

**MISSOURI SOUTHERN STATE UNIVERSITY
DEPARTMENT OF NURSING**

**BACHELOR OF SCIENCE DEGREE NURSING PROGRAM
2009-2010**

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DEPARTMENT OF NURSING OFFICE HOURS

Monday through Friday
8:00 AM - 5:00 PM
(Closed for lunch 12:00 Noon - 1:00 PM)

All information contained herein is subject to change without prior notice

HISTORY OF THE DEPARTMENT OF NURSING

During the 1965 transition of Joplin Junior College into Missouri Southern State College, a survey conducted indicated that the need for registered nurses in health care facilities was so great that a nursing program should be given top priority in the newly created Missouri Southern State College curriculum. A program leading to an associate degree was, then, the most feasible approach for the College.

A director was employed on February 1, 1965. The proposal for the program was presented to the State Board of Nursing in June 1966, and was granted preliminary approval August 1, 1966.

The first class of students was admitted to the program in September 1966. The classrooms were located at the site of the present Missouri Southern State University campus. The first class of eight graduated in 1968.

A feasibility study conducted in 1982 revealed an overwhelming interest in the development of a Baccalaureate of Science in Nursing (BSN) Program for Registered Nurses. Following development and approval, twenty students were admitted to the first class in the Fall of 1984. The BSN program received initial accreditation by the National League for Nursing in 1988.

Further research of the trends, issues, and future for BSN prepared Registered Nurses supported revision of the existing BSN program to include generic BSN student preparation, as well as BSN completion opportunities for Registered Nurses.

The revised BSN curriculum received unanimous approval from the College committees, administration, regents, Coordinating Board for Higher Education, and strong community support. Twenty-six students were admitted to the nursing major in the Fall semester 1995. The Missouri State Board of Nursing granted maximum accreditation to the program.

Following graduation of the Associate Degree Nursing class of 1996, that aspect of nursing education was closed. The graduating class of 1997 was awarded the Bachelor of Science Nursing (BSN) degree. All graduates from the Missouri Southern State University, Department of Nursing now receive BSN degrees.

Governor Bill Holden signed Bill #55 on July 12, 2003 changing Missouri Southern State College to University status.

MISSION STATEMENT

The Department of Nursing will:

- Provide contemporary nursing education at the undergraduate and graduate levels.
- Improve healthcare in culturally diverse local and global communities through excellence in nursing education, practice, and service.

PHILOSOPHY

PERSON

Each person is a unique open system interacting with the environment. The person exhibits varying degrees of achievement and potential in the following areas: physiological, psychological, socio-cultural, developmental and spiritual.

HEALTH

Health is viewed on a continuum from wellness to illness. Wellness is equated with optimal system stability resulting from a normal line of defense. Participation by the person is an essential element in improvement, maintenance, and restoration of health.

ENVIRONMENT

The environment consists of all internal and external stressors surrounding the person. The relationship between the person and environment is reciprocal and circular in nature.

NURSING

Nursing is a caring profession in its consideration of all client system variables demonstrating a holistic care approach to client situations. The nurse is sensitive to population and cultural stressors in a rapidly changing global environment.

The nursing process is the methodology of practice and facilitates critical thinking necessary for appropriate nursing action. Primary, secondary and tertiary interventions are used to achieve the person's optimal system stability in the presence of stressors.

Contemporary nursing is demonstrated through the roles of provider of care, client advocate, client educator, consumer of nursing research, leader, manager, and collaborator. The nurse effectively integrates communication strategies in interacting with the person and information systems. The nurse is accountable to practice within established professional standards.

EDUCATION

Education is the outcome of an individual's experiences occurring throughout the life cycle and attained through formal and informal activities. The teaching/learning process is a cooperative endeavor, is continuous and results in measurable changes in the learner's behavior.

The role of the learner is to actively participate in the educational process in order for learning to be meaningful and useful. Learning is best achieved in an environment in which the person is accepted and respected.

Baccalaureate nursing education as an integral part of the system of higher learning relies on core courses, which provide an infrastructure for developing critical thinking, decision-making, communication, values and technologies. The role of the faculty is to guide the educational process. This process extends to the practice setting where education of the client occurs.

CODE OF ETHICS FOR NURSES AMERICAN NURSES' ASSOCIATION

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

9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.
(American Nurses Association, 2001, Washington, D.C.: Author.)

THE NEUMAN SYSTEMS MODEL

The Neuman Systems Model developed by Betty Neuman is the theoretical framework for the baccalaureate degree nursing program at Missouri Southern State University. The Model offers a means to look at person; environment, health and nursing that are the four major concepts of the Department of Nursing Philosophy. It explains the client-client system as an individual person, group, larger community or social issue.

The client-client system includes the five variables identified by Neuman occurring simultaneously in each client. The five variables are physiologic, psychologic, socio-cultural, developmental and spiritual factors. The Neuman Systems Model is incorporated throughout the nursing curriculum. It presents nursing as a health profession concerned with defining appropriate nursing interventions in stressor-related situations or in possible reactions of the client-client system. The client and the environment interactions may result in either positive or negative effects. There is however, a tendency that exists within any system to maintain a steady state or balance among the various disruptive forces operating within or upon it. Neuman (1995) identified these forces as stressors in the Model and suggests that possible and actual responses with identifiable signs or symptoms may be alleviated through appropriate early interventions.

PROGRAM PURPOSES & OBJECTIVES

The program purposes, objectives and competencies reflect the Department of Nursing's mission and philosophy and are presented as follows:

DEPARTMENT OF NURSING PURPOSES, OBJECTIVES, AND COMPETENCIES

- Offer a nationally accredited Baccalaureate Degree in Nursing
- Enhance higher order thinking, communication, research, and therapeutic interventions in the practice of professional nursing
- Promote lifelong learning activities for personal and professional development
- Furnish a foundation for management and leadership roles in nursing
- Prepare graduates to use Standards of Clinical Nursing Practice in a variety of settings
- Provide a foundation for graduate education studies in Nursing
- Promote empathy for the values and perspectives of diverse cultures including an awareness of international and multicultural influences in nursing

The primary purpose of the Bachelor of Science Degree Program is to develop a graduate who is generally prepared to practice nursing consistent with the program's philosophy. The graduate is capable of assuming the various roles of the professional nurse as a provider of client care, client educator, planner and coordinator of client care, communicator and investigator. The graduate performs the various roles in a variety of practice settings with a variety of clients be they individuals, families or aggregates.

The Bachelor of Science Degree Program track for Registered Nurses builds upon the lower level/ technical nursing education and through the curriculum design produces a professional nurse with definite knowledge and skills. The faculty has identified the graduate's specific knowledge and skills through terminal objectives supported by the curriculum. The terminal objectives express the faculty's intentions of the competencies a graduate must possess in order to practice nursing.

The terminal objectives which present the competencies of the graduate upon completion of the program are :

PROVIDER OF CLIENT CARE

- Assesses health status and health potential of individual clients, families and aggregates.
- Establishes nursing diagnoses based upon client needs within a theoretical framework of nursing.
- Evaluates responses of clients and groups to nursing care, making changes when necessary, in nursing plans of care independently or in consultation with nursing colleagues.

CLIENT TEACHER

- Assesses learning needs, readiness and motivation of individual clients, families and aggregates in relation to health promotion, maintenance and restoration.
- Formulates and implements comprehensive teaching plans based on long and short range goals for individual clients, families and aggregates.

PLANNER AND COORDINATOR OF CLIENT CARE

- Guides and directs group members in planning, organizing, implementing and evaluating nursing care provided to clients.

COMMUNICATOR

- Establishes and monitors the use of protocols for communicating and recording assessments, nursing care plans, implementation and evaluation.

INVESTIGATOR

- Identifies nursing problems that need to be investigated and participates in the implementation of scientific studies.
- Using nursing practice as a means of gathering data for defining and extending practice.

ROLES AND FUNCTION IN THE DISCIPLINE OF NURSING

- Bases practice upon the legal boundaries and ethical frameworks within the scope of own practice.
- Assumes responsibility for continued learning as a means of growth, development and maintenance of competence within the scope of own practice.
- Works within established policy and procedures of employing agency, recognizing policies and protocols that may impede client care and works within the organization framework to initiate change.

LEVEL OUTCOMES

JUNIOR LEVEL OUTCOMES:

Upon completion of the junior level curriculum, the student will:

1. Use the Neuman systems model in minimizing stressors of the person in selected clinical situations.
2. Participate in health promotion activities.
3. Participate in contemporary health care through the nursing process.
4. Use established professional standards of care in selected clients and settings.
5. Use selected technologies in providing primary, secondary and tertiary preventions to culturally diverse clients.
6. Collaborate with the health care team to coordinate delivery of optimal care.
7. Use recommended communication techniques and strategies with clients and the health team.
8. Identify research based nursing interventions.

SENIOR LEVEL/GRADUATE OUTCOMES:

Upon completion of the program, the graduate will:

1. Apply the Neuman Systems Model in the promotion of the person's optimal systems stability.
2. Promote health by empowering the person through health education.
3. Provide self-directed contemporary health care through application of the nursing process.
4. Practice within the professional standards of care.

5. Use current technologies in providing culturally sensitive care through primary, secondary and tertiary prevention.
6. Manage health care delivery through coordination, collaboration and delegation.
7. Integrate communication strategies in interacting with the person and information systems.
8. Apply nursing and health related research to nursing practice.

APPROVAL/ACCREDITATION

The MSSU nursing program is approved by the Missouri State Board of Nursing, PO Box 656, Jefferson City MO, 65102. Main number: 573-751-0681, FAX: 573-751-6745, email: nursing @pr.mo.gov website: <http://pr.mo.gov/nursing.asp>

The MSSU nursing program is nationally accredited by The National League for Nursing Accrediting Commission (NLNAC), 3343 Peachtree Road NE Suite 500 Atlanta, GA 30326, 404-975-5000, www.nlnac.org

MISSOURI SOUTHERN STATE UNIVERSITY CORE GOALS AND COMPETENCIES BASED ON MISSOURI GENERAL EDUCATION GOALS AND COMPETENCIES

1. Communicating: To develop students' effective use of the English language and quantitative and other symbolic systems essential to their success in school and in the world. Students should be able to read and listen critically and to write and speak with thoughtfulness, clarity, coherence, and persuasiveness.
 - a. Students will demonstrate the ability to analyze and evaluate their own and others speaking and writing.
 - b. Students will demonstrate the ability to conceive of writing as a recursive process that involves many strategies, including generating material, evaluating sources when used. Students will demonstrate the ability to do drafting, revising, and editing.
 - c. Students will demonstrate the ability to make formal written and oral presentations employing correct diction, syntax, usage, grammar, and mechanics.
 - d. Students will demonstrate the ability to focus on a purpose (e.g., explaining problem solving, argument) and vary approaches to writing and speaking based on that purpose.
 - e. Students will demonstrate the ability to respond to the needs of different venues and audiences and choose words for appropriateness and effect.
 - f. Students will demonstrate the ability to communicate effectively in groups by listening, reflecting, and responding appropriately and in context.
 - g. Students will demonstrate the ability to use mathematical, statistical models, standard quantitative symbols, and various graphical tactics to present information with clarity, accuracy, and precision.
2. Higher-Order Thinking: To develop students' ability to distinguish among opinions, facts, and inferences; to identify underlying or implicit assumptions; to make informed judgments; and to solve problems by applying evaluative standards.
 - a. Students will demonstrate the ability to recognize the problematic elements of presentations of information and the argument and to formulate diagnostic questions for resolving issues and solving problems.
 - b. Students will demonstrate the ability to use linguistic, mathematical or other symbolic approaches to describe problems, identify alternative solutions, and make reasoned choices among those solutions.
 - c. Students will demonstrate the ability to analyze and synthesize information from a variety of sources and apply the results to resolving complex situations and problems.
 - d. Students will demonstrate the ability to defend conclusions using relevant evidence and reasoned argument.
 - e. Students will demonstrate the ability to reflect on and evaluate their critical-thinking processes.

3. Valuing: To develop students' abilities to understand the moral and ethical values of a diverse society and to understand that many courses of action are guided by value judgments about the way things ought to be. Students should be able to make informed decisions through identifying personal values and the values of others and through understanding how such values develop. They should be able to analyze the ethical implications of choices made on the basis of these values.
 - a. Students will demonstrate the ability to compare and contrast historical and cultural ethical perspectives and belief systems.
 - b. Students will demonstrate the ability to utilize cultural, behavioral, and historical knowledge to clarify and articulate a personal value system.
 - c. Students will demonstrate the ability to recognize the ramifications of one's value decisions on self and others.
 - d. Students will demonstrate the ability to recognize conflicts within and between value systems and recognize and analyze ethical issues as they arise in a variety of contexts.
 - e. Students will demonstrate the ability to consider multiple perspectives, recognize biases, deal with ambiguity, and to take a reasonable position.
4. Managing Information: To develop students' abilities to locate, organize, store, retrieve, evaluate, synthesize, and annotate information from print, electronic, and other sources in preparation for solving problems and making informed decisions.
 - a. Students will demonstrate the ability to access and/or generate information from a variety of sources, including the most contemporary technological information services.
 - b. Students will demonstrate the ability to evaluate information for its currency, usefulness, truthfulness, and accuracy.
 - c. Students will demonstrate the ability to organize, store, and retrieve information efficiently.
 - d. Students will demonstrate the ability to reorganize information for an intended purpose, such as research projects.
 - e. Students will demonstrate the ability to present information clearly and concisely, using traditional and contemporary technologies.
5. Social and Behavioral Sciences: To develop students' understanding of themselves and the world around them through study of content and the processes used by historians and social and behavioral scientists to discover, describe, explain, and predict human behavior and social systems. Students must understand the diversities and complexities of the cultural and social world, past and present, and come to an informed sense of self and others. (Students must fulfill the state statute requirements for the United States and Missouri constitutions).
 - a. Students will demonstrate the ability to explain social institutions, structures, and processes across a range of historical periods and cultures.
 - b. Students will demonstrate the ability to develop and communicate hypothetical explanations for individual human behavior within the large-scale historical and social context.
 - c. Students will demonstrate the ability to draw on history and the social sciences to evaluate contemporary problems.
 - d. Students will demonstrate the ability to describe and analytically compare social, cultural, and historical settings and processes other than one's own.
 - e. Students will demonstrate the ability to articulate the interconnectedness of people and places around the globe.
 - f. Students will demonstrate the ability to describe and explain the constitutions of the United States and Missouri.
6. Humanities and Fine Arts: To develop students' understanding of the ways in which humans have addressed their condition through imaginative work in the humanities and fine arts; to deepen their understanding of how that imaginative process is informed and limited by social, cultural, linguistic, and historical circumstances; and to appreciate the world of the creative imagination as a form of knowledge.
 - a. Students will demonstrate the ability to describe the scope and variety of works in the humanities and fine arts (e.g., fine and performing arts, literature, and speculative thought).

