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Welcome to the Nursing Major in the College of Nursing.
On behalf of the administration, faculty, and staff, we want to express our desire to help you achieve your goal of becoming a registered professional nurse.

Diversity Statement:
Recognizing the growing diversity of the nation’s population, and in support of a key goal from many national organizations to eliminate health disparities, the College of Nursing faculty and staff seek to admit and graduate students who value, respect and reflect the diversity of the society in which they will learn and practice. (College of Nursing Faculty Organization, December, 2006)
I. Resources for Success

Nursing Student Handbook
The Nursing Student Handbook is designed as a guide to help you as you practice as a nursing student. The handbook provides information, resources and requirements which are aids to students in achieving success.

Undergraduate Catalog (Bulletin)
The University currently provides an Undergraduate Catalog to all students available via the web, accessible through the Records & Registration website. The catalog or bulletin which is in effect at the time a student is admitted to SDSU is the “contract” the student has with the university for graduation requirements. It is a guide for students, providing academic rules and regulations. If a student leaves the university for three semesters or more, upon readmission he or she will then need to meet requirements from the most current catalog.

As a student enrolled in the College of Nursing, you are a part of the total university community, with freedoms and responsibilities inherent in that capacity. The Student Code of Freedom and Responsibility may be found on the SDSU website by clicking Academics, selecting Catalog, Academic General Information, and then Student Code of Freedom and Responsibility. The Student Code is available on the SDSU homepage by clicking on Policies and Procedures, and then selecting Ethics and Professional Conduct. Within the College of Nursing, there are specific requirements and information relevant to the nursing program that you need to know. This handbook provides you with that information. Please retain this book throughout your tenure in the College of Nursing.

Code of Ethics for Nurses
The American Nurses Association’s Code of Ethics for Nurses, and the Nursing Students' Rights and Responsibilities* prepared by the National Student Nurses’ Association, will serve as overall primary or additional guides for conduct as students of professional nursing. Students may view a copy of the Code of Ethics for Nurses at the American Nurses Association’s web page: www.nursingworld.org.

The Code of Ethics for Nurses communicates a standard of professional behavior expected throughout the entire nursing program and in each individual nursing course. The Code of Ethics for Nurses is incorporated into all areas of the nursing curriculum. Unethical, dishonest, or illegal conduct that is inconsistent with the Code of Ethics for Nurses may result in dismissal from the nursing major.

During clinical laboratory instruction, students are provided with opportunities for experiences in a variety of settings, which include the client's home, various types of clinics, hospitals and other community agencies. As guest learners in these settings, students demonstrate professional conduct. The student should understand the Code of Ethics for Nurses. It provides an excellent guide for professional behavior.
Professional nurses need to know how to communicate, network and influence policy within the profession. The Nursing Students’ Association promotes professional communication, networking and leadership that will serve throughout a professional career. Each student is encouraged to become an active member of the South Dakota State University Nursing Students' Association and thus become involved with local, state and national nursing issues.

*Nursing Students Rights and Responsibilities

1. Students should be encouraged to develop the capacity for critical judgment and engage in a sustained and independent search for truth.

2. The freedom to teach and the freedom to learn are inseparable facets of academic freedom: students should exercise their freedom in a responsible manner.

3. Each institution has a duty to develop policies and procedures which provide and safeguard the students’ freedom to learn.

4. Under no circumstances should a student be barred from admission to a particular institution on the basis of race, color, creed, national origin, ethnicity, age, gender, marital status, lifestyle, disability, or economic status.

5. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

6. Students should have protection through orderly procedures against prejudiced or capricious academic evaluation, but they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

7. Information about student views, beliefs, political ideation, or sexual orientation which instructors acquire in the course of their work or otherwise, should be considered confidential and not released without the knowledge or consent of the student, and should not be used as a basis of evaluation.

8. The student should have the right to have a responsible voice in the determination of his/her curriculum.

9. Institutions should have a carefully considered policy as to the information which should be a part of a student's permanent educational record and as to the conditions of this disclosure.

10. Students and student organizations should be free to examine and discuss all questions of interest to them, and to express opinions publicly and privately.

11. Students should be allowed to invite and to hear any person of their own choosing within the institution’s acceptable realm, thereby taking the responsibility of furthering their education.

12. The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs, e.g., through a faculty-student council, student membership or representation on faculty committees.

13. The institution has an obligation to clarify those standards of behavior which it considers essential to its educational mission, its community life, or its objectives and philosophy.

14. Disciplinary proceedings should be instituted only for violations of standards of conduct formulated with significant student participation and published in advance through such means as a student handbook.
or a generally available set of institutional regulations. It is the responsibility of the student to know these regulations. Grievance procedures should be available for every student.

15. As citizens and members of an academic community, students are subject to the obligations which accrue to them by virtue of this membership and should enjoy the same freedoms of citizenship.

16. Students have the right to belong or refuse to belong to any organization of their choice.

17. Students have the right to personal privacy in their living space to the extent that the welfare and property of others are respected.

18. Adequate safety precautions should be provided by nursing programs, for example, adequate street lighting, locks, and other safety measures deemed necessary by the environment.

19. Dress code, if present in school, should be established with student input in conjunction with the school director and faculty, so the highest professional standards are maintained, but also taking into consideration points of comfort and practicality for the student.

20. Grading systems should be carefully reviewed periodically with students and faculty for clarification and better student-faculty understanding.

21. Students should have a clear mechanism for input into the evaluation of nursing faculty.

II. Academic Advising

Academic advising is formal and informal guidance intended to help students investigate, identify, and accomplish individual academic and career plans. The process of academic advising is an important part of the successful completion of the nursing major and graduation requirements. Advisors are able to provide students with assistance in course selection and scheduling, academic issues, application to the nursing major, and information on campus resources. Detailed information on the purpose of advising may be found on the SDSU website by clicking Academics, selecting Course Catalog, Academic General Information, and Academic Advising Role Statements.

Assigned Advisors

Pre-nursing students are assigned to a pre-nursing advisor. Students in the nursing major are assigned to a faculty advisor who teaches in the Undergraduate nursing major. Students who wish to request a change in advisor may do so by contacting the Department Head of Nursing Student Services.

Advisors Assist Students with the Following:

- Pre-registration
- Dropping courses or making significant schedule adjustments
- Academic difficulties (including mid-term deficiencies)
- Academic petitions
- WebAdvisor use
- Finding or using university information and academic resources
- Transferring to another college or university or changing majors at SDSU
- Identifying equivalent courses at other universities

Accommodations for Students with Disabilities

Accommodations for students with disabilities are available. A student who knows or believes that he or she has a disability which needs to be accommodated in order to achieve success should contact the SDSU Director of Disability Services. Students are required to register with the Disability Services Office to receive accommodations. No accommodations will be made without appropriate documentation verifying a student’s disability. Once the Director of the Disability Services office has received a request from the student for accommodation and documentation of disability has been made, a determination of appropriate accommodation(s) will be made. These decisions are made based on the Civil Rights Law: Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Any further questions should be referred to the SDSU Director of Disability Services at 688-4504.
**Conflict Resolution**

Students who have concerns about courses or College of Nursing policies and procedures should use the following path to resolve questions and conflicts.

- Discuss the issue with the person directly related to the issue.
- The usual sequence to follow is: Instructor, Semester Coordinator, Department Head of East River, Department Head of Rapid City or NACC Coordinator, Dean of the College of Nursing, and Vice President for Academic Affairs.

**Registering for Courses**

Course schedule information is usually available to students online via WebAdvisor about two to three weeks prior to early registration. Students in the nursing major courses will be registered through the College of Nursing. The Secretary for the Undergraduate Nursing Department will register each student after students have completed the following:

**Brookings/Sioux Falls Procedures**

The student’s responsibility is to:

1. Meet with his or her advisor to discuss additional courses and progression toward graduation requirements.
2. Attend group meeting with semester coordinator and identify preferred clinical rotation and nursing courses. Complete the student registration form indicating section numbers for additional non-nursing courses. Turn this form in to the Undergraduate Department Secretary.
3. After registration, a copy of the completed schedule will be placed in the student’s mailbox. If the secretary was unable to register the student for the selected or alternate courses, the confirmation form will be highlighted and the student will be informed via phone message. The student is then responsible for communicating with the secretary about other alternate courses.
4. To register for a summer course, students should meet with their advisor and discuss course selections. The Undergraduate Department secretary will also register students for these courses.

**Rapid City Procedures**

The student’s responsibility is to:

1. Meet with his or her faculty advisor to discuss additional courses and progression toward graduation requirements. Utilize WebAdvisor to register for all non-nursing courses.
3. Meet with faculty advisor regarding summer course registration. Utilize WebAdvisor to register for non-nursing courses.
**NACC Procedures**

Students are registered at the beginning of each of the five terms in the NACC program. The NACC secretary registers students for the block of courses to be taken.

**RN Upward Mobility Procedures**

RN-BS students are registered each semester by RN Upward Mobility staff. RN Upward Mobility staff serve as primary campus liaisons for the students because they are distance learners. RN Upward Mobility students receive email notification of the registration times each semester, and are asked to refer to page 3 of their personal evaluation letter for the list of university and nursing required support courses to be completed. Students are asked to email or call the RN Upward Mobility office to place course registration requests. The telephone number to call is 1-888-216-9806, option 1. Registration may be viewed or confirmed in WebAdvisor.
III. College of Nursing Academic Standards and Policies

Academic Honesty Policy
South Dakota State University has taken a strong and clear stand regarding Academic Dishonesty. The consequence of Academic Dishonesty (which includes plagiarism) ranges from Disciplinary Probation to Expulsion. The full policies are found in Chapter 1, Student Code (01:10:25:01-01:10:25:06) within the Student Policy Manual. A student charged with Academic Dishonesty who wishes to appeal that charge may follow the Appeals Procedure outlined in Chapter 2 of the Student Policy Manual, (Academic Appeals and Classroom Standards) or contact the Vice President for Academic Affairs Office. (Adm 230, 605-688-4173) The College of Nursing believes the student should work closely with the faculty advisor during these processes.

