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MISSOURI SOUTHERN STATE UNIVERSITY  
DEPARTMENT OF NURSING  

BACHELOR OF SCIENCE DEGREE NURSING PROGRAM  
2014-2015  

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*Refer to the MSSU University Catalog for faculty data

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Web Site: http://www.mssu.edu/academics/technology/nursing

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 Licensed Practical 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.


SOCIAL NETWORKING POLICY

Nurses must recognize that it is paramount that they maintain patient privacy and confidentiality at all times, regardless of the mechanism that is being used to transmit the message, be it social networking or a simple conversation. As professionals we are legally bound to maintain the appropriate boundaries and treat patients with dignity and respect. The following information provides the student nurse with Missouri Southern State University’s Department of Nursing principles and tips regarding activities linked to social networking.

PRINCIPLES
1. Nursing students must not transmit online individually identifiable patient information.
2. Nursing students must observe ethically prescribed professional patient – nurse boundaries.
3. Nursing students should understand that patients, colleagues, institutions, and employers may view postings.
4. Nursing students should take advantage of privacy settings and seek to separate personal and professional information online.
5. Nursing students should bring content that could harm a patient’s privacy, rights, or welfare to the attention of appropriate authorities.

TIPS TO AVOID PROBLEMS
1. Remember that standards of professionalism are the same online as in any other circumstance.
2. Do not share or post information or photos gained through the nurse-patient relationship.
3. Maintain professional boundaries in the use of electronic media. Online contact with patients blurs this boundary.
4. Do not make disparaging remarks about patients, employers, or coworkers, even if they are not identified.
5. Do not take photos or videos of patients on personal devices, including cell phones.
6. Promptly report a breach of confidentiality or privacy.

References:

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 has full approval of the Missouri State Board of Nursing, 3605 Missouri Boulevard, P.O. Box 656, Jefferson City MO, 65102-0656. Main number: 573-751-0681, FAX: 573-751-0075, email: nursing @pr.mo.gov website: http://pr.mo.gov/nursing.asp
The MSSU nursing program is nationally accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE Suite 850 Atlanta, GA 30326, 404-975-5000, FAX: 404-975-5020, www.acenursing.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, identity 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 to 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 within the past three (3) years.

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

Office Security
Unaccompanied students must enter the nursing office through the north (main office) door and check-in with the secretary or student assistants at the front desk. 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 CIS Departmental Test to earn 3 hours of credit by examination for CIS 105.

(Revised and Approved by Faculty Council, 12-3-02, Revised and email approved 9-3-14)

**COMMUNICATING POLICY CHANGE TO STUDENTS**

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

1. A copy of the new policy will be sent to students by email.
2. A copy of the new policy will be posted on the Announcements page of the course management system.

(Approved by Faculty Council 5-29-03, Revised and email approved 9-3-14)

**STUDENT COMMUNICATION CENTER**

A student communication center is located in the Department of Nursing office. 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)

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

1. Physical Evaluation (completed by a MSSU preferred care provider) including:
   a. 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.
   b. Complete blood count
   c. Respiratory mask fit questionnaire
   d. Signed Physical Exam Release form (Attestation Statement)
   e. The student must provide the DON with a copy of the information above and sign a Release of Information form.

   (Revised and email approved 9/4/14)

2. Immunization Requirements
The student is responsible for maintaining copies of personal health records. Legible hard copies (no fax or e-mailed copies accepted) are to be submitted to the DON office by July 1st prior to entering the junior year of the nursing program. For the safety of patients and students, all safety and exposure requirements must be current throughout the program for the student to participate in clinical experiences involving patient contact. Documentation of ongoing compliance must be provided no later than Wednesday noon prior to clinical experience.

   a. Hepatitis B Immunization Policy
   Each student must show proof of completed Hepatitis B vaccine series and/or a reactive titer. Minimum compliance for beginning the program 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.

   b. 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:
   1) Receive rubella immunization or
   2) Provide evidence of a positive screen.
c. Varicella Immunization Policy

All students must demonstrate immunity to varicella. Evidence of immunity includes documentation of 2 doses of varicella vaccine given at least 28 days apart or laboratory evidence of immunity. (Approved by Faculty Council May, 2011)

d. Measles, Mumps and Rubella Policy

Students must provide 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)

e. Td (Tetanus/Diptheria)/Tdap (Tetanus/Diptheria/Pertusis) Policy

Students must provide evidence of current Td (Tetanus/Diptheria) and proof of one time Tdap (Tetanus/Diptheria/Pertusis). Students (after completing primary series) should receive Td boosters every 10 years. Health Care Professionals younger than age 65 with direct patient contact should be given a 1 time dose of Tdap. (Approved by Faculty Council April, 2011)

f. Influenza Vaccination Policy

All students must receive one dose of available influenza vaccine annually, optimal time October to November, but no later than earliest mandated requirement of all clinical facilities. The recommendation is based on MMWR Feb 24, 2006 55(RR02); 1-16. (Approved by Faculty Council March, 2011)

g. Tuberculin Test Policy

Nursing students must complete an annual tuberculin test; or if known positive conversion, must complete annual Statement for Tuberculin Reactors. 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.

