



**School of Natural Sciences & Mathematics
Department of Nursing
California State University, Bakersfield**

29 RNC
9001 Stockdale Highway
Bakersfield, California 93311-1022

(661) 654-3101
FAX (661) 654-6903

July, 2009

Dear Returning Junior or Senior Nursing Student:

We want to congratulate you on your successful completion of the Spring 2009 quarter! As you prepare to return for Fall 2009, we want to remind you about the documents you need to submit to the Department of Nursing. We are looking forward to seeing you in September and in advance, hope you have a meaningful year at CSUB. This Fall, the first day of class is Monday, September 14, 2009. Five issues are discussed below. These are: Submission of Documents, Required Official Transcripts, Payment of University Fees, ATI Program payment and the Disability Policy.

1. Submission of Documents

Be sure to submit copies of all the following documents (#a-f) to the Nursing Department by **Friday, September 11, 2009 at noon**. Be sure you include all your documents in an envelope with your name and class level on it. Bring the documents in an envelope to the Nursing Department and **put the documents in the Drop Box outside the Nursing Building (the Care Plan drop box)**. We do not have the resources to accept partial documentation, so packets that are not complete will be returned to you. **The Department of Nursing will NOT make copies of required documents for you. Bring copies with you or stop at the CSUB Print Shop to have copies made and remember, partial submissions will be returned to you.** There will be no exceptions to this policy. Unfortunately, you will be administratively dropped from your nursing classes if the full packet of documents is not received by the date indicated.

a. **A Health Clearance Form** documenting your immunization history and completed health requirements must be obtained from CSUB Student Health Services and a copy must be submitted to the Nursing Department. A copy of the CSUB Nursing Program health requirements follow. **Only CSUB Student Health Services can issue the Health Clearance Form.** If you are not enrolled in Summer 2009 courses at CSUB (not Extended University courses) there will be a charge for the Health Clearance. **A copy of current Health Clearance Form must be submitted annually.**

b. **Proof of health insurance coverage** (or submit a Declination). A brochure with information on how to purchase coverage through Associated Students, Incorporated is available at <http://www.csuhealthlink.com> or Student Health Services. Policy cost is based on age; information is provided on the web page. A copy of the Medical Insurance Declination form follows. **A new copy of current documentation must be submitted annually.**

c. A copy of **current Healthcare Provider CPR certification** (one and two person, adult, child, and infant) must be submitted to the Department of Nursing. It **MUST** be an American Heart Association CPR Healthcare Provider course and **cover the entire academic year**. A list of local CPR course providers follows. It is your responsibility to contact the provider and complete your CPR certification. An online option for renewal is available for the cognitive portion of CPR certification at: <http://www.americanheart.org/presenter.jhtml?identifier=3019553>. **A new copy of current certification must be submitted annually.**

d. Evidence of the purchase of **Professional Liability insurance** must be submitted to the Department of Nursing. Professional Liability insurance may be purchased at CSUB's Cashier Office or online with MyCSUB. **(Professional Liability Insurance will be available for purchase in late August.)** Be sure to print the receipt. The cost is approximately \$20.00 per year. **Professional Liability insurance must be purchased annually.**

e. Evidence of **Mask Fit Testing**. Mask Fit testing can be completed at Central Valley Occupational Medical Group, 4100 Truxtun Avenue, Bakersfield, CA, (661) 632-1540. Walk-ins are welcome. State to them that you are there for mask fit testing and are a private pay. They accept cash or credit card only. Currently, the cost is \$15. **Alternately, you may submit proof of mask fit testing by a clinical agency.** Mask fit testing is good for one year and **must cover the entire academic year.** You must be mask fit tested to be able to enter the clinical sites. **All students are required to undergo Mask Fit testing annually.**

f. **Request for Student Information/Update** form follows. Please fill out this form and submit it with your packet due on September 11, 2009. **The Department of Nursing requires current address, telephone, and email address information updated annually or whenever changes occur.**

