

YSU Centofanti College of Nursing RN-BSN Student Orientation Handbook

2025-2026



Asynchronous Online Program

CENTOFANTI
School of Nursing
 **YOUNGSTOWN STATE UNIVERSITY**

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INTRODUCTION

This handbook has been prepared for all Registered Nurses enrolled in the Asynchronous RN-BSN Nursing Program at Youngstown State University. It is our hope that this will assist you in obtaining your educational goal of a Bachelor of Science in Nursing degree from Youngstown State University.

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

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

ACCREDITATION

Youngstown State University's undergraduate and graduate nursing programs are accredited by the Commission on Collegiate Nursing Education, CCNE (655 K Street, NW, Suite 750 Washington, DC 20001; (202) 887-6791) and all undergraduate programs also accredited by the Accreditation Commission for Education in Nursing, ACEN (3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; 1.404.975.5000; www.acenursing.org) and approved by the State of Ohio Board of Nursing (17 South High Street, Suite 400, Columbus, Ohio 43215-7410; 1.614.466.3947; www.nursing.ohio.gov).

HISTORY OF THE CENTOFANTI SCHOOL OF NURSING

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

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

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

Work began on development of a Master of Science in Nursing Program in 1988. In 1990, a proposal was submitted to the Ohio Board of Regents (OBOR). The program received favorable OBOR approval in 1996 and accepted its first class in September 1997. The first MSN class graduated in the spring of 2000. This Clinical Nurse Specialist (CNS) Program in Chronic Illness received initial accreditation by the NLNAC in July 2001. A Nurse Anesthetist Program, in conjunction with St. Elizabeth Health Center School of Nurse Anesthetist, Incorporated, was added in 2001. The charter class of 12 students was admitted in August 2001, with 11 students graduating in August 2003. MSN graduates are eligible to sit for the certification exam to become a certified Clinical Nurse Specialist (CNS) or Certified Registered Nurse Anesthetist (CRNA).

Graduates from both the CNS and CRNA tracks are required to obtain a Certificate of Authority to practice as an Advanced Practice Nurse in the State of Ohio.

In spring of 1998, the Ohio Board of Education approved a School Nurse Licensure program offered through the Centofanti School of Nursing in conjunction with the College of Education. The curriculum can be taken by nurses as undergraduate or graduate credit. In 2005, a third option, school nursing, was added to the MSN program. Nurse Education and Family Nurse Practitioner options were added in 2011. The AG-ACNP program was developed in 2016 with the charter class consisting of 5 students. This program prepares registered nurses with acute care experience necessary to provide direct patient management in acute and complex care settings in an advanced practice role. The program is accredited by the Accreditation Commission for Education in Nursing. (ACEN).

The Asynchronous online RN-BSN program was initiated in 2013 to meet the needs of working RN's in obtaining their Bachelor's degree. The Curriculum for the RN-BSN students was updated to meet the needs of the practicing RN including adding Nursing Informatics, Culture and Health Promotion nursing courses and graduated its first class in 2014. In October of 2019 the RN-BSN program began converting to a 7-week format and had their first graduate in Oct 2020.

The Graduate Masters in Nursing Programs are now also being offered online in a similar format to meet the needs of the working BSN and RN-BSN students wishing to pursue Graduate Education.

MISSION STATEMENT

The Centofanti School of Nursing supports the missions of Youngstown State University and the Bitonte College of Health and Human Services. The Centofanti School of Nursing provides high quality baccalaureate and graduate nursing programs that are responsive to the health care needs of society. The Centofanti School of Nursing values high standards of professional ethics; cultural, racial, and ethnic diversity; and student-faculty relations that foster excellence in teaching, learning, scholarship, and public service.

The program offers both a four-year entry-level track for new or transfer students who do not have a diploma or degree in nursing or a RN-BSN completion track for Registered Nurses with a diploma or associate degree. The curriculum is designed to include a broad base in general education and a strong nursing foundation. Graduates are prepared to function as generalists with professional and technological competence in a variety of settings.