3. 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.

Students who fail to comply with the above Health Care Verification 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, Revised 9-3-14)
### CORE PERFORMANCE STANDARDS FOR ADMISSION AND PROGRESSION

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

(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 120 Chemistry for Allied Health Sciences (4 cr)
  - Chem 151 General Chemistry I (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
- Obtain and/or maintain current CPR from American Heart Association for Health Care Providers

(Revised and email approved 9/4/14)

**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](http://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**

<table>
<thead>
<tr>
<th>FALL SEMESTER</th>
<th>FRESHMAN YEAR</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 121</td>
<td>Human Anatomy &amp; Physiology I*</td>
<td>4</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Comp I (WI) *</td>
<td>3</td>
</tr>
<tr>
<td>MATH 130</td>
<td>College Algebra*</td>
<td>3</td>
</tr>
<tr>
<td>CIS 105 or CIS 305 or MM 237</td>
<td>Intro to Microcomputers or Microcomputer Use or Using Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>UE 100</td>
<td>University Experience</td>
<td>3</td>
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<tr>
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<table>
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<th>SPRING SEMESTER</th>
<th>FRESHMAN YEAR</th>
<th>HOURS</th>
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</thead>
<tbody>
<tr>
<td>BIO 221</td>
<td>Human Anatomy and Physiology II*</td>
<td>5</td>
</tr>
<tr>
<td>ENG 102</td>
<td>English Comp II (WI) *</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 120 or 151</td>
<td>Chemistry for Allied Health Sciences* or General Chemistry I*</td>
<td>5</td>
</tr>
<tr>
<td>ECON 101</td>
<td>Economics of Social Issues*</td>
<td>3</td>
</tr>
<tr>
<td>PSY 100</td>
<td>General Psychology</td>
<td>3</td>
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<table>
<thead>
<tr>
<th>FALL SEMESTER</th>
<th>SOPHOMORE YEAR</th>
<th>HOURS</th>
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<tbody>
<tr>
<td>BIO 231</td>
<td>General and Medical Microbiology*</td>
<td>5</td>
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<tr>
<td>CORE</td>
<td>Area F1(Fine Art)</td>
<td>3</td>
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<tr>
<td>CORE</td>
<td>Area F2 (Literature) *</td>
<td>3</td>
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<tr>
<td>KINE 385 or DH 310</td>
<td>Nutrition for Human Development* or Nutrition*</td>
<td>3</td>
</tr>
<tr>
<td>HIST 110 or 120</td>
<td>U.S. History 1492-1877* or 1877-Present*</td>
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</table>

<table>
<thead>
<tr>
<th>SPRING SEMESTER</th>
<th>SOPHOMORE YEAR</th>
<th>HOURS</th>
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<tbody>
<tr>
<td>BIO 308</td>
<td>Pathophysiology*</td>
<td>4</td>
</tr>
<tr>
<td>CORE</td>
<td>Area I (International Studies)</td>
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<tr>
<td>PSC 120</td>
<td>Gov’t: U.S., St, Local</td>
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<tr>
<td>KINE 103</td>
<td>Lifetime Wellness</td>
<td>2</td>
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<tr>
<td>COMM 100</td>
<td>Oral Communication</td>
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<table>
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<tr>
<th>FALL SEMESTER</th>
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<th>HOURS</th>
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</thead>
<tbody>
<tr>
<td>NURS 305</td>
<td>Pharmacology in Nursing*◊</td>
<td>3</td>
</tr>
<tr>
<td>NURS 310</td>
<td>Health Assessment and Technologies*◊</td>
<td>5</td>
</tr>
<tr>
<td>NURS 330</td>
<td>Adult Nursing I*◊</td>
<td>3</td>
</tr>
<tr>
<td>Course</td>
<td>Title</td>
<td>Hours</td>
</tr>
<tr>
<td>-------------------</td>
<td>-----------------------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>NURS 335</td>
<td>Adult Nursing II*+</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td><strong>SPRING SEMESTER</strong></td>
<td></td>
</tr>
<tr>
<td>NURS 340</td>
<td>Nursing Care of the Childbearing Family*+</td>
<td>4</td>
</tr>
<tr>
<td>NURS 360</td>
<td>Mental Health Nursing*+</td>
<td>4</td>
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<tr>
<td>NURS 370</td>
<td>Gerontologic Nursing (WI) *◊</td>
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<td>NURS 380</td>
<td>Nursing Care of the Child and Family*+</td>
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<tr>
<td>NURS 400</td>
<td>Complex Nursing*+</td>
<td>6</td>
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<tr>
<td>NURS 420</td>
<td>Nursing Ethics &amp; Informatics (WI) *</td>
<td>3</td>
</tr>
<tr>
<td>NURS 430</td>
<td>Advanced Health Assessment*</td>
<td>3</td>
</tr>
<tr>
<td>PSY 320 or MATH 310 or GB 321 or SOC 305</td>
<td>Applied Statistics* or Elementary</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>FALL SEMESTER</strong></td>
<td></td>
</tr>
<tr>
<td>NURS 450</td>
<td>Community Health Nursing*□</td>
<td>5</td>
</tr>
<tr>
<td>NURS 460</td>
<td>Research in Nursing (WI) *</td>
<td>3</td>
</tr>
<tr>
<td>NURS 470</td>
<td>Nursing Management &amp; Leadership*□</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td><strong>SENIOR YEAR</strong></td>
<td>13</td>
</tr>
</tbody>
</table>