Course Grading Scale
The Undergraduate Nursing Department grading scale is as follows:
A = 100-92%
B = 91-84%
C = 83-76%
D = 75-68%
F = 67% and below
Refer to individual course syllabus for performance standards.

Final Examinations
The purpose of final examinations is to provide a final evaluation of students’ academic progress for the entire course or since the last examination. Students should check with the Semester/Term Coordinator at the beginning of the semester to determine the final examination schedule.

Academic Standard to Continue in the Nursing Major
• The nursing major courses in the five semesters of the nursing major must be taken in sequence and must all be completed before continuing to the next semester.
• All courses must be completed with a "C" grade or above to continue in the nursing major.
• If a nursing major course is not completed with a “C” grade or above, the student must submit a written request to the Dean of the College to have an opportunity to repeat the course in order to obtain a “C” grade or above. Permission will be granted based on the circumstance related to the failure and based on space available in the course.
• Students are not permitted to continue in the nursing major after a course is not successfully completed on a second attempt or when a second nursing major course is completed with a grade less than a “C”.
• Incomplete "I" grades may be given at the instructor’s discretion in appropriate circumstances.
• All incomplete “I” grades in nursing major courses and other required courses must be satisfactorily removed before progression to the next semester of the nursing major. A student cannot fail more than one nursing major course and continue in the nursing major. (Refer to University Bulletin for timeline to remove incomplete grades.)
• Once admitted to the nursing major, the cumulative grade point average needed to continue in the nursing major is 2.5.

Unsafe Behavior During Nursing Major Courses
If a student’s behavior is considered to be unsafe in the clinical setting, it is the responsibility of the instructor to talk with the student about the behavior and to provide guidance and direction for improvement. The guidance may include a Learning Contract. The following are examples of unsafe or unacceptable performance. However, this is not an inclusive list, and final determination of unsafe behavior is based on the faculty member’s professional judgment:
• inability to complete care/assignment within the established time period
• inappropriate or untimely communication
• evidence of behaviors that reflect an impaired state
• evidence of inadequate preparation for clinical activities
• incorrect or inadequate assessment/intervention
• failure to follow dress code guidelines
• dishonesty

In consideration of instructor guidance, should a student’s behavior continue to be unsafe in a clinical course and the student has chosen not to drop the course, the faculty member can choose to remove the student from the clinical area. The faculty should advise the student that he or she will fail the course; however, the responsibility to drop the course is ultimately the student’s decision.

Grade Reports

Mid-term
Mid-term deficiency reports are used to warn students that they are not completing requirements at a satisfactory level or a grade of C, 76%. This warning is issued through the Registrar’s Office and is not recorded on the student’s official transcript. Students should check “Grades” under WebAdvisor shortly after midterm to see if they have received any deficiencies. Students who receive deficiencies may have a C, D, or F in the course at mid-term.

Students who receive a deficiency in a course are expected to make an appointment with faculty teaching the course and discuss options for improving their grade. Students can also schedule an appointment with their advisor to discuss other study strategies.

Final Grade Reports
Final grade reports at the end of the semester are NOT mailed to students. Grades may be reviewed via WebAdvisor under “Grades.”
The Undergraduate Nursing Program does not accept D or F grades to meet any graduation requirements used for completing a Bachelor of Science with a major in Nursing. Currently the College of Nursing requires 128 credits for graduation. All 128 credits must be completed with a “C” grade or above. Students who have academic difficulty with a course are encouraged to discuss their difficulty with the professor of the course and their advisor in an effort to avoid getting grades below a “C.”

Adding and/or Dropping a Course
The faculty member or the faculty team may not withdraw a student from a course, even if the student is doing unsatisfactory work. The decision to drop or withdraw from the course is the student’s. Once the student has enrolled in the course and paid his or her tuition, he or she has the right to complete the entire course if he or she chooses (except when participation may be of harm to the student or others). When the student is doing poorly and there is a high probability that the student cannot maintain a satisfactory passing grade in the course or there are other extenuating circumstances such as extensive absences due to illnesses, then the faculty and the advisor should advise the student to drop or withdraw from the course by the appropriate deadline. This permits the student to leave the course without a grade and with no negative consequences to the grade point average. However, if the student chooses to continue in the course, the faculty team or individual may not arbitrarily withdraw or drop the student.

Adding or dropping courses can be done during the dates posted on the Records & Registration site. Students may use WebAdvisor or contact the Registrar’s Office (605-688-6195) to make schedule adjustments after speaking with their advisor. Students who drop a course during the add/drop period will not have the course recorded on their transcript.

Students may withdraw from a course until approximately two weeks after midterm deficiencies are sent. Students should check the Records & Registration website for withdraw, drop and add deadlines. When a course is dropped after the drop/add deadline and prior to the withdrawal deadline, a “W” will appear on the transcript, indicating a late drop or withdrawal. “W” grades do not affect GPA.

Not attending class does not constitute a drop or withdrawal. Dropping or withdrawing must be done through WebAdvisor or through the Registrar’s Office. If a class is not dropped properly, students are considered enrolled in the course and will receive an unsatisfactory grade. It is recommended that students print a hardcopy of their schedules after dropping a course to verify the change has been processed.

Full time student status is 12 credits. Dropping below 12 credits may impact scholarships, insurance coverage, and financial aid funding. It is recommended that students check with financial aid and their insurance carriers before dropping below
12 credits. It is also important to remember that all nursing major courses are planned in sequence.

Withdrawal from Nursing and the University
Students desiring to withdraw from the nursing major or the University should consult their advisor and the Undergraduate Department Head prior to the withdrawal. Students desiring to withdraw from the University should contact the Registrar’s Office, 605-688-6195 to officially withdraw. NACC students should see their department secretary.

Petitions
Petitions are used to resolve academic or financial aid problems that are beyond the regulations or rules of the university. Students should see their advisor if they feel they have one of these situations. Petition forms are available from the Records & Registration Office or from advisors.

Absences
If students must be absent from class one day due to an illness, injury, or family emergency they should contact their professors according to guidelines listed in the syllabus. Extended absences must be reported by the student to the Vice President of Student Affairs (605-688-4493).

Transfer Course Permission and Transcript Evaluation
Current SDSU students should see their advisor before enrolling in support courses at other colleges and universities which have not been equated to an SDSU support course. When these courses are taken at colleges or universities outside the South Dakota Board of Regents System (SDBOR), students must have official transcripts sent and evaluations processed through the Records & Registration Office. Once courses are evaluated, the student can check WebAdvisor to see how their courses officially transferred to SDSU. Students should keep in mind that the transcript evaluation process may take several weeks to finalize. Having all transfer work evaluated in a timely manner is important to ensure accurate advising and graduation.
IV. College of Nursing Non-Academic Requirements for Entry into and Continuation in the Nursing Major

English Language Proficiency Requirement in the College of Nursing
As the nurse is a professional who deals with human lives, it is mandatory that a higher level of English fluency be met in order to ensure the safety of clients and students. (The English as a Second Language requirement for the College of Nursing is higher than it is for other colleges in the University.) The College of Nursing requires all students who meet the definition of student with English as a Second Language to complete the Test of English as a Foreign Language (TOEFL) or an accepted substitute. The minimum score required for admission to the nursing major is 600 paper-based (with no section score below 56); 250 computer-based (with a minimum reading score of 22, writing 23, and listening 22), or 100 internet-based (with a minimum reading score of 21, writing 19, listening 22, and speaking 26). The TOEFL is required for all students for whom English is a second language, regardless of residency status. These scores are required before the student will be accepted into the major. The student is responsible for all testing fees.

The Dean of the College of Nursing, in consultation with the College of Nursing Department Heads, reserves the right to design appropriate individualized requirements for any student in pre-nursing or the nursing major who is identified as having difficulty with written or oral communication. The Nursing Student Services Department Head will consult with the English and/or Speech Departments to determine appropriate assessment and intervention necessary for the student to develop safe communication and practice before the student may enter or return to clinical. Testing which may be required must be paid for by the student. The student, faculty advisor and Semester/Term coordinator will be notified in writing of the determination of needs and the requirements that will be expected before the student may return to clinical experiences in the nursing major.

Background Check
In January 2004, The Joint Commission began requiring that all employees in accredited agencies undergo criminal background checks. To uphold the highest nursing standard and comply with requirements of agencies, the College of Nursing requires each student seeking admission into the nursing major to obtain a Federal Criminal Background Check as well as a supplemental online background check. During the course of the major, there may be additional background checks required in order to participate in specific clinical sites. In South Dakota and other states, applicants must also submit an additional background check at the time of application for licensure.

If students are convicted of, plead guilty or no contest to, or receive a suspended imposition of sentence for a felony or other criminal offense (excluding minor traffic violations) while in the nursing major, they must report the offense to the department head of nursing student services within two days of the offense.

January 2012
Dishonesty about or failure to disclose any of the above is grounds for dismissal from the nursing major.

**Drug Screening**

Drug screening is required by many of the facilities that are used as clinical learning sites. To uphold the highest nursing standard and comply with agency requirements each student seeking admission into the nursing major will be required to submit to a drug screen. Information about where to go for the drug screen is provided at the student information/orientation session. Results are to be faxed to 605-688-6073 (East River and NACC) or 605-394-1250 (Rapid City).