PHILOSOPHY

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

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

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

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

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

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

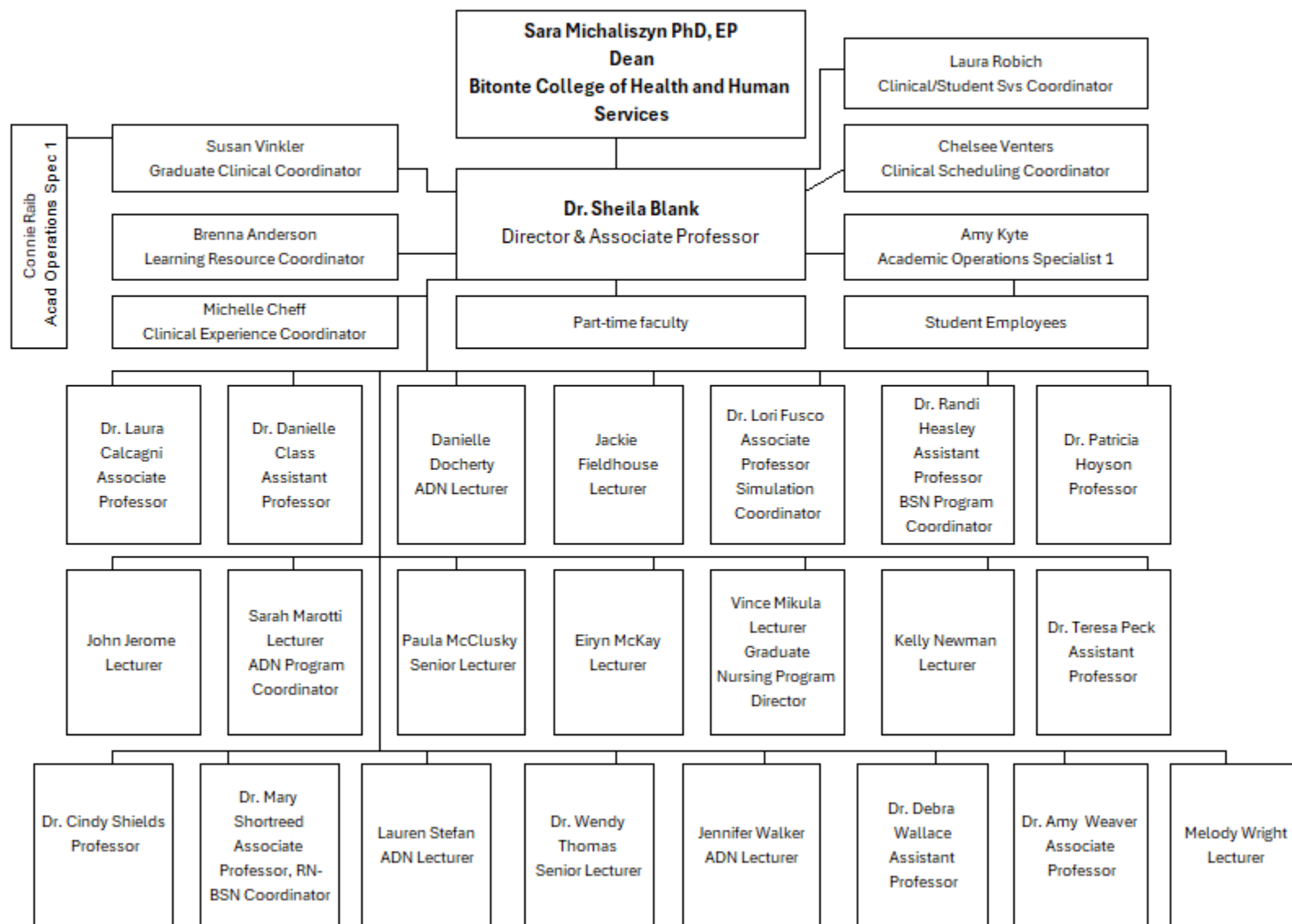


Baccalaureate Nursing Student Learning Outcomes

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

1. Utilize the American Nurses Association Standards and Scope of Practice when providing care for individuals, families, groups, and communities across the life span.
2. Utilize critical thinking in decision-making and problem-solving while adhering to the Professional Code of Ethics for Nurses.
3. Utilize effective and appropriate interpersonal communications and information technology.
4. Apply theories and research findings from nursing and other disciplines to provide evidence-based, clinically, competent care.
5. Provide culturally sensitive care and health education to individuals, families, groups, and communities.
6. Demonstrate leadership and apply management skills that promote accountability, legal and ethical conduct, and maintenance of standards of care.
7. Collaborate with the interdisciplinary healthcare team in planning, coordinating, and evaluating outcomes for quality cost-effective care and continuous improvement of the healthcare system.
8. Manage human and material resources to provide access to healthcare for individuals, families, groups, and communities.
9. Advocate for public policy to provide and protect the health of the public.
10. Demonstrate commitment to life-long learning and service to the nursing profession.

CENTOFANTI SCHOOL OF NURSING ORGANIZATIONAL CHART



Rev. 7/2025

STUDENT ACADEMIC POLICIES FOR RN-BSN PROGRAM

I. General Academic Policy Statements

- A. The general faculty organization of the Centofanti School of Nursing delegates to the Admission, Progression, and Graduation (AP&G) Committee the responsibility of implementing policies and procedures regarding admission, readmission, progression, and graduation. Following a review of grades each term, the AP&G Committee and the department chairperson act on student progression, readmission, and graduation matters according to established policies.
- B. The AP&G Committee reserves the right to make recommendations concerning preference for readmission, progression, and graduation in order to preserve the high standards essential for approval by accrediting bodies.
- C. The Centofanti School of Nursing reserves the right to implement changes in curriculum, schedules, and policies to preserve high standards essential for approval by accrediting bodies.
- D. The Centofanti School of Nursing will inform students about policy and curriculum changes via their YSU email (student.ysu.edu) and class announcements.
- E. The Centofanti School of Nursing reserves the right to dismiss a student for legal, ethical, academic, emotional, and/or physical reasons.
- F. A decision to be absent during any part of the term, for whatever reason, does not excuse the student from the responsibility of examinations, assignments, or the knowledge acquired in the specific Modules. Makeup of the class work, assignments, or examination(s) is the responsibility of the student.
- G. Each student is individually responsible for adhering to the requirements of the nursing curriculum at the time of admission/readmission. (See Appendix A: *RN-BSN Curriculum*)
- H. Students who have questions or concerns must adhere to the following steps:
 - Students with general **academic concerns** must first consult with their ~~faculty~~ advisor.
 - Students with concerns about a **nursing class theory course** must first consult with the theory course faculty member.
 - If questions or concerns are not resolved at the student-faculty level, the student or faculty member may request a joint meeting with the Director of the School of Nursing.
- I. The nursing student must practice within the boundaries of: 1) the Nurse Practice Act for the State of Ohio or the Nurse Practice Act in the state they are licensed and practice in; 2) the Youngstown State University Centofanti School of Nursing Policies; 3) the clinical course objectives and guidelines; 4) the *Code of Student Rights, Responsibilities, and Conduct of Youngstown State University*; 5) the policies and procedures of the health care agencies and community organizations.
- J. Students are expected to abide by the following guidelines, “How to Avoid Disclosing Confidential Patient Information,” developed for nurses by the National Council of State Boards of Nursing. (See Appendix K: *Social Media Policy*).
- K. Students ***should not*** do online or preceptorship coursework during scheduled work employment hours.
- L. Students are not permitted to take any photos at the clinical site or post any comments or pictures to social media while representing the YSU Nursing as a YSU Nursing RN-BSN Student.

ADMISSION, READMISSION, AND WITHDRAWAL POLICIES

II. Admission Policy

[Review this link for application and registration instructions.](#)

Registration Instructions

- A. Transcripts from all colleges and schools of nursing attended must be submitted to YSU. Admission to the Centofanti School of Nursing will not occur until all transcripts have been received and reviewed.
- B. An active, unencumbered Registered Nurse (RN) license must be held in the state where the student will be completing the NURS 4852 and NURS 4854 courses. All nursing licenses will be verified and kept on file in the RN-BSN Program. It is the responsibility of the student to notify the Centofanti School of Nursing of physical address changes and if they are moving to a different state during these preceptorship courses.
- C. **International RN** students must have an active, unencumbered U.S. license before applying to the RN-BSN program. The YSU International Studies office must evaluate transcripts before admission to the program.
- D. ENGL 1551 is a required course for the RN-BSN program. If this course is not completed prior to admission to the RN-BSN program, students must have successfully completed ENGL 1550 or an equivalent course prior to enrolling in ENGL 1551.
- E. Students who obtained their Nursing Education from a non-regionally accredited institution and have an active unencumbered RN license will have transcripts reviewed to determine which courses will be accepted at YSU. Syllabi and course descriptions may need to be submitted for review and acceptance at YSU. Students will be notified of the decision to accept or deny these courses.
- F. Students currently enrolled in the YSU ADN program may take courses toward the RN-BSN program requirements prior to obtaining their RN license. These are the courses that can be taken prior to having an RN license:
 - PSYC 3758 Lifespan Development
 - CMST 1545 Communications Foundations
 - Arts and Humanities—3 Credit Hours
 - NURS 3749 Nursing Research
 - Priority is given first to undergraduate BSN students. ADN students may enroll in the course if seats are available in the Spring or Summer semester

ADN students are limited to 1 RN-BSN required course per 7-week term.

If a student has completed all these courses, they may apply to the RN-BSN program and enroll in NURS 3725 Nursing Informatics prior to successfully completing the NCLEX. All other nursing courses require an active unencumbered RN license.

Health Requirements/Immunizations, Drug Screening & Criminal Background Checks

Clinical Agency Requirements:

All clinical sites used for preceptorships require a formal legal contract between Youngstown State University and that facility. Some clinical sites require a drug screen and/or a background check for RN students. These must be documented in Exxat or a signed statement stating that all compliance has been met due to employee status must be on file.

Clinical sites may require evidence of current CPR certification and immunization requirements. It is the responsibility of the student to contact the clinical site prior to the preceptorship to ensure that all clinical requirements are met. This must be completed prior to registering for NURS 4852 Senior Capstone.

- Liability insurance is required for all clinical nursing experiences and is provided by YSU.

- Many certifications (i.e. HIPAA, OSHA) are available to students who need them for their clinical/preceptorship, and they could be at a cost to the student. It is the student's obligation to inform YSU Nursing of certifications needed.