2. Official Transcripts Required for Courses not Completed at CSUB – Juniors/Seniors

If you have completed a course during the summer at another school for which you want credit, provide the Department of Nursing and the University Admissions Office with official copies of transcripts demonstrating successful completion **on or before September 11, 2009.**

3. Payment of University and Course Fees

Please be aware the University no longer sends out statements requesting payment for the courses in which you have enrolled. **The University must receive payment from you on or before September 10, 2009.** Again, failure to pay your bill will result in your being automatically, administratively dropped from all your courses. Being administratively dropped from the nursing courses may result in the loss of your seat to another student interested in changing clinical sections.

4. ATI Program Payment

Participation in standardized ATI testing is mandatory. **Payment to ATI must be made before midnight on August 28, 2009** (Central time zone) to avoid a late payment fee of \$35.00. If you have missed the payment deadline your payment **MUST** be made by 12:01 a.m. September 14, 2009 to avoid being administratively dropped from your nursing courses. Being administratively dropped from your nursing courses may result in the loss of your seat to another student interested in changing clinical sections. More information on using ATI's online payment systems follows. If you will be a Junior in Fall 2009, your class code is 0611.1, if you will be a Senior in Fall 2009, your class code is 0610.1. Please follow the instructions for the appropriate class code.

July 2009

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5. Disability Policy

Please review the enclosed disability policy. If you feel that you have a disability that is relevant to your academic and/or clinical performance in the nursing program, have this disability evaluated and verified by the Student with Disabilities Office. Please call (661) 654-3360 for further information or assistance.

Contact the Nursing Department Office at (661) 654-2505 if you have any questions regarding the information provided in this letter.

Sincerely,

Debra Wilson
Assistant Professor
Undergraduate Program Director

PHYSICAL AND MENTAL QUALIFICATIONS

A student with a disability has to have the disability verified by the Services for Students with Disabilities office at CSUB. It is to the student's advantage to do this as soon as possible in the quarter to ensure that approved accommodations can be granted in a timely manner.

Essential Functions

There are essential functions or abilities necessary for admission and progression in the complex discipline of nursing at CSU Bakersfield. To matriculate or progress in the nursing curriculum, the candidate must be able to perform all of the essential functions (with or without accommodations). The Department of Nursing follows the CSUB nondiscrimination policy, and students requesting accommodations should contact the Disability Services office. These essential functions include, but are not limited to, the following:

A. Critical Thinking:

A student must demonstrate critical thinking ability sufficient for clinical judgment.

1. Make effective clinical decisions.
2. Identify cause and effect relationships with clinical data.
3. Develop nursing care plans.
4. Perform math calculations requisite to safe dosage calculations and medication administration.
5. Read, synthesize, analyze, evaluate, and integrate material in the classroom and the clinical setting.

B. Professional-Ethical Conduct:

A student must possess the ability to reason morally and practice nursing in a professional and ethical manner.

1. Demonstrate integrity, honesty, responsibility, and tolerance.
2. Abide by professional standards of practice.
3. Deliver compassionate care to all patient populations.

C. Interpersonal Skills:

A student must demonstrate appropriate interpersonal abilities while interacting with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.

1. Communicate effectively and sensitively with other students, faculty, staff, patients, families, and other professionals.
2. Demonstrate willingness and ability to give and receive feedback.
3. Develop mature, sensitive, and effective relationships with clients.
4. Establish trust and rapport with clients and colleagues.

D. Communication:

A student must have the ability to clearly communicate in oral and written forms, and to effectively interpret communication with others.

1. Use appropriate grammar, vocabulary, and syntax.
2. Effectively communicate nursing actions.
3. Appropriately interpret client responses.
4. Initiate health teaching.
5. Demonstrate accurate nursing documentation.
6. Accurately report patient information to members of the health care team.

