

CAL POLY HUMBOLDT
NURSING PROGRAM (RN to BSN)
2022-23 Student Handbook
College of Professional Studies



COLLEGE OF PROFESSIONAL STUDIES



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Introduction

Welcome to the Cal Poly Humboldt Nursing Program. The purpose of this handbook is to inform all students about the Nursing Program and the specific policies and procedures of the program and University. The guidelines are effective for the current academic year. You should check the [program website](#) and your HSU email for policy updates.

The RN-BSN curriculum prepares nurses to think critically and exercise leadership in planning, implementing, and evaluating nursing care. Students and faculty work closely together to choose clinical experiences that meet the interests of the student, fulfill the objectives of the course, and meet the needs of the community.

The baccalaureate degree program in nursing at Cal Poly Humboldt is pursuing initial accreditation by the Commission on Collegiate Nursing Education. Applying for accreditation does not guarantee that accreditation will be granted. The accreditation decision should occur in fall 2022. See <http://www.ccneaccreditation.org> for more information.

We enthusiastically welcome you to the Cal Poly Humboldt RN-BSN Nursing Program and hope that your experience and education will be personally and professionally rewarding.

University and Program Overview

Cal Poly Humboldt

Purpose*

To provide the highest quality and affordable college education built on the contributions of diverse students, staff, and faculty who are committed to a just and sustainable world.

*The Diversity, Equity & Inclusion Council recommended a change of Cal Poly Humboldt's "Mission" to "Purpose" to acknowledge that HSU sits on unceded land initially occupied by the first people of this area. The word "Mission" for many connotes colonial language.

Vision

Cal Poly Humboldt will be a campus for those who seek above all else to improve the global human condition and our relationship with the environment. Toward this:

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- We will be the premier center for the interdisciplinary study of the environment, climate crisis and resilience to climate change, and the conservation of ecological systems and natural resources. Our focus will continue to be on sustainability through environmental, economic, and socially responsible action.
- We will be a center for the interdisciplinary study of just global societies. We will approach our work with an equity mindset and continue to emphasize inclusion across multiple dimensions of our university, modeling what we want to see in the world.
- We will serve as a regional center for the arts inclusive of diverse arts traditions and contributions and will fully engage with community arts partners and employers on behalf of our students.
- As a designated Hispanic-Serving Institution (HSI) and as a Minority-Serving Institution (MSI), we will be an institution in which Black, Indigenous, and Persons of Color (BIPOC) students thrive.
- We will partner with Indigenous communities to address the legacy of colonialism, create space nurturing of traditional ecological knowledge (TEK), pedagogies, and curricula responsive to their identified needs.
- We will be exemplary partners across our region and state by integrating community engagement and contributing to workforce development in our academic enterprise and beyond.

Core Values and Beliefs

The following values and beliefs serve as our guiding “north stars” for accomplishing our collective purpose and goals:

- **Connection to Place:** We value place-based teaching, learning, and scholarship, taking our educational enterprise outside and into our communities.
- **Creativity:** We believe creativity is central to human and organizational growth and responsible collective action.
- **Decolonized Knowledge:** We value diverse systems of knowledge and ways of knowing. We believe in centering stories and knowledge that have been marginalized in oppressive social arrangements.
- **Human Dignity:** We believe in the dignity of all and in equitable treatment, opportunities, and outcomes.
- **Free and Critical Inquiry:** We value academic freedom, reflexivity, and serving as a repository of accumulated knowledge that is accessible to the broader community.
- **Shared Governance and Participatory Planning** We believe that our collective processes and outcomes will be strongest when they emerge from shared governance and collaboration.
- **Social Responsibility and Civic Engagement** We value contributions in the public interest and environmental, economic, and social responsibility in our work toward viable and sustainable communities.

The Nursing Program at Cal Poly Humboldt

The Nursing Program is housed in the School of Applied Health within the College of Professional Studies. The goals and principles of the College of Professional Studies (CPS) are to promote strong programs that serve our students and faculty well and that are connected to practice in meaningful ways. We promote and understand the central role that human resources play in shaping the social, economic, and environmental condition; and in doing so, encourage our students and faculty to make an impact on the world around us. The members of the college observe the canons of mutual respect for the unique attributes and integrity of the units within the college and recognize the independent prerogatives of each unit.

Mission Statement

The mission of the RN to BSN Program is to prepare nurse leaders who are culturally responsive to the needs of diverse communities, including indigenous and rural communities. The program will prepare nurses to be an effective practitioner and advocate who utilizes innovative solutions to address the physical and psychosocial health of those they serve.

Vision Statement

The Cal Poly Humboldt Nursing Program will revolutionize rural health care through nursing education to optimize new roles for nurses based on community engagement, leadership, and social justice.

Values

The core values of caring, service, and equity will be embedded throughout the program's CARING values.

C: Collaboration and Cultural Humility

A: Advocacy

R: Rurality

I: Innovation

N: Nurture

G: Growth

RN to BSN Program

The nursing curriculum leads to the Bachelor of Science degree with a major in Nursing (BSN). The RN to BSN program is available to registered nurses who have completed an

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RN program (associate degree). The program is designed to accommodate nurses who are currently employed.

Students who possess a California Registered Nursing license and an Associate of Arts or Associate of Science degree in Nursing (ADN) are eligible to apply for the program.

Applicants are screened competitively based on a variety of indicators. In order to be accepted to the RN to BSN Program, students must meet admission criteria, including completion of all the prerequisites for admission to the Nursing major prior to acceptance into the major as specified below. All students who wish to be accepted must submit an application to the Nursing program during the spring semester of each academic year in addition to being admitted to Cal Poly Humboldt.

Applicants from all community colleges in the service region are encouraged to apply for the program. Coursework will be evaluated, and all applicants must meet the CSU general education requirements. Applicants who are completing their Associate Degree in Nursing are encouraged to apply. At the time of program start, accepted applicants must have completed an Associate Degree in Nursing and passed the National Licensing Exam (NCLEX).

Nursing offers a variety of opportunities for service to society, personal growth, and professional development. Nurses deliver health care to people in hospitals, extended care facilities, private homes, public health agencies, schools, and other community settings. National and international data reflect an ongoing shortage of nurses, particularly for nurses prepared at the baccalaureate level. Nursing graduates holding a baccalaureate degree are highly marketable. HSU graduates are prepared with leadership skills in nursing for a variety of professional roles in rural settings. As a new program, accreditation will be sought according to the initial accreditation process for the Commission on Collegiate Nursing Education (CCNE) and will coincide with graduation of the first cohort.

The program is designed for nurses who are working with a part-time cohort model option. The program has been developed in close cooperation with College of the Redwoods (CR).

HSU serves a remote rural region in Northern California; therefore, the hybrid program design has been developed to accommodate working nurses in remote areas with some online and in-person program components. The program actively recruits under-represented minority candidates to better represent the diversity of the population in California and the region.

The following HSU program learning outcomes were developed to align with the: American Association of Colleges of Nursing (AACN) essentials, Quality and Safety Education for Nurses (QSEN) competencies, Code of Ethics, and Caring Science theory.

Terminal Objectives

Cal Poly Humboldt: Bachelor of Science in Nursing (BSN) Program Learning Outcomes (PLOs)

- PLO 1: Graduates will identify ways to improve healthcare in the US and they will acquire leadership skills necessary to advocate for such improvements.
- PLO 2: Apply knowledge of social and cultural factors to the care of diverse populations
- PLO 3: Integrate patient care technologies as appropriate to address the diverse needs of a rural patient population.
- PLO 4: Graduates will develop a nursing philosophy that formulates how they will apply their personal strengths to the care of others while nurturing their own personal health and wellness.
- PLO 5: Graduates will analyze data and apply relevant research to identify evidence-based solutions in their area of specialization.

Students will meet the BSN program learning outcomes (PLOs) through the following student learning outcomes (SLOs):

- SLO 1: Students will create a paper/presentation that demonstrates an understanding of the strengths and weaknesses in the US healthcare system and applies quality improvement tools, caring science, and complexity theory to promote innovative solutions for an underserved population.
- SLO 2: Students will examine traditional nursing roles and scope of practice in the context of team-based care and discuss a redefined role for nurses to promote health education and prevention in non-traditional settings.
- SLO 3: Students will integrate the social determinants of health, advanced health assessment, and motivational interviewing to educate patients and apply shared decision-making to develop patient-centered plans of care.
- SLO 4: Students will analyze population health disparities and apply patient care modalities (such as telehealth, telephone triage) in a plan of care for rural populations as alternatives to direct patient care.
- SLO 5: Students will evaluate leadership theory and reflective practice to develop a professional vision and will explore and illustrate wellness and self-care techniques for self and others.
- SLO 6: Students will compare and contrast use of qualitative and quantitative research.

The Essentials of Baccalaureate Education for Professional Nursing Practice by the [AACN](#)

- Essential I: Liberal Education for Baccalaureate Generalist Nursing Practice
- Essential II: Basic Organizational and Systems Leadership for Quality Care and Patient Safety
- Essential III: Scholarship for Evidence Based Practice
- Essential IV: Information Management and Application of Patient Care Technology
- Essential V: Healthcare Policy, Finance, and Regulatory Environments
- Essential VI: Interprofessional Communication and Collaboration for Improving Patient Health Outcomes
- Essential VII: Clinical Prevention and Population Health
- Essential VIII: Professionalism and Professional Values
- Essential IX: Baccalaureate Generalist Nursing Practice

QSEN Competencies: The faculty value the goal of the Quality and Safety Education for Nurses (QSEN) project to prepare future nurses with the knowledge, skills, and attitudes (KSA's) necessary to continuously improve the quality and safety of the healthcare systems within which they work. The program has aligned the specific language of the QSEN Competencies with the program's terminal objectives to emphasize the relationship to the curriculum. The six critical [QSEN Competencies](#) are:

1. Patient Centered Care
2. Teamwork & Collaboration
3. Evidence-Based Practice (EBP)
4. Quality Improvement (QI)
5. Safety
6. Informatics

The Future of Nursing and Caring Science

New roles for nurses are emerging and nursing education is changing to meet the complex health care needs of our population. The program is grounded in the science of caring and mindfulness practice, and in partnership with local health care agencies.