- b. Students will demonstrate the ability to explain the historical, cultural, and social contexts of the humanities and fine arts.
 - c. Students will demonstrate the ability to identify the aesthetic standards used to make critical judgments in various artistic fields.
 - d. Students will demonstrate the ability to develop a plausible understanding of the differences and relationships between formal and popular culture.
 - e. Students will demonstrate the ability to articulate a response based upon aesthetic standards to observance of works in the humanities and fine arts.
7. Mathematics: To develop students' understanding of fundamental mathematical concepts and their applications. Students should develop a level of quantitative literacy that would enable them to make decisions and solve problems and which could serve as a basis for continued learning. The mathematics requirement for general education should have the same prerequisites and level of rigor as college algebra.
- a. Students will demonstrate the ability to describe contributions to society from the discipline of mathematics.
 - b. Students will demonstrate the ability to recognize and use connections within mathematics and between mathematics and other disciplines.
 - c. Students will demonstrate the ability to read, interpret, analyze, and synthesize quantitative data (e.g., graphs, tables, statistics, and survey data) and make reasoned estimates.
 - d. Students will demonstrate the ability to formulate and use generalizations based upon pattern recognition.
 - e. Students will demonstrate the ability to apply and use mathematical models (e.g. algebraic, geometric, statistical) to solve problems.
8. Life and Physical Sciences: To develop students' understanding of the principles and laboratory procedures of life and physical sciences and to cultivate their abilities to apply the empirical methods of scientific inquiry. Students should understand how scientific discovery changes theoretical views of the world, informs our imaginations, and shapes human history. Students should also understand that science is shaped by historical and social contexts.
- a. Students will demonstrate the ability to explain how to use the scientific method and how to develop and test hypotheses in order to draw defensible conclusions.
 - b. Students will demonstrate the ability to evaluate scientific evidence and argument.
 - c. Students will demonstrate the ability to describe the basic principles of the physical universe.
 - d. Students will demonstrate the ability to describe concepts of the nature, organization, and evolution of living systems.
 - e. Students will demonstrate the ability to explain how human choices affect the earth and living system.
9. International Education: To develop students' understandings of how cultures and societies around the world are formed, sustained and evolve. Students should understand world affairs, international issues, and cultures other than their own as seen through the history, geography, language, literature, philosophy, economics, or politics of the cultures. Students will acquire empathy for the values and perspectives of cultures other than their own and an awareness of the international and multicultural influences in their own lives.
- a. Students will demonstrate the ability to use or interpret communication tools through which cultures develop and survive, such as language, arts, mathematics, science, and technology.
 - b. Students will demonstrate the ability to explain the development of and compare the distinctive social institutions or art forms of more than one region of the world.
 - c. Students will demonstrate the ability to identify some of the geographical, historical, political, economic, artistic, and environmental concerns of a culture other than their own as these concerns affect its social institutions.
 - d. Students will demonstrate the ability to identify the ways in which values of at least one culture other than their own are expressed.
 - e. Students will demonstrate the ability to identify the ways in which the values of a culture shape its responses to problems of international significance.

- f. Students will demonstrate the ability to describe past and contemporary issues that transcend national boundaries.
10. Health and Wellness: To provide students with the knowledge and self-management skills that will assist them in adopting healthy lifestyles. This will encompass all areas of wellness: physical, emotional, spiritual, social and intellectual. Students will understand the relationship between lifestyle management, quality of life, and societal health and productivity.
- a. Students will demonstrate the ability to recognize and explain the value of physical activity, sound nutrition, and stress management for developing and maintaining a healthy body and mind.
 - b. Students will demonstrate the ability to explain the role of functional testing, medical examinations, and adequately prescribed health intervention programs in modifying or eliminating identified health risks and in addressing epidemiological concerns.
 - c. Students will demonstrate the ability to describe the impact of preventive measures and appropriate responses to physical, emotional, and mental challenges on the quality and length of life.
 - d. Students will demonstrate the ability to evaluate, synthesize, and access consumer related health and wellness materials.
 - e. Students will demonstrate the ability to execute the basic skills and develop proficiency in a physical activity to increase the likelihood of lifetime participation.
11. Economics: To develop students' understanding of themselves and the world around them through study of the fundamental interaction between wants and resources in shaping human experience. Students must understand how the science of economics can be used to discover, explain, and predict human behavior and social systems both past and present.
- a. Students will demonstrate the ability to describe the basic economic problem of scarcity and choice, and the resulting interaction of supply and demand.
 - b. Students will demonstrate the ability to distinguish between positive and normative economics.
 - c. Students will demonstrate the ability to identify features of the ideological framework and characteristics of American capitalism, and explain how it addresses the basic market problem.
 - d. Students will demonstrate the ability to identify the characteristics of capitalism and how they differ from other economic systems.
 - e. Students will demonstrate the ability to explain the socioeconomic issues that relate to inflation, unemployment, economic growth, debt, etc.; their possible causes and possible solutions for macroeconomic stabilization from the monetary authority's or the fiscal authority's point-of-view.
 - f. Students will demonstrate the ability to describe the economic concepts that explain why nations trade, the effects of trade barriers on the prices and quantities of domestic and foreign goods, and the rationale for trade barriers.

Appendix 1: Core Goals and Competencies from the General Education Committee. Used by permission and slightly reformatted for this final report of the Academic Policies Subcommittee on Syllabi and Course Handouts. 4 September 2001. Revised 22 November 2002.

NONDISCRIMINATION POLICY

The Department of Nursing is committed to the principles of equal opportunity and does not discriminate on the basis of race, creed, color, age, sex, religion, national origin, disability or veteran status. If you have special needs addressed by the Americans with Disabilities Act, please notify the professor or Disabilities Coordinator at the Learning Center (417-659-3725).

TRANSFER POLICY FOR REGISTERED NURSES AND NURSING STUDENTS

This Transfer Policy applies to all students who have previously been admitted or have attended this or any other nursing education program.

1. All program admission requirements must be met.
2. A letter of reference is required from Dean or Director stating student left in good standing and is eligible for admission.
3. Transfer courses will be compared to equivalent courses at Missouri Southern on an individual basis.
4. Nursing courses with clinical component must be fully met.
5. Transfer is based on space availability.
6. Transfer students must submit transcripts and syllabi for every nursing course they request be considered for transfer credit. Transcripts and syllabi must be submitted with the application for admission.
7. To be considered for transfer credit, the nursing course (s) from another College must have been completed with the past three (3) years.

(Revised and approved by Faculty Council 4-1-03; 4-6-05)

OFFICE SECURITY

Students are **not** permitted to enter a faculty/staff office if that person is not present, all assignments, written messages and notes **must** be left with the secretary or student assistant.

COMPUTER ACCEPTABLE USE POLICY

Certain responsibilities and ethical behavior are expected of you as a computer user. The guidelines for U.S. Copyright Law and Software Licensing, the State of Missouri Law (RSMO 1988 569.094-569.099) and additional specific rules and regulations relative to the Missouri Southern State University campus are in the MSSU student handbook online. It is the intent of Missouri Southern State University to adhere to the provisions of copyright laws relative to software and to comply with license agreements and/or policy statements contained in the software packages used on campus.

In addition, since we are members of the MOREnet Consortium, all computer users at Missouri Southern State University are bound by their acceptable use policy. If you need further clarification regarding these guidelines, please contact the Computer Center. (417-659-4444)

Misuse of campus computing facilities shall be reported to the Assistant Vice President of Information Services. This administrator will impose restrictions on the offender's computer access and report the incident to the Dean of Students, the Senior Vice President, or the Vice President of Academic Affairs, or whomever is appropriate.

Violation of U.S. or MO laws may result in legal and/or civil action. Students may be referred to the Student/Faculty Hearing Committee Board if found in violation of MSSU rules and regulations outlined in the Student Handbook. Prosecution under applicable laws will also be pursued.

COMPUTER LITERACY COMPETENCY CRITERIA

The following criteria will be used to assist the Department of Nursing Director (or designate) in the certification of computer literacy. Meeting one of the following criteria will constitute acceptable proof of computer literacy:

1. Satisfactory completion of CIS 105 at Missouri Southern State University
2. Transfer course deemed comparable by Registrar
3. Satisfactory completion of two (2) semesters of computer credit in an accredited high school

4. Satisfactory completion of a non-credit, computer course, Documented evidence of content must be submitted for evaluation
5. A signed and dated letter from the student's employer stating that the student has competency in the use of computers and has demonstrated competence in word processing.
6. Satisfactory completion of CIS Departmental Test to earn 3 hours of credit by examination for CIS 105.
(Revised and Approved by Faculty Council, 12-3-02)

COMMUNICATING POLICY CHANGE TO STUDENTS

When a policy is changed, the nursing student is notified as follows:

- A copy of the new policy is distributed to students via the Student Communication Center, so students may update their current Department of Nursing Student Handbooks. Students sign an acknowledgement of having received the new policy information.
- A copy of the new policy is posted on bulletin boards.
- A copy of the new policy is posted in each classroom and lab.
- Distance Education Students: A copy of the new policy will be posted on the Announcements page for each Internet course section. A printed copy of the new policy will be distributed in the Student Communication Center. Students will sign an acknowledgement of having received the new policy information.
(Approved by Faculty Council 5-29-03)

MANDATORY ORIENTATION DAY

There is a Mandatory Orientation Day for **all** students before the beginning of the Fall semester. Students will be notified concerning the date and time before the end of the Spring semester. If a student cannot attend this mandatory Orientation Day, he or she must send a written request for absence to the Director of the nursing program. The Director of the nursing program will schedule the makeup date. The student must complete the Orientation Day program through video, reading and/or writing assignments.

HEALTH CARE VERIFICATION

Documents required for health care verification:

Industrial Back Screen form:

Nursing Students must be able to stand/walk for 12 hour periods. Documentation must demonstrate the ability to lift, bend, push, and pull weights of 50 pounds (lbs) or more, including lift requirements of 50 lbs floor to knuckle, 50 lbs knuckle to shoulder, and 35 lbs shoulder to overhead.

Pulmonary Function Test and respiratory mask fit

Documentation of immunization:

Measles, Mumps, Rubella (MMR) immunization: two doses on or after first birthday
Hepatitis B series

Copies of required laboratory examinations:

Complete Blood Count
TB Skin Test Reaction (Must be tested annually)
Rubella Titer
Hepatitis B Titer
Varicella Titer

CPR certification

Copy of current health insurance

Copy of physical examination

Signed Release of Information form

Signed Physical Exam Release form

Students who fail to comply with the above requirements will be counseled and not be allowed to attend the clinical portion of their classes, resulting in being given a “U” (unsatisfactory) for every day that the requirement has not been met. During the course of the program, students will be required to demonstrate their physical and/or emotional fitness to meet the essential requirements of the program. Any appraisal measures used to determine such physical and/or emotional fitness would be in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Core performance standards for admission and progression comply with the Americans with Disabilities Act of 1990. (Approved by Faculty Council 11-5-02, 10-4-05)

CORE PERFORMANCE STANDARDS FOR ADMISSION AND PROGRESSION

ISSUE	STANDARD	SOME EXAMPLES OF NECESSARY ACTIVITIES (Not All Inclusive)
Critical thinking	Critical thinking ability sufficient for clinical judgment.	Identify cause-effect relationships in clinical situations, develop nursing care plans. Interpreting variations in vital signs, lab values, etc.
Interpersonal and Emotional stamina	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social situation.	Establish rapport with patients/clients and colleagues. Work as a team member. Deal with unexpected crisis. Handle multiple tasks simultaneously. Handle strong emotions.
Communication	Communication abilities sufficient for interaction with others in verbal and written form.	Explain treatment procedures, initiate health teaching, document and interpret nursing actions and patient/client responses.
Mobility	Physical abilities sufficient to move from room to room and maneuver in limited spaces.	Move around in client’s rooms, work spaces, and treatment areas, administer cardiopulmonary procedures.
Motor skills	Gross and fine motor abilities sufficient to provide safe and effective nursing care.	Calibrate and use equipment, position clients, insert catheters, injections.
Hearing	Auditory ability to monitor and assess health needs.	Hear monitor alarm (IV alarm, etc.), emergency signals, auscultatory sounds, cries for help.
Visual	Visual ability sufficient for observation and assessment necessary in nursing care.	Observe client responses. Read monitors (Accucheck, O ₂ Sat, computer)
Smell	Detect odors.	Detect smoke, client odors such as alcohol on breath, foul smelling excretions.
Tactile	Tactile ability sufficient for physical assessment.	Perform palpation, functions of physical examination and/or those related to therapeutic interventions, starting IV.
Health stamina	Health status level which permits them to meet the classroom and clinical objectives with reasonable accommodations.	Stamina sufficient (i.e., diabetic allows for snacks) to participate in continuous clinical activities for length of time required by course (12 hr shifts).

(Adapted from Southern Council on Collegiate Education for Nursing and National Council of State Board of Nursing, Inc—Guidelines for Using Results of Functional Abilities Studies, p. 55-57)

ADMISSION

Admission begins with an application to Missouri Southern State University. Nursing major is declared on application to the University. Application to the Nursing Program is provided by the Department of Nursing with Sophomore rank and Faculty advisement. Admission to the Nursing Program is competitive.

