Ohio is one of the many states in the country to mandate criminal records checks. In 1993, Senate Bill 38 (SB 38) was passed and codified in Section 3701.881 of the Ohio Revised Code (ORC). SB 38 requires criminal records checks for potential employees working in positions with responsibility for the care, control, or custody of children. Senate Bill 160 (SB 160), effective January 27, 1997, requires entities to request a criminal records check of each applicant under final consideration for a position that involves providing care to a person age 60 and older. SB 160 applies to home health agencies, hospice care programs and PASSPORT (Medicaid waiver) provider agencies, as well as other types of entities such as nursing homes, skilled nursing facilities, residential care facilities, adult care facilities, certain adult day care centers, and homes for the aging.

The law requires the record checks be requested from the Bureau of Criminal Identification and Investigation (BCII) and prohibits hiring an applicant who has been convicted of certain offenses or who fails to provide the information necessary for a records check.

The law requires a criminal records check for all prospective employees who are under final consideration for either a full-time, part-time, or temporary position where the individual will be caring for older adults or children. The law applies only to those applicants who are under final consideration for employment, not to all those who apply for a position.

Disqualifying Offenses and Personal Character Standards

The Criminal Records Check law sets forth a list of disqualifying offenses. Certain of the offenses are absolute bars to employment; however, for other offenses, an employer may choose to employ an applicant, if the applicant meets the “personal character standards” set forth in Ohio Administrative Code (OAC) rules. If an employer finds an applicant has a certain disqualifying offense but the employer believes the applicant warrants further consideration, the employer may apply the OAC rules and the personal character standards. If the applicant provides proof that the personal character standards are met, the employer may hire the applicant. ***However, even if the applicant meets the personal character standards, the employer is not obligated to hire the applicant. The employer chooses to hire or not to hire based on all the factors considered.***

The various sets of rules are generally consistent in their requirements, but there are some differences. A PASSPORT agency must apply the rules and the personal character standards to applicants as specified in OAC rule 173:3-1-13. A home health agency must apply the personal character standards established in OAC rules 3701-60-02 through 3701-60-10. Other providers must apply the rules and the personal character standards in OAC rules 3701-13-01 to 3701-13-09.

The Screening Tool Based on the OAC Rules

The screening tool categorizes the disqualifying offenses and is based on the statute and rules. It is designed to assist providers in applying the criminal records check requirements and the personal character standards. The tool is comprised of “screens” which categorize the offenses according to the OAC rules. For some of the screens, some designated offenses apply only to older adults and some apply only to children. Those offenses that apply only to older adults or only to children are specified. If not specified, the offense applies to both children and adults.

Each screen is a “hurdle” that must be met before hiring is allowed. For example, the first section lists absolute

bars to employment. If an applicant has a conviction or a guilty plea to any of the offenses listed under this first section of absolute bars, the applicant cannot be employed. However, if the applicant has none of the offenses listed under the first screen, the first hurdle has been met, and the employer may continue to the second screen, and so forth. If all the hurdles are met, the employer may decide to employ the applicant.

Again, this document is for guidance only and is not intended to provide legal advice. For specific questions or problems, contact your legal counsel. This screening tool may be reproduced, but the tool should be reproduced in its entirety and not altered. Any alterations could change the content and then the tool may not meet the regulatory requirements.

First Screen for Employment

Offenses That Are Absolute Bars

If an applicant has been convicted of or pled guilty to any one of the following offenses (or any substantially equivalent offense in any state), the applicant cannot be employed. *A check mark for any one of these offenses disqualifies the applicant for employment.*

√	Based on Ohio Revised Code	Offense
	2903.34	Patient Abuse or Neglect
	3716.11	Adulteration of Food
	2903.01	Aggravated Murder
	2903.02	Murder
	2903.03	Voluntary Manslaughter
	2907.02	Rape
	2907.03	Sexual Battery
	2907.05	Gross Sexual Imposition
	2907.12	Felonious Sexual Penetration
	2903.11	Felonious Assault (with a purpose to satisfy sexual needs or desires of the offender)
	2903.04 Division (A)	Involuntary Manslaughter (with a purpose to satisfy sexual needs or desires of the offender)
	2905.01	Kidnapping (with a purpose to satisfy sexual needs or desires of the offender OR if the victim was a minor)
	2905.02	Abduction (if the victim is a minor)
	2907.321	Pandering Obscenity Involving a Minor For older adults: Division (A) (1) or (A) (3) For children: 2907.321
	2907.322	Pandering Sexually-Oriented Matter Involving a Minor For older adults: Division (A) (1) or (A) (3) For children: 2907.322
	2907.323	Illegal Use of a Minor in Nudity-Oriented Material or Performance For older adults: Division (A) (1) or (A) (2) For children: 2907.323

