



San Francisco State University

School of Nursing

1600 Holloway Avenue
San Francisco, CA 94132-4161

N450: Nursing Interventions Lab II

Spring 2020

Course: Nursing Interventions Lab II
Day/Time/Location: Wednesdays 1:00-4:40; Burk Hall 343

Faculty: Kathleen L. Shea Ed.D, MSN, RN,CHSE
Assistant Professor and Director of Simulation

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Office Hours: Wednesday 5:00pm- 6:00pm, Thursday 11:00am-1:00pm

Contact instructor for an appointment

N450 Bulletin description

Practical application of nursing interventions, assessment, patient-centered care, evidenced-based practice, standard precautions, informatics and safety principles in a laboratory. This course provides students with the opportunity to learn new nursing interventions before applying them in a care setting.

Prerequisites: Successful completion of semester 2 courses in the nursing program.

Concurrent enrollment: NURS410, NURS420

Check offs for this course include:

1. Wound care: Dressing change
2. NG insertion & NG medication
3. Blood Administration

Student learning outcomes

1. Demonstrate ability to perform advanced nursing interventions safely.
2. Explain rationale for evidence based nursing interventions.
3. Identify appropriate nursing interventions for specific patient conditions.
4. Demonstrate ability to work collaboratively in provision of nursing interventions.
5. Make use of Electronic Health Record to document nursing interventions during simulation.
6. Utilize simulation activities to apply knowledge, facts and techniques related to assessment, patient-centered care, evidence-based practice, standard precautions and safety principles.

Program Learning Objectives

1. Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs. **(Associated with SLO 1,2,3)**
2. Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision -making to achieve quality patient care. **(Associated with SLO 4)**
3. Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care. **(Associated with SLO 2)**
4. Minimizes risk of harm to patients and providers through both system effectiveness and individual performance. **(Associated with SLO 1)**
5. Use information and technology to communicate, manage knowledge, mitigate error, and support decision-making. **(Associated with SLO 5, 6)**

Course Policies and Requirements

1. **Attendance:** Students must arrive on time; class attendance is **mandatory**. Notify instructor prior 2 hours prior to the beginning of class if you will be absent.
2. **Required Textbooks:** Same as those used in N311, N410, N420
3. **Class participation and preparation:** Classes will be conducted in a demonstration/discussion/hands-on format. Students are expected to read the required readings **prior to each class session** and participate in discussions and classroom
4. **Communication:** This course will take advantage of information technology to enhance learning and communication. i-Learn course links will be used throughout the semester to communicate information, announcements, etc. Students are responsible for the use of this technology and therefore it is advisable to check *i-learn* frequently. If you are absent from class, it is your responsibility to check announcements.
5. **Course examinations, assessments, simulations and skills check offs.** All exams, evaluations, simulations and skills check offs will be administered during assigned class times. Students who are unable to attend class on testing date must inform the instructor by email (kshea@sfsu.edu) no later than 11:00 am on the day of the exam or the student will receive a zero grade for the exam, evaluation, simulation or check off. Exams or check offs must be made up prior to the next class. The makeup quiz may be different than the one administered in class
6. **Metrology Requirement:** The metrology test MUST be passed at the **90% level**. A student may not administer any medications until they demonstrate minimum safety in drug calculation and medication administration. If student fails the first metrology exam, the student will be allowed to repeat it (2nd test) to achieve a passing score. However, the original score is the recorded score for the official course grade. If a student requires a 3rd test to pass at 90% accuracy, the recorded score will be 50%. Since correct dosage of drugs and IV's is critical to client safety, a student who cannot achieve a minimum of 90 % by the 3rd test, will be failed from course.
7. **SFSU School of Nursing HIPAA Statement** (for Course Syllabi): In keeping with the Health Insurance Portability and Accountability Act (HIPAA), all identifying patient information (name, address, telephone number, age, medical record number, etc.) MUST be removed from student papers, notes, etc. Submitting patient identification data is a violation of the law and will lead to disciplinary action up to and including dismissal from the program. In addition, students may be personally liable for penalty payments under these laws and regulations.
8. **The use of laptops and cell phones** in the classroom may be used for educational purposes. Cell phones are to be turned off or in silence mode. Please, no texting during class.
9. **Statement on Disruptive Classroom Behavior:** In the classroom or clinical environment, students must respect the rights of others seeking to learn, respect the professionalism of the instructor, and honor differences of viewpoints. Student conduct which disrupts the learning process shall not be tolerated and may lead to disciplinary action and/or removal from class.
10. **School of Nursing Social Media Policy:** Students should be aware that unwise or inappropriate use of social media can negatively impact educational and career opportunities. To avoid these negative impacts, all students must adhere to the social media policy (see pgs 16 & 17 of syllabus) and refer to the SF State University School of Nursing Student Handbook.
<http://www.nursing.sfsu.edu/sites/default/files/Student%20Handbook.pdf>
11. **Academic Integrity:** All students enrolled in classes at San Francisco State University School of Nursing are expected to maintain integrity in all academic pursuits. These include the writing of papers, examinations, assignments, records and other details relative to the assessment of student performance. Any dishonesty with regard to these matters is subject to censure or penalty in proportion to the seriousness of the action.
Dishonesty would include activities such as:
 - Copying answers of another person or persons, **taking screen shots of exam questions** during a quiz or examination
 - Secreting (hiding) of unauthorized materials to assist in an examination