Deadline for Department of Nursing Application and Missouri Southern State University transcript is January 31. The applicant is responsible for submitting the Missouri Southern State University transcript with verified transcript courses from other colleges and/or universities to the Department of Nursing by January 31. A non-refundable application fee is required.

Students who meet all admission requirements for the Bachelor of Science Degree Nursing Program at Missouri Southern State University will be given preference on admission.

REQUIREMENTS

- Continuous enrollment, readmission, or transfer admission
- Cumulative grade point average of 2.5 minimum based on completion of freshman and sophomore courses in the Suggested Order of Study by the Junior Year
- Completion of the following required science courses with a grade of “C” or higher:

Bio 121 Anatomy and Physiology I	(4 cr)
Bio 221 Anatomy and Physiology II	(5 cr)
Bio 231 General and Medical Microbiology	(5 cr)
Bio 308 Pathophysiology	(4 cr)
Chem 100 Introductory Chemistry	(5 cr)
Kine 385 Nutrition for Human Development	(3 cr)
- Criminal Record Check *^
- State of Missouri CareGiver Background Screening*
- Drug/Alcohol Screen^
- Physical Exam with Health requirements documented

APPLICATION FOR REGISTERED NURSE LICENSURE

According to Section 335.066 Missouri Nursing Practice Act (1-16), granting of the Bachelor Degree Nursing does not guarantee eligibility to sit for the licensure examination or guarantee issuance of a license to practice nursing in the state of Missouri. Eligibility requirements to apply to write the National Council Licensure Examination for Registered Nurses (NCLEX-RN) as specified in section 335.046-1 of the Missouri Nursing Practice Act in addition include that the applicant: 1) be of good moral character; 2) has completed high school or equivalent; 3) has successfully completed basic professional curriculum in accredited school of nursing.

Section 335.066 Missouri Nursing Practice Act (1-2) to (1-16) provides rules for denial, revocation, or suspension of license, grounds for, civil immunity for providing information. The board may refuse to issue any certificate of registration or authority, permit or license stated in subsection 2 of this section. Detailed information may be obtained through the Missouri State Board of Nursing Website – www.pr.mo.gov/nursing.asp . Completion of the nurse education program does not guarantee eligibility to take the licensure exam.

CLINICAL PRACTICE REQUIREMENT

Missouri House Bill 1362 prohibits a hospital from knowingly allowing those guilty of Class A and B felonies as defined in three chapters of state law to give care to clients in their agency. RSMo 660.317.6 prohibits a hospital from knowingly allowing those guilty of Class A and B felonies as defined by state law to give care to clients in their agency. Students entering Missouri Southern State University are assigned to do clinical practice in cooperating hospitals and because they will be in contact with patients, they must meet these requirements. A criminal record check is required for admission to the Nursing Program. Students who have been found guilty of Class A and B felonies will be ineligible to enter the Nursing Program.

Applicants must demonstrate evidence of personal characteristics and integrity that indicate high probability of successful degree completion, and must meet application criteria necessary to complete the National Council Licensure Examination (NCLEX-RN).

CURRICULUM SEQUENCE

The following suggested order of study provides a logical sequence of courses, which upon completion meets the requirements for the Bachelor of Science Degree with a major in nursing. All core curriculum courses and nursing support courses are taken in the freshman and sophomore years. Nursing courses are taken in the junior and senior years with an applied statistics course. Course syllabi present the course descriptions, objectives, content, evaluation, etc.

SUGGESTED ORDER OF STUDY

FALL SEMESTER	FRESHMAN YEAR	HOURS
Bio 121	Human Anatomy & Physiology I	4
Eng 101	English Comp I (WI)	3
Math 130	University Algebra	3
Kine 103	Lifetime Wellness	2
Cis 105	Intro to Microcomputers	3
Mids 100	University Experience	3
		18
SPRING SEMESTER	FRESHMAN YEAR	HOURS
Bio 221	Human Anatomy and Physiology II*	5
Eng 102	English Comp II (WI)	3
Chem 100	Introductory Chemistry*	5
Econ 180	Amer Econ System	3
Psy 100	General Psychology	3
		19
FALL SEMESTER	SOPHOMORE YEAR	HOURS
Bio 231	General and Medical Microbiology*	5
CORE	Area 2.a (Fine Art)	3
CORE	Area 2.b (Literature)	3
Kine 385	Nutrition for Human Development	3
Hist 110	U.S. History 1492-1877	3
		17
SPRING SEMESTER	SOPHOMORE YEAR	HOURS
Bio 308	Pathophysiology*	4
CORE	Area 2.c (Fine Art or Literature)	3
PSC 120	Gov't: U.S., St, Local	3
Kine 101	Physical Activity	1
Hist 120	U.S. Hist 1877 – Pres	3
Comm 100	Oral Communication	3
		17
FALL SEMESTER	JUNIOR YEAR	HOURS
Nurs 305	Pharmacology in Nursing	3
Nurs 310	Health Assessment and Technologies+^	5
Nurs 320	Adult Nursing+	7
		15

SPRING SEMESTER	JUNIOR YEAR	HOURS
Nurs 350	Family Nursing+	9
Nurs 360	Mental Health Nursing+	4
Nurs 370	Gerontologic Nursing (WI)	3
		16

FALL SEMESTER	SENIOR YEAR	HOURS
Nurs 400	Complex Nursing*+	6
Nurs 420	Nursing Ethics (WI)	3
Nurs 430	Adv Health Assessment	3
Psy 320	Applied Statistics*	3
		15

SPRING SEMESTER	SENIOR YEAR	HOURS
Nurs 450	Community Health Nursing	5
Nurs 460	Research in Nursing (WI)	3
Nurs 470	Nursing Mgmt & Leadership	5
		13

All courses in the junior and senior level require adherence to the Progression and Readmission policy in order to continue the Plan of Study.

*See course descriptions for prerequisites

^Course challenge for Licensed Practical Nurses must be taken prior to the beginning of the Fall Semester.

+Registered Nurse Track: Fall Semester—Nurs 301 Transitions in Nursing--3 cr. hrs (Internet). Completion of this course with a grade of C or above will grant credit for the following: Nurs 310 Health Assessment and Technologies; Nurs 320 Adult Nursing; Nurs 350 Family Nursing; Nurs 360 Mental Health Nursing; Nurs 400: Complex Nursing.

Registered nurse applicants from non-NLNAC accreted nursing programs must complete NURS 301 Transitions in Nursing and attain a GPA of 3.0 in the first semester of coursework in order to be granted regular admission status.

Registered Nurse Track: Nurs 305, Nurs 450 and Nurs 470 see information below.

CREDIT BY EXAMINATION FOR REGISTERED NURSES

NURS 305 PHARMACOLOGY IN NURSING

Course challenge examination for Registered Nurses must be taken prior to the beginning of the Fall semester. A fee is assessed for the exam.

CREDIT FOR PROFESSIONAL REGISTERED NURSE (RN) EXPERIENCE

NURS 450 COMMUNITY HEALTH NURSING AND NURS 470 NURSING MANAGEMENT AND LEADERSHIP

The registered nurse enrolled in Nurs 450 Community Health Nursing and Nurs 470 Nursing Management and Leadership may choose to demonstrate professional experiences for partial or full clinical credit. The credit will be based on the student's individual experiences in previous clinical practice. The course instructor will evaluate credit.

The student may obtain partial credit for Nurs 450 Community Health Nursing clinical by demonstrating experience in home health with no clinic experience, or demonstrates limited experience in either the clinics or home health or vice versa. Full credit can be obtained by demonstrating adequate home health and clinic experience.

In Nurs 470 Nursing Management and Leadership the student may obtain partial credit for the team-leading portion of the clinical by demonstrating previous team leading experience. Credit for the mid-management clinical can be obtained by demonstrating previous mid-management experience.
(Faculty Council Revised 12-03)

**MISSOURI SOUTHERN STATE UNIVERSITY
DEPARTMENT OF NURSING
BACHELOR OF SCIENCE IN NURSING PROGRAM
2009-2010
ESTIMATED COST FOR NURSING STUDENTS***

							*TOTALS	
	Cr Hr	*Tuition Missouri Resident	*Tuition Non- Resident	\$7 Cr Hr Textbooks	** University Fees	*** Misc	Missouri Resident	Non- Resident
Freshman Year--Fall	18	2574	5148	126	265	102	3067	5641
Freshman Year--Spring	19	2717	5434	133	265	0	3115	5832
Sophomore Year--Fall	17	2431	4862	119	265	0	2815	5246
Sophomore Year--Spring	17	2431	4352	119	265	50	2865	5296
Junior Year--Fall	15	2145	4290	105	265	3040	5555	7700
Junior Year--Spring	16	2288	4576	112	265	193	2858	5146
Senior Year--Fall	15	2145	4290	105	265	1625	4140	6285
Senior Year--Spring	13	1859	3718	91	265	1004	3219	5078
TOTAL COST OF 4 YEAR PROGRAM							\$27634	\$46224

*Based on MSSU Fees - Schedule of Fees Fall 2008 Spring 2009 & Summer 2009 Semesters (\$143) MO Residents and (\$286) Non-Residents)

**UNIVERSITY FEES: Distance Learning (\$35 per credit hour); Equipment Use (Full-Time Student) \$40; Student Activity \$25; Parking Fee \$15; Student Health Center fee \$30; Student Recreation Center \$150; Records Fee \$3, Student ID \$2; Purchase books (Price varies) (The Department of Nursing reserves the right to change fees without notice)

***MISCELLANEOUS:

REQUIRED FALL-FRESHMAN YEAR:

Application Fee \$15; Student ID \$2; Freshman Orientation \$65 TOTAL = \$ 102

REQUIRED SPRING-SOPHOMORE YEAR:

Nursing program non-refundable application fee \$50.00 TOTAL = \$ 50

REQUIRED FALL--JUNIOR YEAR:

Uniforms: 2 uniforms \$87; name tags \$6; sleeve patches \$21; shoes \$55 (price varies); watch w/sec hand \$26 (price varies); laboratory coat \$37; Nursing bag \$ 165, Stethoscope \$61 (Price varies); Pre-Admission Physical \$185 (Price varies); CPR Certification \$ 85 (Price varies); Criminal Record Check \$42; Hepatitis B Vaccine \$120; Health Insurance (Available through Student Services if not presently covered by another source) \$990 (Price varies); Drug Testing \$85; Supplemental texts \$300; Net test \$50; Student Nurses' Association (Recommended) \$40. HESI Study Ware CD and Manual \$75; Freeman Name Badge \$10

Special Course Fee \$ 600 TOTAL = \$3040

REQUIRED SPRING-JUNIOR YEAR:

Name Tags \$3; HESI MC-2 \$40

Special Course Fee \$150 TOTAL = \$193

REQUIRED FALL--SENIOR YEAR:

Health Insurance \$ 990 (Available through Student Services if not presently covered by another source) Supplemental texts \$60 Student Nurses' Association (Recommended) \$40 Freeman Name Badge \$10

Special Course Fee \$525 TOTAL = \$1625

REQUIRED SPRING--SENIOR YEAR:

Graduation Pin \$44-\$160; Photos \$40 (Price Varies); HESI Review \$250; Criminal Background Check thru Integrated Biometric Technology (IBT) \$51; Application Fee for Missouri State Board \$83 NCLEX-RN National Council of State Boards of Nursing- Pearson \$200; HESI Exit 2 Examination \$35; HESI Exit 3 Examination \$35

Special Course Fee \$150 TOTAL = \$ 1004

(Revised 6/12/07; 6/6/08)

AMERICAN PSYCHOLOGICAL ASSOCIATION WRITING STYLE

The Department of Nursing uses the American Psychological Association (APA) writing style for all formal papers and other writing projects assigned. Junior nursing students are **required** to purchase the Publication Manual of the American Psychological Association (6th ed.), 2010.

CURRENT CONTACT INFORMATION IS REQUIRED

Students must keep their current address, phone number, e-mail address, and a contact person on file in the secretary's office. Important information will be communicated to all students via their MSSU e-mail addresses.

(Approved by Faculty Council 5-5-04; 3-2-05)

DEPARTMENT OF NURSING: CLASSROOM AND CLINICAL ATTENDANCE

Students are expected to attend all scheduled classroom and clinical sessions for nursing courses in which they are enrolled. Certain clinical assignments require pre-clinical preparation as directed by the instructor. Pre-clinical preparation may include a visit to the assigned clinical site for data collection. Pre-clinical preparation is to be completed individually by the student. No one is permitted to accompany the nursing student to the clinical site for pre-clinical preparation or for any clinical assignment or activity.

(Approved by Faculty Council 2-5-03, Revised and Approved by Faculty Council 11-15-03)

The student is responsible for notifying the course professor regarding a classroom absence by calling the professor at least one hour prior to the scheduled course period. In the event that a student will be absent from a clinical assignment, the student is to notify the professor and the clinical unit at least one hour prior to the scheduled clinical session. The student is to make certain that the message will be given to both the patient care manager or charge nurse and the professor.

Students are not permitted to leave the clinical facility during lunch or break times. Students are responsible for their own transportation.

(Approved by Faculty Council 4/1/03).

CLASSROOM BEHAVIOR

Talking and other disruptive behaviors in the classroom are prohibited. Guidelines for student conduct at Missouri Southern State University are outlined within the *Missouri Southern State University Student Handbook* which is available online at www.mssu.edu. The student may also refer to the course syllabus for specific expectations.

(Approved by Faculty Council 5-5-04)

MISSOURI SOUTHERN STATE UNIVERSITY
DEPARTMENT OF NURSING
ANTI-HARRASSMENT POLICY

The experience of harassment is unique to each individual and it is up to the student to decide if he/she is being harassed. It is also distressing if a student sees someone else receiving unacceptable behavior. Once the problem is identified, the student has recourse to stop unacceptable behavior.

Harassment is conduct that is unwanted or unreciprocated and affects your self-respect and well-being during classroom or clinical experiences.