Continuation of the First Screen for Employment – Absolute Bars

The following offenses, when involving a minor, apply to applicants who will be responsible for the care, custody, or control of children. These offenses are not applicable for applicants providing direct care to older adults. *One check mark here disqualifies the applicant from providing care to children.*

√	Based on Ohio Revised Code	Offense
	2905.04	Child Stealing
	2905.05	Child Enticement
	2907.21	Compelling Prostitution
	2919.22	Endangering Children

The following theft-related offenses apply to applicants who will be providing direct care to older adults. Theft-related offenses are not applicable for applicants who will be responsible for the care, custody, or control of children. *Two check marks, either for separate offenses or for a repeat conviction or guilty plea for the same offense, disqualify the applicant from providing direct care to older adults. Repeat Theft Related Offenses: If a person has been convicted of or pleaded guilty to the commission of two theft-related offenses or a combination of any two of these theft-related offenses, in two or more criminal actions, the applicant is barred from providing direct care to older adults.*

√	Based on Ohio Revised Code	Offense
	2913.02	Theft
	2913.11	Passing Bad Checks
	2913.21	Misuse of Credit Cards
	2913.31	Forgery
	2913.40	Medicaid Fraud
	2913.47	Insurance Fraud
	2913.51	Receiving Stolen Property

This ends the first screen. If the applicant does not pass the above screen, the employer cannot hire the applicant. If the applicant passes the above screen, continue to the next screen.

The Second Screen for Employment

Violent Offenses

The following list identifies violent offenses that are not absolute bars. *Notice that some of the violent offenses become absolute bars under certain circumstances, i.e., with a sexual motivation or if a minor is involved.* Without these specific circumstances, the violent offense is not an absolute bar, so the offense is listed below. For example, felonious assault with a sexual motivation is an absolute bar, but felonious assault without a sexual motivation is not an absolute bar but still is a violent offense. A violent offender may be employed if ALL the following conditions are met:

- 1) The victim was not a minor; and
- 2) The victim was not an older adult; and
- 3) The applicant is not a repeat violent offender; and
- 4) At least 5 years have elapsed since the applicant was fully discharged from imprisonment, probation and parole.

√	Based on Ohio Revised Code	Offense
	2903.04	Involuntary Manslaughter (Division (A) offense with a purpose to gratify the sexual needs and desires of the offender is an absolute bar)
	2903.11	Felonious Assault (If done with a purpose to satisfy the sexual needs or desires of the offender, it is an absolute bar.)
	2903.12	Aggravated Assault
	2903.13	Assault
	2903.21	Aggravated Menacing
	2905.01	Kidnapping (If done with a purpose to satisfy the sexual needs or desires of the offender OR if the victim was a minor, it is an absolute bar)
	2905.02	Abduction (If the victim was a minor, it is an absolute bar.)
	2905.11	Extortion (does not apply for children)
	2911.01	Aggravated Robbery
	2911.02	Robbery
	2911.11	Aggravated Burglary
	2911.12	Burglary
	2919.25	Domestic Violence
	2923.161	Improperly Discharging a Firearm/Habitation or School
		Any offense substantially equivalent to the offenses of violence listed above or any statutorily designated offense of violence in any state that was committed purposely or knowingly and involving physical harm to persons or a risk of serious physical harm to persons.

This is the end of the Second Screen. *If the applicant does not pass the above screen, the employer cannot hire the applicant.* If the applicant passes the above screen, continue to the next screen.

The Third Screen for Employment

Non-Violent Offenses

For non-violent offenses, the employer must consider the offenses in relation to frequencies, patterns, etc., and if the applicant is on parole, probation, or fined, the employer needs to investigate further to determine if the applicant is meeting all conditions subject to the conviction. An applicant may be employed if the offense is a non-violent offense AND the applicant is discharged from imprisonment, sentenced to probation, or is fined or is on parole and is meeting all conditions subject to that conviction.