- Plagiarism, taking as one's own statements of another without giving due credit to the author, even though such material may have been restated in one's own words, fraudulently obtaining test information, falsifying records, transcripts, recommendations or other documents indicative of student qualifications.

12. The School of Nursing also considers the following to be **serious breaches of integrity**:

- Falsification of patient records
- Breach of patient confidentiality
- Taking property from clinical sites or patients.
- Falsification of assignments that are to be conducted on patients or the community

13. **Plagiarism:** Plagiarism is using others' ideas and words without clearly acknowledging the source of that information. To avoid plagiarism, you must give credit whenever you use another person's idea, opinion, or theory; any facts, statistics, graphs, drawings—any pieces of information—that are not common knowledge; quotations of another person's actual spoken or written words; or paraphrase of another person's spoken or written words. Please carefully review APA guidelines for proper citation of references and guidelines to avoid unintentional plagiarism. Most particularly please note that if you include more than four consecutive words directly from an article, you must enclose it in quotations marks and properly cite it as a direct quote. If you use an editor or tutor to provide feedback on early drafts of your papers, please see requirements below and on the next page of the syllabus. Under no circumstances should anyone but you write any part or all of your paper. To hand in a paper that has been written in part or entirely by another person also constitutes plagiarism. In proportion to the seriousness of the action, censure, and penalty may extend from a failing grade in the work in question to dismissal from the program. Ordinarily the responsibility for resolving the issues lies with the faculty member and the student. Should there be a need; the matter is referred to Academic Standards, Student Affairs Committee, and the Dean of the School of Health and Human Services, or University Administration. Refer to San Francisco State University Bulletin, Student Conduct/Discipline.

14. **Final Exam:** According to Academic Senate policy F76-12 a time period is set aside at the end of each semester for a formal examination period. All classes are expected to meet during the final examination period whether an examination is given or not

15. **Simulation Attendance Policy:** All pre-licensure nursing students must participate in class simulation experiences, and virtual simulation experiences or they will not receive points for the activities. Missed simulations CANNOT be made up for any reason. Simulation faculty will document simulations missed and the documentation will be placed in the student's academic file. Students may be excused from simulation at the discretion of the clinical instructor for the following reasons: 1) illness with a doctor's excuse and 2) family emergency with documentation. **Any unexcused missed simulation will result in the lowering of the simulation portion of the overall course grade. Late arrivals will NOT be accepted.** Once the simulation has commenced, students will not be admitted to the simulation session. It is therefore incumbent upon all students to make adequate provisions for a timely arrival.

16. **Student Injury and other matters:** Please refer to the School of Nursing Student Handbook: <http://www.nursing.sfsu.edu/sites/default/files/Student%20Handbook.pdf>

17. Please contact the instructor as often as necessary to discuss academic performance.

18. This syllabus is subject to change and any revisions will be posted on iLearn.

Grading

A= 93-100%; A- = 90-92%; B+= 87-89%; B= 83-86%; B-= 80-82%; C+= 77-79%; C= 73-76%; C-= 70-72%; 69 and below = no credit.