The Nursing Program at Cal Poly Humboldt is guided and informed by the philosophies, theories, and practices of Caring Science as detailed in the work of Jean Watson and others. The program will integrate the 10 Caritas Processes ® throughout the program:

1. Sustaining humanistic -altruistic values by practice of loving-kindness, compassion, and equanimity with self/others.

2. Being authentically present, enabling faith/hope/belief system; honoring subjective inner, lifeworld of self/others.
3. Being sensitive to self and others by cultivating own spiritual practices; beyond ego-self to transpersonal presence.
4. Developing and sustaining loving, trusting-caring relationships.
5. Allowing for expression of positive and negative feelings - authentically listening to another person's story.
6. Creatively problem-solving - "solution-seeking" through caring process; full use of self and artistry of caring-healing practices via use of all ways of knowing/being/doing/becoming.
7. Engaging in transpersonal teaching and learning within the context of caring relationships; staying within other's frame of references-shift toward coaching models for expanded health/wellness.
8. Creating a healing environment at all levels; subtle environment for energetic authentic caring presence.
9. Reverently assisting with basic needs as sacred acts, touching mindbodyspirit of spirit of others; sustaining human dignity.
10. Opening to spiritual, mystery, unknowns-allowing for miracles.

Admission Requirements

Admission requirements include the following:

- Associate of Arts or Associate of Science Degree in Nursing (ADN)
- California Registered Nursing (RN) license without restrictions
- 2.75 or higher cumulative GPA in Nursing courses and from all transfer institutions.
- 8 Pre-Admission Courses
 1. A1: Written Communication
 2. A2: Oral Communication
 3. A3: Critical Thinking
 4. B1: Statistics
 5. B2: Anatomy
 6. B2: Physiology
 7. B3: Chemistry
 8. B3: Microbiology

The RN to BSN program requires students to transfer from community colleges with all lower division general education requirements fully met. Also, students must have an Associate Degree in Nursing with a Registered Nurse (RN) license. BSN applicants can transfer 54 units of general education and nursing prerequisites. Students can transfer 16 units from their ADN program, totaling up to 70 units. Seventeen units of credit from the applicant's NCLEX exam will be applied to the BSN program towards their BSN degree, and 33 units of upper division nursing courses, including Upper Division General

Education (UD-GE) courses in areas B, C, and D will be taken to meet the requirement of 120 units.

The combined upper division nursing courses meet the Area B criteria for UD-GE. Students are required to take 6 units of UDGE coursework in areas C and D. The University requires that students complete a Diversity and Common Ground (DCG) requirement. Undergraduates must complete at least two DCG courses; one of these courses must be designated domestic (focused within the boundaries of the United States) while the second course may either be domestic or international/transnational (non-domestic) in focus. Students may meet the DCG requirement with courses that simultaneously meet other degree requirements (general education, the major or minor, US institutions, or the elective component). The nursing program recommends that students select UD-GE area C and area D courses that also meet the DCG requirements.

The UD-GE and DCG requirements must be met in order to graduate from the program.

In order to graduate, students must [apply to graduate](#). It is recommended that students submit their graduation application in their junior year, after they have completed 60 units but before earning 90 units.

The curriculum was approved by HSU's Integrated Curriculum Committee (ICC) and Academic Senate in spring 2018. Meeting minutes reflect approval for the combined upper division nursing courses to meet the Area B criteria for UD-GE, requiring students to only take 6 units of UDGE coursework to graduate from the program.

Curriculum

The nursing curriculum leads to the Bachelor of Science degree with a major in Nursing (BSN). The program prepares nurses to address complex needs of rural communities and to serve in a variety of leadership roles. Post-licensure students will come to the program with unique needs and skill sets, some seeking experience beyond bedside care and some seeking career advancement. Adult Learning Theory, Online Learning, and Simulation and Caring Science related pedagogies will be utilized to leverage experiential learning and to enhance values-based care to accommodate work schedules and to enhance a relevant and meaningful educational experience for modern nurses.

The program will provide a seamless academic progression from an Associate's Degree to a Bachelor's of Science in Nursing (BSN) to accelerate academic and career advancement for nurses. Additionally, this program provides increased access and opportunity for more newly licensed RNs to obtain a BSN degree at the start of their career as they enter practice. A schedule for the program outlining the length of time for the typical student to complete the program is provided below. As outlined in the roadmap, students will go through the program taking all of the nursing courses together. The cohort model

provides peer support, which will contribute to student retention and graduation rates, and will help stabilize enrollment.

The following represents the part-time course schedule. Part-time students will complete the program in 21 months (across four semesters and one summer session). Summer session courses are upper division general education courses taught by University faculty across departments.

Recognizing the increasing cultural diversity of California's population, and the importance of understanding diverse cultural experiences, identities and how differential privilege and power are organized, the University requires that students complete a [Diversity and Common Ground \(DCG\) requirement](#) as part of the baccalaureate degree program, as mentioned above.

Courses

BSN Nursing Courses:

NRSG 348 [3] Development for Professional Practice
NRSG 350 [3] Pathophysiology for Nursing Practice
NRSG 372 [3] Health Assessment & Promotion Across the Lifespan
NRSG 390 [3] Nursing Informatics & Information Literacy & Competency
NRSG 460 [3] Nursing Leadership & Management Dynamics
NRSG 470 [3] Community/Public Health Nursing
NRSG 471 [3] Community/Public Health Nursing Lab
NRSG 490 [3] Introduction to Nursing Research
HED 451 [3] Nutrition for Chronic Disease

Part-Time Roadmap

Semester 1 (fall)		Semester 2 (spring)	
Course	Units	Course	Unit
NRSG 348: Development for Professional Practice	3	NRSG 372: Health Assessment and Promotion Across the Life Span	3
NRSG 390: Nursing Informatics and Information Literacy and Competency	3	NRSG 350: Pathophysiology for Nursing Practice	3
Total	6	Total	6

Summer Semester

Course	Units	Notes
Upper Division GE Area C	3	Diversity and Common Ground
Upper Division GE Area D	3	Diversity and Common Ground
Total	6	

Semester 4 (fall)		Semester 5 (spring)	
Course	Units	Course	Unit
NRSG 470: Community/Public Health Nursing	3	NRSG 460: Nursing Leadership and Management Dynamics <i>Notes: Capstone course</i>	3
NRSG 471: Community/Public Health Nursing Lab <i>Notes: Field-based class</i>	3	NRSG 490 Nursing Research	3
HED 451 Nutrition for Chronic Disease	3		
Total	9	Total	6

Total Units for BSN Program = 33 units

Nursing Standards and Professional Behavior Expectations

The American Nurses Association (ANA) has defined standards and codes by which all nurses are expected to practice. As a professional program, it is expected that Humboldt State nursing students will demonstrate behaviors that reflect the defined standards of nursing throughout their academic experience. [The ANA Scope and Standards of Nursing Practice](#) is a required book.

Humboldt State Nursing students will gain a deeper understanding of the nursing profession and the nurse's role within society. [The ANA Social Policy Statement](#) is a required book.

American Nurses Association (ANA) Code of Ethics for Nurses

The ANA Code of Ethics for Nurses as revised in 2015 follows. The professional issues in the first three statements are concerned with protection of clients' rights and safety; those in the next three pertain to qualifications for professional encounters with clients. The social issues of the last three statements of the code relates to the nurse's obligations to society and the profession. Students are expected at all times to act in accordance with the ANA Code of Ethics for Nurses. [The ANA Code of Ethics](#) is a required book.

Professional Nursing Practice

Professional Behavior and Safe Nursing Care Expectations

Throughout this program the student will be required to demonstrate professional behavior and safe nursing care. The student will in no instance demonstrate any unsafe or potentially unsafe behavior that could endanger not only the physical well-being, but also the emotional well-being of any client, family member, faculty, staff, or peer. Unsafe behavior includes, but is not limited to, being under the influence of drugs or alcohol, failing to use Standard Precautions at all times, failing to apply basic safety rules, (e.g., leaving side rails down on beds and cribs), failing to report an abnormal finding, and not submitting required clinical immunization, background check, and drug testing data in a timely manner.

Unsafe behavior is the failure to perform in the manner that any prudent student nurse, at the same level of preparation, would perform in a particular clinical situation. Individual course supplements may designate other specific behaviors considered unsafe in specific settings. Students are expected to be familiar with all information that is published in the course supplements, course syllabi, and student guidelines. Failure to read this material

cannot be cited as a reason for non-compliance with information that promotes safe and professional nursing practice.

Students who exhibit behavior and/or performance that is potentially or actually unsafe or unprofessional will be immediately removed from clinical and classroom settings.

Unsafe practice or unprofessional behavior can result in a failing grade for the course regardless of the course grade earned academically.

Students in the nursing program are expected to adhere to professional standards in their experiences and relationships with nursing faculty, agency staff, clients, and family members. The student will in no instance demonstrate any behavior deemed unprofessional or inappropriate by the nursing faculty or agency staff. Professional behavior includes, but is not limited to, following directions, adequate preparation for clinical, meeting deadlines for assignments, being dressed appropriately, meeting appointments, being on time, truthfulness in all statements or documentation, and adherence to academic integrity expectations.

The BSN is a degree that signifies readiness for beginning professional nursing practice. The faculty recognizes a responsibility to both the student and potential patients to produce graduates whose attitudes and behavior indicate suitability for carrying out their professional functions. If unprofessional behavior is exhibited, the Director of the Nursing Program, will determine if, and under what conditions the student can continue in the nursing program. If, in the best professional judgment of the Director, a student appears to be unsafe or potentially dangerous to patients and colleagues, or if a student fails to meet professional behavior expectations, the Program will refuse to allow the student in the practice setting, thus preventing him/her from completing the program.

National Student Nurses' Association, Inc. Code of Academic and Clinical Conduct

Students of nursing have a responsibility, both to themselves and to society, to learn the academic theory and clinical skills essential to provide nursing care. The clinical setting presents unique challenges and responsibilities, while caring for human beings in a variety of health care environments. The Code of Academic and Clinical Conduct is based on an understanding that our role as a nursing student is both an agreement and implied contract to uphold the trust with which society has placed in us. The statements of the Code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

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

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

Adopted by the NSNA Board of Directors in April 2020

Guidelines for Student Behavior

It is expected that nursing students conduct themselves in a mature, professional manner. Students are to be respectful of their peers and instructors. Orientation days are mandatory, and students are expected to arrive on time. Absences from orientation will only be approved with prior notification and for a serious and compelling reason (as

determined by the Faculty). Absences from a mandatory orientation may result in the student not being allowed to take the course. Leaving a class early or arriving late is disruptive and is not acceptable except under rare circumstances. Children and infants can be disruptive and, therefore, are not allowed in class or class-related activities without prior instructor approval.

Students at Cal Poly Humboldt assume the responsibility for conducting themselves in a manner compatible with the university's function as an educational institution and in a way which will not impair achievement of the university's educational mission.