Missouri Southern State University (MSSU) is committed to fostering an environment where all individuals are treated fairly and with complete respect. It is and continues to be, University policy that harassment is unacceptable conduct, which will not be tolerated.

(MSSU Student Handbook pg. 23, MSSU Catalog pg. 29)

Behavior can be harassment if:

- It is unwanted, unreasonable and offensive
- It creates a hostile or ineffective environment in the classroom or clinical setting.

Harassment may include, but is not limited to:

- Repeated events or a single serious incident
- Physical abuse such as unwanted physical contact
- Verbal abuse such as name-calling, use of offensive language or innuendo, telling offensive jokes
- Covert abuse such as non-cooperation, implicit threats
- Abuse that stems from a problem that began in the university or clinical setting, and continues outside of them (i.e. stalking)

Intimidating and disruptive behaviors include overt actions such as verbal outbursts and physical threats, as well as passive activities such as refusing to perform assigned tasks or quietly exhibiting uncooperative attitudes during routine activities. Intimidating and disruptive behaviors are often manifested by health care professionals in positions of power. Such behaviors include reluctance or refusal to answer questions, return phone calls or pages; condescending language or voice intonations; and impatience with questions. Overt and passive behaviors undermine team effectiveness and can compromise the safety of patients. All intimidating and disruptive behaviors are unprofessional and should not be tolerated.

The most appropriate approach for a student to take depends on the student's level of comfort and circumstances. Persistent harassment may make the student feel that it is her/his fault making it difficult to take action.

Steps that a student can take to clarify the situation are:

1. Talk to other people who are trusted

2. Keep a written record of incidents. Keep notes simple and include date, time of incident, location, nature of the incident, your response, your feelings at the time, any action taken at the time and what it was and the names of any witnesses.
3. Decide to take action. Students may be reluctant to complain even though policies are in place. Unless action is taken, it is unlikely that the unacceptable behavior will stop.

Students are to follow the MSSU policy to file a formal complaint according to the steps identified in the Department of Nursing Student Handbook. There are situations in which a student is confronted with harassment that requires immediate action.

When harassment occurs, the student should proceed with the following actions:

- Respond with courteous language and a calm, quiet manner*
- ***If in immediate physical danger, the student should move to protect self and others**
- Acknowledge that the other person seems upset or frustrated
- State that you would like to assist the person in resolving concerns/frustrations
- Courteously remind the other person to speak quietly and respectfully in the hospital setting
- Ask that the interchange be moved to a quiet place to continue problem-solving, out of public view/hearing

If the steps are not effective, the student should:

- Request the assistance of the nursing instructor, nurse preceptor and/or nurse manager in dealing with the individual's concerns and disruptive behavior;
- Tell the person that you are sorry that you are not able to assist them to their satisfaction at this time, and you will need to refer the issue to your nursing instructor.

The Nursing Instructor will report the incident of harassment in accordance with University and/or facility policy. Reporting should be done without fear of retribution. Retribution or retaliation will not be tolerated. If it appears that reaction/action has occurred, please contact the Nursing Instructor for a follow-up, or submit the incident in writing.

Students are held responsible for policies of the University, Nursing Department, and the Facility in which they are practicing.

Royal College of Nursing, (2002). Dealing with bullying and harassment, *Working Well Initiative*, retrieved March 2009, from www.rcn.org.uk.

Faculty Council approved 4-9-2009

Administrative approval 8-12-09

GRADING SCALE

The department has the following grading scale:

A	92 - 100
B	83 - 91
C	75 - 82
D	70 - 74
F	69 or below

GENERAL ACADEMIC INFORMATION

Freshman and sophomore core curriculum and nursing support courses must be completed prior to entering the junior year. Each student is assigned to a nursing faculty member as his/her academic adviser. The nursing faculty advise will assist the student with enrollment, counseling, graduation checks, etc. Students will receive an individual grade report at midterm. The Director of the program will be notified of each student's grade status.

PROGRESSION

NURSING MAJOR SEMESTER AND CUMULATIVE GRADE POINT AVERAGE (GPA) POLICY

- A 2.5 GPA in all nursing courses must be maintained during each semester of the nursing program. GPA will be evaluated each semester of the nursing program.
- A 2.5 GPA in nursing courses each semester must be maintained in order to progress to the next or subsequent semester of the nursing program.
- A 2.5 GPA in all nursing courses must be maintained in order to graduate.

(Approved by Faculty Council 11-05-05)

First semester junior year-Any student failing any nursing course will be dismissed from the nursing program. The student may make application and if accepted, repeat all first semester courses one time. A 2.5 or above semester and cumulative nursing GPA is required for progression.

Second and subsequent semesters -Progression in the baccalaureate nursing program requires a semester and cumulative nursing GPA of 2.5 or above in all required nursing courses. In addition,

- Any student making a grade of D or F in a nursing courses, the course may be repeated once. Only one nursing course throughout the nursing curriculum may be repeated.
- The student repeating a nursing course (as listed in #1 above) must make a grade of C or better and must maintain a cumulative and semester nursing GPA of 2.5. If the GPA is not maintained the student will be dismissed for the program and will not be eligible for readmission.

Incompletes

Students who have an incomplete will not be allowed to progress until the incompletes are completed.

Withdrawal

Registration for a course makes the student responsible for attending the class until the course is completed or until the registrar authorizes withdrawal form that course. A student who withdraws from the nursing curriculum must file an official withdrawal in the Registrar's office to obtain necessary clearance. Failure to comply will result in the recording of failing grades in all courses in which the student is registered. Following two withdrawals from the nursing program the student is ineligible for reapplication and readmission to the nursing program.

(Faculty Council Approved 11/30/05)

CLINICAL FAILURE:

A clinical failure may result from a critical incident. A critical incident includes:

- Unsafe behavior that would place the client in jeopardy.
- Violation of University policy.

- Violation of Code of Ethics for Nurses.
- Violation of agency policies.

READMISSION CRITERIA AND PROCESS

A. READMISSION CRITERIA

Readmission to the nursing program requires the student to comply with the following steps:

1. Be eligible for non-probationary admission or readmission to the University.
 2. Have a minimum cumulative grade point average of 2.5.
 3. Submit a completed readmission application form.
 4. Provide a Missouri Southern State University transcript evaluation showing all coursework completed to the Department of Nursing.
 5. Submit a letter of eligibility from the Director of the program.
 6. Apply for readmission within two years from the time of withdrawal.
 7. Submit all credentials 12 weeks prior to the semester of desired readmission.
 8. Meet all criteria for regular admission to the Department of Nursing including current physical exam, current drug/alcohol screen, current caregiver background screening, current criminal background check, current TB test results, current CPR card, and current verification of health insurance, non-refundable application fee.
- (Approved by Faculty Council, 10-7-03)

B. READMISSION PRIORITIZATION

1. Enrollment is based on space availability in the course. Filling of available spaces is competitive.
2. Circumstances of withdrawal will be considered for readmission and prioritized in the following manner:
 - A. Student in good standing (passing grade in clinical and theory).
 - B. Failed to meet the theory requirements of a nursing course.
 - C. Clinical failures or withdrawal resulting from professional or personal misconduct will be considered on an individual basis.
 - D.

C. FAILURE OF MID CURRICULAR (MC) 2

If the student fails the MC2 they will not be allowed to progress. They must reapply as an incoming junior with the rest of the junior applicants the following academic year, and retake all nursing coursework if admitted.

(Approved by Faculty Council 5-4-05).

Readmitted students will pay the same fees as full-time students enrolled in the nursing program upon re-admittance to the nursing program.

(Approved by Faculty Council 11-5-02)

DROPPING COURSES, WITHDRAWAL FROM NURSING COURSES, WITHDRAWAL FROM UNIVERSITY

DROPPING COURSES

The faculty adviser should be contacted prior to initiating the dropping of a course in the Office of the Registrar. Deadlines and grades cited in the University Catalog apply.

NURSING COURSES

A student who wishes to withdraw from a nursing course should contact the faculty adviser and follow the procedure outlined in the Missouri Southern State University Catalog. It is advisable that the student schedules an exit conference with the professor teaching the course and the Director of the Department of Nursing to discuss the student's withdrawal, readmission or transfer.

UNIVERSITY

A student who wishes to withdraw will initiate withdrawal in the Student Support Center (Hearnes Hall Room 114). A student who completely withdraws from the University prior to the last week of classes in a regular or summer semester may receive a grade of “W” in all courses in which the student is enrolled. Withdrawal from the University after the last week of classes in a regular or summer semester will result in a grade of “F” being recorded for all courses, unless other arrangements are made through the Office of the Registrar. A student who leaves school without officially withdrawing shall receive grades of “F” in all courses.

CLINICAL AND PROGRAM PROGRESSION

If, at any time during a nursing course with a clinical laboratory component, it is determined that a student can no longer achieve the required satisfactory final rating, the student will not be permitted to continue in the course. Clinical requirements to achieve a satisfactory final rating in all courses with a clinical component are state in the occurs syllabus and in clinical evaluation tools.

When a course is dropped from the sequence, the student must withdraw from all concurrent nursing courses.

(Approved by Faculty Council 11-3-98)

EVOLVE/REACH SPECIALIZED TESTING AND REVIEW POLICY

Specialized EVOLVE/REACH tests are part of the requirements for completion of the Nursing program as follows:

Junior Year: **All Junior students are required to purchase the Evolve/ReachStudy Ware CD and Manual.** The Mid-Curricular Evolve/Reach test (MC 1) is administered in the Spring semester of the Junior year. Students are required to score 850 or above on the MC 1. Students scoring below 850 on the MC 1 must remediate using the EVOLVE/REACH Study Ware CD and Manual over the summer months prior to the Senior year. Students scoring below 850 on the MC 1 are required to take the MC 2 in July. A

score of 850 or above is required in order to progress to the Senior year in the nursing program.

(Revised and approved by Faculty Council, 11-2-04)

Senior Year: The Evolve/Reach Exit Exam (E 2.1) is administered to all Senior students in the Spring semester of the Senior year. Students are required to score 850 or above on the E 2.1. Students scoring below 850 on the E 2.1 are required to remediate and take the E 2.2 prior to final exams in the Spring semester. If the student fails to score 850 or above on the E 2.2, then the E 2.3 is required following the **MANDATORY** Evolve/Reach Review Course.

Additional Evolve/Reach exam fees are required for students scoring below 850 on the first exam (MC 1 and/or E 2.1). These additional exam fees are the responsibility of the individual student scoring below 850.

(Approved by Faculty Council 5-19-04)

If the Evolve/Reach tests are not completed as scheduled, the student will receive an “Incomplete” for the course. At the completion of the nursing program, the EVOLVE/REACH Review Course is **required**. The Mandatory EVOLVE/REACH review is conducted each May during the week following commencement. Failure to complete these requirements will result in the placement of a hold on the student’s transcript.

(Approved by Faculty Council 5-7-01; 2-25-04; 5-19-04; 11-2-04)

EVOLVE/REACH CASE STUDY POLICY

EVOLVE/REACH Case Studies are required of all students in clinical courses throughout the nursing curriculum.

- The student shall refer to the course syllabus for the EVOLVE/REACH case studies required in each clinical course.

- Senior students must complete ALL of the EVOLVE/REACH case studies previously required in the Junior and Senior years, during the spring semester prior to graduation.
- A 95% minimum passing score is required on every case study.
- Advisors will obtain printouts of completed case studies with 95% minimum scores for each student by April 30th.
- Failure to complete assigned (required) EVOLVE/REACH case studies will result in failure to complete the individual course.
- The fees for each subsequent required EVOLVE/REACH test after the first test (MC 1 and E.2.1) are the responsibility of the individual student who scored below 850.
- If these EVOLVE/REACH examinations are not completed as scheduled the student will receive an incomplete and/or transcripts will be held until all required EVOLVE/REACH tests are completed.

Junior Year: All junior students will receive the EVOLVE/REACH Study Ware CD and Manual at the Mandatory Orientation in August.

- The Mid-Curricular EVOLVE/REACH test (MC 1) is administered in May of the junior year.
- Students are required to score 850 or above on the MC 1.
- If the MC 1 score is below 850, the student must remediate using the textbook, class materials and their EVOLVE/REACH Study Ware CD and Manual.
- Students scoring below 850 on the MC 1 are then required to take the MC 2 in July.
- If the student's score on the MC 2 is below 850 the student will be dismissed from the Nursing Program.

Senior Year: All senior students are required to complete:

- The EVOLVE/REACH Exit Exam (E.2.1) in Spring Semester.
- Students are required to score 850 or above on the E2.1.
- If the score is below 850 on the E2.1, the student must remediate using their textbook, class materials and the EVOLVE/REACH Study Ware CD and Manual.
- Students are then required to take the E2.2. in May.
- If the score is below 850 on the E2.2., the student must remediate using their textbook, class materials and the EVOLVE/REACH Study Ware CD and Manual.
- The EVOLVE/REACH E2.3 will be required for students scoring below 850 on the E2.2 following the mandatory EVOLVE/REACH Review Course which is conducted each May during the week following commencement.

(Faculty Council e-mail approved 11-05-05)

CRIMINAL BACKGROUND CHECKS AND CAREGIVER BACKGROUND SCREENINGS

Missouri House Bill 1362 prohibits a hospital from knowingly allowing those guilty of Class A and B felonies as defined in three chapters of state law to give care to clients in their agency. Nursing students assigned clinical experiences in cooperating hospitals **must** meet these requirements. Results of the Criminal Record Check and Caregiver Background Screening must be on file after notification of admission to the nursing program and prior to the first day of classes. Failure to comply will restrict the student from class attendance. Students who fail to provide full disclosure of their states of residence for the purposes of Criminal Background Checks may be subject to dismissal from the nursing program. (Approved by Faculty Council 11-5-02; 3-2-05)

SUBSTANCE ABUSE AND DRUG TESTING POLICY

The Department of Nursing adheres to Missouri Southern State University Drug and Alcohol Prevention Program and the Drug-Free Schools and Communities Act Amendments of 1989.