III. Military Credit

YSU has been designated as a "Military Friendly School" by G.I. Jobs, a magazine for military personnel transitioning into civilian life. At YSU, all military credit is awarded to a student, including the Joint Service Transcript. For questions regarding military credit transfers, refer to [Military Credits | YSU](#). Classes may transfer as general credit, elective credit, or may apply to your degree.

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

The Office of Veterans Affairs is located at 633 Wick Avenue, and may be contacted at <https://ysu.edu/veterans-affairs> or at [330.941.2503](tel:330.941.2503).

IV. Readmission Policy RN-BSN Students

A. Readmission Procedure as follows:

- RN-BSN Students who are not enrolled for more than one year need to reapply. Former students not enrolled for more than one year will need to reapply to YSU through the normal application process through the YSU Office of Admissions.
- Readmitted students must meet the curriculum requirements effective at the time of readmission.

V. Withdrawal Policy

A. Students withdrawing from the nursing program or any required course in the nursing curriculum **must**:

1. Inform the individual course faculty and the Clinical and Student Services Coordinator
2. Students should check [Calendars | YSU](#) for dates to withdraw with a full refund and with a "W" on the transcript. Follow the AOP important dates.

PROGRESSION POLICIES

I. Grade Requirements

- A. Students are responsible for adhering to the prescribed RN-BSN curriculum sequence, including but not limited to, course co-requisites and mandated sequencing of nursing classes. Deficiencies in co-requisite courses must be removed prior to taking sequential courses in nursing. Students must follow the RN-BSN Curriculum in the *Undergraduate Student Handbook* effective for the year of the student's admission/readmission to the nursing program (See Appendix A: *RN-BSN Curriculum Sheet*). Student should follow their individual Advising Curriculum plan emailed to the student on admission to ensure their graduation date is on time as failure to follow the course sequence may extend the students' graduation date. Students who leave the RN-BSN Program for 7 weeks or more must take the responsibility to contact the Clinical and Student Services Coordinator to obtain an updated Curriculum plan which will change their original graduation date.
- B. Students who register for courses not meeting pre-requisite requirements will not be permitted to remain enrolled in those courses. A student will be administratively removed from the conflicting course. Students must successfully complete NURS 3725 Nursing Informatics prior to enrolling in subsequent terms.
- C. All nursing, and nursing support or co-required courses must be taken for a letter grade.

- D. Once admitted into the nursing program, students must maintain an overall cumulative GPA of 2.00 or above and a current unrestricted RN license.

The grading scale for the Centofanti School of Nursing is:

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

* requires repetition in the nursing curriculum

- E. A grade of “C” or better is required in all nursing courses and non-nursing support courses.
- F. When a student receives a grade of “D” or “F” in a nursing course or non-nursing support course, the course must be repeated. Once admitted into the nursing program, students may repeat only one required course in the nursing curriculum. Students who receive a second grade of “D” or “F” in either a nursing or non-nursing support course will be removed from the RN-BSN program.
- G. Students who receive an incomplete (“I”) grade in a nursing or non-nursing support course must remove the "I" with a grade of “C” or better prior to the beginning of the course for which it is a prerequisite. All “I” prerequisite course grades of incomplete must be removed for admission to the program.

II. Academic Honesty

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

III. Clinical Risk

- A. Students perform a preceptorship with a Registered Nurse Leader at a health care agency during NURS 4852 and NURS 4854 at the end of the Program. Some risk is inherent to nursing students during this preceptorship.

IV. Clinical Requirements for Clinical Preceptor Experiences

Students should begin planning for this clinical experience and submit contract information at least 60 days prior to taking NURS 4852 Nursing Capstone. to allow planning, selection of a preceptor, and preparation of clinical site contracts.

Contract information should be forwarded to the Clinical and Student Services Coordinator in the YSU School of Nursing. A total of 60 hours with the preceptor is required; NURS 4852-20 hours and NURS 4854-40 hours.

Preceptor Planning—Students should choose an RN with a BSN or MSN, who holds a leadership role in the organization and who has at least one year of leadership experience. The following information should be sent to the Clinical and Student Services Coordinator: Name and Role of Preceptor, work email address, work, and cell phone numbers. Students typically do this preceptorship at their place of employment. However, if the student needs assistance finding a preceptor elsewhere, the student can contact the Clinical and Student Services Coordinator or RN-BSN Coordinator.

PARTICIPATION IN ALL ASPECT OF COURSES IS MANDATORY.

It is the expectation that students participate in all online classes and complete assignments on time in each module. Students are required to be active participants during online discussions.

B. Student Conduct

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

1. A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the patient, and the patient's response to that care.
2. A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.
3. A student shall not falsify any patient record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports, or time records, or reports, and other documents related to billing for nursing services.
4. A student shall implement measures to promote a safe environment for each patient.
5. A student shall delineate, establish, and maintain professional boundaries with each patient.
6. At all times when a student is providing direct nursing care to a patient the student shall:
 - a. Provide privacy during examination or treatment and in the care of personal or bodily needs; and
 - b. Treat each patient with courtesy, respect, and with full recognition of dignity and individuality.
7. A student shall practice within the appropriate scope of practice as set forth in division (B) of section 4723.01 at <http://codes.ohio.gov/orc/4723.01> and division (B)(20) of section 4723.28 at <http://codes.ohio.gov/orc/4723.28> of the Revised Code for a registered nurse or as set forth in the individual state they will be completing clinicals.

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

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

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

- Appropriate use of hand hygiene;
- Appropriate use of respiratory hygiene;
- Effective disinfection and sterilization of equipment;
- Safe injection practices;
- Safe handling and disposal of needles and other sharp instruments;
- Safe handling and disposal of blood and body fluid; and

- Appropriate use of personal protective equipment, including wearing and disposal of masks, goggles, gloves and other protective garments and devices.

9. A student shall not:
 - a. Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a patient;
 - b. Engage in behavior toward a patient that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.
10. A student shall not misappropriate a patient's property or:
 - a. Engage in behavior to seek or obtain personal gain at the patient's expense;
 - b. Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient's expense;
 - c. Engage in behavior that constitutes inappropriate involvement in the patient's personal relationships; or
 - d. Engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient's personal relationships.

For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.

11. A student shall not:
 - a. Engage in sexual conduct with a patient;
 - b. Engage in conduct in the course of practice that may reasonably be interpreted as sexual;
 - c. Engage in any verbal behavior that is seductive or sexually demeaning to a patient;
 - d. Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a patient.

For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to sexual activity with the student.