An “A” grade is earned by (1) consistently excellent achievement in classroom participation and written work, (2) responsibility, accountability and timeliness in completing course work, (3) evidence of depth of knowledge, (4) critical analysis, evaluation and appropriate application of concepts, theories and research, (5) self-reflection on and articulation of one's professional growth.

A “B” is earned by (1) consistently good performance in the classroom participation and written work, (2) responsibility and accountability in completing course work, (3) evidence of adequate knowledge, (4) adequacy in applying concepts, theories, and research, and (5) awareness of one's strengths and areas for growth.

A “C” is earned by (1) inconsistent performance in classroom participation and written work, (2) problems in assuming responsibility, accountability or timeliness in completing course work, (3) superficial knowledge, (4) problems in analyzing, evaluating and applying concepts, theories and research, and/or (5) difficulties in identifying one's areas for growth.

A “D” grade is earned for course work that *significantly* departs from expectations for graduate course work such as (1) absenteeism or lack of participation in class, (2) major problems with assuming responsibility, accountability or timeliness in completing course work, and (3) having inadequate knowledge, and (4) difficulties in selecting, analyzing, evaluating and applying concepts, theories and research findings

Course Grading Criteria

Assignment	Value	
Metrology exam	10%	
Quizzes (4)	35%	
In-class Simulations/3 virtual Simulations	20%	
Skill checkoffs (4)	30%	
Student professionalism and participation	5%	
Total	100%	

Kaplan Testing: Medical-Surgical (10% of N420 grade)

Note: Lab time will be given to take the Kaplan Med Surg exam, however, the grade for this activity will be a portion of your N420 class. All questions, right or wrong, must be remediated

Test scores: 0 to 5 points	Remediation scores: 0 to 5 points
5 points: 60th percentile and higher score	5 points: Access all explanations for a minimum of 60 seconds each
4 points: 50th to 59th percentile	3 points: Access explanations for each question missed for a minimum of 60 seconds each
3 points: 40th to 49th percentile	1 point: Access explanations for half the questions for a minimum of 60 seconds each
2 points: 30th to 39th percentile	
1 point: 20th to 29th percentile	

0 points: Below 20th percentile	
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* **NOTE:** Students earning a grade below C- will be dropped from the nursing program at SFSU. It is the policy in the School of Nursing that all students who receive a D+ or lower in any nursing course *must petition* the School of Nursing Student Affairs Committee for permission to continue. Permission to continue is given on a case-by-case basis and is not automatically granted. (Please review the School of Nursing Student Handbook).

Weekly Topics and Assigned readings on iLearn

Textbooks/reading assignments

Same texts as those used in N311, NURS410 and NURS420. Perry and Potter and Iggy

Week	Date	N450 LAB
1	1/29/20	Introduction to course, review of syllabus and drug calculations Metrology exam 10% Reading assignment: Potter & Perry 533-608 Review & Practice Physical Assessment (checklist on i-Learn)
2	2/5/20	Simulation Activity Head to toe Physical Assessment (5%) Print out checklist and bring to class
3	2/12/20	Respiratory Modalities: Lecture topic and demonstration: Respiratory Modalities, SPO2, Oral/Nasal Airways, Chest Tubes, Trach Care, Suctioning, Asthma medications Reading assignment: Potter & Perry: 521-525; 871-933; 943-945; 1074-1094; 1174-1179 Practice skill: Trach care and suctioning Lecture topic and demonstration: Gastric Intubation Practice Skill: NG tube insertion and enteral medication and feeding
4	2/19/20	Quiz #1 Respiratory Modalities, NG Tubes (10%) Virtual Simulation Orientation and practice, begin v- simulation. Homework: Complete v-simulation by next class session Check Off #1 NG Insertion & Placement (10%)
5	2/26/20	• ECG: Rhythm Interpretation, Lead Placement, Care of Leads • IV Lines • Blood Administration • Practice: Blood Administration Reading assignment: Potter & Perry: 961-965 Read Iggy: 665-689
6	3/4/20	Quiz #2 ECG, Infusion Therapy, Pacemaker therapy, and Blood Administration Check Off #2 Blood Administration
7	3/11/20	Wound Assessment & Care Practice Skill: Damp to Damp Dressing Change Reading assignment: Potter & Perry: 481-482; 954-991; 1184-124