The Missouri Southern State University Catalog states: "Students are prohibited from using alcoholic beverages and illegal drugs on University-owned or controlled property and at University sponsored or

supervised activities. Irresponsible alcohol or other drug use off campus resulting in disorderly conduct on campus also is not acceptable. Any student of Missouri Southern State University found to have manufactured, dispensed, possessed or used a controlled substance in violation of the Substance Abuse Policy of this University will be subject to discipline in accordance with University policy and reported to local, state or federal law enforcement authorities for criminal prosecution. Criminal prosecution for these acts could lead to a conviction and such a conviction could result in a sentence imposing a monetary fine, imprisonment in a state or federal penitentiary or both.” (Missouri Southern State University 2008-2010 Catalog, p. 28).

Offers of acceptance to the Nursing Department are made as conditional offers. The conditions include satisfactory completion of pre-nursing courses, a physical exam, a satisfactory background check, and a negative alcohol, drug, and/or controlled substance test. An applicant or current nursing student who refuses to authorize and pay for testing or who tests positive for drugs, alcohol, or controlled substances will not receive a final offer of admission, or will not be allowed to continue in the nursing program. The Director of the Department of Nursing will notify the conditionally admitted student that the offer of admission is withdrawn secondary to a positive drug or alcohol screen test, and the Director will notify a current nursing student who tests positive for drugs or alcohol of dismissal from the Nursing program. (Approved by Faculty Council, 5-4-05, 3-21-07)

A number of programs are available on campus to promote alcohol and drug awareness. In the Department of Nursing, an annual workshop will be conducted and attendance will be mandatory for all nursing students on the subject of “Chemical Dependency and the Impaired Nurse”. Student policies will be reviewed with students at this time. Student acknowledgement/consent forms to be tested for the presence of drugs, alcohol, and controlled substances will be signed when a conditional offer of admission to the nursing program is made.

To ensure compliance with the Drug Free Schools and Communities Act Amendments of 1989, nursing students will be tested:

1. As a condition of admission, readmission, or transfer to the nursing education program,
2. Upon reasonable suspicion, and
3. Post-accident or post-injury.

Any student who tests positive for a drug or controlled substance must be able to verify that it was obtained legally and legitimately. If an initial drug or controlled substance test is positive, a second test on the same specimen will be performed to confirm the initial result. If an alcohol test is positive, a second test will be performed to confirm the initial result. Any confirmed alcohol result above 0% will be considered positive. A positive test result on the confirming test will result in dismissal from the nursing program. The nursing student assumes full costs of testing. Any student dismissed following a positive drug, controlled substance, or alcohol test will be removed from all nursing courses. A grade of W will be transcribed if prior to the University withdrawal date. A grade of “F” will be transcribed if the student is removed from courses following the University withdrawal date.

Students in clinical agencies are subject to the policies of Missouri Southern State University, and must also abide by the policies of the agency in which they are practicing as a student nurse. A student may be required to have alcohol or drug testing alone or in combination. Any student who refuses to submit to initial or subsequent testing will be dismissed from the nursing program.

The Director of the Department of Nursing must authorize reasonable suspicion testing and incident/post-accident testing on a student before such a test is administered. In the absence of the Director, the Dean, or designated administrator may authorize a test. Reasonable suspicion may include, but not be limited to: accidents and injuries caused by human error, unusual or serious violations of rules, secured drug supply disappearance, irrational or extreme behavior, or unusual inattention or personal behavior, such as smelling of alcoholic beverages.

Students must abide by the terms of the above policy and must report any charge, whether resulting in conviction, plea of guilty, finding of guilt, probation, suspended imposition of sentence, suspended execution of sentence, or plea of nolo contendere under a criminal drug or alcohol statute for violations

occurring on or off University premises. Any such violation must be reported with five (5) days. Students with involvement in a criminal drug or alcohol offense will be dismissed from the nursing program.

Dismissed students will be reconsidered for admission one time. Dismissed students will be eligible for consideration of readmission to the nursing program upon successful completion and documented evidence of treatment remedying the rationale for dismissal.

(Approved by Faculty Council April 3, 2000)

(Revised and Approved by Faculty Council, November 8, 2000)

(Revised and Approved by Faculty Council, February 6, 2002; May 4, 2005)

(Revised and Approved by Faculty Council, March 21, 2007)

DEPARTMENT OF NURSING DUE PROCESS AND APPEALS POLICY (Grievance Policy)

Should a difference of opinion develop between a student and an instructor regarding course work, the student should make an appointment to discuss the matter privately with the instructor involved within five (5) class/clinical days from the date the disputed event occurred.

If the matter is not resolved, the student may request to speak to the faculty team when applicable within five (5) class/clinical days from the initial conference with the course instructor.

If the problem persists, the student, the instructor and the faculty team coordinator may arrange a conference with the Director of the Department of Nursing within five (5) class/clinical days after the student meets with the faculty team.

If the matter is still not resolved the student has a right to appeal to the Dean of the School of Technology within five (5) class/clinical days from the date of conference with the Director of the Department of Nursing. The final disposition of the matter rests with the Dean of the School of Technology.

Prior to the scheduled conference at any level of the grievance process, the student shall submit the grievance in writing to the person with whom the conference is scheduled. A written notice of all decisions regarding a student's grievance shall be provided to the student.

(Revised and approved by Faculty Council 4-1-03)

The Department of Nursing Due Process and Appeals Policy ends when the disputed matter is turned over to the campus judicial system.

(Approved by Faculty Council 5-19-04)

STUDENT REPRESENTATION TO DEPARTMENT OF NURSING FACULTY COUNCIL

Purpose

- Student participation in Nursing Faculty Council meetings is valued by the Faculty.
- Student representation in Faculty Council facilitates communication with classmates and the faculty.
- Student representatives serve as the voice for their respective class, bringing items for consideration by the full Faculty Council that concern the student body.
- Complaints of any nature are to be handled with the involved student(s) and individual faculty member or faculty team, using the Department of Nursing Due Process and Appeals Policy.

Process

- Two junior and two senior representatives are elected by their class peers during the third week of each Fall semester.
- The nursing department secretary provides faculty Council meeting schedule to student representatives.

- Student representatives may include items on the meeting agenda if submitted one week prior to the scheduled Faculty Council meeting.
- Student representatives are invited to participate in Faculty Council discussions, but do not have voting privileges.
- Printed minutes of Faculty Council meetings that have been shared with Student Representatives will remain on file in the Department of Nursing office.
- Student representatives are invited to participate in the Department of Nursing Advisory Board meetings held biannually.

(Revised and Approved by Faculty Council, 12-3-02)

MISSOURI NURSE LICENSES

REGISTERED NURSES (RNs) and LICENSED PRACTICAL NURSE (LPNs) enrolled in the nursing program **must** furnish a copy of their current **Missouri** license by April 30th on the year of renewal.

ACADEMIC INTEGRITY (PLAGIARISM/CHEATING) POLICY/PROCEDURE

The Department of Nursing faculty opposes student dishonesty and seeks to actively confront student dishonesty as defined and in ways described below.

- A. Dishonesty is used in the MSSU Student Handbook (which is online) synonymously with cheating and plagiarism.
- B. The MSSU Student Handbook (which is online) states that: **CHEATING** includes but is not limited to...”.
 - use of any unauthorized assistance in taking quizzes, tests, or examinations;
 - dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
 - the acquisition, without permission, of tests or other academic material before such material is revealed or distributed by the instructor;
 - the misrepresentation of papers, reports, assignments or other materials as the product of a student’s sole independent effort, for the purpose of affecting the student’s grade, credit or status in the University;
 - failing to abide by the instructions of the proctor concerning test-taking procedures; examples include, but are not limited to, talking, laughing, failing to take a seat assignment, failing to adhere to starting and stopping times, or other disruptive activity;
 - influencing, or attempting to influence, any University official, faculty member, or employee responsible for processing grades, evaluating students, or for maintaining academic records, through the use of bribery, threats, or any other means of coercion in order to affect a student’s grade or evaluation;
 - any forgery, alteration, unauthorized possession, or misuse of University documents pertaining to academic records. Alteration or misuse of University documents pertaining to academic records by means of computer resources or other equipment also is included within this definition of **“cheating.”**
- C. Additionally, the Department of Nursing faculty explicitly defines **CHEATING** to include:
 - Copying examination answers from another student or providing examination answers to another student.
 - Use of unauthorized notes during testing.
 - Copying another student’s homework partially or in total.
 - Fabrication of resources.
- D. **PLAGIARISM** as defined by the Department of Nursing faculty is consistent with the American Psychological Association ethical principles (8.05, P. 348) and the Missouri Southern State University, Student Handbook (p. 4) and includes but is not limited to:
 - Copying another’s work and presenting it as ones own.
 - Using more than two or three words from a source without using quotes.

- Paraphrasing by simply rearranging another's words.
 - Presenting a purchased or stolen paper, as one's own work.
- American Psychological Association. (2001). *Publication manual of the American Psychological Association* (5th ed.). Washington, DC: Author.

The Department of Nursing procedure for responding to student **DISHONESTY**, as defined above, is as follows:

- A. Respond by one or more of the following faculty actions:
- Instructor responds to dishonesty in an advisory non-punitive manner.
 - Instructor responds to dishonesty by assigning reduced or failure grade of exam, project, paper, or course grade.
 - Instructor responds to dishonesty by using the Disciplinary Action outlined in the MSSU Student Handbook.
 - Instructor reports student dishonesty to the Department of Nursing Faculty Council and to the Dean of Students.

(Approved by Department of Nursing Faculty Council 4/5/99; revised by Faculty Council 4/7/04)

CLASSROOM VISITORS

Only enrolled students are permitted in classrooms (no children). Prospective students may observe classes if instructor permission is granted. Unattended children (17 years old and under) are not permitted on campus.

PAGER/CELL PHONE POLICY

Cell phones or pagers are to be inactivated (turned off) during class. No pagers/cell phones are permitted during clinical hours. Emergency calls for students will be processed through the Department of Nursing secretary (417) 625-9322 during classes on campus or during clinical experiences.

(Approved by Faculty Council 2/13/02, 12-13-05)

FOOD AND DRINK REGULATIONS

No food or snacks are permitted in the classrooms. The student lounge is available for this purpose. Drinks are permitted only in a capped, plastic bottle (water, cola, fruit juice, etc.). This policy will be strictly enforced.

(Approved by Faculty Council 10-03-06)

STUDENT COMMUNICATION CENTER

A student communication center is located in the main hallway outside of classrooms and offices. The Center contains two drawers: the top drawer will contain a folder for each Senior nursing student and the lower drawer will contain a folder for each Junior nursing student.

Classroom handouts, papers and other information will be distributed to the students via this Center. It is each nursing student's responsibility to check their respective file and obtain the information therein for classroom assignments. Files will be cleaned on the last working day of each month. (06/01)

Telephone

Emergency phone calls may be received by the departmental secretary at 417-625-9322 and will be relayed to the student as soon as possible.

Phones located within the Department of Nursing are for faculty/staff use only.

RECOMMENDED STUDY HOURS/ STUDENT EMPLOYMENT

Students should plan to study a minimum of three hours per week for each credit hour enrolled. For example, a student enrolled in 12 credit hours can expect to study a minimum of 36 hours per week. Due to the rigor of the nursing education program and time constraints, the student's scheduled work hours should be prorated accordingly.

(Approved by Faculty Council, 2-2-05)

EMERGENCY ASSISTANCE

In the event a student cannot enter or start his/her car, call Campus Security at 626-2222 or ask faculty or staff assistance to make the call.

EMERGENCY POLICY

If a health emergency occurs on campus, contact Campus Security at 626- 2222. If a situation may be life threatening, call Joplin Emergency Medical Services (JEMS-8+911) and then contact Campus Security. If an emergency occurs after hours, Joplin Emergency Medical Services (JEMS) and Security should be notified.

(Approved by Faculty Council, 10-7-03)

POLICY ON SMOKING DURING CLINICAL EXPERIENCES:

Students will be caring for clients in a variety of clinical settings and with varying degrees in severity of illnesses. Due to the fact that it is not always possible to predict a client's reaction to the smoke on a student's clothing, hair, or person, smoking will not be permitted during clinical hours. This policy reflects the Department of Nursing concern for the welfare of the clients that the students serve. If any student needs assistance with smoking cessation or has questions regarding this policy, please contact the clinical instructor for the course or the Director of the Department.

(Approved by Senior Vice President 2/6/01; Approved by Faculty Council 2/7/01)

CLINICAL POLICY ON DRESS

The manner of dress when in a clinical student role or representing the nursing program must be neat and sufficiently conservative to be professional (including undergarments). Additionally, the student's safety and that of the client have been given consideration in the development of the following policies. Students who are Registered Nurses enrolled in a clinical course are required to follow the clinical policy on dress.

UNIFORMS—Prelicensure/Generic Students:

Students are to wear the designated uniforms only during clinicals and specified nursing activities. The uniform must be laundered after each wearing. In addition to meeting uniform guidelines for the Department of Nursing, students are also expected to conform to the policy of the clinical agency. The wearing of undershirts and/or camisoles is acceptable if they are white and not visible outside the uniform at the neck or sleeves.

LAB COAT:

The designated lab coat is worn over street clothes when preparing for clinical assignments prior to scheduled clinicals. Jeans, shorts or leggings are **not** to be worn under the lab coat. After each wearing the lab coat is to be laundered.

ARM PATCHES:

The MSSU-BSN nursing arm patch is to be sewn on the right sleeve of the uniform and lab coat (with the top of the patch centered 2" below the shoulder seam). If the scrub-type uniform top is worn, the arm patch is sewn with the bottom of the patch 1" above the bottom of the sleeve.

NAME BADGES:

Missouri Southern State University Identification Badges are made to be worn as the student name badge and should be worn with any badges issued by clinical facilities on the left front of the uniform and/or lab coat.

NURSE BAG:

The nurse bag is to be used solely for clinicals and is to contain only the specified equipment. The nurse bag is not to be used as a book bag, or for any other purpose.