During the course of the nursing program, a student will be asked to submit to a drug screen if illegal or inappropriate drug use is suspected. The expense of this drug screen will be the responsibility of the student. Refusal to submit to a drug screen will result in dismissal from the College of Nursing. If a student is identified as having problems related to inappropriate chemical use (alcohol and/or drugs), he or she may be referred to the Health Professionals Assistance Program. While chemical impairment is a confidential issue, for client and student safety, this information will be shared with appropriate professionals on a need-to-know basis.

**Health Professionals Assistance Program (HPAP)**

In regards to students identified as being chemically impaired, decisions related to whether to admit or allow the student to remain in the program are made on an individual basis. This decision will be based on safety and licensure information from the State Board of Nursing. After evaluation, the College of Nursing may require a student to participate in the Health Professionals Assistance Program (HPAP). The HPAP is a multidisciplinary program for chemically impaired health professionals. It provides a non-disciplinary option for impaired health professionals who recognize their illness of chemical dependency and the need for continuing care and/or practice limitations. The program is confidential and professionally staffed to monitor the treatment and continuing care of health professionals who may be unable to practice with reasonable skill and safety if their illness is not appropriately managed.

The SDSU Counseling Center on the Brookings Campus provides 1:1 or group counseling for students with chemical impairment problems. The Counseling Center employs a certified Chemical Dependency Counselor to conduct substance abuse assessments for students who are having problems related to substance use. Students based in Rapid City should contact Student Services if they believe they need assistance with chemical impairment. Students in the NACC program should talk with the advisor to identify resources for chemical impairment assistance.

**Immunization Record and TB Screening**

Students are required to have a completed Immunization Record and TB Screening form on file in the Department of Nursing Student Services by the due date. The form and due date are provided at the information session held before the first semester of the major begins. Additional forms are available from the Department of
Nursing Student Services. Students are required to keep immunizations and TB tests current. Tuberculin Skin tests are required yearly.

**Health Status Report**

The Health Status Report is completed by the student’s health care provider and provides certification that a student is physically and mentally able to participate in clinical courses. Students receive an examination outline and a health status certification form. The exam is conducted by a provider of the student’s choice at the student’s expense. The student returns only the health status certificate to the Nursing Student Services office. The health status certificate due date is given to entering first semester students at the information session prior to the beginning of the first semester of the nursing major. If the Semester/Term Coordinator does not have verification of a completed health status certificate by the time of the first clinical experience, the student will not be permitted to enter the clinical area. The completed health status certificate will be maintained in the office of Nursing Student Services until graduation. RN Upward Mobility students will complete the health status certificate as a part of the College of Nursing application process.

After completion of the certificate, if the student’s health changes in any way, the student is required to submit information related to any changes and need for accommodation for personal and patient safety. Students will be required to obtain a statement from their healthcare provider indicating they are safe to be in clinical or restrictions related to clinical practice. Some examples are:

- The student with a potentially infectious or contagious disorder (including dermatological problems), is required to provide a note from the primary health care provider prior to clinical stating the condition is not infectious or contagious and that the student may care for clients.
- Pregnancy - Students must have the approval of their primary health care provider to remain in clinical courses during pregnancy. A written statement from their primary health care provider must be submitted to the Department Head of Undergraduate Nursing. Students are responsible for obtaining and delivering this statement. A copy of the statement must be provided to current faculty so that the student is not assigned to situations potentially hazardous to pregnancy.
- Issues with mental/emotional health must be considered, as well as physical health.
South Dakota State University
College of Nursing

TECHNICAL STANDARDS*
FOR ADMISSION TO, PROGRESSION IN, AND COMPLETION OF
THE UNDERGRADUATE PROGRAM IN NURSING

"South Dakota State University (SDSU) reaffirms that it is committed to a policy of nondiscrimination on the basis of physical or mental disability/impairment in the offering of all benefits, services, educational and employment opportunities” (South Dakota State University Bulletin Quarterly), and offers reasonable accommodations** to students. The College of Nursing admits students based on university policy and the student’s ability to meet the Technical Standards required by the College of Nursing.

One of the purposes of the SDSU undergraduate nursing program is to provide graduates with a broad and basic preparation for professional nursing practice. In preparation for professional nursing roles, nursing faculty expect the student to show a stable personality and demonstrate ability to meet the demands of the profession. An applicant to the program must be able to meet the cognitive, affective and psychomotor requirements of the curriculum.

As a generalist in nursing, a professional nurse is expected by the employer, consumers and other health care providers to assume specific role responsibilities in a safe and competent manner. Therefore, all knowledge and skills taught and evaluated in the SDSU nursing program are requisites of successful completion of the program.

For admission to the nursing major courses, the student must meet technical standards for the nursing major and maintain satisfactory demonstration of these standards for progression through the program. The technical standards include general abilities, observational ability, communication, motor ability, intellectual/conceptual ability, and behavioral/social attributes.

To evaluate applicants to the nursing major, the Admissions and Scholastic Standards Committee meets to determine the student’s ability to acquire knowledge and develop clinical skills required by the curriculum. The skills and abilities that have been identified as necessary to meet nursing curriculum technical standard requirements include, but are not necessarily limited to, the following:

**General Abilities**

To provide quality nursing care, the student is expected to possess functional use of the senses of vision, touch, hearing, taste and smell. All data received by the senses must be integrated, analyzed and synthesized in a consistent and accurate manner. Examples of this include, but are not limited to: The need to accurately
measure intake and output; work with multiple tubes, drains, monitoring equipment, etc. Must be able to visually assess patients, including color recognition. Must be able to make fine discriminations in sound; i.e., making fine adjustments on machine parts, using a telephone, taking blood pressures, and assessing by auscultation. Assistive technology, such as a hearing aid, is acceptable to enable the student to achieve functional use of the senses. In addition, the individual is expected to possess the ability to perceive pain, pressure, temperature, position, equilibrium and movement.

**Observational Ability**

The student is expected to be able to observe the patient/client holistically to accurately assess any health/illness alteration. Inherent in this observation process is the functional use of the senses and sufficient motor capability to carry out the necessary assessment activities.

**Communication**

The student is expected to be able to effectively communicate verbally and non-verbally. This requires the ability to see, speak, hear, read, write, and effectively utilize the English language.

**Motor Ability**

The student is expected to be able to perform gross and fine motor movements required to provide holistic nursing care. Examples of care that the student must be able to perform include lifting, turning, transferring, transporting, exercising the patients/clients, and administering CPR. The student is expected to have the psychomotor skills necessary to perform or assist with procedures, treatments, administration of medications, and emergency interventions. On a regular classroom or clinical day, the student may be expected to sit, walk and stand. Assessments may also require the student to bend, squat, reach, kneel or balance. Usual clinical settings require that the student be able to carry and lift loads from the floor, from 12 inches from the floor, to shoulder height and overhead. This would involve occasionally lifting 50 pounds, frequently lifting 25 pounds, and constantly lifting 10 pounds. The student is expected to be able to maintain consciousness and equilibrium and have the physical strength and stamina to perform satisfactorily in clinical nursing experiences.

**Intellectual-Conceptual Ability**

The student is expected to have the ability to develop problem-solving skills and demonstrate the ability to establish care plans and priorities. This includes the ability to measure, calculate, analyze and synthesize objective as well as subjective data and make decisions that reflect consistent and thoughtful deliberation of the appropriate data.
**Behavioral/Social Attributes**

The student is expected to have the emotional stability required to exercise sound judgment, complete assessment and intervention activities, and develop sensitive interpersonal relationships with patients/clients, families and others responsible for health care. The individual is expected to have the flexibility to function effectively under stress and deal with patients, families, and others who may be experiencing stress. The baccalaureate graduate exhibits the professional values of altruism, autonomy, human dignity, integrity and social justice (The Essentials of Baccalaureate Education for Professional Nursing Practice, 2008).

**"The term technical standard refers to all nonacademic criteria used for admission to and participation in a program or activity." From HOW THE LAW APPLIES- Rehabilitation Act of 1973-Section 504.**

**Reasonable Accommodations are adjustments or modifications of course/program requirements which are not (1) unduly costly, (2) extensive, (3) disruptive, and (4) do not fundamentally alter the nature of the course/program.**

I acknowledge that I have read and understand the above Technical Standards which are required for entry into and progression through the nursing major. To the best of my knowledge, I currently meet these technical standards. Should any circumstance occur which prevents me from meeting these technical standards, I will notify the Department Head of Nursing Student Services immediately.

Name __________________________ Signature_____________________________________

Student ID __________________________ Date______________

Approved by College of Nursing Faculty 10/84, 12/00
Edited 3/91, 7/96, 8/97, 8/98, 8/01, 4/08, 9/09
Health Insurance
All nursing students are required to sign a form when they enter the major that states that they have health insurance. Students may purchase medical insurance or purchase the Regental Student Health Insurance Policy. This information is available at: https://myhealth.sdbor.edu/index.cfm?

CPR Certification
Agencies used for clinical placement and the College of Nursing require that all students have current professional-level CPR certification throughout the entire nursing major. The student must complete a CPR course which includes “one person and two person” rescue and care of adults, children and infants experiencing cardiac and/or respiratory distress and use of the AED. Acceptable courses include the American Heart Association, Basic Life Support (BLS) for Healthcare Providers and American Red Cross CPR/AED for Professional Rescuers and Health Care Providers. A copy of the certification card is turned in to the Department of Nursing Student Services. The due date by which to turn in evidence of certification will be provided at the informational meeting before the student begins the first semester of the nursing major. It is the student’s responsibility to maintain current CPR certification and provide proof of certification to Nursing Student Services. Students who do not have current CPR certification will be blocked from participating in clinical experiences and may receive a deduction in accountability for their total score for the course. The student will be required to make up the clinical time and must pay for the expense of the instructor’s salary.