8	3/18/20	Quiz #3 Wound assessment and care
		Check Off #3 Damp to Damp Dressing Change
9		Spring Recess
10	4/1/20	Leadership
11	4/8/20	Lecture topics: Parenteral therapy: Central lines, types of IV solutions, TPN/Lipids, central lines,
12	4/15/20	Prepare for Simulation Activity, v-Simulation alternative assignment Leadership, continued
13	4/22/20	SIM Group I (Gr II and Gr III complete virtual simulation assignment) 5% Simulation due: 4/24/2020 end of day (5:00 pm)
14	4/29/20	Quiz #4 Leadership (Independent study day for Kaplan)
15	5/6/20	SIM Group II (Gr I and Gr III complete virtual simulation assignment) 5% Simulation due: 5/8/2020 end of day (5:00 pm)
16	5/13/20	SIM Group III (Gr I and Gr II complete virtual simulation assignment) 5% Simulation due: 5/15/2020 end of day (5:00 pm)
17	5/18/20	Finals week Kaplan (Med Surg Exam)

AS OF January 7, 2020
THIS INFORMATION IS SUBJECT TO CHANGE
College of Health & Social Sciences

Spring 2020

From: Dean Alvin Alvarez and Associate Dean John Elia

Welcome to the College of Health & Social Sciences,

This section is to inform you of the College and University policies that may affect you. Knowledge of these deadlines and policies (viewed at <http://bulletin.sfsu.edu/policies-procedures/>) will help you navigate the bureaucracy of the University while helping you succeed and graduate in a timely manner. Policies can be intimidating sometimes, but they ensure an equitable, consistent and reliable process for each student.

Please review this information and refer to <http://chss.sfsu.edu/content/petitions-information> for more detail on these policies. *Approval of a petition from the instructor and/or Department Chair does not constitute automatic approval from the Associate Dean so please continue attending class until a decision is made.* If you have any questions about how these policies specifically apply to your situation, please contact the Associate Dean's Office at assocdean@sfsu.edu or stop by HSS 239.

CHSS Policy

Syllabi are to incorporate the Academic Senate Policy and University Bulletin regarding finals week, deadlines or withdrawals, late adds, CR/NC option and information related to course registration and Disability Programs and Resource Center. A sample listing of the required policies are shown below:

When is the deadline to drop a class?

The last day to drop a class without a W grade is Friday, February 14 by 11:59 PM.

What if I wish to withdraw from a course after the drop deadline?

In compliance with Academic Senate policy #[S18-196](#), students have the right to initiate a course(s) withdrawal during one of the deadlines outlined below. At SF State, dropping a course is the student's responsibility ([SF State Bulletin](#)). However, if extenuating circumstances caused you to miss a deadline, please consult with your instructor, Department Chair, or the Associate Dean's Office.

To withdraw from a course, students must complete a *Petition for Withdrawal from Course* at <https://registrar.sfsu.edu/sites/default/files/coursewithdrawal.pdf> and submit this **along with supporting documents and a copy of their unofficial transcript to the instructor ([SF State Bulletin](#)). All petitions must be signed by the instructor, department chair/program director, and/or the college dean.**

Total withdrawal from the university does not require instructor, department chair/program director, or college dean approval. Students wishing to withdraw from all their courses that semester should complete a *Petition for a Term Withdrawal* at <https://registrar.sfsu.edu/sites/default/files/termwithdrawal.pdf> and submit this along with supporting documents and a copy of their unofficial transcript directly to the Registrar for review by the Board of Appeals and Review (BOAR) ([SF State Bulletin](#)).

Deadline 1: Withdrawal from Classes or University with Serious and Compelling Reasons

Withdrawal from Classes or University with Serious and Compelling Reasons

Saturday, February 15 –
Monday, April 27

During the first withdrawal period, “*withdrawal from a course will be permissible, for serious and compelling reasons, by consulting the faculty member teaching the course*” (#[S18-196](#)) and “*obtaining the approval of the instructor, department chair/program director, and college dean.*” ([SF State Bulletin](#)).