12. A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient, in any of the following:
 - a. Sexual contact, as defined in section [2907.01](http://codes.ohio.gov/orc/2907.01) of the Revised Code at <http://codes.ohio.gov/orc/2907.01>;
 - b. Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.
13. A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section [4729.01](http://codes.ohio.gov/orc/4729.01) of the Revised Code at <http://codes.ohio.gov/orc/4729.01>, in any way not in accordance with a legal, valid prescription issued for the student or self-administer, or otherwise take into the body any drug that is a schedule 1 controlled substance.
14. A student shall not habitually indulge in the use of controlled substances, other habit-forming drugs, or alcohol or other chemical substances or medications to an extent that impairs ability to practice.
15. A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of use of drugs, alcohol, or other chemical substances or medications.
16. A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability;
17. A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance.
18. A student shall not misappropriate or attempt to misappropriate money or anything of value by intentional misrepresentation or material deception in the course of practice.
19. A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.
20. A student shall not aid and abet a person in that person's practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without a certificate issued by the board.
21. A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion;
22. A student shall not assist suicide as defined in section [3795.01](http://codes.ohio.gov/orc/3795.01) of the Revised Code at <http://codes.ohio.gov/orc/3795.01>.
23. A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the nursing program, its administrators, faculty, teaching assistants, preceptors, or to the board.
24. A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the health care team for health care purposes only, shall access patient

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

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

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

C. Unacceptable Clinical Behaviors

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

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

D. Due Process

1. A student who exhibits unacceptable clinical behavior and/or violates student conduct requirements set forth by the Ohio Board of Nursing will be given a verbal and written performance report by the clinical faculty member. The performance report becomes part of the student's academic file.
2. The faculty member will notify the AP&G Committee of the student's conduct, violation and/or unacceptable behavior for further consideration. The AP&G Committee will consider documented evidence from the student, faculty, or health team members when making recommendations regarding continuation of the student's participation in the program and/or clinical. The AP&G recommendation may be presented to the Director for the final decision.
3. The student will be notified of the decision, in writing, by the AP&G Committee.

E. Student Grievance Procedures - Grievances filed regarding academic matters must conform to the process described on the YSU website: [Academic Grievances < Youngstown State University \(ysu.edu\)](#)

Staff in the Office of the Dean of Students [Office of the Dean of Students | YSU](#) will be available to the students for questions regarding student conduct and grievances.

F. Dress Code/Name Badges

Dress Code

YSU RN-BSN nursing students must follow the clinical site policies related to dress

Identification Badges

A YSU student nurse identification badge is required during preceptorship. Clinical agency identification badges may be required by the individual clinical agency. Both the individual clinical agency ID badge, if required, and the YSU student nurse badge must be worn for all clinical/preceptorship experiences. Students must submit their picture during NURS 3725 Nursing Informatics class or upload to the YSU app at least two terms before beginning NURS 4852 Senior Capstone. YSU photo ID's will be mailed to the student.

UNIVERSITY POLICIES

[University policies](#) can be found online and provide you guidance on your rights as a student in this course. The links below take you directly to a specific policy. Should you have any questions about a policy, please do not hesitate to contact me using the information at the top of the syllabus.

- [Statement of Non-Discrimination from the University](#)
- [Academic Integrity/Honesty](#)
- [Student Accessibility](#)
- [Incomplete Grade Policy](#)
- [YSU Attendance Policy](#)

Copyright Notice

The instructor for this course created some or all the materials posted here. They are copyright protected and for use only by students while taking the course. They may not be reproduced, displayed, modified, or distributed without the express prior written permission of your instructor. If permission is granted, all materials must contain the copyright notice sent to you by the instructor.

Senate Resolution on Due Process

The Ohio public university presidents approved a resolution affirming that all Ohio public university students should be afforded due process. This process involves the student meeting with the instructor to discuss the complaint. If the student does not secure a satisfactory resolution at this meeting, then he or she may carry the complaint successively to the appropriate department chair, the dean, and the provost. If the complaint involves a grade for an assignment or a course, only the instructor will have the authority to make a change.

VI. Academic Advisement and Information

A. Course Sequencing

- **NURS 3725 Nursing Informatics** is the mandatory first course to be taken in the Nursing Curriculum
- **NURS 4852 Senior Capstone** and **NURS 4854 Nursing Leadership** are the mandated last courses. They must be taken consecutively.
 - These courses have a preceptorship component and should be taken within the last two terms of the program.
- NURS 3750 Evidence Based Practice has a STAT 2625 Statistics pre-requisite requirement that must be completed prior to this class.
- NURS 3750 should be completed prior to enrolling in NURS 4852.
- All other courses are flexible, and the RN-BSN student may register for courses as available. Most nursing courses run twice a year so it is recommended that students follow the curriculum/advising plan given to them after admission. It is important to note that your curriculum plan and sequencing snip is a suggested sequence of courses. It is still your

responsibility to run a course audit yourself to be sure you are taking the correct courses. Please go to the Penguin Pass audit system: www.ysu.edu/penguinpass.

B. Change of Name, Address, or Phone Number

Nursing faculty and staff often contact students. It is each student's responsibility to keep the Centofanti School of Nursing, the University (Records Department), and his or her faculty advisor aware of any changes in name, address, or phone number. Students can update this information through their YSU Portal at: [Change Address/Phone | YSU](#)

C. YSU Email Address and Blackboard

Students must utilize their assigned YSU email addresses (name@student.ysu.edu), ~~and~~ Blackboard announcements, and course communications as sources of information and communication with nursing faculty and ~~nursing~~ advisors. It is helpful if the student includes a "signature" that includes the student's full name and contact information.

D. Faculty Advisors

The RN-BSN Coordinator is the faculty advisor for each student in the RN-BSN program. Students should contact the Clinical and Student Services Coordinator or the RN-BSN Coordinator at registration time as necessary and when they have academic, curriculum, registration, or other concerns. All official transcripts must be submitted from all colleges attended before advising can be completed. All registered nurses must have a transfer evaluation of credits done before beginning the nursing program. Advising can occur in person, or by email, phone or at a virtual appointment.

VII. Student Resources

A. Learning Resources

TECHNICAL SUPPORT SERVICES & ACCESSIBILITY

- All students are required to read the Getting Started link, Blackboard Orientation link, and Faculty Orientation for each course.
- **YSU IT Service Desk:** 330.941.1595 for phone support 24/7 or contact them at servicedesk@ysu.edu for computer or Blackboard technical problems, or free Software Program downloads. Open a service request at www.ysu.edu/ITHelp.

STUDENT SUPPORT SERVICES (available on Blackboard under "Getting Started")

TUTORING

Tutoring is available to YSU students through the [Center for Student Progress](#) for Chemistry and Psychology

Additional resources:

- [Career Services](#) – 330.941.3515
- [Center for Student Progress](#) – 330.941.3538
- [Counseling Services](#) – 330.941.3737
- [Disability Services](#) – 330.941.1372
- [Financial Aid and Scholarships](#) – 330.941.3505
- [Maag Library](#) – 330.941.3678 (Circulation Desk)
- <https://ysu.edu/academic-success-center/tutoring-services> – Tutoring Services
- <https://ysu.edu/campus-recreation> – 330.941.3488
- [Research Databases and Electronic Resources](#) (Maag Library)
- [Office of Community Standards & Student Conduct | YSU](#) – 330.941.7285
- [Registered Student Organizations | YSU](#)
- [YSU Bookstore](#) – 330.318.3331
- [Textbooks and Materials | YSU](#) Textbook Lookup

BLACKBOARD Ultra

Introduction & Orientation

Bb9 provides you with Blackboard Ultra Videos and Help. If you are taking your first online course at YSU, the Guides will help you become familiar with activities like course navigation, transferring of files, and participating in class discussions. It is strongly advised that all first-time online students review this material which takes approximately one to two hours to complete and is in the Online Orientation. This course will be available to students in [Blackboard Learn](#) after they are admitted to the online program.

Accommodations for Students with Disabilities

In accordance with University procedures, Students with disabilities must register with [Disability Services](#) and provide a letter of accommodation to coordinate reasonable accommodations.