(Revised and approved by Faculty Council, 10-5-04)

HAIR:

Hair must be controlled or secured in such a manner that it does not interfere with client care. Conservative navy, black, or white scrunches may be worn around ponytails. Brown, silver, or gold hair barrettes without adornment must be sufficiently conservative to be professional. Claws and other adornments are not permitted.

BEARDS:

A male student who chooses to have a beard must wear it ½ inch or less in length, neat and well trimmed. Beards must be in place prior to the beginning of clinical practice each semester.

SHOES: Shoes and shoelaces must be white, closed heel and toe, clean, and safe for the environment. Clinical shoes should be worn only for clinical activities.

PERSONAL APPEARANCE AND HYGIENE POLICY:

Students will be expected to maintain proper hygiene.

ODORS/FRAGRANCES: Strong odors may be distressing to clients; therefore, care will be taken to maintain body and oral hygiene at all times. Perfumes should not be worn during clinical.

HANDS/FINGERNAILS: Hands must be clean. Fingernails are to be clean, neatly manicured and trimmed short. **No nail polish may be worn.** Hands should be free of anything that can trap microorganisms. No artificial or acrylic nails may be worn in clinical or campus laboratory sessions.

JEWELRY: Only one pair of small, non-dangle, non-hoop plain style gold, silver, or white earrings may be worn. Earrings are not permitted during any operating room rotation/experience. No earrings are permitted for male students. No jewelry may be worn in any other pierced areas. Only one band style ring may be worn.

BODY PIERCINGS: Other visible body piercing are prohibited, which include but are not limited to nose rings, tongue posts, eye rings or posts, etc.

TATTOOS/BODY ART: Any personal enhancement, adornment, or coloring that causes undue attention to oneself is strictly prohibited. Any tattoos that are visible when attired in the student uniform (excluding laboratory coat) are prohibited.

(Faculty Council 10-5-99; Revised and Approved by Faculty Council 3-5-01; 2-25-04; 4-6-05)

CHEWING GUM:

Chewing gum in clinical areas is **not** permitted.

PRE-CLINICAL DRESS

Students involved in pre-clinical activities researching patient records or obtaining patient assignments in advance of the clinical day must wear professional dress with clean lab coat and name badge(s). The Missouri Southern State University (MSSU) badge must be worn at all times. The individual clinical site student badge is to be worn with the MSSU badge.

DRESS CODE FOR NON-UNIFORM CLINICAL EXPERIENCES

The standard student nurse uniform is not worn during selected nursing clinical experiences. Professional attire is required. Unprofessional attire is non-therapeutic and may jeopardize personal or co-workers' ability to work therapeutically with clients. Attire considered acceptable or not acceptable is listed below. If selected attire is not listed, ask the professor for input prior to wearing it to clinical experience. A name pin for NURS 360 Mental Health Nursing clinical will contain the student's first name only. The Department of Nursing secretary will contact students in the Fall semester to purchase the name pin. No necklaces may be worn to NURS 360 clinical experiences.

ACCEPTABLE	NOT ACCEPTABLE
Slacks Skirts or Dresses Knee Length or Below Shirts or Dresses with Sleeves Hose or Plain Socks with Skirts and Slacks Shoes with 2 inch Heels or Less, closed heel and toe Small Earrings, non dangle, non hoop, plain gold, silver or white. No earrings for male students. Only one ring per hand.	Capri pants Leggings Tight Pants Jeans Any 5-pocket Pants Skirts or Dresses above the knee Shorts or skorts Bermuda shorts Denim Clothing of Any Type Sleeveless Shirts or Dresses T-shirts with Messages or Without Collars Bare Legs Shoes with over 2 inch Heels Sandals Thongs Boots Loop or Dangle Earrings (pierced or clip) Bulky Jewelry Transparent or Revealing Clothing Sweatshirts

(Effective 2/9/98; Revised and Approved by Faculty Council 11-5-02; 3-30-05; 4-6-05)

BIRTHING CENTER DRESS

Students are to report to the Birthing Center in Nurs 350 dressed in their clinical uniform. Students will then change into surgical scrub tops and pants provided by the hospital. In the event that scrub tops and pants are not provided by the hospital, the student will wear the clinical uniform.

Students must cover their surgical scrub attire with a clean lab coat when leaving the Birthing Center to go to designated areas of the hospital, such as the cafeteria, laboratory, and pharmacy. The surgical scrub attire provided by the hospital may not be worn outside the hospital building.

(Faculty Council Approved 1/31/01)

DRESS CODE FOR PROFESSIONAL MEETINGS AND PRESENTATIONS

Students will be expected to wear professional dress at all class presentations, conferences, or other professional meetings.

Dress for Women:

- Suit, either pantsuit, or skirt with jacket
- Blouse

Dress for Men:

- Suit or sport coat
- Shirt

Hosiery
Dress shoes
Jewelry, kept to a minimum

Tie
Dress slacks
Dress shoes and socks
Jewelry, kept to a minimum

(Approved by Faculty Council 2/5/03)

DRESS CODE FOR REGISTERED NURSE TRACK STUDENTS

Students enrolled in the registered nurse track are required to purchase the Lab Coat with the Department of Nursing Patch on the sleeve. This is to be worn with professional dress, as described above for all clinical experiences.

EQUIPMENT FOR CLINICALS

- ◆ Watch with a second hand or digital timer.
- ◆ Required nurse bag with specified items.
- ◆ Uniforms and lab coat with MSSU-BSN arm patch.
- ◆ Missouri Southern State University name pin

BROKEN OR DAMAGED EQUIPMENT

Students assume the responsibility for cost of equipment and supplies that are broken or damaged in the clinical setting in accordance with stipulations in contractual agreements with health care facilities.

Projectors and other school equipment may not be used for student recreational use.

PROFESSIONAL LIABILITY INSURANCE

All students enrolled in the program are required to carry current professional liability insurance. Students obtain insurance through the program provided by MSSU for nursing students. Premium payment will be deducted from the Special Course Fee for pre-licensure and LPN students each Fall semester.

RNs must provide proof of professional liability insurance at the beginning of each Fall semester.

CLINICAL POLICY FOR AN EXCUSED ABSENCE

In instances of professional meetings or in the absence of opportunities to achieve objectives in the assigned clinical (e.g. preceptor unavailable, no patients) the professor will mark the evaluation tool with date and an "E" for excused absence. In the summative evaluation the "E" will be considered a satisfactory (S). The student may be required to make up the clinical at the professor's discretion.
(5/99)

NURSING SKILLS LABORATORY

The nursing skills laboratory (Mills Anderson Criminal Justice Room 56 & 60) may be used to practice procedures at any time a laboratory class is not in session **by appointment with faculty supervising student use of the laboratory**. The nursing skills laboratory is locked when not in use. A key may be obtained from the department secretary.

Following use of the nursing skills laboratory, please check to make sure the laboratory is left clean, neat, and that equipment is turned off and secured. Leave the laboratory locked and return the key to the secretary.

All equipment should remain in the designated area. Damaged or malfunctioning equipment should be reported immediately to an instructor or to the secretary of the department. **The coordinator of Nurs 310 Health Assessment and Technology administers the operation of the laboratory and maintains equipment and supplies.**

(Approved by Faculty Council 8-17-07)

COMMUNICABLE DISEASES

In the event of diseases spread by airborne particles, the students must meet the current State of Missouri guidelines to participate in classroom or clinical activities.

PROGRESSION RELATED TO COMMUNICABLE DISEASES

Students are admitted to Missouri Southern State University Nursing Program in accordance with the Rehabilitation Act of 1973 and American Disabilities Act 1990.

In the event of communicable disease, the students must meet the current Missouri Department of Health and/or CDC guidelines to participate in classroom or clinical activities. The list included below is a partial listing as published in *Prevention and Control of Communicable Diseases*, Missouri Department of Health; Additional restrictions based on the most recent publications by government authority will apply. Students may return to classes or clinical setting when the period of communicability is over.

<u>Communicable Disease</u>	<u>When student may return to classes</u>
Chickenpox (Varicella)	When all lesions are dry and crusted
Influenza	After fever subsides and able to resume activities
Measles (Rubella)	7 days after appearance of rash
Mumps	9 days after swelling begins
Pertussis (Whooping cough)	Exclude from duty from beginning of catarrhal stage through third week after onset of paroxysms, or until 5 days after start of effective antibiotic therapy
Tuberculosis	Until proved noninfectious

Retention: Students will be retained in the program based on the following guidelines:

1. Students must be able to practice standard precautions and comply with the guidelines described by state policy *Prevention and Control of Communicable Diseases* recommendations published by CDC.
2. Students must maintain a health status level that permits them to meet the classroom and clinical objectives with reasonable accommodations.

STUDENTS RECEIVING MEDICAL CARE

STUDENT RETURNING TO CLASS OR CLINICAL FOLLOWING ILLNESS, INJURY OR HOSPITALIZATION:

When the student returns to clinical or class following severe illness, injury or hospitalization, the student must furnish a written release from all health care providers stating that he/she has recovered sufficiently to resume participating in the nursing program.

(Approved by Faculty Council 5-7-01; 9-4-07)

STUDENT UNDER A DOCTOR'S CARE:

If a student has been or is currently under the care of a Primary Physician and Consulting Specialists Physicians, the written release from all physicians must state that the student is sufficiently recovered to resume full participation in clinical and classroom activities.

(Approved by Faculty Council 10-5-04; 9-4-07)

STUDENT ILLNESSES OR INJURIES OCCURRING DURING CLINICAL ASSIGNMENTS

Students experiencing illness or injury requiring medical treatment during clinical must receive treatment at the closest, appropriate treatment facility. Faculty will not be responsible to transport any ill or injured nursing student. The student is responsible for any costs incurred by medical treatment received.

(Approved by Faculty Council 5-5-04)

Hepatitis B Immunization Policy

Each student must show proof of completed Hepatitis B vaccine series and reactive titer. Minimum compliance prior to the first day of class junior year is proof of 1st vaccination then completion of the series and obtaining titer as scheduled. The cost of the immunization will be the student's responsibility. The Occupation Safety and Health Administration mandate Hepatitis B Vaccine for persons with a potential blood exposure of at least one time per month.

If a student chooses not to take the vaccine, members of the Safety & Exposure Committee will provide educational counseling to ensure an informed decision. The student will be required to sign a notarized release of liability form. If the student is under 18 years of age and is not emancipated, the student's parents or guardian must also sign the release. Health care facilities may refuse the student's participation in clinical activities.

Non-responders to vaccination should be considered susceptible to HBV infection, counseled regarding precautions to prevent HBV infection and the need for prophylaxis for any known or probable parental exposure to HbsAg positive blood.

Rubella Immunization Policy

Nursing students will be having contact with females in the childbearing years and, therefore, must fit in one of the following categories. Nursing students must:

- a. Receive rubella immunization **or**
- b. Provide evidence of a positive screen.
- c. Birth before 1957 is considered acceptable evidence of measles immunity.

Varicella Immunization Policy

By August 1st, prior to the first day of junior class each student must do one of these:

- Documented serology testing to demonstrate immunity to varicella
- Proof of age-appropriate immunization".

Approved Oct. 4, 2007

Measles, Mumps and Rubella

Students must provide by August 1st of their junior year (or first year of program), evidence of MMR immunization. This may be a record of two doses of live vaccine on or after the first birthday; or serological evidence of immunity; or re-immunization with MMR vaccine.

Approved Faculty Council March 2009

Tuberculin Test Policy

Instructors and nursing students must complete an annual tuberculin test **between May 1 and August 1 annually**; or if known positive conversion, must complete annual *Statement for Tuberculin Reactors*.

Tuberculin tests are available through the *University Student Health Department*. Nursing students whose tuberculin test converts from negative to positive will need consultation by the Safety and Exposure committee with follow up with the Health Department.

Health Insurance Policy

Health insurance is **mandatory** for all students. In the event of illness or accidents during class or clinical hours neither the school nor the hospital can assume financial responsibility. The student will provide the school with a copy of the health insurance card prior to the first day of class.

POSITION STATEMENT

The nursing faculty of Missouri Southern State University has adopted and adheres to the position statement from the Missouri State Board of Nursing regarding HIV and HBV infection. The position statement follows:

MISSOURI STATE BOARD OF NURSING POSITION STATEMENT

HIV OR HBV INFECTION

The Missouri State Board of Nursing recognizes the serious implications the spread of HIV or HBV has on the health, safety, and welfare of the public, and the Board's mandated responsibility to the public for assuring safe and competent nursing care.

As mandated by Section 191.694 RSMo, 1992 all licensed nurses and nursing students shall immediately implement and adhere to the universal precautions recommended by the Centers for Disease Control in the care of all clients.

All licensed nurses and nursing students who discriminate against a client on the basis of HIV or HBV infection, or makes HIV or HBV testing a condition of treatment shall be subject to the denial of licensure or the disciplinary processes of the Missouri State Board of Nursing.

All licensed nurses and nursing students with HIV or HBV who perform invasive procedures are encouraged by the Missouri State Board of Nursing to voluntarily participate in the Department of Health's evaluation process.

All licensed nurses and nursing students who violate a restriction or limitation placed on their practice by the Department of Health shall be subject to denial of licensure or the disciplinary processes of the Missouri State Board of Nursing.

It is the position of the Missouri State Board of Nursing that all licensed nurses and nursing students with HIV or HBV are entitled to the same reasonable accommodation guaranteed by the Americans with Disabilities Act.

References:

North Carolina Board of Nursing (1991). Policy regarding HIV/AIDS infection. Raleigh: Author.

State of Missouri, 86th General Assembly, Second Regular Session [Truly agreed to and finally passed] Senate Committee Substitute for Senate Bills Nos. 511 & 556. (1992). Jefferson City: Author.

State of Missouri Revised Statutes (1992). Section 191.694 to 191.700 RSMo Supp. 1992. In Chapter 191: Health and Welfare. Jefferson City: Committee on Legislative Research.

MSBN 10/92 Revised 4/93 Reviewed 3/02 Reviewed 5/04 Reviewed 6/05

EXPOSURE AND PREVENTION TOPICS INCLUDED IN THE CURRICULUM

The Department of Nursing will instruct the students in the technical skills and knowledge to minimize exposure to communicable disease and to prevent injuries. The curriculum will include the theory, technical and psychosocial skills to care for patients with communicable diseases.