These offenses apply to both older adults and children		
√	Based on Ohio Revised Code	Offense
	2903.16	Failing to Provide for a Functionally-Impaired Person
	2907.06	Sexual Imposition
	2907.07	Impositioning
	2907.08	Voyeurism
	2907.09	Public Indecency
	2907.25	Prostitution
	2907.31	Disseminating Matter Harmful to Juveniles
	2907.32	Pandering Obscenity
	2923.12	Carrying Concealed Weapons
	2923.13	Having Weapons While Under Disability
	2925.02	Corrupting Another With Drugs
	2925.03	Drug Trafficking Offenses
	2925.11	Drug Abuse
These offenses apply only to older adults. Remember that one theft-related offense (theft, passing bad checks, misuse of credit cards, forgery, Medicaid fraud, insurance fraud, receiving stolen property) does not automatically disqualify an applicant, but a repeat of any one of these offenses or a combination of two or more of the offenses is an automatic bar for applicants working with older adults (See absolute bars).		
√	Based on Ohio Revised Code	Offense
	2905.12	Coercion
	2911.13	Breaking and Entering
	2913.02	Theft, Aggravated Theft (see above explanation)
	2913.03	Unauthorized Use of a Vehicle
	2913.04	Unauthorized Use of Property; Unauthorized Access to Computer Systems
	2913.11	Passing Bad Checks (see above explanation)
	2913.21	Misuse of Credit Cards (see above explanation)
	2913.31	Forgery (see above explanation)
	2913.40	Medicaid Fraud (see above explanation)
	2913.43	Securing Writings by Deception
	2913.47	Insurance Fraud (see above explanation)
	2913.51	Receiving Stolen Property (see above explanation)
	2921.36	Prohibition of Conveyance of Certain Items onto Grounds of Detention Facility or Mental Health or Mental Retardation and Developmental Disabilities Facility
	2925.13	Permitting Drug Abuse
	2925.22	Deception to Obtain a Dangerous Drug

	2925.23	Illegal Processing of Drug Documents
--	---------	--------------------------------------

These offenses apply only to children		
√	Based on Ohio Revised Code	Offense
	2907.04	Corruption of Minor
	2907.22	Promoting Prostitution
	2907.23	Procuring
	2910.12	Unlawful Abortion
	2919.22	Endangering Children
	2919.24	Contributing to the Unruliness or Delinquency of a Child
	2925.04	Illegal Manufacturing of Drugs
	2925.05	Funding Drug Trafficking
	2925.06	Illegal Administration or Distribution of Anabolic Steroids

Ohio Board of Nursing – January 2004

Centofanti School of Nursing

NURSING STUDENT DRUG SCREENING POLICY

Purpose: To provide a safe working environment, area hospitals and other institutions are requiring individuals who provide care to patients to undergo drug testing. For this reason, students in the Centofanti School of Nursing will undergo similar testing to meet the criteria of clinical agencies. Therefore, passing a drug screen test prior to engaging in a clinical course is a requirement for all students in the ADN program. In addition, a clinical facility or the Centofanti School of Nursing may require a student to submit and pass random drug screening analysis in order to remain at a clinical facility.

Policy: This policy applies to all Youngstown State University Centofanti School of Nursing students. All students admitted to the ADN program are required to complete clinical coursework at a hospital, clinic, or other healthcare facility in order to complete their degree requirements. The purpose of this policy is to notify students in the ADN program that all students in the program must submit to a drug screen as stated in this policy and test negative before engaging in clinical activity associated with the program. Any student who engages in conduct prohibited by this policy, tests positive for drugs, or who does not comply with any notice, request, or procedure provided for herein, shall be withdrawn from all clinical courses, and may be dismissed from the ADN program.

1. Student progression in the nursing program is contingent upon the student passing a drug screen.
 - a. **A drug screening result indicating dilution of the sample will require a repeat drug test. Any additional cost will be the responsibility of the student.**
 - b. **A drug screen urine sample from the student indicating an abnormal temperature will require another sample provided on the same day as the original urine sample. If the student elects to leave the drug screen site without providing an adequate sample, the sample will be handled as a “refusal to comply with the drug screen policy” and will be grounds for dismissal from the program.**
2. The student is responsible for the cost of the drug screening. The drug screen will be obtained either through Universal on the Exxat website or at an offsite location and the screening must be completed no later than two weeks prior to the start of classes every year while in the nursing program.
3. Failure or refusal to comply with this drug screening policy will be grounds for dismissal from the program. Any attempt to delay, hinder or tamper with any testing will be considered a refusal to comply with this policy. In addition, failure or refusal to comply with any aspect of this drug screening policy may be reported to the YSU Office of Student Conduct for possibly disciplinary action in accordance with the University’s Student Code of Conduct.