Policy for Distance Learners

Throughout the documents found in the "Course Information" section of your course template, you'll find a detailed class Syllabus and Class Schedule (in the Start Here) as well as other important information, such as the Welcome, Course Readings, Audio-visuals, Assignments, Summary etc. After reading through the Course Content documents, you should have a clear picture of the faculty's expectations for the course. You may want to print some of the documents if you are more comfortable with hard copies and to more easily follow the Class Schedule.

The following policy for online learners defines the minimal standards for online faculty and their students:

The Student's Role in this Class

- **Maximizing Your Learning:** You will get the most out of this study if you are able to do two things: Learn in your own way for most of the time and devote as much time as you can find thinking about what you are reading and applying it to your own experience. That said, there will be methods of learning that are more or less easy for you. Your instructor will always consider a students' holistic performance but expect everyone to participate in each method of learning.
- **Multiple Modalities of Learning:** To assist you in maximizing your learning, you will be expected throughout your academic career to participate in several modalities of learning that could include: 1) locating and absorbing information by researching, reading, and responding to validate your comprehension of the course material; 2) engaging in an electronic version of a dialogue about a topic by participating in group discussions; 3) applying and explicating your knowledge through written assignments and a final project/final exam, and 4) reflecting on your learning by evaluating your performance, your expectations of the study, and your own learning.
- **Managing Your Time:** This is always a difficult thing, particularly for adult students, as many of you have other responsibilities that are or may become more important than your learning in this study. For a 3-credit hour course, the expected workload or time you should devote outside of class is 9 hours. [Credit Hour Workload Calculator | Academics | AIC](#). In addition, it is important for you to have as regular a schedule so that you can manage to meet the deadlines for assignments.
- **Participating in Group Discussions:** Provide input of your own and respond thoughtfully to your fellow students' comments. While your instructor will facilitate and participate in the discussion and provide direction, the discussions are dependent on your contributions. Respond to both the original discussion items and to each other's responses. Your instructor can only know that you are involved in a discussion if you contribute, not just "visit" to see what others are saying. Each of you have a contribution to make, and there is much research on the benefits of peer learning--please don't be shy. If you tend to be a quieter participant, make sure you meet the minimum requirements for participation. Class content should be included in your original post and responses and not just your opinion on a topic. Resources utilized should also be cited in your postings and date and time posting deadlines followed for each week.
- **"Netiquette":** Please observe proper "Netiquette" in discussions and emails. Please treat your fellow classmates with respect, even if you strongly disagree with their postings. There is room for all opinions in our forums or emails--we are here to share and learn, together. All YSU online learners are expected to minimally comply with the Netiquette Course Policies under Course Policies in all Blackboard courses.
- **Keeping in Contact:** Please maintain contact with your instructor. Ask questions when needed and please do not let problems go unresolved! Your instructor will check YSU email regularly for messages from students.

- **Timeliness:** The course schedule is provided to assist you in working through each module in a timely manner. Generally, each module builds on the previous one(s). Let your instructor know if you will be late in meeting a deadline for an assignment. And although we wish it were different, your instructor is not able to respond in any detail or provide feedback for late assignments, only evaluate.
- **Extensions:** Contact your instructor as soon as you can if you fall behind. Extensions are not automatic; they must be requested and meet the criteria of having provided sufficient work for me to be able to state you are successful thus far.
- **On Your Honor:** Your instructor takes academic integrity very seriously and because they are highly trained, are quick to notice when something doesn't seem quite right about an assignment. They will expect you to turn in all assignments written by you, in your own words, citing any references you may have used. When in doubt, cite! You are expected to uphold the fundamental values of honesty, trust, fairness, respect and responsibility that characterize academic integrity. Be sure to cite any and all sources correctly so that your academic integrity is not called into question (see [Know The Code | YSU](#)). There is an Ethical Statement posted in each RN-BSN course. It is the student's responsibility to read and understand it.
- **Check your YSU e-mail:** Your instructor will sometimes have a need to email you with important information about your course or your assignments so you should get used to checking your YSU email often.
- **Check your Course Announcements:** Get into the habit of checking your course announcements every time you enter your course. Often your instructor will place important course information there at least once or twice a week especially if guidance or clarification on course work is needed.

The Instructor's Role in this Class

- **Instructor's Role:** Your instructor is here to assist you in meeting your educational goal of learning for this course. Your instructor will do that by answering questions, encouraging dialogue, responding to your written discussion postings and assignments, and addressing concerns. Your instructor will be checking emails, or the Blackboard course messages folder frequently and get back to you in a timely fashion.
- **Comments:** Your faculty and classmates will be involved in the discussion board as assigned. Your evaluation for discussion participation is based on the quality of your responses, and on your participation. If discussions are graded, a rubric that will clearly define expectations will be provided by your instructor for a clear-picture of the discussion requirements. Individual instructors do things differently, but most try to return work in a timely fashion.
- **Microsoft Office and Software Applications -- Free to YSU Students!** Applications in the Microsoft Office Professional Plus suite are available free to YSU students to download to your personal devices. You can also access the online versions without having to download anything. The Office suite includes Word, Excel, PowerPoint, Outlook, OneDrive, and OneNote, among other applications. Contact the **IT Service Desk at 330.941.1595** for help with installing this software.

Required Technical Skills

- Knowledge of navigating and interacting with the Blackboard Ultra learning management system
- Creating and submitting Word, PDF, audio, and video movie files to Blackboard Ultra
- Copying and pasting
- Downloading and installing software
- Upgrading your web browser when needed
- View and troubleshoot watching online videos

Required Technology

1. **High-speed internet access** is required. Make sure to have a **back-up plan** if your primary access is not available.
2. A **computer** to access Blackboard Ultra and complete assignments. **Mobile devices, iPads and Chromebooks are not recommended for submitting assignments and taking Blackboard Ultra quizzes. iPads and Chromebooks may work for some coursework, but it is not a guarantee.** [Blackboard Ultra Accessibility Statement](#)
3. Blackboard Help – Browser Support, the recommended browser for Blackboard is Google Chrome. Call the IT Service Desk at 330.941.1595 for assistance with browsing and technology questions.
4. A **web camera** (internal or external) and a **microphone** may be required for taking exams in Blackboard Ultra and assignments that may require use of Blackboard Collaborate.

5. Know how to navigate Blackboard courses. (If this is your first-time using Blackboard Ultra, or if you have questions while taking the course, Blackboard help videos will be available in your class.)
6. **Students MUST register for courses on a computer and not a smartphone to ensure registration in the correct term and section.**

Please see the Blackboard Orientation in the Online Student Orientation and in each course for further guided tutorials and detailed information on navigating Blackboard Ultra.

B. Support Services on Campus

1. Students have access to a wide variety of academic and non-academic support services on campus. These services include, but are not limited to, Center for Student Progress, Disability Services, Math Assistance Center, Reading & Study Skills, Writing Center, Career & Counseling Services, International Studies and Programs, and the Student Health Clinic.

The Penguin Service Center is an enrollment resource on campus established to help students access and manage their academic record and student accounts. Please visit the Penguin Service Center or contact them at 330.941.6000 or at onestop@ysu.edu for assistance with financial aid, records, registration, student billing and Penguin Portal Navigation Processes.

For more detailed information about services available to students, refer to any of the following:

1. *YSU Bulletin*
2. YSU website at www.ysu.edu and follow links to Academics, Academic Advising, Undergraduate Bulletin and/or follow links to Center for Student Progress.
3. Contact your nursing faculty advisor or the Clinical and Student Services Coordinator.