Orientation Day

1. General concepts of safety.
2. Films:
 - a. Infection Control: Principles and Guidelines for Hospital Employees, An Update for the Health Professional
3. Required bloodborne pathogen education
4. Modes of transmission of Communicable Diseases
5. Body Substance Isolation
6. Standard Precautions
7. Working with Electrical Equipment
8. Fire, Tornados, Codes, Procedures
9. Latex Allergy: Prevention, possible reactions and long term effects

NURS 310 Health Assessment and Technologies

1. Lifting and Transferring Techniques

NURS 320 Adult Nursing

1. Hepatitis
2. Radiation safety

NURS 350 Family Nursing

1. Review standard and transmission based precautions
2. Consensual modes of transmission of disease
3. Nonconsensual modes of transmission
4. Taking a sexual history
5. High-risk groups and risk behaviors
6. Testing for the HIV virus
7. Safe sex
8. Seroconversion time interval
9. Psychosocial aspects of mothers and children with HIV infection
10. Communicable diseases of children
10. Communicable diseases screening during pregnancy e.g. rubella titer, STI
12. Film: Perinatal AIDS: Infection Control for Hospital Personnel

NURS 360 Mental Health Nursing

1. Identify feelings and attitudes regarding high-risk groups.
2. Major area of psychosocial stress and loss for the client with infection or exposure
3. Emotional responses to infection (anger, guilt, rage)
4. Neuropsychiatric problems related to HIV infection
 - a) Depression
 - b) Delirium
 - c) Dementia

NURS 370 Gerontological Nursing

1. Communicable diseases occurring in the elderly population.

NURS 400 Complex Nursing

1. Bloodborne pathogens in the critical care setting
2. Management of infectious disease in critical care setting

NURS 420 Nursing Ethics

1. Ethics of caring for patients HIV positive
2. Legal issues impacting the care of the client with HIV infection

NURS 430 Advanced Health Assessment

1. Bloodborne pathogen education
2. Taking a high risk history
3. Review taking a sexual history
4. Nursing assessment techniques specific for the individual with HIV infection.
5. Films: AIDS Prevention for Nursing Professionals

NURS 450 Community Health Nursing

1. Sexually transmitted infections
2. Tuberculosis – Diagnosis, treatment and prevention of spread
3. Communicable disease control
4. National, state laws and policy
5. Food Borne Illnesses
6. Parasitic Diseases
7. Bloodborne pathogens
8. Video: HIV – Prevention of high risk behaviors; treatment protocol; home care of the AIDS patient

NURS 460 Nursing Research

1. Critique research articles on caring for AIDS patients

NURS 470 Nursing Management and Leadership

1. Management approach to HIV
2. Risk Management
3. Quality of Care

Reviewed: May 2004

EXPOSURE TO BLOODBORNE PATHOGEN POLICY

Nursing students will be taught Standard Precautions prior to assignment in the clinical area and annually in the Fall semester. Students will sign the form provided when this educational session is completed. Copies are provided to all hospitals in which we practice. The Safety and Exposure manual will be given to students in the Fall semester yearly and to transfer and readmission students upon admission to the program.

In the event of a body substance exposure the students will proceed with the steps outlined below.

An exposure includes: All needle sticks or other penetrating sharps and related events; exposure to blood, fluid containing visible blood, other potentially infectious fluid (semen; vaginal secretions; cerebrospinal, synovial, pleural, peritoneal, pericardial, and amniotic fluids); contact with a mucus membrane.

Following an exposure, it will be the student's responsibility to take IMMEDIATE ACTION:

1. Wash wounds and skin with soap and water.
3. Flush mucous membranes with water.

3. Report the incident immediately to the faculty member in charge of the clinical rotation.
4. If clothing contaminated, change to scrubs.
5. Accompany faculty to report the incident to the Patient Care Manager and the Infection Control Nurse at the health care facility within one hour of incident.
6. Complete the facility's incident report and the MSSU student exposure form.
7. Meet with Safety & Exposure Committee on day of incident.

The faculty member will initiate the following steps immediately:

1. Verify the wound has been cleaned according to policy.
2. Determine risk of infection transmission
 - a. Exposure posing risk of infection transmission:
 - b. Percutaneous injuries
 - c. Mucous membrane exposure
 - d. Non-intact skin exposure
 - e. Bites resulting in blood exposure to either person involved
3. Substances posing risk of infection transmission
 - a. Blood
 - b. Fluids containing visible blood
 - c. Potentially infectious fluids (semen; vaginal secretions; and cerebrospinal, synovial, pleural, peritoneal, pericardial, and amniotic fluids) or tissue
 - d. Concentrated virus
4. Determine infectious status of source (if not already known)
 - a. Presence of HbsAg
 - b. Presence of HCV antibody
 - c. Presence of HIV antibody
 - d. For unknown sources, evaluate the likelihood of exposure to a source at high risk for HBV, HCV, or HIV infection
 - e. Do not test discarded needles
5. Determine susceptibility of exposed person
 - a. Hepatitis B vaccine status
 - b. HBV immune status if vaccine response status is unknown
 - c. Anti-HCV and ALT
 - d. HIV antibody
6. Report the incident to the Department of Nursing Safety & Exposure Committee Chair or a committee member the day of exposure.
7. Report the incident to the Patient Care Manager and the Infection Control Nurse at the health care facility immediately after the exposure.
8. Collect data and write a complete report on the student exposure form, then meet with student and the Safety & Exposure Committee.
9. Refer the student to the agency suitable for follow up intervention.
10. Drug testing of the student will be initiated within one hour of exposure per department policy (Refer to Student Handbook: Substance Abuse & Drug Testing Policy).

The procedure followed by the Safety & Exposure Committee will include the following:

1. Review the data recorded on the student exposure form.
2. Discuss with student and faculty member.
3. Review risk using CDC guidelines.
4. Review guidelines from CDC Center regarding follow up treatment with the student.
5. Present findings to the University Health Services for evaluation by University physician.
6. Testing and post exposure medication will be at the student's expense.
7. The student is responsible to follow the recommended protocol and accepts full responsibility for completing the medications and testing.
8. A student who does not wish recommended testing and treatment will sign a release form for the Department of Nursing following counseling by the Safety & Exposure Committee.

EXPOSURE TO LATEX

The advent of universal precautions in 1987 and the increased demand for protective gloves has been accompanied by increased reports of allergic reactions to natural rubber latex among health care personnel. Avoiding latex products remains the cornerstone of preventing sensitization and reactions.

Students with known latex allergy are expected to take certain steps to avoid contact with these products.

MANAGEMENT OF ALLERGIC REACTION

Symptoms of latex allergy may include skin rashes; hives; flushing; itching; nasal, eye, or sinus symptoms; asthma; and shock. In the event a reaction or suspected reaction to latex occurs:

1. Stop treatment and remove the irritating agent, if possible.
 2. The student shall notify the instructor immediately.
 3. The student shall notify the agency where incident occurred and follow the agency policy for latex allergic reaction.
 4. The student shall complete the MSSU student exposure form.
 5. The instructor shall refer the student to medical treatment facility as indicated.
 6. The instructor shall report the incident to Director, Department of Nursing (DON).
 7. The instructor shall report the incident to the DON Safety and Exposure Committee chair or a committee member on the day of exposure.
 8. The Safety and Exposure Committee will review the data recorded on the student exposure form.
 9. The Safety and Exposure Committee shall discuss the event with the student and instructor.
 10. The student shall be referred to the MSSU Health services for specific instructions for dealing with allergic reactions to latex.
 11. The DON shall follow guidelines from Centers for Disease Control (CDC) / (National Institutes for Occupational Safety and Health) NIOSH regarding education pertaining to future exposures.
 12. The student will be given a copy of the Latex Allergy information
 13. The student will be responsible for avoiding latex exposure in the future, as advised in the Latex Allergy information.
- (Approved Jan.28, 2004)

LATEX ALLERGY INFORMATION

You may suspect you have or be known to have an allergy to latex. Latex is found in many products. Due to your possible allergy you will need to take certain steps to avoid contact with these products. At this time there is no treatment or cure for the allergy to latex. Therefore, the best way to prevent a serious reaction to these products is to avoid contact or exposure.

How to Avoid the Exposure to Natural Rubber

1. Avoid contact with latex containing products as much as possible. In the health care setting, latex is found in many products. Gloves and catheters are a very common source of contact. The powder in latex gloves can carry the allergenic proteins into the air, which can make some people wheeze or have hay fever.
2. Products that contain latex include rubber gloves, catheters, rubber bands, erasers, condoms, rubber tubing, rubber stoppers in glass vials and balloons.
3. Latex paint does not contain any natural rubber and does not need to be avoided.

Steps to protect yourself from latex exposure and allergy in the clinical setting

1. Use non-latex gloves for activities that are not likely to involve contact with infectious materials (food preparation, routine housekeeping, maintenance, etcetera).
2. Appropriate barrier protection is necessary when handling infectious materials [CDC 1987]. If you choose latex gloves, use powder-free gloves with reduced protein content. Such gloves reduce exposures to latex protein and thus reduce the risk of latex allergy (though symptoms may still occur in some workers). So-called hypoallergenic latex gloves do not

reduce the risk of latex allergy. However, they may reduce reactions to chemical additives in the latex (allergic contact dermatitis).

3. Use appropriate work practices to reduce the chance of reactions to latex. When wearing latex gloves, do not use oil-based hand creams or lotions (which can cause glove deterioration) unless they have been shown to reduce latex-related problems and maintain glove barrier protection. After removing latex gloves, wash hands with a mild soap and dry thoroughly. Use good housekeeping practices to remove latex-containing dust from the workplace. Take advantage of all latex allergy education and training provided.
4. Get a Medic-Alert bracelet that says you are “allergic to latex”. Wear the bracelet at all times. Carry prescribed epinephrine pen.
5. Notify your doctors, dentists, nurses and other health care providers of your allergy. This allows them to plan ahead when providing care.

STUDENT HEALTH CENTER SERVICES

A variety of non-emergent health services are available through MSSU’s Student Health Center, Kuhn Hall Room 306, telephone (417) 625-9323. Appointments are preferred.

MSSU ACADEMIC CALENDAR

2009-2010 FALL SEMESTER

August	20	Day and Evening Registration
August	20	Freshman Assessment Day
August	21	Faculty Study Conference & Day Registration
August	24	Classes Begin
August	31	Add/Drop Fees & Late Registration Fees Begin
September	4	Last Day for Full Refund of Fees
September	7	Dismissal for Labor Day
September	18	Withdrawal After This Date No Refund of Fees
October	19-20	Fall Break
October	23	Last Day to Withdraw from a Class with a “W”
November	25-27	Dismissal for Thanksgiving Holiday
December	30	Classes Resume
December	7	Last Day for Complete Withdrawal from University with all “W’s”
December	11	Last Day of Classes
December	14-18	Final Examinations
December	18	End of Semester
December	19	Commencement

2009-2010 SPRING SEMESTER

January	14	Day and Evening Registration
January	15	Faculty Study Conference & Day Registration
January	18	Classes Begin
January	25	Add/Drop Fees & Late Registration Fees Begin
January	29	Last Day for Full Refund of Fees
February	12	Withdrawal after This Date No Refund of Fees
February	24	Senior Assessment Day
March	19	Last Day to Withdraw from a Class with a “W”
March	22-26	Spring Break
May	10	Last Day for Complete Withdrawal from University with all “W’s”
May	12	Last Day of Classes
May	13	Reading Day--No Finals
May	14-20	Final Examinations
May	20	End of Semester
May	22	Commencement
May	24-June 5	Intersession

GRADUATION POLICY

A. GRADUATION REQUIREMENTS.

The responsibility for satisfying all requirements for a degree rests with the student. Advisers, faculty and administrators offer help to the student in meeting this responsibility. The student is referred to page 36 of the 2008-2010 MSSU Catalog for graduation requirements.

B. TIME OF GRADUATION.

Formal announcement of graduation is made and degrees are conferred at the close of the spring semester.

C. PLACEMENT SERVICES.

Each degree candidate must register in the Office of Career Services.

D. DEGREE CANDIDACY APPLICATION.

Each student must make application for degree candidacy during the semester preceding the last semester in attendance. The application process is initiated at the Office of Career Services.

E. SENIOR ASSESSMENT.

All graduating seniors are required to complete a Core Curriculum and a departmental exit examination before the Baccalaureate Degree is awarded.

PINNING CEREMONY

Missouri Southern State University Department of Nursing sponsors a pinning ceremony prior to graduation. Pinning is a dignified ceremony celebrating entry into the profession.



It is traditional that the pin bearing the school name and nursing degree as shown in the pin design above signifies each school of nursing. Pins are purchased by seniors in the nursing program and are proudly worn in the clinical setting.

Guidelines for the ceremony are as follows:

1. The pinning ceremony will be held on campus.
2. Faculty chairs the pinning committee.
3. The senior class will choose student representatives to the pinning committee.
4. The program format will be followed.
5. A reception on campus following the ceremony is at the expense of the graduates.

STUDENT NURSES' ASSOCIATION

The Student Nurses' Association at Missouri Southern State University is a chapter of the Missouri Student Nurses' Association (MOSNA) which is a constituent of the National Student Nurses' Association (NSNA). NSNA is a pre-professional association for nursing students, which prepares students for involvement in professional organizations upon graduation from nursing school. Joining the NSNA gives students the opportunity to learn about career possibilities, to be involved in nursing issues and to network with other nursing students. The SNA chapter at MSSU plans various community services and fundraising projects throughout the year.

All nursing students are encouraged to join the Student Nurses' Association. See the SNA President or faculty sponsor for further information.