Inappropriate conduct by students or applicants for admission is subject to discipline as provided in Title 5, California Code of Regulations, § 41301. Student behavior that is not consistent with the Student Conduct Code is addressed through an educational process that is designed to promote safety and good citizenship and, when necessary, impose appropriate consequences.

1. It is the instructor's prerogative to require students to leave the classroom for rude, disrespectful, and disruptive behavior. Disciplinary action may be taken.
2. Though we understand that unexpected issues can present themselves during a semester, students are expected to complete semester requirements as scheduled, unless there is a serious and compelling reason. All students will be required to sign an Absence or Missed Deadline Report form in order to take a test at a time other than when regularly scheduled, or to hand in a paper after an established deadline, or to complete any missed clinical time. Additional information may be requested at the discretion of the faculty member. Completed forms will be kept in student files in the Nursing Program office. Note that failure to comply with these requirements may result in a failing grade for the portion of the course missed, with no make-up permitted.
3. Students must comply with the Nursing Program's test policies.
4. At the instructor's discretion, participation and attendance may be a component of the grading process. This will be delineated in the course supplement.
5. It is not acceptable for students to go to hospitals or other health care agencies and make their own contacts; this is the responsibility of faculty, unless otherwise directed by the Nursing Program.

Consequences of Student Violations

1. Request by instructor to stop disruptive behavior.
2. Letter to student with copy to go in the student's permanent file in the Nursing Office.
3. Referral to Nursing Program Director for disciplinary action.
4. Referral to the Office of Student Rights and Responsibilities for disciplinary action. See campus policy at [Student Rights & Responsibilities](#) or [Academic Honesty Policy](#).

5. Dismissal from Nursing Program.

Patient Confidentiality

Patient names, initials, or pseudonyms should never be used in nursing care plans or case studies. Assignment sheets used in the clinical setting should be destroyed in such a way that patient data cannot be linked to name or room number. You may not photocopy any portion of a patient's medical record. You also cannot take any photos of patients or other objects in the clinical setting as patients could potentially be identified. No clinical or patient information should ever be shared on social networking sites.

Nursing Licensure (Information for New Graduates)

Proof of California licensure as an RN is required prior to the start of the program. If proof of RN status is not provided by the day of the Nursing Program orientation for the fall semester, the student will not be allowed to take classes. The student must apply for a Personal Educational Leave or be dropped from the program.

Public Health Nursing Certificate

Upon successful completion of all BSN degree requirements, graduates are eligible to apply for the State of California Public Health Nursing Certificate. Applications are available at the [California Board of Registered Nursing website](#). To receive your California Public Health Nursing Certificate, you must submit the application and copies of all official transcripts with your fee to the BRN.

To obtain your official Cal Poly Humboldt transcript, visit the [Registrar's Office website](#). PLEASE NOTE: The BRN's Request for Transcript/Public Health Nurse Certification form is processed separately. Complete and mail this form to the Nursing Program Office (Cal Poly Humboldt, Nursing Program, 1 Harpst St., Arcata, CA 95521) for completion and submission to the BRN, to be matched up with your application packet.

Clinical Requirements, Health Policies and Regulations

To enter into and complete the nursing program, students must be able to meet the emotional and physical requirements of the Nursing Program and the agencies in which students are placed for clinical experiences or fieldwork.

Emotional Requirements

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

Physical Requirements

In order to participate in Cal Poly Humboldt's Nursing Program, students may be required to travel to agencies and hospitals, and to homes with unpredictable environments. Students need to have the endurance to adapt to a physically and emotionally demanding program. The following physical requirements are necessary to participate in the clinical application courses in nursing:

1. **Strength:** Sufficient strength to lift, move and transfer most patients; to restrain and carry children; to move and carry equipment; and to perform CPR, which requires sufficient body weight and adequate lung expansion.
2. **Mobility:** Sufficient to bend, stoop, get down on the floor; combination of strength, dexterity, mobility, and coordination to assist patients; ability to move around rapidly.
3. **Fine Motor Movements:** Necessary to manipulate syringes and IVs; to assist patients with feeding and hygiene; to write in charts; to perform sterile procedures and other skilled procedures.
4. **Speech:** Ability to speak clearly in order to communicate with staff, physicians, and patients; need to be understood on the telephone.
5. **Vision:** Sufficient to make physical assessments of patients and equipment; to read.
6. **Hearing:** Sufficient to accurately hear on the telephone, to be able to hear through the stethoscope to discriminate sounds.
7. **Touch:** Ability to palpate both superficially and deeply and to discriminate tactile sensations.
8. **Health:** Nursing is considered to be a high-risk profession for exposure to Hepatitis B and other contagious diseases. Immunizations required by the Nursing Program reduce this risk for nursing students, but do not eliminate it entirely. Pregnant students need to be evaluated by their obstetrical health care provider to determine what if any immunizations are contraindicated during the pregnancy as well as any other limitations which should be put in place for the student to participate in the nursing program during the pregnancy. Students with impaired or deficient immune systems may be at risk for contracting serious diseases. Such students must have physician approval for participation in clinical courses and must discuss their situation with the clinical instructor.

Agency Contracts

Students achieve many of the course requirements through practical experience in many different health care agencies. Student access to facilities is regulated by contracts between the University and the agency, covering policies such as immunizations, worker's compensation insurance, malpractice, background checks, drug testing, and car insurance requirements. Students who do not meet an agency's requirements will be denied access to that facility. It should be noted that the student is not considered an employee of the agencies involved and has no claim for any employee benefits such as sick leave, vacation pay, social security, retirement benefits, worker's compensation, or unemployment benefits.

Students cannot make their own clinical agency arrangements as university and agency legal contracts are required.

Dress Code

In all clinical or community experiences, students must maintain professional expectations, including following the dress code. Students may or may not be required to wear a uniform depending on the agency. When a uniform is not required, appearance should be clean, neat, under-stated, and non-revealing clothing, including shoes, that reflects the high standards and professionalism of the Nursing Program. Clothing that is casual, provocative, revealing, or offensive is not acceptable; students will be sent home if in violation of the dress code. Students should be aware that additional dress restrictions/requirements and infection control policies might be required in specific departments, agencies, or hospitals. Students will wear HSU photo ID with name tag during clinical experiences.

Depending on your clinical placement a laboratory coat may be required. (Do not purchase unless your instructor tells you it is needed.) When a lab coat is worn, professional attire is always required. If required, the lab coat must be worn with your HSU photo ID with name tag.

Covid-19

All students are required to present evidence of vaccination for Covid 19 before they may participate in on campus activities (this is mandatory for the field placements in NRSG 471).

As circumstances continue to change, this is what you need to know as of August 2022. Please refer to <https://campusready.humboldt.edu/> for more information regarding the campus response to Covid.

Here's what you need to know:

- All faculty, staff, and students are required to be fully vaccinated, including a booster shot, or have an approved exemption.
- Free testing is available to all staff, faculty, and students.
- Free vaccines are available to all students.

Clinical Agency Requirements

The following requirements must be completed, and documentation submitted to Complio by the date indicated in your course information handout for the upcoming semester. This is typically three to four weeks prior to the beginning of the semester. Students not submitting these requirements before the published deadline may be disenrolled from their courses. Additionally, if students are not compliant by the deadline or fail to submit renewed documents, they are at risk of losing their clinical placement for the semester altogether. All clinical requirements must be current for the academic semester, through the last day of finals.

Health Insurance

The University does not provide health insurance coverage for students. The Student Health and Wellbeing Center provides limited treatment for illnesses or injuries while you are a registered student but no hospitalization, prescription medications, or special care. Some diseases or injuries you may be at risk for could require long-term hospitalization and care. Therefore, supplemental major medical insurance coverage is required for students. Humboldt State does not offer any form of insurance though you may find [resources for affordable coverage here](#). Note that hospitals and other clinical agencies used for practica typically do **not** provide free services to you for emergency treatment if you are injured in that agency. If such care is given, you will be billed by the hospital.

If you receive financial aid, you may include the added cost of the insurance on your financial aid request. The student is responsible to determine that health insurance coverage includes provisions for emergency room visits or other immediate care in the

event of a needle stick or other high-risk exposure in the clinical setting, as well as the costs of anti-HIV drugs if the physician determines they are warranted. For example, Kaiser coverage does not always extend to emergency room visits out of their area of service.

Since the Nursing Program's policy for blood borne pathogen exposures may involve an emergency room visit and may require an initial course of anti-HIV drugs, started within one-hour, complete insurance coverage is especially important. These costs could easily reach \$1,000 or more for the initial incident. If you have to start on anti-HIV drugs for a prolonged period, it would be quite expensive.

Please note that Student Health Services provided on campus are not available evenings and weekends, do not cover emergency room treatment, or the costs of anti-HIV therapy, so additional coverage is necessary. Please visit the [Health Insurance/Family PACT website](#) for low cost or potentially free insurance options.

Automobile Access and Insurance

Laboratory experiences are in various settings such as hospitals, health departments, and schools through- out Humboldt County and surrounding counties and require that students have access to a car. Some clinical facilities may be considerable distances from the Humboldt campus. Students cannot plan on always sharing rides with other students due to scheduling and the number of independent assignments requiring transportation. A current driver's license and automobile registration are mandatory. The car **MUST** be insured with an agency that is registered in the State of California. Currently, the minimum acceptable coverage in the state of California is for bodily injury of \$15,000/\$30,000 and for damage to the property of a third person of \$5,000. The public and mental health agencies require an Affidavit of Coverage in order for the student to be assigned for experience. Insurance verification is required in all semesters of the nursing program prior to enrolling in clinical courses.

Basic Life Support (BLS)

You must hold a current BLS card from either the American Heart Association (AHA) or American Red Cross (ARC). AHA certification is highly encouraged. ARC certification currently meets the requirement, but agencies have discussed switching to AHA certification only.

Immunizations

The Humboldt State Nursing Program requires all new students to have the following immunizations and tests (listed below) before entry into the program; they are to be kept current throughout the program.

Immunizations may be obtained at the Student Health and Wellbeing Center on campus, the Department of Humboldt County Health and Human Services (phone 707 268-2108), or by a healthcare provider of your choice. For more information on Resources for vaccinations and TB skin testing, visit [the Student Health and Wellbeing Services website](#).

Also note that it is assumed that all new students have previously received the usual childhood immunizations (which are required during public school attendance) for: diphtheria, tetanus, whooping cough, measles, mumps, rubella, varicella (chicken pox), and polio. If a student has not had these immunizations, or is unsure, it is highly recommended the student discuss their past immunization history with their personal healthcare provider and obtain the appropriate immunizations or have titers drawn to verify immunity.