C. Nursing Faculty Access and Advising

Online or phone contact and office hours are listed in the individual faculty course syllabi (See Appendix G: *Centofanti School of Nursing Faculty directory*) section of this student handbook for individual faculty phone numbers, office numbers and email addresses.

The Clinical and Student Services Coordinator can be contacted at 330.941.2179 for information about the program and requirements needed for admissions and course selection. Advising can occur in person, or by email, phone or at a virtual appointment with the Clinical and Student Services Coordinator or the RN-BSN Coordinator. The student should contact them to make an appointment.

An individualized curriculum will be sent to each student with courses that must be taken to complete the BSN degree at YSU. Use this curriculum to plan the scheduling of your courses. Full Time students take two courses per term and Part Time students take one course per term. NURS 3725 Nursing Informatics must be the first nursing course taken, and NURS 3852 Senior Capstone and NURS 4854 Nursing Leadership are taken sequentially during the last two terms of the program.

To be eligible for **financial aid**, students must take 6 credit hours **per semester**. For students beginning the program in the 2nd term of the semester, two courses must be taken to receive financial aid. Please contact the Office of Financial Aid and Scholarships for more information at 330.941.3505 or at ysufinaid@ysu.edu

VIII. Program Evaluation

A. Survey Questionnaires

The nursing department's Evaluation Committee surveys all senior students upon graduation (senior evaluation) and again at one and five years after program completion (alumni evaluations).

Responses on these questionnaires are very important for the success of our program. The results are used for program evaluation, assessing student academic outcomes, making necessary revisions in our program, and meeting the criteria for

program accreditation by the Accreditation Commission for Education in Nursing (ACEN) and The Commission on Collegiate Nursing Education, (CCNE).

GRADUATION POLICIES

I. Graduation Policies

- A. Students are expected to adhere to the policies governing graduation as set forth in the *YSU Undergraduate Bulletin*.
- A. The Bachelor of Science in Nursing (BSN) degree will be granted to the student who has successfully completed all required course work and required hours of 120 in the baccalaureate nursing curriculum with a minimum grade point average of a 2.00.

Steps to Graduation

STEP 1: GRADUATION EVALUATION REQUEST

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

To submit a Graduation Evaluation Request:

- Log into your Penguin Portal
- Select "Access My Student Information" under e-Services for Students
- Select "Graduation Evaluation Request" at the bottom of the page.
- Select "Bitonte College of Health and Human Services" from the drop-down menu
- Follow the prompts to complete the form
- When the request is received, you will get a detailed email with next steps

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

STEP 2: APPLY TO GRADUATE

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

Commencement information can be found at <https://ysu.edu/commencement>

After your graduation date has passed, you can view your graduation status on your Student Profile (from the main Penguin Portal page). To the right of “Graduation Applications:” you can see the word “Active”. Click on Active you will see the status of your application. Notice your graduation date and plan to receive your diploma in the mail 6-8 weeks after that date. If you have questions, call the Penguin Service Center at 330.941.6000.

STUDENT ORGANIZATIONS

Sigma Theta Tau International Honor Society of Nursing (Sigma)

Sigma is a highly respected international nursing honor society, founded in 1922 by six nursing students from Indianapolis, Indiana. Over the past century, Sigma has grown to include chapters in over 100 countries

worldwide with over 100,000 active members. Sigma's mission of "Developing nurse leaders anywhere to improve healthcare everywhere" is evident through the scholarship, leadership, and service demonstrated by members to improve global health and nursing excellence.

YSU Nursing created an honor society in 1990 to begin the process of establishing a local Sigma chapter. Chapter Officers and members collaborated to develop an organization with the structure, bylaws, and membership to meet Sigma guidelines. Sigma approved the establishment of Youngstown State University's Xi Xi Chapter, and the first chapter induction occurred in June 1994.

Membership by invitation is extended to baccalaureate and graduate nursing students who demonstrate excellence in scholarship, and to nurse leaders exhibiting exceptional achievements in nursing. Students meeting Sigma eligibility criteria will receive an invitation to join Xi Xi Chapter in January, following the submission of fall semester grades. New members will be recognized for their achievements during the annual Induction Ceremony each spring semester.

YSU's Xi Xi Chapter established a scholarship in 2006 for chapter members with applications available through the Youngstown State University Foundation. The Dues Subsidy Program was initiated in 2017 to assist eligible students experiencing financial hardship to join Xi Xi Chapter by covering their first year of membership dues in exchange for chapter service and committee participation. A Student Membership Ambassador position was created in 2022 to provide leadership opportunities for student members and enhance student recruitment and retention efforts. Xi Xi Chapter participates in a variety of philanthropy projects each year along with the promotion of nursing research and scholarship.

STUDENT PARTICIPATION

I. Student Representatives on Committees

- A. RN's wishing to participate as a student representative should make their wishes known to the RN-BSN Coordinator and may serve on the following committees:
 - BSN Curriculum Committee
 - Evaluation Committee
 - BSN Orientation, Honors, and Awards Committee
- B. The Nominating Committee is responsible for selection and notification of committee appointments.
- C. Student representatives/alternates are notified of scheduled committee meetings by the appropriate Committee Chairperson or Co-Chairs.
- D. Student representatives are not permitted to attend meetings or participate in discussion of information regarding student grades or confidential data.
- E. A list of Student Representatives is maintained in the Nursing Department. Students are encouraged to forward questions or concerns related to the above committees through the appropriate student representative.

Preceptorship Planning

Prerequisite: Valid RN Licensure and in last two terms of the program

I. Preceptorship Guidelines

The Preceptorship concentrates on the application of knowledge and skills necessary to provide nursing leadership in the delivery of professional nursing care in a variety of practice settings. Students may participate in a preceptorship in a healthcare setting of their choice. Nursing leadership skills of communication, decision-making, problem-solving, critical thinking, managing change, conflict, and time management are the emphasis of this experience. Students will also consider the integration of professional nursing care within the clinical setting.

Learning Goals

At the conclusion of the preceptorship experience, the student will be able to:

- Apply knowledge of organizational/management/leadership theory to the nurse leader role
- Utilize critical thinking and decision-making theory to analyze situations.
- Integrate appropriate management and leadership behaviors.
- Collaborate with others to attain goals.
- Utilize the Quality Safety Education for Nurses (QSEN) concepts of Safety, Patient-Centered Care, Teamwork & Collaboration, Evidenced-Based Practice, Informatics and Quality Improvement to establish individual learning needs in collaboration with the Nurse leader preceptor
- Demonstrate professional nursing practice.

II. Clinical Agency Selection & Preceptor Qualifications:

The RN-BSN Program is accredited by CCNE and ACEN. States other than Ohio may have additional requirements to obtain placement for NURS 4852 Senior Capstone and NURS 4854 Nursing Leadership. Students residing outside of Ohio are responsible for ensuring that a legal clinical agreement can be granted for students requesting preceptorships outside of Ohio, as well as checking that specific state's requirements.

Review the appropriate State Board of Nursing website for any specific requirements for RN Nursing Students doing preceptorships within that state.