INCLEMENT WEATHER AND EMERGENCY CLOSING NOTIFICATION

In the event of inclement weather or emergency, campus closings will be announced on the local media. The MSSU Public Information Office notifies the following local and regional media when a decision to close the campus is made:

Joplin Television Stations: KODE, KSNF, and KOAM

Zimmer Radio Group Stations: KSYN 92.5, KIX 102.5, MAGIC 93.9, and Big Dog 97.9

Petracom Group Stations: KQYX 1560 AM, KJML 105.3 FM, KBGZ 104.3 FM, WMBH 1450 AM, and KBTN 1420 AM/99.7 FM

A clearinghouse in Springfield, Mo is used to notify all the media in the Springfield area.

In addition, local radio stations in Miami, OK, Nevada, Monett, Neosho, Carthage and Aurora, MO, and Pittsburg, KS are notified of campus closings.

Campus closings are posted on the Joplin.com website and the MSSU home page.

Students are encouraged to check more than one source to confirm a campus closing. The course/clinical instructor may be contacted to confirm course cancellation.

Students enrolled in on-line (Blackboard) courses are not affected by campus closings. The course instructor may be contacted to confirm that the online course is continuing as scheduled.

(Approved by Faculty Council 3-5-03)

SPECIAL AWARDS AND HONOR SOCIETIES

FREEMAN QUALITY IN MEDICINE AWARD

In 1991 the Freeman Quality in Medicine Award was established to distinguish a degree of excellence put forth by an individual, group, organization or corporation that has demonstrated actions that results in advancing the quality of medicine. The marble award may be viewed in the reception area of Mills Anderson Criminal Justice Center.

SPENCER BARTLETT RESPECT AWARD

Nominations are made by Missouri Southern State University faculty members who also must submit supporting information on each nominee. The recipients of the Spencer Bartlett Respect Award will be recognized at the Honors Convocation during the Spring semester.

Criteria:

The recipients of this award shall be graduating senior students of the institution who have the greatest respect for God, the United States of America, and their fellow man, were born in the United States of America, and have maintained average grades or better while students. A minimum of two awards will be made annually to a young woman and a young man.

ALPHA CHI---MISSOURI IOTA CHAPTER

Alpha Chi is a coeducational society whose purpose is to promote academic excellence and exemplary character among College and College students and to honor those who achieve such distinction. As a general honor society, Alpha Chi admits to membership students from all academic disciplines.

Criteria:

1. Students who have accumulated 100 College hours (30 of which must be obtained at Missouri Southern) with a grade point average of 3.70 may be elected to membership.
2. Prospective candidates for induction will be considered on the basis of their record at the end of the Fall semester just prior to the Spring term.

OMICRON DELTA KAPPA SOCIETY

Students are nominated and must go through a selection process. Qualifications for membership in the Society shall be exemplary character, scholarship and intelligence, service and leadership in campus life, and good citizenship within the academic and larger community.

Selection Criteria:

To be eligible for ODK, a student shall meet the following minimum requirements

1. At least one semester as a full time student at Missouri Southern State University.
2. Junior or Senior student classification.
3. A minimum cumulative grade point average of 3.0.
4. The achievement of distinction in at least one of the major areas and two minor areas of leadership recognized by Omicron Delta Kappa:
 - a. Scholarship
 - b. Athletics
 - c. Social service, religious activities, campus government
 - d. Journalism, speech and the mass media
 - e. Creative and performing arts

GLENN DOLENCE LEADERSHIP AND SERVICE AWARD

Omicron Delta Kappa Society honors a graduating senior with this award. The graduating senior must have demonstrated leadership/service, minimum 2.0 GPA, and completion of at least 90 hours at MSSU. The senior must have made a difference in campus organizations, student employment, student services, or athletics.

NURSING HONOR SOCIETY

The Nursing Honor Society at MSSU has as its purposes: the recognition of superior achievement, the development of leadership qualities, the fostering of high professional standards, the encouraging of creative work, and the strengthening of professional commitment. Nursing student candidates desiring membership in this society must have completed at least one half of the required nursing component of the baccalaureate curriculum, have at least a 3.0 GPA, demonstrate evidence of professional leadership potential and/or marked achievement in the field of nursing. Potential candidates for membership are identified based upon the eligibility criteria. A limited number of candidates are accepted each year from the graduating class. A yes vote of at least three-fourths of the members present and voting is necessary for election to membership. Candidates are required to pay all Honor Society fees before admission to membership.

STUDENT RESEARCH GRANT

Purpose: To provide support for scholarly and research activities by funding expenses connected with such endeavors. The costs of these activities might include (but are not limited to) expenditures for: equipment, photocopying, microfilming, secretarial assistance, publication page charge, editorial research assistance, travel for research or for the presentation of findings to professional societies or other organizations.

Procedures:

1. Individual students or groups of students must apply to the Student Research Committee for the grants, giving such information as the Committee requires.
2. Each application must bear the signature of a faculty advisor responsible for coordinating the research project and endorsing the expenditure of the grant moneys.
3. The Committee will recommend the granting of the awards to the Vice President for Academic Affairs.
4. The Vice President for Academic Affairs will notify the faculty members and the student what procedure the University will use to disburse the funds.
5. Upon completion of a funded project, grant recipients must submit a written report to the committee and offer a campus-wide public presentation of the findings in an appropriate forum.

DOROTHY REEVES SCHOLARSHIP

The nursing faculty nominates and selects the recipient for this award based on the following criteria:

1. Grade Point Average - minimum 3.0 for nursing and 2.5 for other courses
2. Second Year Nursing Student
3. Prefer a Single Parent
4. Awarded each semester

EMMA WHITAKER NURSING SCHOLARSHIP

1. The nursing faculty nominates and selects the recipient for this award based on the following criteria:
2. Nursing major declared, freshman year completed
3. Grade Point Average – 3.0 or above
4. Financial Need

DORIS ELGIN NURSING SCHOLARSHIP

The nursing faculty nominates and selects the recipient for this award based on the following criteria:

1. Nursing major
2. 3.0 Grade Point Average or above
3. Participation in the Student Nurses' Association – serve effectively as an officer
4. Leadership – can motivate and organize a group to accomplish a task
5. Cooperativeness – works with others to accomplish a task
6. Quality of client care – comes prepared to clinical and gives theoretically based care

MISSOURI LEAGUE FOR NURSING SCHOLARSHIP

The nursing faculty nominates a nursing student for this scholarship based on the following criteria. The recipient is selected by the MLN.

1. Registered nurse student above the sophomore level
2. Enrolled in baccalaureate nursing program
3. 3.0 Grade Point Average or above

ERBY YOUNG SCHOLARSHIP

The nursing faculty nominates a nursing student based on the following criteria. The recipient is selected by the MLN.

1. The nursing student is an LPN licensed in the state of Missouri, enrolled in a nationally accredited baccalaureate nursing program
2. The student is above the sophomore level in the baccalaureate-nursing program
3. Minimum 3.0 Grade Point Average

MISSOURI LEAGUE FOR NURSING MEMORIAL SCHOLARSHIPS IN MEMORY OF MARGO BALLARD AND VIVIAN MEINECKE

The nursing faculty nominates students based on the following criteria. Selection is made by the MLN.

1. Available to RN students above the sophomore level in baccalaureate nursing programs
2. Minimum 3.0 Grade point average

ARTHUR L. DAVIS PUBLISHING AGENCY SCHOLARSHIP

The nursing faculty nominates a student based on the following criteria. (A Selection is made by Davis Publishing.):

1. Professional nursing student
2. Student must write an essay describing why nursing was selected as a career
3. Must plan to work in Missouri following graduation
4. Minimum 3.0 GPA

TRI-STATE HOME HEALTH COUNCIL NURSING SCHOLARSHIP

This scholarship is sponsored by the Tri-State Home Health Council and has been established to assist a RN with a career in Home Health or Hospice to obtain their BSN. Please contact the Department of Nursing for further information.

MISSOURI LEAGUE FOR NURSING OUTSTANDING GRADUATING STUDENT NURSE AWARD

The nursing faculty nominates and selects the recipient for this award based on the following criteria:

1. Leadership potential- Students who are active in their student organization or who were active in

organizing activities for the class are eligible. Can motivate and organize a group to accomplish a task.

2. Interpersonal skills- Students who worked cooperatively with faculty, other students, and agency staff are eligible. Interacts appropriately with peers, faculty, and clinical agency personnel.
3. Continuing professional growth- Students who show an interest in continuing learning beyond graduation are eligible. Verbalizes plans to attend graduate school.
4. Full time enrollment
5. Student Essay Criteria- The student selected will submit a two-page typewritten essay projecting what membership in the MLN/NLN will mean to them as well as what they feel will benefit them by belonging to a professional organization.

OUTSTANDING GRADUATING STUDENT FOR HONORS CONVOCATION

The nursing faculty nominates and selects the recipient for this award based on the following criteria:

1. GPA
2. Full time enrollment
3. Quality of client care will be considered in case of a tie.

THE ARMY NURSE CORPS SPIRIT OF NURSING AWARD

The nursing faculty nominates and selects the recipient for this award based on the following criteria:

1. Community involvement- Community projects or volunteer work
2. Professional involvement- Membership in nursing association
3. Leadership experience- Office or committee in professional organization
4. Academic achievements-Honor classes and societies
5. GPA
6. Full time enrollment
7. Student Essay Criteria- For national competition the awardee will write a one-page typewritten essay on this topic, "How is the Spirit of Nursing evident in your practice of nursing?"

MISSOURI SOUTHERN STATE UNIVERSITY
DEPARTMENT OF NURSING

EXPOSURE REPORT

Student's Name _____ SID# _____

Exposure: Date: _____ Time: _____

Details of the procedure being performed: _____

Where occurred:

How occurred: _____

If sharp device, Type: _____

Brand: _____

When in course of handling the device exposure occurred:

Details of exposure: type and amount of fluid or material:

Severity of exposure (percutaneous exposure, depth of injury, whether fluid was injected; if skin or mucous membrane exposure, estimated volume of material and condition of skin [chapped, abraded, intact])

Source of Exposure:

HBV: +/- /UNK
HCV: +/- /UNK

HIV: +/- /UNK

If HIV infected

- Stage of disease
- History of antiretroviral therapy
- Viral load
- Antiretroviral resistance information

DETAILS OF EXPOSED PERSON:

Hepatitis B vaccination: _____

Vaccine-response status: _____

Post-exposure management:

Details about counseling:

Follow – up provided by:

Student signature

Date

Clinical Faculty Signature

Date

Approved Fac Council May 2004

In addition to complying with the Safety and Exposure Guidelines of the DON contained herein, students must also conform to the policies of all affiliated clinical agencies.

MISSOURI SOUTHERN STATE UNIVERSITY

DEPARTMENT OF NURSING

**INFECTION THERAPY
FOLLOW-UP AFTER COMPLETION OF INFECTION THERAPY**

NAME _____

DOB _____

ANNUAL STATEMENT FOR TUBERCULIN REACTORS

___ I am tuberculin positive. I have had the recommended course of treatment for tuberculosis infection or disease.

___ I am tuberculin positive. I have had one negative chest x-ray since becoming tuberculin skin test positive.

This statement is to confirm that I DO NOT have symptoms consistent with pulmonary tuberculosis such as:

- Cough lasting longer than three (3) weeks.
- Unexplained fever.
- Night sweats.
- Unexplained Weight Loss.
- Coughing up blood.
- Chest pain.

If none of these symptoms are present, a chest x-ray is NOT NECESSARY.

If I develop any of these symptoms, I agree to seek immediate medical attention.

Signature _____ **Date** _____

Approved Faculty Council March 20, 2002.
Reviewed and Revised Faculty Council 5/04

**MISSOURI SOUTHERN STATE UNIVERSITY
DEPARTMENT OF NURSING**

STUDENT ACKNOWLEDGEMENT/CONSENT FORM

I, the undersigned, hereby authorize laboratory testing of my blood, urine, and/or breath for the presence of drugs, alcohol, and controlled substances prior to admission and for the duration of my enrollment in the MSSU nursing program. I give consent for the release of test results to the Director, Department of Nursing at Missouri Southern State University, 3950 E. Newman Road, Joplin, MO 64801 for appropriate review and action as described in the rules and policies of the University and the Department of Nursing.

I acknowledge that I have read the policies governing drug and alcohol screening for nursing students at MSSU, and I have received a copy of the same in the Department of Nursing Student Handbook.

I understand that this testing is not part of any medical treatment, treatment for illness, or therapy. I agree to hold harmless and release from all liability all physicians, employees and agents who work to perform the testing or the disclosure of results from and against any claims, actions, or losses that arise as a result of the testing or disclosure of test results.

I agree to pay full costs of drug and alcohol testing.

Printed Name

Social Security

S ID #

Signature of Student

Date

(Approved by Faculty Council April 3, 2000)
(Revised and Approved by Faculty Council, November 8, 2000)
(Revised and Approved by Faculty Council, February 6, 2002)

**MISSOURI SOUTHERN STATE UNIVERSITY
DEPARTMENT OF NURSING**

CONFIDENTIALITY STATEMENT

I understand that during my clinical rotations I may have access to confidential information about clients, patients, their families and clinical facilities. I understand I must maintain the confidentiality of all verbal, written or electronic information and in some instances the information may be protected by law, such as the State of Missouri Nursing Practice Act. In addition, the client's right to privacy by judiciously protecting information of a confidential nature is part of the American Nurses' Association's Code for Nurses.

Through this understanding and its relationship to professional trust, I agree to discuss confidential information only in the clinical setting as it pertains to patient care and not where it may be overheard by visitors and/or other patients.

During each clinical rotation in the nursing program, I agree to follow each agency's established procedures on maintaining confidentiality.

Printed Name

Date

Signature

School

RECEIPT OF DEPARTMENT OF NURSING STUDENT HANDBOOK

I hereby, acknowledge that I have received the Department of Nursing Student Handbook and that I am responsible for the contents and information in the manual. I am responsible for providing health documentation as required by the Department of Nursing.

Student Signature

Date

BLOODBORNE PATHOGEN CONTENT

I have been taught the bloodborne pathogen curriculum and understand my responsibility in carrying out these precautions for the protection of my patients and myself.

Student Signature

Date

(Approved by Faculty Council 5-7-01)