E. Mobility and Stamina:

A student must possess sufficient gross and fine motor skills and endurance to provide safe and effective nursing care in all health care settings.

1. Perform basic life support, including CPR.
2. Function in an emergency situation.
3. Safely assist a patient in moving (e.g., from wheelchair to commode, from chair to bed, lift and transfer from gurney to bed).
4. Calibrate and use equipment.
5. Perform treatments and procedures.
6. Apply pressure to stop bleeding.
7. Manipulate diagnostic instruments to adequately perform all aspects of a physical assessment.
8. Sit, stand, and move about in patient environments for 12 hour periods.

F. Tactile:

A student must have sufficient tactile ability to perform a physical assessment of a patient and to perform procedures necessary for nursing care.

1. Perform palpation and other functions necessary for a physical exam.
2. Assess texture, shape, size, and vibration.
3. Note temperature changes in skin and equipment.
4. Perform therapeutic functions (e.g., inserting a urinary catheter or IV, change dressings, give medications).

G. Auditory:

A student must have sufficient auditory ability to effectively monitor and assess health needs of patients.

1. Hear cries for help.
2. Hear alarms on equipment and overhead codes.
3. Hear auscultatory sounds using a stethoscope.
4. Hear and interpret verbal communication from patients.
5. Communicate over the telephone.

H. Visual:

A student must possess visual ability for observation and assessment necessary in nursing care.

1. Observe patient responses (e.g. changes in skin color, grimaces).
2. See drainage on dressings and note characteristics of body fluids.
3. Note fluid levels in collection devices, syringes and infusion devices.
4. Read gauges that monitor patient progress (e.g. sphygmomanometer).
5. Discriminate colors for diagnostic purposes.
6. Assess movements of patients.
7. Observe patient behavior (e.g. in rehabilitation or psychiatric facilities).

I. Behavioral-Emotional Health:

A student must possess the emotional health required for full use of his or her intellectual abilities, the exercise of good judgment, and the prompt completion of all responsibilities attendant to the care of patients.

1. Maintain mature, sensitive, and effective relationships with patients, students, staff, faculty, and other professionals under even highly stressful situations.
2. Experience empathy for the situations and circumstances of others and effectively communicate that empathy.
3. Be willing to examine and change his or her behavior when it interferes with productive individual or team relationships.
4. Prioritize competing demands.
5. Function in stressful circumstances.
6. Separate own needs and experiences in order to maintain objectivity and client-centered care.
7. Adjust to changing circumstances.
8. Plan effectively and complete all assigned duties carefully.



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MEDICAL INSURANCE DECLINATION

_____ CSUB ID#
 Last Name, First Name, MI

_____ Date of Birth
 Street Address

_____ Phone Number
 City, State, Zip Code

Entrance into the CSUB Nursing Program requires proof of Medical Insurance, but at this time, I am unable to obtain insurance due to hardship and/or personal reasons. By signing this declination form I accept full responsibility for my medical care outside of the CSUB Student Health Services.

 Print Student Name

_____ Date
 Student Signature

_____ Date
 Authorization

CPR CLASSES (BLS Basic Life Support/ CPR Health Care Provider Courses)
“Health Care Provider CPR” (2 man adult, single-person adult, child, infant)

San Joaquin Hospital

2615 Eye Street, Bakersfield, CA

326-4160

BLS (Basic Life Support/ CPR) Classes:

Bakersfield Memorial Hospital

420 – 34th Street, Bakersfield, CA

327-4647 ext.3325

Ask for Steve

Call for dates, times, and availability

Kern Medical Center

1830 Flower Street, Bakersfield, CA

326- 2000 (ask for Diane, Staff development – ext. 62646)

Bakersfield Heart Hospital

3001 Sillect Ave, Bakersfield, CA

316-6036 (ask for educational services)

Mercy Hospital - Truxtun

2215 Truxtun Ave, Bakersfield, CA

632-5000 (ask for educational services)

Health South

323-5500 ext. 4174

Sierra View Hospital

Porterville

559-788-6109 (Educational Services Dept.)