1. See page 7 of this Student Handbook for Clinical requirements information.
2. Students will identify an appropriate leadership role model to be their preceptor. The preceptor must:
 - A. Be a Registered Nurse and have at least a BSN Degree
 - B. Demonstrate competence in the leadership role and have at least one year of experience in a leadership role.
 - C. Possess a desire and ability to facilitate student learning.
 - D. Be available to the student at all times during the preceptorship experience.
 - E. Complete a Preceptor Qualification form to validate qualifications.
3. The student, faculty and preceptor will communicate as needed during the semester to monitor and evaluate the learning activities and objectives.
4. Students may assist their preceptors in the performance of their professional responsibilities, as established and permitted by the clinical setting.

SAMPLE CURRICULUM/ADVISING PLAN:

YOUNGSTOWN STATE UNIVERSITY



**Centofanti
School of
Nursing**

Date						RN-BSN CURRICULUM--NAME--Y00					
Required Nursing Courses 28 Credit Hours			Term	✓	Other Required Courses			Term	✓		
NURS 3725 Nursing Informatics *** First Course	ALL				ENGL 1550--Writing 1 (pre-req to ENGL 1551)			✓			
NURS 3720 Professional Nursing	Su 2, Sp 1				ENGL 1551--Writing 2 (ENGL 1550 pre-req)	Su 1, Fa 2					
NURS 3730 Culture in Nursing	Fa 1, Sp 2				PSYC 3758--Human Growth and Dev	Fa 1, Sp 2					
NURS 3735 Health Promotion Lifespan	Fa 1, Sp 2				STAT 2625--Stats & Critical Reasoning (Pre-req for NURS 3750)	Su 1, Fa 2					
NURS 4804 Health Assessment for RN's	Su 1, Fa 2				CMST 1545--Communications/Spe	Fa 1, Sp 2					
NURS 4846 Community Health	Su 1, Fa 2				PHIL 2625--Intro to Prof. Ethics or any Arts and Humanities (AH)	Su 2, Sp 1					
NURS 3750 Evidence Based Practice (STAT 2625 pre-req)	Su 2, Sp 1				NOTE: Please take general education courses as early in the program as possible.						
NURS 4852 Senior Capstone (Includes 20 hours Experiential Learning Experience--NURS 3750 pre-req)	ALL				Last 2 Courses taken sequentially Full Time Students take 2 courses/Term Part Time Students take 1 course/Term						
NURS 4854 Nursing Ldrship (Includes 40 hours Experiential Learning Experience)	ALL										
YSU has 3 semesters per year: Summer, Fall, and Spring. RN-BSN Courses run in Terms with two terms per semester: Summer 1, Summer 2, Fall 1, Fall 2, Spring 1, Spring 2 (Su 1, Su 2, Fa 1, Fa 2, Sp 1, Sp 2) ◆For Important Term dates, go to https://ysu.edu/registrars-office/calendars and follow scroll to the bottom for Accelerated Online Programs. ◆Follow the registration calendar https://ysu.edu/registrars-office/priority-registration-calendar for the date and time you can register for each term. ◆Six credit hours in a semester is considered Full Time and is required for Financial Aid. ◆Call the Penguin Service Center (330.941.6000) for all Registration, Financial and miscellaneous YSU questions.											
COMMENTS: _____, you have _____ general education courses to take in addition to your nine nursing courses. Below is a suggestion for your sequencing. Follow this while in the program and if you deviate, it will be up to you to take the courses as you see fit. Your last two courses with the asterisks** are the courses where you will be doing precepting/experiential learning. It is recommended you do these hours where you work but we need a contract with your facility so email the Clinical Coordinator with your site name as soon as you start the program. *** Obtaining credit for previous courses taken and registering for correct courses in the RN-BSN program is the responsibility of each student. If you have questions, please						Total hours to date: PLA (prior learning): NA Nursing Course: 28 Non-nursing courses: RN license credit: NA TOTAL: 28 Graduation hours will be met if curriculum is followed: X					

Course Sequencing

APPENDIX B

Course #	Course Title	cr d hr	Fall 1 8/25/25- 10/12/25	Fall 2 10/20/25- 12/17/25	Spring 1 1/5/26- 2/22/26	Spring 2 3/9/26- 4/26/26	Summ 1 May 2026	Summ 2 June 2026	Fall 1 August 2026	Fall 2 October 2026	Spring 1 January 2027	Spring 2 March 2027	Summ 1 May 2027	Summ 2 June 2027
NURS 3725	Nursing Informatics	3	X	X	X	X	X	X	X	X	X	X	X	X
NURS 3720	Professional Nursing	3			X		X				X			X
NURS 3730	Culture in Nursing	3	X			X			X			X		
NURS 3735	Health Promotion across the Lifespan	3	X			X			X			X		
NURS 4804	Health Assessment RNs	3		X			X			X			X	
NURS 4846	Community Health for RNs	3		X			X			X			X	
NURS 3750	Evidence Based Practice	3			X		X				X			X
NURS 4852	Senior Capstone (20 hrs clinical)	3	X	X	X	X	X	X	X	X	X	X	X	X
NURS 4854/L	Nursing Leadership (w/40 hrs clinical)	4	X	X	X	X	X	X	X	X	X	X	X	X
TOTAL NURSING HOURS		##												
GENERAL EDUCATION COURSES:														
ENGL 1550	Writing 1	3												
CMST 1545	Communications	3	X			X			X			X		
STAT 2625	Statistics	4		X			X			X			X	
ENGL 1551	English 2	3		X			X			X			X	
PSYC 3758	Lifespan Development	3	X			X			X			X		
PHIL 2625	Intro to Professional Ethics/AH	3												
TOTAL GEN EDS		##			X		X				X			X
RN-BSN COURSES OFFERED			Fall 1 - August	Fall 2 - October	Spring 1 - January	Spring 2 - March	Summ 1 May	Summ 2 - June	Fall 1 - August	Fall 2 - October	Spring 1 - January	Spring 2 - March	Summer 1- April	Summer 2 - June
		NURS 3725 Nursing Informatics CR3	NURS 3725 Nursing Informatics CR3	NURS 3725 Nursing Informatics CR3	NURS 3725 Nursing Informatics CR3	NURS 3725 Nursing Informatics CR3	NURS 3725 Nursing Informatics CR3	NURS 3725 Nursing Informatics CR3	NURS 3725 Nursing Informatics CR3	NURS 3725 Nursing Informatics CR3	NURS 3725 Nursing Informatics CR3	NURS 3725 Nursing Informatics CR3	NURS 3725 Nursing Informatics CR3	NURS 3725 Nursing Informatics CR3
		NURS 3730 Culture in Nursing CR3	NURS 4804 Health Assessment for RN's CR3	NURS 3720 Professional Nursing	NURS 3730 Culture in Nursing CR3	NURS 4804 Health Assessment for RN's CR3	NURS 3720 Professional Nursing	NURS 3730 Culture in Nursing CR3	NURS 3730 Culture in Nursing CR3	NURS 4804 Health Assessment for RN's CR3	NURS 3720 Professional Nursing	NURS 3730 Culture in Nursing CR3	NURS 4804 Health Assessment for RN's CR3	NURS 3720 Professional Nursing
		NURS 3735 Health Promotion Across the Lifespan	NURS 4846 Community Health for RN's CR3	NURS 3750 Evidence Based Practice CR3	NURS 3735 Health Promotion Across the Lifespan	NURS 4846 Community Health for RN's CR3	NURS 3750 Evidence Based Practice CR3	NURS 3735 Health Promotion Across the Lifespan	NURS 3735 Health Promotion Across the Lifespan	NURS 4846 Community Health for RN's CR3	NURS 3750 Evidence Based Practice CR3	NURS 3735 Health Promotion Across the Lifespan	NURS 4846 Community Health for RN's CR3	NURS 3750 Evidence Based Practice CR3
		NURS 4852 Senior Capstone Seminar CR3	NURS 4852 Senior Capstone Seminar CR3	NURS 4852 Senior Capstone Seminar CR3		NURS 4852 Senior Capstone Seminar CR3		NURS 4852 Senior Capstone Seminar CR3		NURS 4852 Senior Capstone Seminar CR3		NURS 4852 Senior Capstone Seminar CR3		NURS 4852 Senior Capstone Seminar CR3
		NURS 4854/L Nursing Leadership CR4	NURS 4854/L Nursing Leadership CR4		NURS 4854/L Nursing Leadership CR4		NURS 4854/L Nursing Leadership CR4		NURS 4854/L Nursing Leadership CR4		NURS 4854/L Nursing Leadership CR4		NURS 4854/L Nursing Leadership CR4	
		Communications - Speech	Statistics	Arts and Humanities: Ethics	Communications - Speech	Statistics	Arts and Humanities: Ethics	Communications - Speech	Statistics	Arts and Humanities: Ethics	Communications - Speech	Statistics	Arts and Humanities: Ethics	Communications - Speech
GENERAL EDUCATION COURSES OFFERED			Lifespan Development	English 2	Chemistry	Lifespan Development	English 2	Chemistry	Lifespan Development	English 2	Chemistry	Lifespan Development	English 2	Chemistry