Deadline 2: Withdrawal from Classes or University by Exception for Documented Serious and Compelling Reasons

Withdrawal from Classes or University by Exception for Documented Serious and Compelling Reasons

Tuesday, April 28 – Thursday,
May 14

During the second withdrawal period, “*withdrawals shall not be permitted except in cases, such as accident or serious illness, where the cause of withdrawal is due to circumstances clearly beyond the student’s control and the assignment of an Incomplete is not practicable. Withdrawals of this sort may involve total withdrawal from the university or may involve only withdrawal from one or more courses, except that course grade and credit or an Incomplete may be assigned for courses in which sufficient work has been completed to permit an evaluation to be made.*” (#[S18-196](#))

Withdrawals must be student-initiated via the petition process and cannot be initiated electronically as changes to enrollment may impact a student’s financial aid, benefits, insurance, etc.

Faculty may only drop students who do not attend the first class meeting, do not attend the first two weeks, or do not meet course prerequisites by the February 13 deadline.

A maximum of **18 units** can be withdrawn, and a course can only be repeated once after receiving a failing grade.

For a complete reading of the Senate policy, please refer to: <https://senate.sfsu.edu/policy/withdrawal-courses-active-fall-2018>

How do I take a course for Credit or No Credit (CR/NC) Grade?

Please check the course description in the Bulletin and consult with your major advisor to determine if the class can be taken CR/NC. If it is permitted, then you may change your grading option via your SF State Gateway until Tuesday, March 24 by 11:59 PM. The Associate Dean will not approve requests for changes if you miss this deadline.

What if I want to add a class after registration closes?

To late add a class, please obtain a permission number from your instructor and add the class via your SF State Gateway starting Monday, January 27 through Friday, February 14 until 11:59 PM. Faculty can give you access to iLearn but faculty cannot add you into a class, so you need to properly enroll via Gateway.

If the period to late add passes, a *Waiver of College Regulations Petition* must be submitted (<http://registrar.sfsu.edu/sites/default/files/collegewaiver.pdf>). This petition must be signed by the student, instructor, department chair/program director and college dean. The completed petition must be delivered to HSS 239 during our office hours of M-Th 9am-12pm, 1-5pm and F 9am-12pm, 1-4pm.

You can find instructions on how to add, drop, swap, change grading option and withdraw at <https://cms.sfsu.edu/content/registering-classes>.

How do I know if any changes in my registration went through?

Always check your registration on your SF State Gateway after making any changes and before deadlines to ensure you are registered properly for your classes. It is always your responsibility to ensure your schedule is correct, even if the instructor indicates they will drop you. All deadlines will be strictly adhered to by the instructor, the Department Chair, and the CHSS Associate Dean.

When are finals?

According to Academic Senate policy [S19-242](#), the fall and spring semesters are 17 weeks and include 15 weeks of direct instruction, one week of recess, and an optional final exam week. It is at the discretion of the instructor to determine whether there will be a class meeting during finals week so please check with your instructor. The final examination schedule is located at:

https://academicresources.sfsu.edu/cal/final_exams_spring_2020.

Please review your class schedule for final examination conflicts and contact your instructor for exam options.

Where do I go if I have a concern or issue?

For matters to be handled in a timely manner, it is important to follow the proper channels by first connecting with the instructor or department involved. If you are uncertain of what steps to take, you can also contact the Associate Dean's Office for a consultation prior to taking action as we are here to support your success. If the issue has not been resolved at the department level, please contact the Associate Dean's Office by emailing assocdean@sfsu.edu, calling (415) 405-3533, or stopping by HSS 239.

For some tips on how to communicate to faculty and staff, please visit the Office of Student Conduct's webpage at <http://conduct.sfsu.edu/communicating-faculty-and-staff>. More information can also be found at <https://vpsaem.sfsu.edu/content/student-concerns-and-complaints>.

What resources are available to me on campus?

Disability access

Students with disabilities who need reasonable accommodations are encouraged to contact the instructor. The Disability Programs and Resource Center (DPRC) is available to facilitate the reasonable accommodations process. The DPRC is located in the Student Service Building and can be reached by telephone (voice/415-338-2472, video phone/415-335-7210) or by email (dprc@sfsu.edu).

Student disclosures of sexual violence

SF State fosters a campus free of sexual violence including sexual harassment, domestic violence, dating violence, stalking, and/or any form of sex or gender discrimination. If you disclose a personal experience as an SF State student, the course instructor is required to notify the Title IX Coordinator by completing the report form available at <http://titleix.sfsu.edu>, emailing vpasem@sfsu.edu or calling (415) 338-2032.