Laptop Computer Requirement
The College of Nursing (CON) utilizes computer assisted learning throughout all five semesters of the nursing major. To ensure that students have hardware and software that interfaces with technology in the CON, students are required to purchase a computer that meets the following specifications:

Notebook or Tablet
Processor: Minimum of dual-core
Memory: 2 GB
Hard Drive: 64 to 160 GB
Operating System: Windows XP or Windows 7; OSX 10.5 or higher for Leopard for Macs
Ethernet network card
3-foot Ethernet cord
802.11 wireless (B, G, or N)
DVD/CD-RW drive
(SDSU will provide the appropriate required anti-virus software)
Points to Consider
• Students entering the nursing major are required to have a laptop that meets the above guidelines. There is no brand that is specifically recommended. (There is no computer requirement for pre-nursing students.)
• Laptops will be used throughout the nursing major during class time and for testing.
• It is highly recommended that you maintain a warranty on your laptop, as you will be expected to keep your computer in working order throughout your time in the nursing program.
• Macs are not recommended for purchase unless you are a very experienced Mac user. Please be aware that all educational software may not be compatible with the Mac format.
• Brookings students may contact the College of Nursing, Senior Computer Support Specialist at 605-688-5711 for on-site service and support. The eSDSU Laptop Center is available to provide on-site technical service and support, and may be able to perform warranty work for Apple or Fujitsu. All other warranty work must be done at the location as specified in the terms of your warranty.
• Sioux Falls students may contact the University Center Help Desk at 605-201-4887. They will provide on-site service and support but warranty work must be at the location as specified by the warranty provider.
• Rapid City students may contact the Senior Computer Support Specialist at 605-397-6716. They will provide on-site service and support but warranty work must be at the location as specified by the warranty provider.
• If you have questions related to the computer policy, please call the Nursing Student Services Office at 605-688-4106. Students are strongly encouraged to list their computers on their own home insurance or their parents’ home insurance policy or on a renter’s insurance policy, and to maintain an active warranty. Students are not required to own a computer until they are accepted into the nursing major, although they may choose to purchase the computer as freshmen. Questions about the computer policy should be directed to: Department Head, Nursing Student Services or the Nursing Computer Support Specialist at 605-688-4106, or 1-888-216-9806, option 4.

Financial Aid for Laptop Computers
Because nursing major students are required to purchase a laptop computer for their major, they may submit a current receipt or purchase agreement to the SDSU Financial Aid Office in order to get a student aid budget adjustment for the current year. There is no guarantee of additional federal student financial aid from this submission. Only one computer purchase may be applied toward the student’s financial aid budget during the course of the academic nursing program. To request a financial aid budget adjustment as a nursing student entering the major fall term or spring term, you may submit the laptop purchase receipt from a laptop purchased the summer preceding entry into the major, or a receipt of a laptop purchased during the first academic year of the major.
Laptop Computer and Other Technology Etiquette
The classroom environment must be conducive to learning for all students. Distractions made possible by advances in technology undermine that goal. To eliminate distraction, the following rules must be followed:
• Jacks e-mail and D2L are the official ways in which the College communicates electronically with students. It is the student’s responsibility to check these sites. Information and requirements missed by the student because these sites are not checked become the student’s responsibility.
• Cell phones and pagers may not ring or vibrate or be used in class or clinical unless permission is given by the instructor.
• The laptop computer may be utilized for notes, testing, and internet as instructed during class.
• The laptop may not be used for e-mail, shopping, or on-line chatting during class.
• Wallpaper, screen savers, or other materials that may be offensive to others may not displayed in class or clinical. If an instructor views an inappropriate wall paper or screen saver the student will be informed verbally and it must be removed immediately or the laptop will need to be closed and put away.
• Laptops must be closed when directed by the professor.
• All individual instructor requirements related to laptop computer use must be followed.
• Instructors may request that all cell phones or any computerized devices be left at one location in the room during tests.

Malpractice Insurance
A charge to cover a group nursing student malpractice insurance premium is assessed every semester during the time students are in clinical courses. The student is then covered under a "Blanket Liability Insurance Program" with broad "Occurrence Based" coverage.

RN-Upward Mobility Students
Registered nurses who are enrolled in the nursing major courses must seek individual malpractice insurance. They may do this through the Nurses Service Organization (www.nso.com or call 1-800-247-1500), or another insurance company approved by the College of Nursing, SDSU. The limits of liability must be $1,000,000/3,000,000 on an occurrence/aggregate basis. Students must have proof of malpractice insurance coverage before they can begin components of their clinical courses.

Nursing Student Uniform
Name badges are required for all clinical activities, regardless of the uniform being worn. Name badges are ordered upon admission to the major. The first name is required on the name badge, along with the identification “SDSU Nursing Student.” The College of Nursing pays for the first name badge. If the name badge is lost or damaged, the student is responsible for replacement and should contact Nursing Student Services.
(Please Note: Rapid City Semester V directed studies students will wear their SDSU Senior Nursing Student badge in addition to the SDSU Nursing badge at all times.)

Required accessories to the student uniform are a watch with second hand, a stethoscope, and a black ink pen. The student uniform and name badges are to be worn only for clinical experiences, only as authorized by the College of Nursing. There are times when, due to time factors, students need to be ready for clinical laboratory while attending other classes on campus, or participating in other activities. For infection control purposes, it would be advisable to wear a lab coat when wearing the uniform on campus prior to or after clinical sessions.

The hospital or inpatient agency clinical uniform for men and women consists of women’s or men’s blue scrub pants and top, a white short or long sleeve circle neck t-shirt worn under the scrub top if desired, a name badge and optional white lab coat with the official SDSU emblem. Pants’ hems should not be touching the floor and should not be above the ankle (this may involve the need for hemming). Uniform order forms are available from Nursing Student Services. Clean white nursing shoes with closed toes and heels or white leather athletic shoes are to be worn with the uniform. A small light-colored emblem on the shoe may be acceptable. White canvas tennis shoes, sandals, and wooden soles are not acceptable.

If there are questions related to uniforms or shoes, they should be directed to the department head of Nursing Student Services or to the first semester coordinator. Hospital regulations concerning uniforms will supersede SDSU uniform standards. For example, in some specialized areas, students will wear the designated uniform of that unit. The student is advised to consult the faculty member in charge of the appropriate clinical experience concerning any changes in clinical uniform.

For the community clinical, students will wear the designated white or blue polo shirt with the official SDSU emblem, khaki, navy or black slacks or skirt (dress style pants required), closed-toe dress shoes, and name badge.

The pants should be no shorter than ankle length and they should not touch the ground. The student is advised to consult the faculty member in charge of the appropriate clinical experience concerning any uniform questions. The student may choose to wear the white lab coat in this setting.

RN students are asked to wear professional attire when meeting with agency personnel and during population-based clinical experiences. Students must wear their SDSU student name tag. There is not a specific uniform requirement for RN-BS students.

**General regulations for attire and grooming**

- Women may wear skirts in place of the blue scrub pants; however, they need to match the blue scrub color. The length should be below the knee.
• Men’s and women’s pants should be no shorter than ankle length and they should not touch the ground.
• Hair should be worn above the collar and off the face.
• Engagement and wedding rings may be worn, but may need to be removed when safety or infection control is a concern.
• Clean shaven or neatly trimmed beard or mustache is acceptable.
• Fingernails should be clean, short, and neatly trimmed. The definition of "short" is that when you look from the palm side of the hand you should not see the fingernail. No finger nail polish or artificial nails will be allowed.
• All body piercing jewelry should be removed when wearing the student uniform in acute, chronic and community care settings. If removal is not an option and the reason is justified, the jewelry will need to be covered. Clinical site policies supersede College of Nursing policies if more stringent. Ear piercing is the exception to this rule. Small stud earrings may be worn with a limit of two per ear. No dangling or hoop earrings are permitted to be worn.
• Tattoos should be covered as much as possible.
• If a student is unable to comply with this dress code, he/she should talk to the clinical instructor or semester coordinator.
V. Nursing Resource Labs

Brookings Nursing Resource Lab Policies
(Wagner Hall [SWG], 306, 346)

The purpose of the nursing lab environment is to provide students an opportunity to practice nursing skills and interventions in an environment conducive to learning. It is the student’s responsibility to treat the lab with respect and to use it as a learning tool.

Lab Rules

1. Closed toe and closed heel shoes must be worn at all times when in the nursing lab (OSHA regulation).
2. Treat the mannequins with respect and the lab as if it is a patient’s hospital room.
   a. Clean up when task is completed.
   b. Work diligently to complete tasks so other students may have time to do the same.
   c. When finished, return the lab to the condition it was in before starting.
3. Open lab times will be posted on the bulletin boards outside the lab each semester.
4. If a student needs to schedule a practice time outside of open lab hours, accommodations must be made with the lab coordinator.