Youngstown State University
Centofanti School of Nursing

Nursing Student Essential Functions/Abilities for Admission and Progression

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

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

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

According to the clinical agency where you are doing your preceptor clinical experience, they may require some or all of the following CPR, Criminal Background Check, Drug Screening and Health Requirements and Immunizations: **Students should contact their clinical agency Nurse Educator or Education Dept, before starting NURS 4852 Senior Capstone for specific health, immunization or forms required before attending clinicals even if you are employed there too.**

Note: some students will require Fingerprinting and FBI Criminal Background Check and Drug Screening before attending clinicals as well as updated CPR certification or other health or orientation requirements.

Youngstown State University
School of Nursing – RN-BSN Program – Health Requirements

Requirement	Must provide documentation of:	Comments
History and Physical Exam	Exam by Primary Health Care Provider or Student Health Service on the proper History and Physical form dated no earlier than six months prior to admission.	Only applicable for some sites
Measles, Mumps, Rubella (MMR) Immunity	Positive Measles, Mumps, and Rubella Titer Required. If titer is <u>POSITIVE</u> , upload the results and you are complete. <u>If titer is NEGATIVE, get MMR Booster(s) and upload</u>	DUE: BEFORE STARTING PRECEPTORSHIP • ONE TIME ONLY
Varicella (Chicken pox) Immunity	Positive Varicella Titer Required. If titer is <u>POSITIVE</u> , upload the results and you are complete. <u>If titer is NEGATIVE, follow two shot series</u>	DUE: BEFORE STARTING PRECEPTORSHIP • ONE TIME ONLY
Hepatitis B Immunity	Positive Hepatitis B Surface Antibody (HBs AB) Titer. If titer is <u>POSITIVE</u> , upload the results and you are complete. <u>If titer is NEGATIVE, complete the 2 OR 3 shot series.</u> Some locations are now carrying the 2 shot Hepatitis B vaccine. Once the full shot series is documented, this is complete.	If negative titer, Full series must be done by end of PRECEPTORSHIP
TDap	TDap (Tetanus, Diphtheria, and Pertussis) Vaccine is required one time.	This needs to be current. It expires every 10 years. Update every 10 years.
Influenza	Seasonal Flu Vaccine	Must be done during the current flu season.
TB test (Also called Mantoux or PPD test)	TB test-PPD or T-spot If <u>positive</u> , follow-up with a health care provider and a negative chest x-ray result is required annually . Required on admission: Two-step testing (1-3 weeks apart). For sophomores ONLY!	One negative TB test OR T-Spot-Negative
Drug Screening	Negative Drug Screen	Only applicable for some sites
Criminal Background Check	Fingerprinting for BCI & FBI	Only applicable for some sites
CPR	Basic Life Support Certification for Health Care Provider . This includes adult, child, infant and AED training.	DUE: BEFORE STARTING PRECEPTORSHIP
COVID19 Vaccine	Vaccine	Optional

Code of Ethics for Nurses

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

Please see this link for updated Code of Nursing

<https://www.nursingworld.org/coe-view-only>

Social Media Policy YSU Nursing Students

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

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

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

Use of computers (PDAs, Notebooks, iPads, etc.) in the classroom are restricted to note taking and classroom activities. Other use is distracting to fellow students and those in close proximity. (Not applicable for the RN-BSN program).

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

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

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

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

- Nurses [nursing students] must recognize that they have an ethical and legal obligation to maintain patient privacy and confidentiality at all times.
- Nurses [nursing students] are strictly prohibited from transmitting by way of any electronic media any patient-related image. In addition, nurses [nursing students] are restricted from transmitting any information that may be reasonably anticipated to violate patient rights to confidentiality or privacy or otherwise degrade or embarrass the patient.
- Nurses [nursing students] must not share, post or otherwise disseminate any information or images about a patient or information gained in the nurse/patient relationship with anyone unless there is a patient-care-related need to disclose the information or other legal obligations to do so.
- Nurses [nursing students] must not identify patients by name, or post or publish information that may lead to the identification of a patient. Limiting access to posting through privacy settings is not sufficient to ensure privacy.
- Nurses [nursing students] must not refer to patients in a disparaging manner, even if the patient is not identified.
- Nurses [nursing students] must not take photos or videos of patients on personal devices, including cell phones. Nurses [nursing students] should follow employer [clinical facility] policies for taking photographs or videos of patients for treatment or other legitimate purposes using employer-provided devices.
- Nurses [nursing students] must maintain professional boundaries in the use of electronic media. Like in-person relationships, the nurse [nursing student] has an obligation to establish, communicate and enforce professional boundaries with patients in the online environment. Use caution when having online social contact with patients or former patients. Online contact with patients or former patients blurs the distinction between a professional and personal relationship. The fact that a patient may

initiate contact with the nurse [nursing student] does not permit the nurse [nursing student] to engage in a personal relationship with the patient. Nurses [nursing students] must consult employer [clinical facility] policies or an appropriate leader within the organization for guidance regarding work related postings.

- Nurses [nursing students] are legally responsible for individual postings and may be subject to liability of individual posting are found defamatory, harassing, or in violation of any other applicable law.
- Nurses [nursing students] are legally liable for postings on your own site and on the sites of others. This includes commentary deemed to be copyrighted, defamatory, or obscene (as defined by the courts).
- Students who share confidential or unprofessional information do so at the risk of disciplinary action including failure in a course and/or dismissal from the program.
- Nurses [nursing students] must promptly report any identified breach of confidentiality or privacy.
- Nurses [nursing students] must be aware of and comply with employer [university/clinical facility] policies regarding use of employer-owned computers, cameras and other electronic devices, and use of personal devices in the workplace.
- Nurses [nursing students] must not post content or otherwise speak on behalf of the employer [university] unless authorized to do so and must follow all applicable policies of the employer [university].

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

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

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