Counseling and Mental Health Services

Counseling provides an opportunity for students to explore personal problems or concerns in a brief treatment model. Students come to CAPS for reasons as varied as the people themselves; personal problems involving relations with parents or peers, emotional or social difficulties, relationship conflicts, anxiety or depression, sexuality and orientation, concerns about academic progress or direction, and other issues. Appointments can be made in person at the Student Services Building Rm 205 and/or calling (415) 338-2208. <https://psyservs.sfsu.edu/>

To disclose any such violence confidentially, contact:

- The SAFE Place - (415) 338-2208; http://www.sfsu.edu/~safe_plc/
- Counseling and Psychological Services Center - (415) 338-2208; <http://psyservs.sfsu.edu/>
- For more information on your rights and available resources: <http://titleix.sfsu.edu>

Basic Needs Initiatives

Basic Needs Initiatives are designed to offer support to students dealing with food and housing insecurities among other issues. Visit <https://basicneeds.sfsu.edu/> for resources on safety, food, housing, and access to mental health services.

CHSS Student Resource Center (HSS 254): Provides academic advising and support to all students with a CHSS major. For more information and to book advising appointment: <http://chss.sfsu.edu/src> or call (415) 405-3740.

Undergraduate Advising Center (ADM 211): Provides academic advising and support to all students. For more information: <https://advising.sfsu.edu/>.

For more information on other campus resources, please click [here](#).

TITLE V. Article 2. Standards for Student Conduct

§ 41301. Standards for Student Conduct

I Student Responsibilities

The University is committed to maintaining a safe and healthy living and learning environment for students, faculty, and staff. Each member of the campus community should choose behaviors that contribute toward this end. Students are expected to be good citizens and to engage in responsible behaviors that reflect well upon their university, to be civil to one another and to others in the campus community, and contribute positively to student and university life.

II Grounds for Student Discipline

Student Behavior that is not consistent with the Student Conduct Code is addressed through an educational process that is designed to promote safety and good citizenship and, when necessary, impose appropriate consequences.

The following are the grounds upon which student discipline can be based:

3. Dishonesty, including:
 - (A) Cheating, plagiarism, or other forms of academic dishonesty that are intended to gain unfair academic advantage.
 - (B) When taking online tests, no screen shots of any exam questions allowed.
 - (C) Forgery, alteration, or misuse of a University document, key, or identification instrument.
 - (D) Misrepresenting oneself to be an authorized agent of the University or one of its auxiliaries.
 - (E) Furnishing false information to a University official, faculty member, or campus office.
4. Unauthorized entry into, presence in, use of, or misuse of University property.
5. Willful, material and substantial disruption or obstruction of a University-related activity, or any on-campus activity.
6. Participating in an activity that substantially and materially disrupts the normal operations of the University, or infringes on the rights of members of the University community.
7. Willful, material and substantial obstruction of the free flow of pedestrian or other traffic, on or leading to campus property or an off-campus University related activity.
8. Disorderly, lewd, indecent, or obscene behavior at a University related activity, or directed toward a member of the University community.
9. Conduct that threatens or endangers the health or safety of any person within or related to the University community, including physical abuse, threats, intimidation, harassment, or sexual misconduct.
10. Bullying, Hazing, or conspiracy to haze: Hazing is defined as any method of initiation or pre-initiation into a student organization, or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, university or other educational institution in this state (Penal Code 245.6), and in addition, any act likely to cause physical harm, personal degradation or disgrace resulting in physical or mental harm, to any former, current, or prospective student of any school, community college, college, university or other educational institution. The term "hazing" does not include customary athletic events or school sanctioned events.

Neither the express or implied consent of a victim of hazing, nor the lack of active participation in a particular hazing incident is a defense. Apathy or acquiescence in the presence of hazing is not a neutral act, and is also a violation of this section.