Request for Equipment/Supplies

1. Certain equipment may be checked out from the lab coordinator from room 346.
2. Certain equipment (at the discretion of the lab coordinator) requires the completion of an Equipment Request and Agreement Form (Appendix B) prior to check out.
3. The student is allowed to have the equipment for 1 week (unless other arrangements are made in advance) before it must be returned to the lab.
4. All equipment/supplies must be signed in and out by the student on the book reserved for that purpose.
5. The student who signed the equipment out is responsible for loss and/or damage to equipment. Any replacement costs or repair fees will be charged to the user.
6. Students cannot loan equipment to other individuals, groups, or organizations.
7. Students must email the lab coordinator or fill out a lab equipment requisition at least 48 hours in advance of needing models, teaching materials, or large equipment. Advance requests are to the student’s advantage as equipment is available on a first come, first served basis. The information the lab coordinator needs is:
   a. Course number
   b. Course instructor
   c. Equipment needed
Returning Equipment/Supplies
1. Equipment should be returned in the same condition in which it left the lab. If equipment needs repair a note of explanation should be attached so repairs can be made.
2. The student will sign the equipment in using the sign in/out book when the equipment is returned.
3. If an Equipment Request and Agreement Form (Appendix B) was completed prior to check out, the equipment must be checked back in with the lab coordinator. All equipment must be returned (or paid for if necessary) by the end of the semester. Grades for that student will be withheld until equipment concerns are taken care of.

Posters and Educational Pamphlets
1. Students must check with the lab coordinator prior to needing pamphlets and/or posters to see what is available.
2. Check out follows the same steps as for other lab equipment.

Videos/DVDs
1. Students may check out videos and DVDs to be watched on campus during the day of check out. The video/DVD must be returned the same day to faculty or the lab coordinator.
2. Videos/DVDs not returned or returned damaged will be the responsibility of the borrower. Any replacement costs or repair fees will be charged to the user.

Audiovisual Equipment
Classrooms SWG 208, 238, 332, and 344 are Smart classrooms. The Smart classrooms have the following equipment: Elmo, VCR, DVD/CD-ROM and computer with internet access.

Guidelines for use of audio-visual equipment off campus include:
1. Equipment that may be checked out includes laptops, LCD projectors, video cameras with tripods, and cameras. Checkout should be scheduled at least two days in advance with the Senior Computer Support Specialist in room SWG 145.
2. If training on the equipment is needed, training should be scheduled when the equipment is reserved.
3. The student is responsible for picking up and returning the equipment. The length of time the student may keep the equipment should be determined with the Computer Support Specialist at the time of reservation. Cost for repair or replacement of the equipment will be charged to the user should the equipment be damaged or lost.
Sioux Falls/NACC Nursing Resource Lab Policies
(Sullivan Health Science Center [SHSC], 103-104)
The purpose of the nursing lab environment is to provide students an opportunity to practice nursing skills and interventions in an environment conducive to learning. It is the student’s responsibility to treat the lab with respect and to use it as a learning tool.

Lab Rules
1. Closed toe and closed heel shoes must be worn at all times when in the nursing lab (OSHA regulation).
2. Treat the mannequins with respect and the lab as if it is a patient’s hospital room.
   a. Clean up when task is completed.
   b. Work diligently to complete tasks so other students may have time to do the same.
   c. When finished, return the lab to the condition it was in before starting.
3. Open lab hours (practice times) for each course will be scheduled by the instructor of the course each semester. Check your course schedule for open lab times.
4. Open lab times will be posted on the bulletin boards outside the lab each semester.
5. If a student needs to schedule a practice time outside of open lab hours, accommodations must be made with the lab coordinator.

Request for Equipment/Supplies
1. Certain equipment may be checked out from the lab supervisor or a lab instructor from Room 103.
2. Certain equipment (at the discretion of the lab coordinator) requires the completion of an Equipment Request and Agreement Form prior to check out.
3. The student is allowed to have the equipment for 3 days (unless other arrangements are made in advance) before it must be returned to the lab coordinator in Room 103.
4. All equipment/supplies must be signed in and out by the student on the book reserved for that purpose.
5. The student who signed the equipment out is responsible for loss and/or damage to equipment. Any replacement costs or repair fees will be charged to the user.
6. Students cannot loan equipment to other individuals, groups, or organizations.
7. Students must email the lab coordinator or fill out a lab equipment requisition at least 48 hours in advance of needing models, teaching materials, or large equipment. Advance requests are to the student’s advantage as equipment is available on a first come, first served basis.
The information the lab coordinator needs is:
   a. Course number
   b. Course instructor
   c. Equipment needed
   d. Site where it will be used
   e. Pick up date and time
   f. Date of return
   g. Person requesting the equipment
   h. Telephone number of person requesting the equipment

8. Needles, practice medications, and syringes are not to be taken out of the lab by students.

**Returning Equipment/Supplies**
1. Equipment should be returned to faculty or the lab coordinator in SHSC 103 in the same condition in which it left the lab. If equipment needs repair a note of explanation should be attached so repairs can be made.
2. The student will sign the equipment in using the sign in/out book when the equipment is returned.
3. If an Equipment Request and Agreement Form was completed prior to check out, the equipment must be checked back in with the lab coordinator. At that time the equipment will be checked by the borrower and the lab coordinator to make sure everything is present on return.
4. All equipment must be returned (or paid for if necessary) by the end of the semester. Grades for that student will be withheld until equipment concerns are taken care of.

**Posters and Educational Pamphlets**
1. Students must check with the lab coordinator prior to needing pamphlets and/or posters to see what is available.
2. Check out follows the same steps as for other lab equipment.

**Videos/DVDs**
1. Students may check out videos and DVDs to be watched on campus during the day of check out. The video/DVD must be returned the same day to faculty or the lab coordinator.
2. Videos/DVDs not returned or returned damaged will be the responsibility of the borrower. Any replacement costs or repair fees will be charged to the user.
Rapid City Nursing Resource Center
New students will be oriented to the Rapid City Resource Center (605-394-5388). The Resource Center consists of rooms 9A, 9B, 18, 24, 26, a computer lab, and the Library. Room 26 is the simulation lab area. The Resource Center is used by SDSU and USD undergraduate students as well as SDSU graduate students. During any semester, 32 to 54 students in various clinical sections use or are scheduled for learning clinical skills and simulation in the Resource Center.

Nursing Resource Center Policy
All students must wear closed toe and heel shoes in the lab when practicing or performing skills that require transferring or handling of sharps.

Nursing Equipment
Community health bags and other nursing equipment are located in the storeroom next to the Resource Center Office (Room 10). Students must check out all equipment with the Resource Center Coordinator. The check-out period is up to 5 days. The students are responsible to check with the Resource Center Coordinator for specific limitations. Students are responsible for damages and/or loss of equipment and supplies. Any kits, gowns, or other equipment or supplies, which are distributed at the beginning of the semester, must be turned in to the lab at the end of each semester.

Audiovisual Equipment
Rooms 9A, 9B, 18, and 24 are available to view electronic or video media. Students may also view these in the student lounge and library. Assigned videos are in the drawer located outside room 10 in the hallway. Electronic media may not be removed from the building.

Computer Lab Policy
The SDSU student computer lab (Room 21) is open Monday through Friday during normal business hours. Additional hours (weekends and evenings) will depend on work-study availability. Assisted and unassisted hours are posted. Help is available to students who need assistance either from the Senior Computer Support Specialist (SCSS), Resource Center Coordinator or the work-study student when available. No programs are to be loaded onto or removed from the lab computers without approval from the SCSS or the Resource Center Coordinator.
VI. Policies

Exposure and Needle Stick Policy, Brookings and Sioux Falls

**Control Methods**
All faculty and students are educated on Standard Precautions. “Standard Precautions” combine the major features of Universal Precautions (UP) and Body Substance Isolation (BSI) and are based on the principle that all blood, body fluids, secretions, excretions except sweat, non-intact skin, and mucous membranes may contain transmissible infectious agents. Standard Precautions include a group of infection prevention practices that apply to all patients, regardless of suspected or confirmed infection status, in any setting in which healthcare is delivered. These include: hand hygiene; use of gloves, gown, mask, eye protection, or face shield, depending on the anticipated exposure; and safe injection practices. Also, equipment or items in the patient environment likely to have been contaminated with infectious body fluids must be handled in a manner to prevent transmission of infectious agents (e.g., wear gloves for direct contact, contain heavily soiled equipment, properly clean and disinfect or sterilize reusable equipment before use on another patient).” Retrieved 10-15-11 from http://www.cdc.gov/hicpac/pdf/isolation/Isolation2007.pdf

**Occupational exposure**
“Contact with blood, visibly bloody fluids, and other body fluids (i.e., semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, peritoneal fluid, pericardial fluid, and amniotic fluid, tissues, and laboratory specimens that contain concentrated virus) to which Standard Precautions apply and during the performance of ... [student or faculty’s] duties. Modes of exposure include percutaneous injuries, mucous membrane exposures, non-intact skin exposures, and bites.” The National Healthcare Safety Network (NHSN) Manual HEALTHCARE PERSONNEL SAFETY COMPONENT PROTOCOL (updated August 26, 2009) For more information: http://www.cdc.gov/nhsn/PDFs/HSPmanual/HPS_Manual.pdf. Exposures to body fluids (e.g., feces, nasal secretions, saliva, sputum, sweat, tears, urine and vomitus), do not carry a risk of bloodborne pathogen transmission unless these are visibly contaminated with blood.

All persons within the CON will adhere to Standard Precautions and Universal Precautions, including the appropriate use of hand washing, personal protective equipment and care in use and disposal of needles and other sharp instruments. Faculty and students who have exudative lesions or weeping dermatitis should refrain from all direct patient care and from handling patient-care equipment and devices used in performing invasive procedures until the condition resolves per agency’s guidelines.

Students will demonstrate knowledge of standard precautions on an annual basis prior to clinical experiences. Information used to validate knowledge should meet the clinical agency expectations and therefore, the faculty member and the
Semester Coordinator should consult with the clinical agency infection control department to obtain validation materials related to standard precautions.