Evidence of Coverage

When submitting your evidence of vaccination and other coverage, you will need to make sure the following are included:

- Provider name stamped/printed (OR) ADB or School-provided form
- Combination of individual's first/middle/last name (current or former)
- Immunization or compliance item name or equivalent
- Date of service/date on document
- Provider signature or stamp, if one of those fields is on the document

Vaccine/Test	Requirement
TB Risk Screening	<p>If a student has not had a TB skin test in the last year, they will need proof of 2 negative PPD skin tests (2-step). Tests can be 1-3 weeks apart. A negative Quantiferon Gold Test or a clear chest x-ray will be accepted.</p> <p>Each year, students need a TB renewal. A single PPD skin test meets the annual requirement as long as it is administered and read before 365 have lapsed from two-step PPD skin test.</p>

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Measles, Mumps, & Rubella (MMR)	Two doses with first dose on or after first birthday; or positive titer (laboratory evidence of immunity to the disease).
Hepatitis B	Full immunization against Hepatitis B consists of three timed doses of vaccine over a minimum 4 to 6 months period.
Varicella (Chicken Pox)	Two doses with first dose on or after first birthday; OR positive titer (laboratory evidence of immunity)
Tdap	One dose in the last 10 years (must be age 19 or older at time of last booster). Td vaccine is not acceptable.
Influenza	Must be current with the vaccine for the annual strain
Covid-19	Must provide evidence of vaccination for Covid-19

Other Items	Requirement
BLS	American Heart Association
Auto Insurance	*Proof of active coverage with your name on the documentation
Personal Health Insurance	*Proof of active coverage with your name on the documentation
Dependable Transportation	Proof does not need to be submitted, but you will be expected to attend all off site/clinical classes

*It is acceptable to be on your parent's or spouse's policy; however, you must be able to provide documentation showing you are on the policy.

Professional Liability Insurance Coverage

There is also the risk that you could be sued for malpractice as a result of your participation in nursing practice. In recognizing this possibility, professional liability

insurance is required prior to student placement. The minimal cost of \$20 for this insurance is added to the course fee for NRSG 471 and can be covered with financial aid.

Background Checks, Drug Testing, and Verification of Immunizations

To participate in clinical courses, all students in the program must have a background check through Complio. Students will also need a 10-panel drug screen completed through Accurate Drug Testing Services in Eureka (for Humboldt County residents). No other background clearances or drug tests you may have received can be used to meet this requirement. **By virtue of your enrollment in the HSU Nursing Program, you are authorizing the Program to release any and all information contained in your background check and drug screening to any clinical facility that may require that information to approve your participation in clinical courses there.**

The Complio account set-up also includes document storage. At the end of the order process, you will be prompted to upload specific documents required by the Program for immunization, medical, or certification records.

Any prior convictions (particularly those related to child abuse, sexual abuse, violent crimes, etc.) will likely result in students being barred from access to clinical settings which involve vulnerable populations. In addition, several of the clinical agencies (as part of our contracts) in which we place students, require us to report any misdemeanors, especially those that are less than three years old. It is possible that a clinical agency may refuse to allow a student to complete a clinical rotation in their agency as a result of an infraction. In such a case, the Nursing Program would do what it could to place this student with another agency to complete clinical requirements, but this alternate placement would be contingent upon the agency's review of those background check results and their willingness to take that student into their clinical agency.

Students with a flagged background check should begin communicating with the CA Board of Registered Nursing (BRN) while in the nursing program, about whether an infraction may jeopardize their ability to remain licensed within the state of California. The [CA BRN website](#) discusses this extensively. The website does suggest that any convictions and pleas of no contest for infractions, misdemeanors, and felonies must be reported to the Board, especially when alcohol or controlled substances are involved.

Failure to disclose all or part of these convictions may be grounds for disciplinary action by the BRN. There is also information on this website regarding the process a student would use to show satisfactory rehabilitation of legal infractions.

The background check, drug screen, and documentation must be completed prior to the start of your third semester (August 2023) when you will have your Community Health Field Placement Course.

If you have concerns about your background check, please see the Director of the Nursing Program.

The cost for these services is as follows:

Background Check, Drug Screen, and Immunization and insurance verifications approximately \$198.00*

*See Appendix B for complete instructions and costs.

Reporting an Illness or Accident

1. If unable to attend an on-campus orientation or clinical assignment, the student must notify the instructor. (Instructors should be notified ahead of time except in the most emergent situations). Exposure to any contagious disease must be reported immediately to the appropriate clinical instructor.
2. If physical illness and/or emotional problems are noted by the instructor to be interfering with a student's ability to function in either the classroom or clinical area, the student may be required to obtain a physical examination and/or psychological counseling, as appropriate, in order to continue in the course.
3. In case of illness, students are financially responsible for providing their own medical care.
4. If a student is involved in an accident occurring either on campus or during a clinical session, the student should report that accident to his/her instructor immediately, who will then immediately notify the Nursing Program. If the injuries are more substantial than can be treated by the Student Health and Wellbeing Center, the student should seek treatment in a hospital emergency department or emergency care center. Treatment costs are typically borne by the student. An accident form and work-related injury and illness incident report (OSHA 301 form) must be filled out by the instructor within 24 hours of the accident and submitted to the Director of the Nursing Program.
5. If you have any injury in the clinical setting, fill out an accident form with your clinical instructor. Include the same information you would include on an incident report. Students generally are held accountable for all costs incurred for needed medical treatment. Non-emergency accidents should be followed up at the Student Health and Wellbeing Center.
6. For needle sticks and/or potential infectious exposures, the Blood borne Pathogen Policy will be followed.

Potential Risks Involved with Nursing Practica, Related Policies, and Procedures

You have chosen a profession with many rewards, but one that is not without some risks. As you enter the nursing program you should be aware of these risks, and of ways in which you and the nursing faculty will work to minimize those risks. Please read carefully. Ask questions if you want more information.

- I. Exposure to **Communicable Diseases**. There are many. The most serious of these are HIV (Human Immunodeficiency Virus, which can lead to AIDS); Infectious Hepatitis (which can cause liver damage and may cause liver cancer); tuberculosis (which has some strains resistant to treatment).

Precautions:

- a. Standard precautions (formerly referred to as universal precautions) for handling body fluids and contaminated items.
 - b. Yearly PPD skin tests (or more frequent depending upon clinical placement) while you are in the program.
 - c. Immunizations are required prior to entering the program. It is your responsibility to follow through with the three-part Hepatitis B vaccine to ensure your protection. An antibody titer after you complete the series is recommended.
 - d. Isolation protocols for patients with highly communicable infections.
 - e. Methods for handling contaminated instruments, such as needles.
 - f. Be aware of open cuts and abrasions on your own body and protect them from exposure to patient body fluids.
 - g. Report any exposure (sticking yourself with a needle, splashing of body fluids, caring for patients who later are determined to have a contagious disease, etc.) to your clinical instructor immediately.
 - h. If you are particularly vulnerable to infection, i.e., have recently had radiation therapy or any type of immunosuppressive therapy or have any chronic condition that limits your immune response, you must make your clinical instructor aware of the problem. You will be asked to submit verification from your healthcare provider as to your ability to participate in the clinical courses.
- II. Musculoskeletal injuries due to moving/lifting patients. Back injuries are common problems for nurses.

Precautions:

- a. Use proper body mechanics and proper techniques when assisting patients. It is your responsibility to use these throughout the program. Use common sense and ask for help in assisting large patients.
- b. Report any injury, even if minor, to your instructor immediately.

III. Exposures to medications and chemical products. It is possible to react to drugs you work with if you have an allergy to them. For example, some drugs are toxic and require special handling; some general anesthesia gases may be linked with high rates of miscarriage; latex is a component in gloves that nurses use daily and is a common cause of allergic reactions.

Precautions:

- a. Discuss allergies with your clinical instructor to determine any necessary modifications needed when you work with these products.
- b. Look up all drugs you give or that are being given to your patients. If special handling is indicated, look up the agency protocol.
- c. Be aware of the ingredients of solutions you are using or administering to patients.

IV. Exposure to X-rays and other forms of radiation.

Precautions:

- a. Do not stay in your patients' rooms when X-rays are being done. If a patient needs to be attended during an X-ray, get proper shielding (unless you are pregnant, in which case, get someone else to attend the patient).
- b. If your patient has radioactive implants, look up the protocol and discuss with your instructor before you give any patient care.

V. Exposures for Pregnant Students. The Nursing Program and its faculty cannot eliminate all risk factors faced by pregnant students in the clinical setting and pregnant students are not covered by the University for any accidental exposures or health problems related to clinical experiences. Exposures to some infectious diseases may be of great consequence to the developing fetus. As a result, a primary health care provider's consent to fully participate in the clinical setting is required of all pregnant nursing students.

Pregnant students must seriously consider what, if any, increased risk there is to the pregnancy from exposure to contagious disease, environmental agents, radiation, chemotherapeutic drugs, and physical exertion in the clinical setting. The pregnant

student should discuss these issues with her prenatal healthcare provider in making her decision on whether to participate in clinical courses.

Pregnant students may choose to take a leave from the nursing program for medical reasons, or to postpone the clinical portion. Ability to return to clinical courses following a leave will be dependent on space availability. Pregnant students who continue in the program with healthcare provider's consent must be vigilant to avoid undue risks, such as exposure to X-rays, volatile gases such as anesthetics and cancer chemotherapy drugs. Be especially careful to abide by standard precautions (see clinical policies). Be certain to consult with your clinical instructor if you have any indication that a client has an infectious disease.

Precautions:

- a. Complete all required immunizations before entering the program. If you are pregnant on entering the program, consult with your healthcare provider before completing the immunizations.
- b. Inform your clinical instructor and the director of the program as early as you are aware of being pregnant.
- c. Check with your prenatal caregiver as soon as you learn you are pregnant, to discuss these risks. Your caregiver must verify that you are physically able to continue in the program while pregnant.
- d. Discuss any restrictions in your clinical activity with your instructor, such as no heavy lifting, no assignment to known cytomegalovirus (CMV) infected patients; not administering certain anti-cancer drugs, avoiding X-ray or radiation exposure, and not being present during administration of gas anesthesia.
- e. Let your instructor know of any complications you experience prenatally. Let your instructor and caregiver know immediately if you have any exposures.
- f. Travel to and from clinical settings. You may be traveling early or late hours, for distances requiring up to 90 minutes of driving each way.

Dealing with an unpredictable public. Clients who are ill may have unpredictable behavior. Likewise, distraught families may act unpredictably. Always be alert for and protect yourself against potentially violent situations. Precautions: Review agency policies regarding security so you know how to get help immediately.

Home visits. You may be in unfamiliar neighborhoods, visiting clients who may be from abusive families, violent backgrounds, etc.