11. Use, possession, manufacture, or distribution of illegal drugs or drug-related paraphernalia, (except as expressly permitted by law and University regulations) or the misuse of legal pharmaceutical drugs.
12. Use, possession, manufacture, or distribution of alcoholic beverages (except as expressly permitted by law and University regulations), or public intoxication while on campus or at a University related activity.
13. Theft of property or services from the University community, or misappropriation of University resources.
14. Unauthorized destruction, or damage to University property or other property in the University community.
15. Possession or misuse of firearms or guns, replicas, ammunition, explosives, fireworks, knives, other weapons, or dangerous chemicals (without the prior authorization of the campus president) on campus or at a University related activity.
16. Unauthorized recording, dissemination, or publication of academic presentations (including handwritten notes) for a commercial purpose.
17. Misuse of computer facilities or resources, including:
 - (A) Unauthorized entry into a file, for any purpose.
 - (B) Unauthorized transfer of a file.
 - (C) Use of another's identification or password.
 - (D) Use of computing facilities, campus network, or other resources to interfere with the work of another member of the University Community.
 - (E) Use of computing facilities and resources to send obscene or intimidating and abusive messages.
 - (F) Use of computing facilities and resources to interfere with normal University operations.
 - (G) Use of computing facilities and resources in violation of copyright laws.
 - (H) Violation of a campus computer use policy.
18. Violation of any published University policy, rule, regulation or presidential order.
19. Failure to comply with directions of, or interference with, any University official or any public safety officer while acting in the performance of his/her duties.
20. Any act chargeable as a violation of a federal, state, or local law that poses a substantial threat to the safety or well-being of members of the University community, to property within the University community or poses a significant threat of disruption or interference with University operations.
21. Violation of the Student Conduct Procedures, including:
 - (A) Falsification, distortion, or misrepresentation of information related to a student discipline matter.
 - (B) Disruption or interference with the orderly progress of a student discipline proceeding.
 - (C) Initiation of a student discipline proceeding in bad faith.
 - (D) Attempting to discourage another from participating in the student discipline matter.
 - (E) Attempting to influence the impartiality of any participant in a student discipline matter.
 - (F) Verbal or physical harassment or intimidation of any participant in a student discipline matter.
 - (G) Failure to comply with the sanction(s) imposed under a student discipline proceeding.
22. Encouraging, permitting, or assisting another to do any act that could subject him or her to discipline.

III Application of this Code

Sanctions for the conduct listed above can be imposed on applicants, enrolled students, students between academic terms, graduates awaiting degrees, and students who withdraw from school while a disciplinary matter is pending. Conduct that threatens the safety or security of the campus community, or substantially disrupts the functions or operation of the University is within the jurisdiction of this Article regardless of whether it occurs on or off campus. Nothing in this Code may conflict with Education Code section 66301 that prohibits disciplinary action against students based on behavior protected by the First Amendment.

IV Procedures for Enforcing this Code

The Chancellor shall adopt procedures to ensure students are afforded appropriate notice and an opportunity to be heard before the University imposes any sanction for a violation of the Student Conduct Code.

ADDITIONAL PROFESSIONAL BEHAVIOR OBJECTIVES

The following Professional Behavior Objectives have been derived from the American Nurses' Association Code of Ethics and from the California Board of Registered Nursing regulations governing nursing students and School of Nursing.

- 1. Demonstrates Internalization of Professional Behavior.**
 - a. Avoids the use of profane or aggressive language with patients, faculty, classmates and staff.
 - b. Is courteous and professional to faculty, classmates, staff and interdisciplinary team members.
 - c. Presents a professional appearance in regard to neatness and personal hygiene.
 - d. Arrives at **class setting on time** and notifies staff and/or instructor when leaving or returning to patient care or the agency.
 - e. Notifies instructor if there are any physical or psychological conditions that would limit the ability to perform safe, effective nursing care.
 - f. Does not report to class under the influence of alcohol and/or mind altering drugs.
 - g. Does not discriminate against clients in the community on the basis of race, creed, national origin, physical disability, sexual orientation, or disease entity.
 - h. Appears at the clinical community agency, whether for patient assignment or care, appropriately dressed (name pin and SFSU badge), consistent with agency dress code.
 - i. Notifies clinical agency and/or instructor in a timely manner when unable to report to the clinical assignment
- 2. Provides Safe Care Based on Scientific Principles**
 - a. Prepares for health fairs by reviewing procedures for pertinent screenings.
 - b. Prepares for patient care by acquiring theory and knowledge essential to specific nursing care of assigned patients in a community setting.
 - c. Implements safe care based on scientific principles (e.g., asepsis, protection from physical and psychological injury).
- 3. Demonstrates Ethical Behavior**
 - a. Maintains confidentiality of all patient, family, and agency information.
 - b. Informs instructor and/or staff of any unsafe practices observed in the clinical setting