4. In the event of a positive drug screening result indicating use of an illegal drug or controlled substance without a legal prescription, the student will be withdrawn from all clinical courses. And may be dismissed from the ADN program.
5. Students may be permitted to take legally prescribed and/or over-the-counter medications consistent with appropriate medical treatment plans while on duty. This must be documented on the physical form on file in the nursing office. However, when such prescribed or over-the-counter medications affect clinical judgement, the student's safety or the safety of others, the student may be removed from clinical activities. The Admissions, Progression and Graduation (AP&G) Committee may be consulted to determine if the student is capable of continuing to participate in academic and clinical programs.
6. If at any time faculty or and administrator suspects a student is impaired due to drug or alcohol use while in the clinical, classroom, or campus areas, the student will be removed from the area and may be required to undergo immediate testing for drug and alcohol use at the student's expense. Impaired students will not be permitted to drive and must bear the cost of transportation. The student will be suspended from all clinical activities until the investigation into the situation is complete. Absence from clinical will interfere with progression of the course.
7. Referrals for evaluation and counseling for drug and/or alcohol use will be a part of a plan for a student with a positive screening or incident related to drug or alcohol use.
8. Random drug testing can be implemented at any time without notice.

Code of Ethics for Nurses

1. The nurse, in all professional relationships, practices, with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nurse's primary commitment is to be patient, whether an individual, family, group or community.
3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
6. The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision through individual and collective action.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
9. The profession of nursing, as represented by associations and their members, is responsible for articulation nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

2001 American Nurses Association, Code of Ethics for Nurses with Interpretive Statements, Silver Spring, MD.

Academic Grievances

The Student Academic Grievance Procedure provides students with a formal channel through which complaints concerning academic matters may be heard. A student must attempt to resolve the complaint by first discussing the issue with the faculty member. If the complaint is not resolved at that level, the student should direct their complaint to the department chair and, if the complaint is still not resolved, to the dean of their college.

Complaints not resolved following a discussion with the dean will be considered by the associate provost for academic administration or designee, who will serve as judicial administrator. Upon their review, the judicial administrator determines whether the complaint is grievable. If the complaint is grievable, it is presented to the Student Academic Grievance Subcommittee. Per the YSU-OEA Agreement, Article 19.2, academic matters that may be grieved are the following:

- Material deviation from the instructor's policy on sanctions for academic dishonesty, as indicated on the course syllabus, to the detriment of the individual student, or in disputed cases of academic dishonesty.
- Material breach of faculty contractual obligations as specified in the article on Teaching Rights and Responsibilities (YSU-OEA Agreement, Article 27), to the detriment of the individual student or the entire class.
- Material deviation from the grading scale, grading criteria, assignment specifications, or grade weight distribution indicated on the course syllabus or other course materials, to the detriment of the individual student or the entire class.

Other areas of contention between a student and a faculty member may not be grieved under this section. The student should contact the department chair of the faculty member's department or the dean of the college housing the faculty member's department for further advisement in these situations.

Students wishing to file a grievance should contact the administrative assistant in the Office of Academic Affairs for an appropriate referral. [A Brief Guide to Student Academic Grievances](#) is available for further information about this process.

A digital copy of the [Student Academic Grievance Form](#) is available for download or you can use the [electronic submission form](#). An electronic copy of the [Student Academic Grievance Procedure](#) is also available for review.

Contact for Questions/Concerns:

Office of Community Standards and Student Conduct, Kilcawley Center, <https://ysu.edu/student-conduct>.



ADN Uniform Requirements

<http://www.deangelouniforms.com>

Uniform items must be purchased through DeAngelo Uniforms, 6020 Market St., Youngstown, Ohio 44512, 330.758.5211. Please check their hours and methods of payment before going and you may need to put a deposit down when ordering.

The following list contains items that are required for each student in the ADN Nursing Program:

- 2 pants (black) - Hemming is optional @ \$10 per hem (Pants cannot go below your shoes and must be hemmed if this is the case)
- 2 tops (black)
- 1 warm-up jacket (black)
- Embroidery on both tops and warm-up jacket
- Retractable Badge reel in black
- Long sleeve RED OR WHITE (only) t-shirt (optional but must be purchased at DeAngelo to keep all students consistent)
- Must be clean, white, gray or black leather or vinyl shoes.