Precautions:

- a. Never visit a patient in the home setting unless your instructor or agency preceptor has reviewed the need for the visit and the parameters of the visit.
- b. Follow protocol for home visits, including detailed safety guidelines in your syllabus.
- c. If you are unsure of your safety, arrange to meet the client at a neutral, public place.

Standard Precautions

In order to protect nursing students against a broad range of blood borne diseases that are transmitted by direct or indirect contact with infective blood or other body fluids, the Nursing Program has adopted a policy of standard body substance precautions. Infectious diseases requiring such precautions are those that result in the production of infective blood or body fluids and may include, but not limited to, Hepatitis B, Hepatitis C, Human Immunodeficiency virus (AIDS), Syphilis and other sexually transmitted infections, Malaria, Leptospirosis, Creutzfeld-Jakob diseases, and the arthropod-borne viral fevers such as dengue fever, yellow fever, and Colorado tick fever or others that produce infectious body fluids.

Body substances include blood and all body fluids. Standard refers to the blood and body fluids of all patients, not just known infected patients. Treating all patients' blood and body fluids as hazardous provides the best protection for student nurses without compromising patient care and confidentiality. This policy is consistent with the policies of the local hospitals in which students are assigned for clinical courses and the latest (2014) [Centers for Disease Control Recommendation to Health Care Workers on the Prevention of HIV Transmission in Health-Care Settings](#). Health care workers are defined by the CDC as persons, including students and trainees, whose activities involve contact with patients or with blood or other body fluids from patients in a health-care setting.

Standard precautions which are expected to be followed:

1. Standard precautions apply to blood and other body fluids containing visible blood. Blood is the single most important source of HIV, HBV, and other blood borne pathogens in the occupational setting.
2. All health care workers should routinely use appropriate barrier precautions to prevent skin and mucous membrane exposure when contact with blood or other body fluids of any client is anticipated. Gloves should be worn when touching blood and body fluids, mucous membranes, or non-intact skin of all clients, for handling items or surfaces soiled with blood or body fluids, and for performing venipuncture and other vascular access procedures. Masks and protective eyewear or face

shields should be worn during procedures that are likely to generate droplets of blood or other body fluids. Gowns or aprons should be worn during procedures that are likely to generate splashes of blood or other body fluids.

3. Standard precautions are intended to supplement rather than replace recommendations for routine infection control, such as hand washing and using gloves to prevent gross microbial contamination of hands.
4. Hands and other skin surfaces should be washed immediately and thoroughly if contaminated with blood or body fluids. Hands should be washed immediately after gloves are removed.
5. All healthcare workers should take precautions to prevent injuries caused by needles, scalpels, and other sharp instruments or devices during procedures, when cleaning used instruments during disposal of used needles, and when handling sharp instruments after procedures.
6. **DO NOT RECAP** used needles by hand; do not remove used needles from disposable syringes by hand; do not bend or break or otherwise manipulate used needles by hand. Place used disposable needles, syringes, scalpel blades, and other sharp items in puncture-resistant containers for disposal. Locate the puncture-resistant (Sharps containers) as close to the use area as is practical.
7. Use sterile gloves for procedures involving contact with normally sterile areas of the body. Use examination gloves for procedures involving contact with mucous membranes unless otherwise indicated and for other client care or diagnostic procedures that do not require the use of sterile gloves. Gloves should be changed after contact with each client. Do not wash or disinfect surgical or examination gloves for reuse. Use general purpose utility gloves (e.g., rubber household gloves) for housekeeping chores involving potential blood contact and for instrument cleaning and decontamination procedures.
8. Health care workers who have exudative lesions or weeping dermatitis should refrain from all client care and from handling client care equipment until the condition resolves.
9. Although saliva has not been strongly implicated in HIV transmission, to minimize the need for emergency mouth-to-mouth resuscitation, mouthpieces, resuscitation bags, and other ventilation devices should be available in areas where the need for emergency mouth-to-mouth resuscitation may be required.
10. Handle soiled linens as little as possible and minimize shaking or other agitation to diminish contamination of air and personnel. Wet linen soiled with bloody fluids must be placed in leak resistant bags in the room in which it was used.
11. Put all specimens of blood and body fluids in well-constructed containers with secure lids to avoid leakage during transport. Avoid contaminating outside of the container when collecting specimens.
12. Follow agency policies for the disposal of infectious waste, both when disposing of and when decontaminating materials. Excretions containing blood should be poured down drains that are connected to a sanitary sewer.

Students are responsible for learning and complying with the written policies of the hospital or agency to which they are assigned for clinical experience.

Blood Borne Pathogen Exposure Nursing Student Protocols

This document provides a guide to safeguarding your health following an exposure to blood-borne pathogens in the clinical setting. Keep this document handy when in community health placements. Keep information on your health insurance handy as well. All costs involved in your testing and treatment are your responsibility. Your name badge for clinical should have an abbreviated list of steps to take in a blood borne pathogen exposure.

In the event that you experience a needle stick, cut, mucous membrane exposure or non-intact skin exposure (i.e., chapped or abraded skin) to:

- blood,
 - fluids containing blood,
 - other potentially infectious fluids (semen, vaginal secretions, cerebrospinal, synovial, pleural, peritoneal, pericardial, and amniotic fluids) follow the procedures below:
1. Clean the area exposed immediately. For needle sticks or cuts, use soap and water to wash the area. For eye exposure, irrigate the area with clean water or saline. For splash exposures on nose, skin, or mouth, flush the area with water.
 2. Immediately report, within 10 minutes, this exposure to your preceptor or staff nurse, who should report to the nursing supervisor.
 3. With the assistance of your preceptor or staff nurse, determine the risk of transmission and the status of the source (patient). See the [Public Health Service Guidelines](#) to determine the exposure code and the HIV status code of the exposure source.

Consider:

- the type of exposure (intact skin, mucous membranes, percutaneous)
- the type of fluid involved
- depth of puncture
- volume of fluid
- duration of contact
- age of specimen

Assess the Source (patient):

- Assessment of any risk factors for blood borne pathogens (history of IV drug use, blood transfusion or organ transplants prior to 1992; chronic hemodialysis; high risk sexual behaviors; received clotting factors before 1987.

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- History of Hepatitis B, Hepatitis C or HIV?
- If known HIV positive, is there information on viral load or treatment history?
- Obtain HIV antibody, Hepatitis B surface antigen (HbsAG), Hepatitis B core and surface antibodies, and Hepatitis C antibody levels on the source patient if possible. If the patient is hospitalized, the patient's healthcare provider will be contacted, and the patient will be asked for informed consent to have blood work drawn. Some hospitals can obtain stat results from an HIV test in 20 minutes.
- If the patient is in a community setting, the patient's healthcare provider must be contacted for the lab work order, the patient must consent to the lab work and to the release of the results to your healthcare provider. Assistance may be needed to get the patient to the designated lab. The nursing instructor or preceptor may assist with this process. Cost of the lab work will usually not be covered by the patient's insurance coverage or by the agency where the injury occurred. The student will usually be responsible for the lab costs for the patient blood draw. (The student's health insurance is usually not willing to pay for lab work for the source patient, though this may be negotiable).
- In community settings that don't have access to the STAT HIV test, you may not know the patient's HIV status for several days. In this case, you may start the PEP regimen, and then discontinue it once you know the patient's HIV status is negative.

If the combination of the exposure code and the HIV status code for the patient indicate that post-exposure prophylaxis (PEP) is needed (i.e., treatment with anti-HIV drugs), treatment should be started within one hour of the exposure. If the exposure code and the HIV status code for the patient are low, treatment may not be indicated, but the decision should be made within one to two hours, in consultation with a physician.

1. Seek treatment within one hour. Time is of the essence.
 - Use hospital emergency rooms or prompt care centers that are close to you. Urgent care or prompt care type facilities may be able to get you in more quickly than a full-service ER. In Humboldt, Enloe Prompt Care on Cohasset or Bruce Road are recommended.
 - The Student Health and Wellbeing Center cannot do the initial lab screen and does not carry the PEP drugs.
 - You may also contact your own healthcare provider, but don't delay getting treatment if you can't see your own healthcare provider within one to two hours.
 - Treatment includes drawing baseline lab values for the student (HbsAG, Hep C antibody and HIV).
 - All costs of lab work and treatment are the responsibility of the student. The institution or the agency where the exposure occurred has no responsibility to provide any testing or treatment related to the exposure.
2. A hotline for health professionals is available to help guide you through the process: 1-888-448-4911. This is staffed Monday through Friday 6:00 am to 5:00 pm, and

Saturday and Sunday 8:00 am to 5:00 pm. Besides the initial lab work and decision about the need for PEP, the following is recommended:

3. Follow the guidance outlined in the [Cal Poly Humboldt Accidental Exposure Response Plan](#) and contact the HSU Biosafety Officer at 826-3302. See (Appendix A)

Tetanus - If your last tetanus booster was over ten years ago, get another.

Hepatitis B

- If your HbsAG results indicate you are a 'non-responder', you will need a Hep B vaccine booster. You may be recommended to repeat the entire Hep B series.
- If the source (patient) was Hep B positive or unknown, you will likely need Hep B Immune Globulin (HBIG) also.
- If you have not yet completed the Hep B vaccine series, tell your healthcare provider where you are in the series to decide when the next booster should be given.
- No routine follow-up after treatment for Hep. B is recommended because post exposure treatment is highly effective.
- Report symptoms of hepatitis (yellow eyes or skin, loss of appetite, nausea, vomiting, fever, stomach or joint pain, extreme tiredness).

Hepatitis C

- There is no vaccine against HCV, and no treatment after exposure that will prevent infection. Obtain baseline HCV testing and testing 4-6 months after exposure. Getting tested for hepatitis C is important, because treatments can cure most people with hepatitis C in 8 to 12 weeks. [Hepatitis C Information | Division of Viral Hepatitis](#)
- Be aware of signs and symptoms of hepatitis (see above) and report to your healthcare provider.

HIV

- After baseline testing, follow-up testing should be done at 6 weeks, 12 weeks, and 6 months. (Student Health and Wellbeing Center and Wellbeing can do the follow-up testing).
 - If you start PEP, you should be checked for drug toxicity (CBC, kidney, and liver function tests) before starting treatment and two weeks after starting treatment.
 - Report sudden or severe flu-like illness, especially if you have fever, rash, muscle aches, tiredness, malaise, or swollen glands.
 - Follow recommendations for preventing transmission of HIV (don't donate blood, organs, semen; avoid sexual intercourse or take precautions; avoid breastfeeding).
4. Complete [the accident form](#) and return to the Nursing Program. This must be completed and received by the Program no more than 24 hours after the injury.
 5. Other information is available at: [CDC - Hepatitis, National Prevention Information Network](#), [National Institute for Occupational Safety & Health](#), and [CDC - HIV/AIDS](#).