**Exposure Determination**

Students will report all needle sticks or suspected body fluid exposures by reporting such incidents *immediately* to their clinical or lab instructor and to the proper authorities within the clinical agency, who will initiate an exposure investigation or the given facility’s policy. Students enrolled in Nurs 495 or graduate practicum will notify their preceptor and the nursing supervisor immediately, if exposure occurs in the clinical setting. The preceptor and/or nursing supervisor will initiate an exposure investigation as listed above. The student will notify their clinical faculty as soon as possible and no later than 24 hours after the exposure.

**Clean Needle Stick - No Exposure**

If a student suffers a clean needle stick in the clinical setting or laboratory, the student and the supervisor will complete the Exposure to Clean Needle Stick in Clinical or Lab Report (see Algorithm for Clean Needle Stick). Student will receive a copy of the Instructions for Observation for Infection and Treatment written information sheet. The student also signs the form agreeing to report to SDSU Student Health Care Services or healthcare provider if any signs of infection are noted. Students and faculty complete Report of Accident, Incident, or Unsafe Condition (Non-State Automobile) within 24 hours.

**Exposure Incident**

An exposure incident includes any of the following: a percutaneous injury with contaminated sharp/instrument, or exposures to eye, mouth, other mucous membrane, or non-intact skin with blood, bloody fluid, or tissue, semen, vaginal secretions, cerebrospinal, synovial, pleural, peritoneal, pericardial, or amniotic fluid; respiratory resuscitation with a resuscitation device, bites resulting in blood exposure to either person involved. If an exposure occurs, follow the steps listed in the Algorithm for Reporting Student Exposures of Body Fluids or Needle Stick.

**Reporting Exposure**

Depending on the clinical location, the faculty member, Occupational Health Nurse (OHN), Infection Control Nurse, clinical agency Health Care Provider (HCP), or a HCP from Student Health Service will initiate and investigate the possibility of blood-borne disease exposure, recommended diagnostic testing, counseling and education, and recommendation for prophylaxis according to the CDC guidelines. During off-hours, Brookings and Sioux Falls students should be referred to the nearest emergency room. The student should bring a copy of their lab work, if blood is drawn elsewhere. **The student is responsible for paying to have their blood tested and if needed, any further testing procedures or medications.** (Refer to algorithm for designated Site.)
Notification of CON Management
Within 24 hours of the exposure, the faculty or Semester Coordinator will complete a Report of Accident, Incident, or Unsafe Condition (Non-State Automobile form) and report the exposure incident to the appropriate Head, Undergraduate Department. The form is found at http://orm.sd.gov/documents/AccidentIncidentUnsafeConditionfill.pdf. This completed report is taken or faxed to the Dean’s Administrative Assistant, who will send copies to University Police Department (UPD) and Risk Management in Purchasing.

Follow-up
The Head, Undergraduate Nursing Dept will coordinate all follow-up care for Brookings and Sioux Falls students, depending on the level of exposure. The current Recommended Guidelines for Blood/Body Fluid Post-Exposure Testing as set forth by the Center for Disease Control Administration of prophylaxis are to be followed. Students may be referred for SDSU Counseling Services post-exposure.

Initial follow-up is done at the clinical agency where the exposure occurred and by the appropriate health service as designated in the Algorithm; however, the student can also choose to see their private health care provider. Regardless, the student is responsible to pay for all procedures, follow-up treatments and medications ordered for prophylaxis. If the student chooses a private health care provider, the health care provider will need to provide the necessary documentation to the CON.

Confidentiality of Records
The Head, Undergraduate Department will maintain a copy of the Exposure Determination Report and inform the Semester Coordinator or others as needed. SDSU Student Health Services or the designated health care provider will complete the Exposure to Body Fluids Report and fax a copy to the Head, Undergraduate Department. The Medical Staff will retain a copy and mail a hard photocopy when all of the follow-up has been completed. When students are found to be positive for infectious disease the Department Head should refer to Policy C1460, Positive for Infectious Disease.

Student’s medical records are confidential and no information may be disclosed or reported without the student’s expressed written consent within or outside the University. Records will be maintained for at least the duration of the schooling plus 30 years by the respective healthcare agency.

If the student consents to baseline blood collection but does not give consent at that time for HIV serologic testing, the sample of blood will be preserved for at least 90 days. If within 90 days of the exposure incident, the student elects to have the baseline sample tested, such testing will be done as soon as feasible. The student is responsible for paying to have their blood sample tested and for all subsequent procedures, treatments and/or medications.
Exposure Determination Student, Rapid City

**Control Methods**
All faculty and students are educated on Standard Precautions. “**Standard Precautions**” combine the major features of Universal Precautions (UP) and Body Substance Isolation (BSI) and are based on the principle that all blood, body fluids, secretions, excretions except sweat, non-intact skin, and mucous membranes may contain transmissible infectious agents. Standard Precautions include a group of infection prevention practices that apply to all patients, regardless of suspected or confirmed infection status, in any setting in which healthcare is delivered. These include: hand hygiene; use of gloves, gown, mask, eye protection, or face shield, depending on the anticipated exposure; and safe injection practices. Also, equipment or items in the patient environment likely to have been contaminated with infectious body fluids must be handled in a manner to prevent transmission of infectious agents (e.g., wear gloves for direct contact, contain heavily soiled equipment, properly clean and disinfect or sterilize reusable equipment before use on another patient).” Retrieved 12/31/2009 from [http://www.cdc.gov/ncidod/dhqp/gl_isolation_standard.html](http://www.cdc.gov/ncidod/dhqp/gl_isolation_standard.html).

**Occupational exposure**
“Contact with blood, visibly bloody fluids, and other body fluids (i.e., semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, peritoneal fluid, pericardial fluid, and amniotic fluid, tissues, and laboratory specimens that contain concentrated virus) to which Standard Precautions apply and during the performance of ... [student or faculty’s] duties. Modes of exposure include percutaneous injuries, mucous membrane exposures, non-intact skin exposures, and bites.” The National Healthcare Safety Network (NHSN) Manual HEALTHCARE PERSONNEL SAFETY COMPONENT PROTOCOL (updated August 26, 2009) For more information: [http://www.cdc.gov/nhsn/PDFs/HSPmanual/HPS_Manual.pdf](http://www.cdc.gov/nhsn/PDFs/HSPmanual/HPS_Manual.pdf). Exposures to body fluids (e.g., feces, nasal secretions, saliva, sputum, sweat, tears, urine and vomitus), do not carry a risk of bloodborne pathogen transmission unless these are visibly contaminated with blood.

All persons within the CON will adhere to Standard Precautions and Universal Precautions, including the appropriate use of hand washing, personal protective equipment and care in use and disposal of needles and other sharp instruments. Faculty and students who have exudative lesions or weeping dermatitis should refrain from all direct patient care and from handling patient-care equipment and devices used in performing invasive procedures until the condition resolves per agency guidelines.

Students will demonstrate knowledge of standard precautions on an annual basis prior to clinical experiences. Information used to validate knowledge should meet the clinical agency expectations and therefore, the faculty member and the semester coordinator should consult with the clinical agency infection control department to obtain validation materials related to standard precautions.
**Exposure Determination**

Students will report all needle sticks or suspected body fluid exposures by reporting such incidents **immediately** to their clinical or lab instructor and to the proper authorities within the clinical agency, who will initiate an exposure investigation per Rapid City Regional Health (RCRH) Occupational Exposure Policy or the given facility’s policy. Students enrolled in Nurs 495 or graduate practicum will notify their preceptor and the nursing supervisor immediately, if exposure occurs in the clinical setting. The preceptor and/or nursing supervisor will initiate an exposure investigation as listed above. The student will notify their clinical faculty as soon as possible and no later than 24 hours after the exposure.

**Clean Needle Stick - No Exposure**

If a student suffers a *clean needle stick* in the clinical setting or laboratory, the student and the supervisor will complete the Exposure to Clean Needle Stick in Clinical or Lab Report (see Algorithm for Clean Needle Stick). The student will receive a copy of the Instructions for Observation for Infection and Treatment written information sheet. The student also signs the form *agreeing to report to SDSMT Student Health Care Services or healthcare provider* if any signs of infection are noted. Student and faculty complete Report of Accident, Incident, or Unsafe Condition (Non-State Automobile) within 24 hours.

**Exposure Incident**

An exposure incident includes any of the following: a percutaneous injury with contaminated sharp/instrument, or exposures to eye, mouth, other mucous membrane, or non-intact skin with blood, bloody fluid, or tissue, semen, vaginal secretions, cerebrospinal, synovial, pleural, peritoneal, pericardial, or amniotic fluid; respiratory resuscitation with a resuscitation device, bites resulting in blood exposure to either person involved. If an exposure occurs, follow the steps listed in the Algorithm for Reporting Student Exposures of Body Fluids or Needle Stick.

**Reporting Exposure**

Depending on the clinical location, the faculty member, Occupational Health Nurse (OHN), Infection Control Nurse, clinical agency Health Care Provider (HCP), or a HCP from Student Health Service will initiate and investigate the possibility of blood-borne disease exposure, recommended diagnostic testing, counseling and education, and recommendation for prophylaxis according to the CDC guidelines. All Rapid City student exposures should be referred to Rapid City Regional Hospital Occupational Health Nurse. The student should bring a copy of their lab work, if blood is drawn elsewhere. **The student is responsible for paying to have their blood tested and if needed, any further testing procedures or medications.** (Refer to algorithm for designated site)
**Notification of CON Management**
Within 24 hours of the exposure, the faculty or semester coordinator will complete a Report of Accident, Incident, or Unsafe Condition (Non-State Automobile form) and report the exposure incident to the appropriate Head, Undergraduate Department. The form is found at http://orm.sd.gov/documents/AccidentIncidentUnsafeConditionfill.pdf. This completed report is taken or faxed to the Dean’s Administrative Assistant, who will send copies to University Police Department (UPD) and Risk Management in Purchasing.