California State University, Bakersfield
Department of Nursing

Request for Student Information/Update

(PLEASE PRINT CLEARLY)

Name: _____ CSUB ID: _____

Address: _____
 Street Apt. City State Zip

Home Phone: _____ Cell Phone: _____

E-mail: _____ SSN: _____

Program

Please **Circle** level.

BSN

Junior

Senior

Fall 2009



Your class has been set up to use ATI's new online payment system. Use the following steps to make your payment for this semester.

1. Navigate to the ATI website at <http://www.atitesting.com>.
2. Enter your Username and Password in the Sign-in box on the left hand side of the screen. If you do not already have an ATI Username, click on Create new account below the password box.
3. **On the Edit Profile page, confirm the school you are attending is chosen under Institution. Your institution should be listed as CA State Bakersfield.**
4. Click on the "Semester Payment" option on the left-hand side of your screen. Enter the Payment and Class Code shown below:
Payment Code: 0048858
Class Code: 0610.1
Amount Due: \$114.75
5. Payments must be made before midnight on August 28, 2009 (Central time zone) to avoid a late payment fee of \$35.00. If you have missed the payment deadline your payment **MUST** be made by 5:00 p.m. September 15, 2009 to avoid being administratively dropped from your nursing courses.

Until the payment is made, the system will not allow you to take any tests.

This payment must be made via credit or debit card. ATI does not take your payment information over the phone.

Please don't hesitate to contact our Customer Service Department at 800.667.7531 if you need additional information.

Thanks,

Assessment Technologies Institute®, LLC



Your class has been set up to use ATI's new online payment system. Use the following steps to make your payment for this semester.

1. Navigate to the ATI website at <http://www.atitesting.com>.
2. Enter your Username and Password in the Sign-in box on the left hand side of the screen. If you do not already have an ATI Username, click on Create new account below the password box.
3. **On the Edit Profile page, confirm the school you are attending is chosen under Institution. Your institution should be listed as CA State Bakersfield.**
4. Click on the "Semester Payment" option on the left-hand side of your screen. Enter the Payment and Class Code shown below:
Payment Code: 0066476
Class Code: 0611.1
Amount Due: \$117.99
5. Payments must be made before midnight on August 28, 2009 (Central time zone) to avoid a late payment fee of \$35.00. If you have missed the payment deadline you must pay by 5 p.m. September 15, 2009 to avoid being administratively dropped from your nursing courses.

Until the payment is made, the system will not allow you to take any tests.

This payment must be made via credit or debit card. ATI does not take your payment information over the phone.

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Thanks,

Assessment Technologies Institute®, LLC

POLICY FOR STUDENTS WITH DISABILITIES OR LIMITATIONS

Policies concerning students with disabilities or limitations appear in the Undergraduate Nursing Student Policy Handbook and in the Graduate Nursing Student Policy Handbook. For more information see the Services for Students with Disabilities web page at: <http://www.csub.edu/UnivServices/SSD/index.htm>.

If a student has a physical or mental disability that limits his/her ability to perform per the criteria listed as policy in the appropriate Nursing Student Policy Handbook dealing with clinical assignments, it is the student's responsibility to bring this information to the attention of the clinical faculty before they begin the clinical courses.

If any condition changes, the student is required to notify the clinical instructor as soon as possible, but no later than the end of the first week of the quarter and provide documentation of the limitations to the instructor prior to the clinical assignment.

If the student does not meet the physical and mental requirements as stated in the appropriate Nursing Student Policy Handbook, he/she will be required to submit a physician's documentation that the student is able to meet these criteria. The nursing department will provide the release forms for the physician to sign. Each form will be personalized to the student and the student's condition by the Department of Nursing Administrative Coordinator and the form mailed to the student's physician for signature and return.