The Counseling and Psychological Services (CAPS) program is located in the Student Health and Wellbeing Center at 707.826.3236 or hsucaps@humboldt.edu. Hours are M-F, 8 a.m.-5 p.m.

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University and Program Policies and Procedures

Access to Course Materials

Once students are enrolled in the nursing program, they will receive an acceptance letter from the Enrollment Management Department which will include login and password instructions to sign-in to Canvas. They will be directed to complete an online orientation which is required to register for classes. The orientation provides students with an overview to help them navigate the Canvas platform. The Canvas Support team has a webpage with additional resources, such as a Learning 101 course to assist students with the Canvas experience. See <https://at.humboldt.edu/content/canvas-help>.

Nursing program faculty will provide, either in-person or online (as is relevant to the course) introduction/ orientation to the course, review of syllabus and course expectations, as well as contact information and office hours to consult with their advisor/professor.

Course materials/textbooks will be available at the Campus bookstore and online via Canvas.

Adding Courses

Please enroll in nursing courses before the start of the semester. Courses cannot be added after the second week of classes. Approval of petitions to add courses after the second week of classes will only be considered if verification that the course is necessary for the student to graduate at the end of the current semester is provided. For more information, visit [the Registrar's website](#).

Advising

Nursing transfer students will be assigned to an academic advisor from Academic and Career Advising Center (ACAC) at enrollment for their first semester of the Nursing program. Nursing students will be assigned to and receive advising from faculty advisors every semester thereafter.

Attendance

Due to the program's rigorous schedule and curriculum, students will be urged not to miss course sessions and will be required to submit all coursework on time. Special arrangements for make-up assignments will be left to the discretion of the instructor. [HSU Attendance and Disruptive Behavior Policy](#) states that students are expected to attend and participate in all classes in which they have enrolled. Any student who has neglected the work of the course or is disruptive may be excluded from a course. Each instructor in the Nursing program will establish regulations regarding attendance and missed assignment requirements. Those expectations will be outlined in the syllabus. Furthermore, instructors will outline their contact information, availability, office hours, and make up policy in the syllabus.

Course Repeat Policies

Due to the rigorous standards of the nursing profession, the Humboldt State nursing program's course repeat policy differs from the Cal Poly Humboldt course repeat policy. Students who do not pass a nursing course can file a petition to repeat the course. The course repeat petition can be found in the NRSNG Student Center in Canvas. Students must file the course repeat petition within 48 hours of the course failure. Students will submit the petition to the Nursing Program Director.

Drop/Withdrawal

During the first two weeks of instruction, you may drop a class from your schedule via the

Student Center. If dropping a course changes your unit load to a lower fee category, see [Financial Aid Freeze Date](#) or [Student Financial Services](#) for information. **Courses cannot be dropped after the second week of classes.** See [Withdrawal](#).

Avoid a WU or F. Remember to drop courses you don't want to take. Not all instructors will drop you on the basis of non-attendance. You are responsible for ensuring the courses on your schedule are correct. A course not properly dropped receives a "WU" (withdrawal unauthorized), which counts as an "F" for GPA purposes.

Cal Poly Humboldt expects attendance at every class meeting. If you are absent from a class or lab session within the first week of instruction, you may be dropped for non-attendance by the instructor no later than the end of the second week of instruction.

To re-enroll in a course from which you have been dropped, contact the instructor for approval (permission number) and re-enroll in the course prior to the semester add/drop deadline.

Fees and Financial Aid

[Fees & Financial Aid](#) from the HSU Catalog

Grading

Students enrolled in the program will receive a letter grade. A student must earn a grade of 73% or better in each course (letter grade C) in the RN-BSN program. Students who do not meet the 73% requirement (letter grades C-, D+, D, D-, or F) will not receive credit for the course; students will need to repeat the course.

Incomplete Grades

Incomplete indicates a portion of required coursework has not been completed and evaluated in the prescribed time period due to unforeseen, but fully justified reasons, and that there is still a possibility of earning credit. The faculty and the student have made arrangements for completion of the work. Students who have not made arrangements to complete the work will be given the grade they earned without the work, or a WU (if they also stopped attending). An electronic Incomplete Contract or Authorized Incomplete form must be completed for each student to submit the "I" grade on the Grade Roster.

Note: The grade of Incomplete will be administratively changed to an F (NC for Credit/No Credit grade mode), or specified grade, one calendar year from the end of the term that the "I" was assigned, if an "Official Change of Grade" form or extension has not been filed with the Office of the Registrar.

Leave of Absence (LOA) and Change in Progression Requests

Students must submit a formal petition to request a change in their progression during the nursing program. Reasons for a change in progression include: (a) a known or anticipated course failure, (b) a leave of absence (full or partial/split semester), or (c) any other condition that has the potential to alter the student's course of study through the prescribed curricular pattern. If, after reading the instructions and consulting the student handbook, you still have questions regarding this process, please consult with the Nursing Director. The Nursing Director contact information may be found on the HSU Nursing Program website.

Step 1: Obtain form from the Nursing Director or Nursing Faculty Advisor.

Step 2: Complete the Change in Progression Petition form. Please be concise and thorough in your statements. Provide all the necessary details to help the committee make an informed decision regarding your request. Page limit applies.

Step 3: Notify your Nursing Faculty Advisor that you are submitting a petition and the type of petition. If petitioning to repeat a course, notify the Faculty of Record for the course and field-placement faculty, if applicable, that you are submitting a petition.

Step 4: Submit the completed petition to the Nursing Director via email.

Step 5: a) If you are submitting this paperwork due to personal/extreme circumstances, please fill out and submit the form after meeting with the Nursing Director or Nursing Faculty Advisor.

b) If you are submitting this paperwork due to jeopardy of not passing a course or not passing a course, please note that all paperwork must be submitted within one week of course failure notification or, within 24 hours if failure occurs during finals week. Failure to meet this timeline will result in the review of your petition being delayed until the beginning of the following semester. If you are in jeopardy of failing a course at the final exam, it is recommended that you complete and submit a petition prior to the final so that you do not miss the submission deadline.

Step 6: The Nursing Program Committee reviews petitions and makes petition decisions. The petitions will be reviewed at the next upcoming Nursing Program Committee meeting. Members of the Nursing Program Committee will review petitions and vote to accept or reject the petitions. You will be

notified of the decision from the Nursing Program Committee via email to the address supplied on the petition.

Step 7: If the petition is approved, you must meet with your Nursing Faculty Advisor the first week of your returning semester.

Step 8: The above instructions apply to the procedures within the Nursing Program and the nursing courses. If you plan to withdraw or take a leave of absence from HSU, you will also need to follow the HSU policy and procedures if you are going to [withdraw or take a leave of absence](#) from the university.

In addition to the above, students will also need to contact the Registrar's Office for an authorized leave. See the [University's Educational Leave of Absence Policy](#).

Repeating Courses - University Policy

Repeating Courses with Grade Forgiveness

You may repeat courses only if you earned a grade lower than a C. **Please note the nursing program requires a passing grade (73% or better) and students will need to petition to repeat the nursing courses.**

You may repeat up to 16 units with grade forgiveness (the new grade replaces the former grade in the calculation of GPA).

You may repeat an individual course no more than two times. Each of these attempts counts toward the 16-unit maximum for repeats.

Grade forgiveness will not be allowed for a course for which the original grade was the result of a finding of academic dishonesty.

If you are interested in repeating a course with grade forgiveness, submit a petition of the student to the Office of the Registrar, SBS 133, if special circumstances are involved.

Course Repeats with Grades Averaged

You may repeat an additional 12 units of coursework with grade averaging (both the original and new grade are included in the calculation of GPA) for a maximum total of 28 units of course work. This limit applies only to units completed at Cal Poly Humboldt.

Exceptions: Courses set up by the department to be repeatable for which the automatic repeat process does not take place. For instance, ESM 111 is set up by the department to be repeatable 4 times. This means that a maximum of 5 attempts of this course will count toward the student's grade point average.

If you are interested in repeating a course with grades averaged, submit a petition of the student to the Office of the Registrar, SBS 133, if special circumstances are involved. Repeating a Humboldt State course that was previously taken at another college may require permission from the university department offering an equivalent course (if the equivalency has not been established by an articulation agreement). Additionally, the department chair must sign a Student Petition, if applicable, which is available from the Office of the Registrar. In order to override the Humboldt State automatic repeat policy, the student needs approval of the department chair on a Student Petition.

The grades of I, NC, RP, RD, and W are not considered as attempts for grade point average computation. Contact the Office of the Registrar, SBS 133, regarding courses taken prior to fall semester 1996. Please note: Some universities calculate all attempts of every course and ignore the undergraduate grade point average provided by Humboldt State for post-baccalaureate programs (e.g., graduate level programs, law school, and medical schools).

Students who are pursuing a second bachelor's degree or who are unclassified post-baccalaureate students are eligible to use the undergraduate repeat policy. Students should submit a petition to the Office of the Registrar, SBS 133.

Scholarships

There are scholarships available to HSU nursing students. Please see the [Financial Aid Website](#) for more information.

Student Dispute Policy

A dispute entails an informal process where a student may wish to challenge a decision or action by a member of the faculty, staff, or administration. In most cases, these disputes are handled informally through normal academic or administrative channels (outlined below). When informal resolution is not possible, students can utilize the Student Grievance Procedure.

A grievance is a formal complaint by a student arising out of an alleged action of the faculty, administrative units, or staff of HSU. This policy establishes the guidelines and standards for student grievances NOT involving discrimination or unprofessional conduct or Financial Aid eligibility.

[The Student Grievance Procedure](#) applies to such matters (not an exhaustive list) as appeal of a grade; appeal of an advising decision; appeal of a decision by an administrator or faculty advisor regarding permitting individual or group activities; complaint of unfair application of standards applied to work required for award of a degree.

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The Nursing program follows the procedures for a formal complaint as outlined under the University's grievance policy. No person shall be penalized for submitting or proceeding with a grievance. No restraining, coercive, discriminatory, or retaliatory action shall be taken against a person because of initiating or participating in a grievance.