**Follow-up**
The Rapid City Nursing Department Head will coordinate all follow-up care for Rapid City, depending on the level of exposure. The current Recommended Guidelines for Blood/Body Fluid Post-Exposure Testing as set forth by the Center for Disease Control Administration of prophylaxis are followed. Students may be referred for South Dakota School of Mines Counseling Services (under Rapid City Student Health Services) post-exposure.

Initial follow-up is done at the clinical agency where the exposure occurred and by the appropriate health service as designated in the Algorithm; however, the student can also choose to see their private health care provider. **Regardless, the student is responsible to pay for all procedures, follow-up treatments and medications ordered for prophylaxis. If the student chooses a private health care provider, the health care provider will need to provide the necessary documentation to the CON.**

**Confidentiality of Records**
The Rapid City Department Head will maintain a copy of the Exposure Determination Report and inform the semester coordinator or others as needed. The designated health care provider will complete the Exposure to Body Fluids Report and fax a copy to the Rapid City Nursing Department Head. The medical staff will retain a copy and mail a hard photocopy once all of the follow-up has been completed. When students are found to be positive for infectious disease the Department Head should refer to Policy C1460, Positive for Infectious Disease.

Student’s medical records are confidential and no information may be disclosed or reported without the student’s expressed written consent within or outside the University. Records will be maintained for at least the duration of the schooling plus 30 years by the respective healthcare agency.

If the student consents to baseline blood collection but does not give consent at that time for HIV serologic testing, the sample of blood will be preserved for at least 90 days. If within 90 days of the exposure incident, the student elects to have the baseline sample tested, such testing will be done as soon as feasible. **The student is responsible for paying to have their blood sample tested and for all subsequent procedures, treatments and/or medications.**
Travel
Nursing Student Travel in State-owned Vehicles

Throughout the curriculum, a student may be required to travel to various locations, such as hospitals, clients’ homes, clinics, health department and other agencies during the clinical portion of a course. Various modes of transportation are used for clinical experiences. These include vehicles driven by agency personnel, state-owned vehicles or student-owned vehicles.

In accordance with SDCL 5-25-1.1, vehicles owned or leased by the state shall be used only in the conduct of state business. State-owned vehicles are to be used only for class and clinical laboratory assignments. The following guidelines will be followed:

1. State-owned vehicles are to be used and occupied exclusively by authorized persons for the purpose of University-approved trips.
2. Family, friends or any other non-authorized persons are not permitted to ride in state-owned vehicles at any time.
3. Students are expected to adhere to all traffic laws, including posted speed limits and no cell phone usage or texting while driving.
4. Safety belts shall be worn at all times in accordance with Executive Order 88-7.

Transportation to and from the major clinical experiences will be provided throughout the curriculum as follows:

**Brookings Campus**

1. State-owned vehicles are used to provide transportation to clinical experiences outside the Brookings area.
2. Senior nursing students enrolled in Nurs 495, Directed Study in Nursing, are required to provide their own transportation to complete their individual assignments.

**Rapid City Campus**

1. Travel outside the immediate Rapid City area will be arranged on a semester-by semester basis. Students will be provided with the necessary information as it is available by the Semester Coordinators/Rapid City Department Head.
2. Senior nursing students enrolled in Nurs 495, Directed Study in Nursing, are required to provide their own transportation to complete their individual assignments.

**RN Upward Mobility**

1. RN students in the RN Upward Mobility program are required to provide their own transportation to complete their clinical experience. RNs travel independently to their practicum location for Nurs 385, Health Assessment and Clinical Decision Making and Nurs 416, Community Health.
Use of Personal Vehicles for Official University Business

1. Students must have a valid driver's license.
2. Students must carry liability insurance.
3. Students may not charge passengers a fee when they are driving their own car (or any car) because insurance policies do not cover damages for paid "taxi" service.
   a. Drivers may accept contributions from passengers.
   b. Riders are encouraged to give drivers a financial contribution to help cover driving expenses.
4. Students may use a personal car when a State car is unavailable and will be reimbursed. Arrangements for State cars are made with the Undergraduate Nursing Secretary.
5. Two students must travel together in order to qualify for reimbursement.

Use of Public Transportation
Students will pay the charges for use of public transportation unless an alternative method of payment has been authorized by approved University personnel.

Automobile Liability Insurance Coverage

Personal Automobiles
When a student is driving a privately-owned automobile; there is a chance that negligence can place the student at fault for injuries or property damage suffered by others. There is no coverage for this risk except from the student's own liability policy.

State Automobiles
Liability insurance protection for the SDSU Motor Pool vehicles is secured through an agreement established by and between the Public Entity Pool for Liability (PEPL) and the State of South Dakota effective July 1, 1990. This South Dakota State University College of Nursing insurance protection will apply to student drivers as well as University employees who are authorized to operate one of the Motor Pool vehicles. This insurance protection is currently in force.

The following procedure will be followed by nursing students who travel in state-owned vehicles:
1. All students must complete an employment application form in order to drive a State owned vehicle. These forms are obtained from the Senior Secretary, Undergraduate Nursing. The employment application must be completed by the specified date and submitted to the Human Resources Department in Brookings and to the secretary in Rapid City. A copy of the student’s current driver's license and proof of personal auto insurance must be submitted to the secretary in Brookings/Sioux Falls and Rapid City. The student must also complete a W-2 form at the Human Resources office.
2. The student must pick up a Nursing Students Driver Slip from the motor pool front desk. When the student has completed the trip, he/she will turn in the completed Driver Slip within a week of the journey to the Senior Secretary, Undergraduate Nursing. The Driver Slip must be filled out completely indicating the town where the clinical experience was held, date, driver signature and names of passengers. The student will deliver the Driver Slip to the Senior Secretary, Undergraduate Nursing, where the time will be recorded.

3. Payment will be made to students at the current minimum wage rate.

4. Each student who drives or rides in a state-owned vehicle must have a signed waiver on file in the Nursing Student Services office. Students will sign this waiver in semester 1 or during semester 1 orientation. One signed waiver is sufficient for the five semesters of the major.

5. Student drivers will be considered State employees and covered under the PEPL Insurance Fund. The wage is the current minimum wage.

6. Seat belts are to be worn at all times that students are in a state-owned vehicle.

7. All state vehicles are non-smoking – no exceptions.

8. This policy covers students in Semesters 1, 2, 3, 4 & 5. Semester 5 will be able to utilize vehicles for N480 Advanced Population Based Nursing Practice. The college will not provide transportation for N495 Directed Studies.

**Reporting an Accident**

1. Call the local police to report the accident. Remain at the scene for the investigation.

2. Obtain the name, address and phone number of the other driver, and any other person involved, including any witnesses. Obtain insurance information from the driver of any other vehicle involved.

3. Call Motor Pool at (605) 688-4323 to report the accident. Paperwork will need to be filed. In the event of fatalities call the Claims Associates, Inc. in Sioux Falls immediately at 1-888-430-2249. Additional information is located in the glove compartment of the motor pool car.

4. Do not discuss the accident with anyone other than the law enforcement authorities, adjusters hired by the state, attorneys representing the state, and the Office of Risk Management.

5. Students are encouraged to go to the nearest emergency room, their primary care provider, or student health to have injuries assessed and treated. The cost for the emergency room or primary care provider is borne by the student or the student’s insurance. Student health fees cover the assessment at student health.
**Latex Allergy Policy**

Latex products are common in the medical environment. Allergic responses to latex can range from irritation and allergic contact dermatitis to the possibility of life threatening anaphylactic shock. Guidelines have been established at South Dakota State University’s College of Nursing to provide information to potential nursing program applicants who are sensitive to latex.

Latex free environments are seldom available in either clinical or academic settings. Therefore, an individual with a latex allergy/sensitivity wearing alternative vinyl or nitrile gloves is still exposed to latex residue of others working in the area or to latex present in the equipment, models and mannequins. Although latex gloves are the most prominent source of latex allergen, many other products contain latex including, but not limited to:

- Blood pressure cuffs, medication vials, syringe connectors and wound drains
- Stethoscopes, catheters, respirators, and goggles
- Oral and nasal airways, surgical masks, and electrode pads
- Endotracheal tubes, syringes, IV tubing, and tourniquets

Any student who has or develops symptoms consistent with latex allergy/sensitivity is advised to consult a qualified allergist for evaluation prior to enrollment in the College of Nursing. All such evaluations are at the student's expense. If it is determined that a student suffers from a latex sensitivity/allergy and the individual desires an academic adjustment, including auxiliary aids or service, or reasonable accommodation due to this condition, the student must contact the University’s Office of Disability Services at 605-688-4504.

As with all matters related to one’s health, the utmost precautions should be taken by the student to reduce the risk of exposure and allergic reactions. This may include the individual carrying an epi-pen, or other precautions as advised by the student’s health care provider. It is the responsibility of the student with a latex sensitivity to understand and acknowledge the risks association with continued exposure to latex during a clinical education and healthcare career, even when reasonable accommodations are made and to regularly consult with his/her health care provider.