Approximate Cost for Nursing Program Uniform Requirements:

- **Ladies – based on size**
 - XS-XL = \$145-\$150 (price is without shoes)
 - 2X-5X = \$158-\$170 (price is without shoes)
- **Men's – based on size**
 - XS-XL = \$150-\$155 (price is without shoes)
 - 2X-5X = \$170-\$180 (price is without shoes)

APPROXIMATE COSTS OF NURSING PROGRAM

APPENDIX J

Level 1:

- Physical exam 0-\$100
- Immunizations/Drug Screen/fingerprinting \$200
- CPR Course: AHA for Healthcare Provider \$35-\$120
- Textbooks (varies) \$300-\$500/semester
- Course Packets (varies) \$20-\$30/semester
- Equipment \$100
- Uniforms \$145-180
- Shoes \$100
- NSNA \$35



Reliable
transportation to the
clinical settings is
essential!



Level 2:

- Immunizations/Drug Screen/fingerprinting \$125
- Drug Screen \$29
- CPR Renewal \$75
- Textbooks (varies) \$200/semester
- Course Packets (varies) \$20-\$30/semester
- NSNA \$35
- Pictures \$0-\$150
- Banquet \$0-\$25
- YSU Nursing Medallion \$20
- State Licensure Application \$75-\$100 (Multistate)
- NCLEX Exam \$220 (Ohio)
- Graduation Fee \$65

Prices subject to
change

Bitonte College of Health
and Human Services
Centofanti School of Nursing
Cushwa Hall, Room 2332
Phone: 330.941.3293

Associate Degree in Nursing

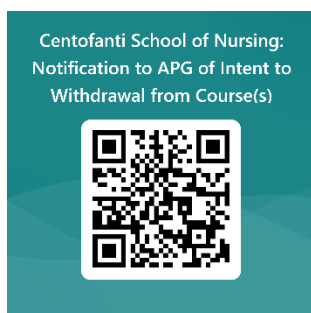
Advanced Standing Policy for Transfer Students and LPNs

Applicants considered for advanced standing include transfer students who were in good standing at the previously attended nursing program and Licensed Practical Nurses (LPNs). Admission for advanced standing applicants is on a space-available basis. Advanced standing applicants must meet all ADN Entry-level Admission Requirements. Once admitted, advanced standing students must follow the curriculum sequence in effect at the time of admission and adhere to the student academic and progression policies designated in the *Undergraduate Student Handbook*.

Transfer applicants must submit an official copy of their transcripts, course descriptions, and course syllabi to the Admission, Progression, and Graduation Committee for credit evaluation of nursing courses completed and determination of placement in the Nursing Program. Each request for advanced standing is reviewed on a case-by-case basis. The student must also provide documentation from the dean or appropriate department head of the last nursing program attended that states the student's readmission eligibility and academic standing at that school or university. If the student has not completed a clinical course for two or more consecutive semesters (including summer), he or she must pass a clinical competency exam for acceptance into the program. The clinical competency exam is a performance exam of critical skills required of students at the level in which the transfer student requests admission. Two faculty members administer the exam. The student has only **one** opportunity to pass the clinical competency exam.

Withdrawal Request Form:

<https://forms.office.com/r/A7uU8zpdsT>



Readmission Request Form:

<https://forms.office.com/r/2E33cBq2Ry>



STEPS TO GRADUATION

STEP 1: GRADUATION EVALUATION REQUEST

All undergraduate students must submit a Graduation Evaluation two semesters prior to the intended graduation term. To submit a Graduation Evaluation Request:

- Log into your PenguinPortal
- Select "Academic Records" tile
- Under the GRADUATION heading select "Request a Graduation Evaluation/Senior Sheet"
- Select "Health and Human Services" from the drop-down menu
- Complete Section 1, submit
- When the request is received, you will get a detailed email with next steps.

WATCH for an email from:

- Mrs. Kellie Tervo, Senior Academic
Advisor 2, Bitonte College of Health &
Human Services 330-941-3324
kamills@ysu.edu

PLEASE NOTE: Graduation Evaluation Request is not the same as applying for graduation. The email you receive after you submit your graduation evaluation request will explain that you will apply to graduate after you are approved.

STEP 2: APPLY TO GRADUATE

Prior to the start of your graduation term, you will receive an email letting you know it is time to "Apply to Graduate". You will [Apply to Graduate](#) through Penguin Portal. Make sure you are aware of [graduation application deadlines](#). You must apply to graduate and pay even if you are not walking in the commencement.

There are three graduations per year: December, May and August and two Commencement ceremonies in December and May. Commencement information can be found at <https://ysu.edu/commencement>.