COLLEGE OF HEALTH AND SOCIAL SCIENCES

SCHOOL OF NURSING

Title: Social Media Policy

Background: The San Francisco State University (SFSU) School of Nursing (SoN) supports the use of social media to reach audiences important to the University such as students, prospective students, faculty and staff. Distribution of sensitive and confidential information is protected under the *Health Insurance Portability and Accountability Act (HIPAA)* and Family Educational Rights and Privacy Act (FERPA) whether discussed through traditional communication channels or through social media.

Social media are defined as mechanisms for communication designed to be disseminated through social interaction, created using highly accessible and scalable publishing techniques. Social media is commonly understood as a group of Internet-based applications that are built on the ideological and technical foundations of the web that allows the creation and exchange of user-friendly content.

Many students use various forms of social media, including but not limited to Wikipedia, blogs, listserves, Flickr, podcasts, RSS feeds, Twitter, YouTube, Facebook and MySpace.

Purpose: The purpose of this policy is to assist faculty, staff, and nursing students to maintain appropriate professional communication boundaries online to avoid future repercussion due to inappropriate postings and HIPAA violations on platforms such as e-mail, cell phone texting, Facebook, Twitter, or other sources of social media.

Policy Guidelines: Students should be aware that unwise or inappropriate use of social media can negatively impact educational and career opportunities. To avoid these negative impacts, students should consider the following:

1. Protect confidential, sensitive and proprietary information. Do not post confidential or proprietary information about the university, staff, students, clinical facilities, patients/clients or others with whom one has contact in the role of a San Francisco State University School of Nursing student.
2. Respect copyright and fair use. When posting, be mindful of the copyright and intellectual property of others and the university.
3. Do not use the San Francisco State University or School of Nursing logos or graphics on personal or social media sites. Do not use the SFSU name to promote a product, cause, political party or candidate.
4. Use the San Francisco State University or School of Nursing logos and graphics for SoN sanctioned events that have been approved by administration (these include posters, fliers, postings).
5. It is expected that during clinical hours, the use of electronic and other devices used for social media will be used only as authorized by faculty. If the electronic device is combined with a cell phone, it is expected that the cell phone feature of the device will be silenced.
6. Under no circumstances should photos or videos of patients or photos depicting the body parts of patients be taken or displayed online.

7. Harassing, threatening, belittling photos, e-mails, or videos that are demeaning, insulting or discriminating against anyone are not to be posted.

Consequences

Students who share confidential or unprofessional information will face disciplinary action including failure in a course and/or dismissal from the nursing program. Violations of patient/client privacy with an electronic device will be subject to HIPAA procedures, guidelines and consequences.

Considerations

1. There is no such thing as a “private” social media site. Search engines can turn up posts years after the posting date. Once you have posted something via social media, it is out of your control. Others may see it, repost it, save it, forward it to others, etc. Retracting content after you have posted it is practically impossible.
2. Though you may only intend a small group to see what you post, a much larger group may actually see your post. Be aware that your statements may be offensive to others, including classmates or faculty members who may read what you post.
3. Restricted postings include but are not limited to protected health information –individually identifiable information (oral, written, or electronic) about a patient's physical or mental health, the receipt of health care, or payment for that care.
1. Confidential information of patients, patient family members, and visitors, physicians, nursing staff, faculty, college staff, fellow students, class and clinical situations should never be discussed in any form online. HIPAA guidelines are to be upheld at all times. A student is subject to dismissal from the nursing program for any violation of HIPAA.
2. Do not make disparaging remarks about patients/clients, family members, staff, other nursing students and faculty. Do not make threatening, harassing, profane, obscene, sexually explicit, racially derogatory, homophobic or other offensive comments.

Resources: Students and faculty are encouraged to refer to the following resources:

National Student Nurses’ Association “Recommendations For: Social Media Usage and Maintaining Privacy, Confidentiality and Professionalism” http://www.nсна.org/Portals/0/Skins/NSNA/pdf/NSNA_Social_Media_Recommendations.pdf