Nursing Program Student Dispute Procedure:

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

1. If you are comfortable doing so, please discuss your concern with the course instructor, preferably in a respectful email which outlines the issue and with a meeting with the faculty.
2. If you feel more comfortable, you can request the presence of the Nursing Program Director or the School of Applied Health Department Chair in any meeting.
3. If the issues are unresolved or you do not feel comfortable approaching the faculty directly, email the Nursing Program Director to discuss your grievance.
4. If issues remain unresolved after speaking with the faculty and the Nursing Program Director OR you are not comfortable speaking with the faculty and Nursing Program Director directly, email the School of Applied Health Department Chair to discuss your dispute.
5. If a resolution is not received at this point, you can discuss your concern with the CPS Dean via an email, which outlines the issue and the steps taken. Students may request an appointment with the Dean.
6. Other campus resources for grievance procedures are described in the HSU Student Grievance Policy.

Student Grade Appeal

The course grade assigned by the instructor of record is considered final. If a student believes that the final grade issued is based on instructor or clerical error, prejudice, capriciousness, arbitrariness or is not in alignment with established grading criteria in the course syllabus, the student may file an appeal and offer evidence to support the claim via the HSU Student Grievance Policy.

Student Rights and Responsibilities

[Student Rights, Responsibilities, and Conduct from HSU Catalog](#)

University Resources

Career Services

Career advisors in the Academic and Career Advising Center (ACAC) help students identify their strengths, interests and abilities and based on those, find careers and majors that are well suited to them. They also offer individual and group sessions for students on various career-oriented topics including acquiring jobs and internships, writing resumes and cover letters, interviewing tips, career guidance, and applying to graduate school.

ACAC also provides assistance to students searching for part-time, summer, temporary, work-study, or full-time work. Jobs are posted on HSU Handshake at humboldt.edu/acac, the Center's online job board. All students are encouraged to gain experience in their desired career fields while at Humboldt State.

Employers and representatives from business, industry, government, non-profit organizations, education, and health related fields, visit campus to interview candidates as well as attend the Annual Part-Time Job Fair, Graduate & Professional School Fair, Educator Fair, and the Career and Volunteer Expo. ACAC houses a resource library and computer lab where students can research career options, graduate/professional schools, internships, and major and class information. In addition, a Career Clothing Closet has donated professional attire available to students at no cost.

Free tutoring is available to students through the Learning Center, located on the first floor of the library. Services can be found through the following link:

<https://learning.humboldt.edu/>

Financial Aid Advising

When students have questions and need information about financial aid, Intake Advisors are available during regular work hours for walk-in appointments at the HSU Financial Aid office. Intake Advisors can also be reached by phone during regular work hours, and students may also email Financial Aid. The answers to most general questions about assistance programs, application procedures, and Financial Aid services are available on the Financial Aid website. Students may access their personal Financial Aid award information online at their personal online Student Center.

Information Technology

HSU has a fully staffed Information Technology Services department. They provide the following services: Troubleshooting – finding the cause of a problem, and providing a workaround or solutions that allow you to get back to work; Hardware Support – diagnosing hardware problems, providing loaner mice and keyboards, and upgrading memory; Application Support – diagnosing software problems, patching and updating, and assisting with using applications; Telecommunication and Network Support – diagnosing network and phone problems, assisting with network reconfigurations, assisting with remote access, and providing training on phone programming.

A Technology Help Desk is available for walk-in, call-in ((707) 826-4357), email (help@humboldt.edu), and web support (<https://its.humboldt.edu/help/top-help-desk-issues>) Monday - Friday 8am – 4:30pm. Wireless network access is available in most locations on campus.

Learning Center & Writing Studio

Students have access to the Writing Studio, which provides free writing support to HSU students. The Writing Studio consultants can help students with coursework, but they also help with resumes, cover letters, and personal statements for applications (i.e., scholarships or graduate school). For more information, visit <https://learning.humboldt.edu/writing-studio>

Library and Information Resources

All students in the Cal Poly Humboldt campus community have access to the services provided by the Cal Poly Humboldt Library. Access to electronic information and resources are available 24 hours a day.

Over the last several years, the Cal Poly Humboldt Library has transformed into a dynamic and exciting hub for research, learning, and collaboration with 3,500 - 5,000 visits each day. The staff, librarians, and student employees continuously analyze the Library's use to shape and create new learning spaces. Over 100 whiteboards in the Library provide multiple flexible study spaces. Collaboration research stations offer large display screens allowing groups to connect, create collectively, and practice presentations.

The Library invites student engagement through open classrooms, the Digital Media Lab, collaboration stations located throughout the Library, and the many events hosted by the Library such as L4Humboldt and SkillShops. Innovative student wellness services, such as the Brain Booth, are available for students to de-stress and contemplate using Portable Biofeedback units, Sound & Light Therapy units, and Virtual Reality Goggles. The Library makes a concerted effort to offer students access to digital equipment they might not

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otherwise be able to afford. These include Chromebooks and PC laptop computers, as well as digital media equipment including: DSLR cameras, video cameras, microphones, digital recorders, 360-degree cameras, and virtual reality equipment.

The search platform available to Cal Poly Humboldt students and faculty is called OneSearch. OneSearch is a centralized search tool that allows users to search many of the Library databases, as well as the Library catalogs from all 23 California State University (CSU) schools. Through resource sharing within the CSU system, Cal Poly Humboldt students have easy access to over 11 million books. Of this impressive collection of books, over 19,000 relate to the subject of nursing. Cal Poly Humboldt Library currently holds over 2,500 physical and electronic books in its collection with the subject of nursing.

The primary indexing, abstracting, and full-text database for nursing subscribed to by Cal Poly Humboldt is CINAHL Plus with Full-Text. Through this database, Cal Poly Humboldt students have access to over 750 full-text journals in nursing and the allied health literature, as well as an index of nearly 5,500 journals. Additionally, Cal Poly Humboldt students have access to nursing journal titles through ScienceDirect, PubMed, and BIOSIS Previews. When Cal Poly Humboldt students come across a book or article not owned by Cal Poly Humboldt, they can utilize the Library's robust and efficient InterLibrary Loan system (ILL), ILLiad, to gain access.

Cal Poly Humboldt Library has outstanding personnel, including two academic professionals, 13 librarians, 10 paraprofessional staff, and 30 student assistants. All librarians at Cal Poly Humboldt are faculty, and most are tenure-track. The Library is open and staffed while the University is in session Monday through Thursday 7:30am to 11pm, Friday 7:30am to 8pm, Saturday 11am to 7pm, and Sunday 11am to 11pm. The library is open later during finals weeks, and hours are reduced during holidays and when the University is not in session. Digital access to materials is available 24/7. Research help is also available through an online chat platform called LibAnswers. Reference Librarians are available for walk up service five days a week at the library. If students cannot drop by in person, help is available through calling the Research Help Desk at 826-3418. Librarians are available by appointment for individual consultation on information research needs. They can be contacted by telephone or email.

Cal Poly Humboldt Library maintains a Research Help Desk (RHD) that is available for drop-ins 28 hours per week. The RHD is located in the lobby of the library and is staffed by librarians. Cal Poly Humboldt Librarians also maintain LibGuides, conduct outreach to campus centers, and offer instruction throughout the academic year. Cal Poly Humboldt Librarians coordinate and lead co-curricular and extracurricular student success programs called SkillShops. Visit the [Cal Poly Humboldt Library website](#) for more information.

Online HSU Catalog

The [catalog](#) is your source for official information on academic programs, policies, degree requirements, procedures, and course offerings.

University Forms

[Registrar Electronic Forms](#)

[Registrar All Other Forms](#)

APPENDIX A-ACCIDENTAL EXPOSURE RESPONSE PLAN

All exposures to blood/body fluids should be assessed on a case-by-case basis. Outside of the healthcare setting, the level of risk by accidental exposure to blood for contracting HIV, HBV or HCV is significantly less. Post exposure prophylaxis will usually only be considered in the event of a skin puncture or other high-risk exposure, such as to the mucous membranes or non-intact skin, and where potential for infection outweighs the risks inherent to the treatment. If a puncture should occur, let the wound bleed for a moment, then cleanse thoroughly with water or saline solution, disinfect with soap and then 70% alcohol solution. Call UPD at 826-5555 or go directly to an Emergency Room, such as Mad River Hospital. Follow-up notification must be made to the Biosafety Officer at 826-3302 and a sharps injury log will need to be filled out.

If the source of blood is known, he/she should be asked for permission to sample for HCV and HIV. If the subject refuses, then it will be assumed he/she is a carrier. If post exposure prophylaxis is indicated, it should begin as soon as possible, preferably within two hours of exposure. Delays in presenting to an emergency department should be avoided.

In the event of direct skin contact with blood, but where no puncture has occurred, the condition of the skin and location of the exposure will determine the response measures. Mucous membranes exposed to blood pose a greater risk of pass through of infectious agents, as does non-intact skin i.e., skin with a wound <3 days old or conditions such as dermatitis, abrasions, scratches etc... If this should occur, rinse immediately and thoroughly with water or a saline solution (not alcohol) and immediately go to the Student Health Center for assessment and notify the Biosafety Officer.

For other intact skin exposures, such as hands or forearms, the same should occur: Quickly wash the area with soap and water. Re-assess the integrity of the skin and if still intact, disinfect with alcohol as a secondary precaution. Even in the event of intact skin exposure, notify the biosafety officer at 826-3302 for confirmation of no further action required. Each time, there is an exposure the source of the blood should be questioned for any known infections. It will be up to the discretion of the biosafety officer and the exposed individual to assess the risk and outline appropriate countermeasures for all non-percutaneous exposures.

Phone Numbers:

EH&S 826-3302

Student Health 826-3146

UPD 826-5555 or 911

Mad River Community Hospital 822-3621

APPENDIX B-SUPPLEMENTAL COSTS AND PROCEDURES

Background Check	\$92.00*
Drug Screen	\$71.00
Immunization Verification	\$35.00
Automobile Insurance	\$ varies by policy
Health Insurance	\$ varies by policy

* Total cost may vary due to required background inquiries

Students will need to have a complete background check and provide documentary evidence of their immunizations and insurance (auto and health) coverage. To begin this process and provide the required documents, students will need to go to nursing.humboldt.edu/Complio and complete the form as instructed on the page. Both the drug screen and the background/document checks must be completed prior to the start of your 3rd semester (August 2022) when you will have your Community Health Field Placement course.

For the drug screening, we have partnered with Complio and American Database to provide testing services through Accurate Drug Testing Services in Eureka. The cost for this test when paid through Complio is \$71 for Humboldt County residents. The results of the test will be sent directly to the Complio.

Background Check and Drug

This policy applies to all students enrolled in Cal Poly Humboldt's RN-BSN program and addresses required background checks and drug testing for students. The goal of these screening requirements is to assure compliance with clinical contracts and to promote safety of clients served in clinical agencies.