Questions regarding this process? Call the Penguin Service Center: 330.941.6000

FACULTY

Sheila Blank, DNP, RN, LSN
Director and Associate Professor
 Office Phone: 330.941.2174
 Cushwa Office #: 2324
 Email Address: sblank@ysu.edu

Laura Calcagni, DNP, RN, CNE
Associate Professor
 Office Phone: 330.941.3294
 Cushwa Office #: 3106
 Email Address: lcalcagni@ysu.edu

Danielle Class, DNP, RN, CNE
Assistant Professor
 Office Phone: 330.941.7163
 Cushwa Office #: 3104
 Email Address: dkclass01@ysu.edu

Danielle Docherty, MSN, RN
ADN Lecturer
 Office Phone: 330.941.2175
 Cushwa Office #: 2350
 Email Address:
dmdocherty@ysu.edu

Jackie Fieldhouse, MSN, RN
Lecturer
 Office Phone: 330.941.2177
 Cushwa Office #: 2477
 Email Address:
jfieldhouse@ysu.edu

Lori A. Fusco, DNP, RN, CNE
Associate Professor
Simulation Coordinator
 Office Phone: 330.941.1355
 Cushwa Office #: 3112
 Email Address: lafusco01@ysu.edu

Randi Heasley, DNP, RN, CNE
Assistant Professor
BSN Program Coordinator
 Office Phone: 330.941.3147
 Cushwa Office #: 2328
 Email Address: rlheasley@ysu.edu

Patricia Hoyson, PhD, DNP,
 APRN-CNP, CDCES
Professor
 Office Phone: 330.941.1448
 Cushwa Office #: 3311
 Email Address: plhoyson@ysu.edu

John Jerome, MSN, APRN-FNP-
 BC
Lecturer
 Office Phone: 330.941.1795
 Cushwa Office #: 2479
 Email Address: jmjerome@ysu.edu

Sarah Marotti MSN, RN
ADN Lecturer
ADN Program Coordinator
 Office Phone: 990.941.2310
 Cushwa Office #: 2352
 Email Address: slmarotti@ysu.edu

Paula McClusky, MSN, RN
Senior Lecturer
 Office Phone: 330.941.2327
 Cushwa Office #: 3110
 Email Address: pjmccclusky@ysu.edu

Eiryn McKay, MSN, RN
Lecturer
 Office Phone: 330.941.1796
 Cushwa Office #: 3123
 Email Address: ecmckay@ysu.edu

Vince Mikula, MSN, CNP
Lecturer
Graduate Nursing Program Director
 Office Phone: 330.941.2639
 Cushwa Office #: 3315
 Email Address: vmikula@ysu.edu

Kelly Newman, MSN, RN
Lecturer
 Office Phone: 330.941.7299
 Cushwa Office #: 2234
 Email Address: klnewman@ysu.edu

Teresa Peck, DNP, RN
Assistant Professor
 Office Phone: 330.941.2637
 Cushwa Office #: 3114
 Email Address: tmpeck@ysu.edu

Cindy Shields, DNP, APRN-CNP
Professor
 Office Phone: 330.941.1345
 Cushwa Office #: 3317
 Email Address: cmshields@ysu.edu

Mary Shortreed, DNP, RN, CNE
Associate Professor
RN-BSN Program Coordinator
 Office Phone: 330.941.2176
 Cushwa Office #: 3132
 Email Address: mshortreed@ysu.edu

Lauren Stefan, MSN, RN
ADN Lecturer
 Office Phone: 330.941.2483
 Cushwa Office #: 2354
 Email Address: lstefan@ysu.edu

Wendy Thomas, DNP, CNS, FNP
Senior Lecturer
 Office Phone: 330.941.2638
 Cushwa Office #: 3313
 Email Address: wmthomas@ysu.edu

Jennifer Walker, MSN, RN
ADN Lecturer
 Office Phone: 330.941.1821
 Cushwa Office #: 2348
 Email Address: jlwalker10@ysu.edu

Debra Wallace, PhD, MSN, RN
Assistant Professor
 Office Phone: 330.941.1499
 Cushwa Office #: 2481
 Email Address:
dawallace02@ysu.edu

Amy Weaver, PhD, RN, CNE
Associate Professor
 Office Phone: 330.941.2328
 Cushwa Office #: 3108
 Email Address: aweaver@ysu.edu

Melody Wright, MSN, RN, NP-C
Lecturer
 Office Phone: 330.941.1793
 Cushwa Office #: 3309
 Email Address: mlwright03@ysu.edu