In an effort to minimize the presence of latex in the College’s lab facilities, South Dakota State University will provide latex-free and powder-free gloves in its nursing lab facilities. Should a clinical agency site NOT provide latex-free gloves, the College of Nursing will provide latex-free gloves for clinical use. Additionally, the College is taking the following steps to eliminate latex in its lab facilities: 1) replacement of all gloves in use by faculty and students with nitrile or vinyl gloves; 2) maintaining an inventory of all products/equipment and supplies in the College of Nursing that contain or could contain latex; and 3) future purchasing of latex-safe supplies and equipment whenever possible.

January 2012
As with all students in South Dakota State University’s College of Nursing, a student with a latex sensitivity or allergy is required to satisfactorily complete all requirements and technical standards of the program to which they have been accepted.

Revised October 14, 2011
VII. Preparation for Licensure and References

Health Education Systems Incorporated (HESI) Exam
During the fourth semester of the nursing major, the Department of Nursing Student Services personnel begin working with students to prepare to complete the HESI, a comprehensive, computer based assessment of student readiness to write the professional licensure exam the NCLEX. Students are required to complete the HESI exam during the fifth semester. The date and time of the test is made available to students early in the fifth semester to permit students time to plan the test in their schedule.

The minimum score on the writing of the HESI exam is 850. If this score is achieved, the student has successfully completed the test requirement. If the student does not achieve a minimum of 850, then he or she must meet with the Dean or designated faculty member to discuss the score and plans to remediate to improve the chance of passing the NCLEX.

Registration for NCLEX and State Licensure
There are two steps students must take after graduation to become licensed as a registered nurse. The Department of Nursing Student Services is responsible to assist students to 1) register for the NCLEX (National Council Licensing Exam) and 2) help students obtain and complete information for State Board Licensure in the state in which the student plans to practice. The department also provides general information about such licensure issues as state compacts.

Students receive a packet of material and directions to complete the NCLEX application. The student applies and sends the testing fee to the National Testing Center.

Students also receive information packets from the South Dakota Board of Nursing (SD BON).

Students planning to become licensed in another state are assisted in obtaining licensure information from their chosen state. The student completes the South Dakota state board application and submits it along with the appropriate fees and background check request to the College of Nursing.

The College holds the SD BON application until graduation is verified. Once graduation is verified, the application is forwarded to the appropriate state board of nursing. Students seeking licensure in a state other than South Dakota may be required to provide a transcript with the degree noted. If this is the case, it may take several weeks after final grades have been posted to provide the transcript. The College works closely with the Records Office to do this work as quickly as possible.

Once confirmation of graduation has been received, the state board then notifies the National Testing Center that the student is eligible to write the NCLEX. The Testing
Center contacts the student and the student schedules the test in one of the approved testing centers located throughout the United States. The test does not have to be written in the state in which the student is seeking licensure.

Results of the test are available to the student within a couple of days. Should a student fail the examination on the first writing, there is a protocol in place for re-writing. That information is available through the National Center.

In regard to the **Background Check** previously mentioned, states vary in relation to this requirement. However, it is important for students to know that background checks are required, and in addition, applications from the various state boards of nursing ask for information about legal and health related areas. A positive background check may cause a student to have a limited license, be on probation, or be prevented altogether from being licensed in a given state.

As a reference, legal information from the South Dakota Board of Nursing Application is presented:

**Eligibility for Nursing Licensure in the State of South Dakota**
The South Dakota Board of Nursing approves the program of study from the College of Nursing at South Dakota State University. Students successfully completing all requirements for graduation with a Bachelor of Science degree are eligible to apply for licensure. The College of Nursing provides all students information on licensure requirements in South Dakota.

**Information on Licensure Requirements in South Dakota**
36-9-49. Grounds for denial, revocation or suspension of license, certification or application. In compliance with chapter 1-26, the Board of Nursing may deny an application for licensure or certification or may deny, revoke or suspend a license or certificate and may take other disciplinary or corrective action it considers appropriate in addition to or in lieu of such an action upon proof that the applicant, licensee or certificate holder has:

1. Committed fraud, deceit or misrepresentation in procuring or attempting to procure licensure or certification;

2. Been convicted of a felony. The conviction of a felony means the conviction of any offense, which, if committed within the state of South Dakota, would constitute a felony under its laws;

3. Engaged in the practice of nursing under a false or incorrect name or under a fictitious or assumed business name which has not been registered pursuant to chapter 37-11 or impersonated another licensee or certificate holder of a like or different name;
(4) Become addicted to the habitual use of intoxicating liquors or controlled
drugs as defined by chapter 34-20B to such an extent as to incapacitate her from
the performance of her professional duties;

(5) Negligently, willfully or intentionally acted in a manner inconsistent with the
health or safety of persons entrusted to his or her care;

(6) Had a license or certificate to practice as a registered nurse, licensed practical
nurse or certified registered nurse anesthetist denied, revoked or suspended in
another state, territory, or foreign country;

(7) Violated any provisions of this chapter or the rules promulgated under it;

(8) Aided or abetted an unlicensed or uncertified person to practice nursing;

(9) Engaged in the practice of nursing during a time her or his license or
certificate is lapsed, on inactive status, suspended or revoked;

(10) Been guilty of incompetence or unprofessional or dishonorable conduct;

(11) Exercised influence within the nurse-patient relationship for the purpose of
engaging a patient in sexual activity. For the purpose of this subdivision, the patient
is presumed incapable of giving free, full and informed consent to sexual activity
with the nurse; or

(12) Engaged in gross sexual harassment or sexual contact.

(South Dakota Codified Laws,

36-9-49.1. Physical or mental condition as ground for denial, revocation or
suspension--Examination--Immediate suspension upon failure to submit. In addition
to the provisions for summary suspension in § 1-26-29, the Board may take action
pursuant to§ 36-9-49 upon a showing that the physical or mental condition of the
licensee, certificate holder or applicant endangers the health or safety of those
persons who are or will be entrusted to her care. A majority of the board may
demand an examination of the licensee, certificate holder or applicant by a
competent medical or psychological examiner selected by the board at the board's
expense. If the licensee, certificate holder or applicant fails to submit to the
examination, the board may immediately suspend the license or certification or deny
the application.

http://legis.state.sd.us/statutes/DisplayStatute.aspx?Type=Statute&Statute=
36-9-49.1

Additional Information – Defaulting on child support payments may result in garnishment of wages and may delay licensure.

Release of Information

The Family Educational Rights and Privacy Act of 1974 (FERPA) (also known as the Buckley Amendment) is a Federal law designed to protect the privacy of a student's personal education records kept at the University. The law provides that the institution will maintain the confidentiality of each student’s education records and covers matters relating to access to student records and the disclosure of such records. The Registrar or designee is the SDSU official who coordinates inspection, review, and/or disclosure procedures for student’s records, which include admissions, personal, and academic records. For further questions related to release of student record information, please contact the SDSU Student Policies Manual and the Records & Registration website, Registrar’s Office (605-688-4121 or 1-800-952-3541) or the Office of the Dean of Student Affairs (605-688-4493).

The College of Nursing faculty and staff may only provide "common knowledge" (i.e., information found in the student directory or other public publication) to outside persons by phone or in writing without student permission. Therefore, students must make a written request when they are seeking recommendations for employment, awards, scholarships, any immunization requests, and other educational opportunities.

Procedure to Request a Reference or Recommendation

1. The student will contact the faculty member of choice for the recommendation and complete the Request for Recommendation form.

2. Additional background information such, as the student's community/college activities and professional or leadership positions held, is beneficial.

3. Provide information on the scholarship/job opportunity.

4. Allow adequate time for the faculty member to write the recommendation before the stated deadlines.

All written requests/releases are retained in the student's Dean's file in Nursing Student Services. Additionally, the student may request that a copy of the recommendation be kept in their student file in the event that a future employer requests information about them. The student gives his or her permission for student services to convey the recommendations available in the file by signing the appropriate line on the Request for Recommendation Form. *See Appendix A for Request for Recommendation form.

January 2012
Appendix A

SOUTH DAKOTA STATE UNIVERSITY
College of Nursing

Authorization for Release of Information

Date Requested: ______________________

Student Name: ________________________________  ID#: __________________

To (Faculty Name): ________________________________ I authorize you to release information related to my grades, class attendance, clinical performance, and other academic issues, including my transcript.

Purpose of this request: (e.g. job application, scholarship application, graduate school application, letter of reference, letter of recommendation, etc.)

____________________________________________________________________________________

The contact person, phone number, and mailing address are:

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Specific areas to address include: (please provide an information sheet and/or resume related to this request)

____________________________________________________________________________________

The deadline for this recommendation is: ________________________________

Instructions for delivery of recommendation: (e.g. mail to contact person, student will pick up, fax to contact person, etc.)

____________________________________________________________________________________

I DO_______ DO NOT_______ wish to have this recommendation included in my student file for the purpose of providing recommendations to other sources. I understand that Faculty is not required to place a copy in my student file.

Signed: ________________________________  Date: __________________

January 2012
Appendix B
Equipment Request Form and Agreement

SDSU is making available to you, during the courses offered through these departments, the use of department equipment. Please remember that you are dealing with state property and you are responsible for its usage and care.

Any damages incurred or property lost will be the student’s or faculty’s responsibility to replace.

Date Requesting ______________________

Person Requesting
____________________________________________________________________

Course Number _____________  Course Instructor _____________________________

Equipment Description and ID Number_______________________________________

Site and date the Equipment will be used ________________________________

Pick up Date and Time ________________________________

Expected Return Date ________________________________

Telephone number of requestor ___________________________________________

Comments _____________________________________________________________

____________________________________________________________________

Student/Faculty (Borrower) Signature _____________________________

Date _____________________________________

Comments ___________________________________________________________