Policy

Students must agree to submit and satisfactorily complete a background check and urine drug screening as a condition for admission. RN to BSN students will complete this process prior to the start of your 3rd semester (August 2022) when you will have your Community Health Field Placement course. Admission may be rescinded based on these results. Additionally, students who are enrolled in the RN-BSN program may be required to complete additional background checks and drug screenings during the course of their study (this may be required by their community health agency. Students who refuse to submit to the background check and drug screening will be dismissed from the program.)

Rationale

Background Check and Drug Screening Reports

- A. Cal Poly Humboldt's RN-BSN Program has designated American Database and Accurate Drug Testing Services as the approved companies to conduct the background checks and drug screening. Students and applicants are required to self-disclose any criminal conviction or any potentially positive drug screening information when they apply to the program, or when subsequent drug screening may be required. The designated company will issue reports directly to the nursing program. Results from a company other than the designated company will not be accepted. Students and applicants will contact the designated company and arrange for the background check and drug screening, complying with the requirements for obtaining the checks and drug screening, and reporting of the results. This will include authorization for obtaining the background check and drug screening and release of information to the nursing program.
- B. Students and applicants are responsible for payment of any fees charged by the designated company.
- C. Both the drug screen and the background/document checks must be completed prior to the start of your 3rd semester (August 2022) when you will have your Community Health Field Placement course.
- D. When reviewing results, the Program Director may consider the nature and circumstances of criminal convictions, or positive drug screen. *Criminal convictions* (such as the time frame, severity and circumstances surrounding the conviction) will be examined in terms of the student's ability to meet the requirements of the program. In reviewing background checks and drug screening, the Director may seek advice from University Counsel, University Police, or other appropriate advisors. Evaluation of a *positive drug screen* will consider disclosure of medications used and the student's ability to safely meet the requirements of the program and our community health agencies.
- E. Results of the background check and drug screens will be made available to the student, the RN-BSN program and any community health facility that requires this information before a student may begin a community health field placement. Should a clinical agency refuse to place a student based on the outcome of either the background check or drug screen, the nursing program is not required to arrange alternate clinical placements but will attempt to make such placements, if possible, on a case-by-case basis. If alternate placement is not possible, the student cannot continue in the nursing program. All background checks and drug screenings are considered confidential and are placed in a student's file.

Please refer to the [Student Rights and Responsibilities](#), “Substance Abuse Policy and Sanctions” on page 314 for more details.

Student Rights

Students and applicants have the right to review the information reported by the designated company for accuracy and completeness and to request that the designated company verify that the information provided is correct. If any applicant or student believes the information is inaccurate, he/she has the right to appeal the decision and request a review with the nursing program. It is the student or applicant’s burden to produce substantial evidence to prove the reports are incorrect.

Review Standards

In reviewing the background checks and drug screening results, the Director will consider the following factors in making his/her determination of the student’s ability to enter or progress in the program: the nature and seriousness of the offense or event and the relevant circumstances surrounding the offense or event. This determination will prioritize the safety interests of the patient and the clinical agencies where students are placed.

Other Provisions

A background check and drug screening will be honored for the duration of the enrollment if: the student is continuously enrolled unless required more frequently by a clinical agency in which the student is placed; or there is suspicion that the student has violated the student guidelines related to drug and/or alcohol use/dependency or is convicted of one of the crimes listed above during his/her time in the program. A student who has a break in enrollment is required to complete a new background check and drug screening prior to his/her return to the clinical setting.

Falsification of information on background checks and drug screening, including omission of relevant information, may result in denial of admission or dismissal from the nursing program.

APPENDIX C-CHANGE IN PROGRESSION

Directions: Fill out the upper portion of the form accurately then complete the student statements with as much detail as possible. One (1) additional page may be used if need to provide full details. Once completed, submit to the Nursing Director via email.

STUDENT INFORMATION	
Name: _____	Date: _____
(last) (first)	Current Semester: 1 2 3 4 RN-BSN
Phone: _____	Faculty Advisor Notified: Yes or No
Email Address (where petition outcome will be sent): _____	
Field-Placement Faculty/Faculty of Record for Course Notified: Yes or No	
Reason for Submitting Petition:	
If applicable, # of clinical hours completed pertinent to the reason for the petition: _____	
STUDENT STATEMENTS	
1. What reasons can you give for submitting this petition? _____	
2. If the petition is related to a course/clinical failure, please identify issues that contributed to this outcome.	

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3. What are your plans to be successful in the program should your petition be accepted?

4. If the petition is approved, when would you anticipate returning to the program? Please keep in mind the course schedule as most classes are only offered in the fall or spring semesters.

Student Signature: _____
Revised Fall 2021

APPENDIX D-PHN APPLICATION INSTRUCTIONS FOR NURSING ALUMNI

[Section 2818 \(c\) of the Business and Professions Code of California](#) stipulates that in order for a person to use and act as a public health nurse (PHN) that person must have a valid California public health nurse certificate, which is issued by the [California Board of Registered Nursing](#).

The PHN certification is issued by the Board of Registered Nursing (BRN) after a student completes the necessary curriculum/degree requirements and files a PHN application to the BRN. Please note that the licensing, credentialing, and certification requirements are set by the BRN and the BRN requirements can change. The BRN is not affiliated with the California State University system.

Important: You can only apply for the PHN **after** your BSN degree is posted by Cal Poly Humboldt. After grades are official, usually one week after graduation, it takes an additional 6 to 8 weeks for the official degrees to be posted. Once a degree has posted, it will immediately appear on both official and unofficial transcripts. Visit the [Cal Poly Humboldt Registrar's office website](#) to learn how to view your unofficial transcript to check if your BSN degree has been posted.

Instructions for Online PHN Application

1. You will apply for your PHN certificate on the [Board of Registered Nursing \(BRN\) website](#).
 - a. After opening the BRN website, click on **Online Services** and click on **Apply Online**.
 - b. You will then be on the BRN BREEZE website, where you will need to sign in if you already have a BREEZE account or you will need to register for a new account.
 - c. After you log-in, you will need to select a new application. To do so, from the application drop-down menu, choose **Board of Registered Nursing - BRN** and on the next drop-down menu, select **PHN Initial Application**.

2. Fill out the PHN Initial Application.
 - a. Under Education History, add Humboldt State University, the school address: 1 Harpst Street, Arcata, CA 95521. You will also need your RN license number, original issue date, expiration date, and license status. You can look up your information on the [CA BRN website](#).
 - b. Under Child Abuse Course, enter Humboldt State University for the BSN university. The course name and number is: Community/Public Health NRS 470. Enter the start and end date for the fall semester of NRS 470. For the hours, enter 7.
 - c. Under File Attachments, we recommend that you upload your mandated reported certificates from NRS 470. Download each certificate and upload each attachment (select "Add" after uploading document, you will need to select "Add" for each attachment). If you did not save your certificates, you can log in to the [Mandated Reporter Training](#) to retrieve the PDFs.

3. After you submit your PHN application, you need to request Official Transcripts from Cal Poly Humboldt.
 - a. To order official transcripts, go to the [Cal Poly Humboldt Registrar's Office website](#).
 - i. Click **Order Transcripts** and click **Order PDF Transcripts**.
 - ii. Enter your student information. You will need your student ID, years of attendance, and date of birth. Enter your name(s), current address, email address, and phone number.
 - iii. Select the order options. Be sure to select "after degree has posted" under the options. Select reason for ordering "for state licensure" or "for board certification".
 - iv. Under Recipients, select Enter Recipient Manually. The BRN email address for submission of transcripts is BRN.APRN.eTranscripts@dca.ca.gov
 1. Attn: Public Health Nurse Certification
 2. Mailing Address:
Board of Registered Nursing
PO Box 944210
Sacramento, CA 94244-2100
 3. Phone number: 916-322-3350
 - v. Verify the order summary and pay for transcripts.

4. After you complete the online PHN application and order your official transcripts, you will need to submit the Request for Transcript Public Health Certification form to the Cal Poly Humboldt Nursing Program. (Please note that this is a verification form only and that you must request official transcripts through the Registrar's Office, see step 3.)
 - a. Fill out Section A of the Request for Transcript form. Be sure to **sign** the form before you submit it or it will be returned. The Request for Transcript form is at the bottom of these instructions or on [page 7 of the BRN PHN Application Instructions](#).

5. Once you complete the Request for Transcript Public Health Certification form, you can:
 - a. Scan and email the form to Kevin Colando at kevin.colando@humboldt.edu
 - b. Drop the form off in the Nursing Program Office, located in the Forbes Building room 141
 - c. Mail the form to: Cal Poly Humboldt Nursing Program, Attn: Kevin Colando, 1 Harpst Street, Arcata, CA 95521
 - d. Once the Nursing Program completes the form, the Nursing Program will email the completed form to BRN.APRN.eDocs@dca.ca.gov

Checklist

- Complete and submit PHN application to BRN
- Request official transcripts from Cal Poly Humboldt
- Submit "Request for Transcript Form" (below) to Nursing Program



REQUEST FOR TRANSCRIPT PUBLIC HEALTH NURSE CERTIFICATION

A. TO BE COMPLETED BY APPLICANT

Send this form to your baccalaureate, entry-level masters or master's school of nursing. If you need to contact more than one school, this form may be reproduced. Transcripts must include all completed course work and reflect the degree awarded and date conferred. An official transcript must come directly from the school of nursing to the Board of Registered Nursing. Transcripts are not accepted from applicants.

NAME: Last First Middle			Previous Names (Including Maiden):
ADDRESS: Street		City	State Zip Code
U.S. SOCIAL SECURITY NUMBER or INDIVIDUAL TAXPAYER IDENTIFICATION NUMBER:	BIRTHDATE: Month Day Year	TELEPHONE NUMBER: Home: () Work: ()	
NAME OF BSN/ELM/MSN NURSING SCHOOL:		YEARS ATTENDED: _____ to _____	
LOCATION: City State (Country)		YEAR GRADUATED:	
SIGNATURE OF APPLICANT: _____ DATE: _____			

B. TO BE COMPLETED BY THE SCHOOL OF NURSING

The above applicant has applied for Public Health Nurse Certification in California. Please supply the following information and attach an official transcript.

ENTRANCE DATE:	DATE DEGREE AWARDED:	TYPE OF DEGREE AWARDED:
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OUT-OF-STATE GRADUATES ONLY

Is this school NLN accredited? Yes No If yes, when:

Is this school CCNE accredited? Yes No If yes, when:

Was the school accredited at the time of applicant's graduation? Yes No

SIGNATURE OF SCHOOL OFFICIAL:	TELEPHONE: ()
NAME & TITLE:	DATE: _____