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

◊Credit by departmental examination for Licensed Practical Nurses (fee assessed).

□Credit by experience for Registered Nurses.

+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-ACEN accredited 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 370, Nurs 450 and Nurs 470 see information below.
CREDIT BY EXAMINATION FOR REGISTERED NURSES

NURS 305 PHARMACOLOGY IN NURSING AND NURS 370 GERONTOLOGIC NURSING

Course challenge examination for Registered Nurses must be taken prior to the beginning of the Fall and Spring semesters, respectively. A fee is assessed for the exams.

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)
<table>
<thead>
<tr>
<th></th>
<th>CrHr</th>
<th>*Tuition Missouri Resident</th>
<th>*Tuition Non-Resident</th>
<th>$12 Cr Hr Textbook</th>
<th>** University Fees</th>
<th>*** Misc</th>
<th>Missouri Resident</th>
<th>Non-Resident</th>
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</thead>
<tbody>
<tr>
<td>Freshman Year-Fall</td>
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<td>2,771.20</td>
<td>5,542.40</td>
<td>192</td>
<td>263</td>
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<td>Freshman Year-Spring</td>
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<td>Junior Year-Spring</td>
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<td>3,975.60</td>
<td>6,227.20</td>
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<tr>
<td><strong>TOTAL COST OF 4 YEAR PROGRAM</strong></td>
<td></td>
<td><strong>$33,425.20</strong></td>
<td><strong>$55,248.40</strong></td>
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*Based on MSSU Fees - Schedule of Fees Fall 2014 Spring 2015 & Summer 2015 Semesters ($173.20) MO Residents and ($346.40) (Non-Residents).

**UNIVERSITY FEES:** Application Fee $25; Distance Learning ($60 per credit hour); Distance Learning Library Fee ($4 per credit hour); Equipment Use (Full-Time Student) $40; Student Activity Fee $25; Parking Fee $18; Online Transcript Fee $10; Student Health Center Fee $30; Student Recreation Center $150; Student ID $10; Graduation Fee $50; Purchase books (Price varies)

***MISCELLANEOUS:***

REQUIRED FALL-FRESHMAN YEAR:
- Student ID $10; University Experience $85
  TOTAL = $95

REQUIRED SPRING-SOPHOMORE YEAR:
- Nursing program non-refundable application fee $50.00; Conditional Acceptance Fee $290
  TOTAL = $340

REQUIRED FALL-JUNIOR YEAR:
- Uniforms: 2 uniforms $76; name tags $12; shoes $55 (price varies);
- Watch w/sec hand $26 (price varies); laboratory coat $24; bandage scissors $12 (Price varies);
- Stethoscope $61 (Price varies); Pre-Admission Physical $218 (Price varies); CPR Certification $60 (Price varies); Criminal Record Check $42; Hepatitis B Vaccine $120; Health Insurance $1000 (Price varies); Supplemental Texts and Equipment $500; Student Nurses’ Association (Mandatory) $40; Freeman Name Badge $15; Nursing Special Course Fee $635
  TOTAL = $2980

REQUIRED SPRING-JUNIOR YEAR:
- EVOLVE/REACH MC-2 $48; Simulation Center Special Course Fee $450; Nursing Special Course Fee $350
  TOTAL = $848

REQUIRED FALL-SENIOR YEAR:
- Health Insurance $1000 (Price varies); Background Check through L-1 Identity Solutions $53;
- Supplemental Texts and Equipment $160; Student Nurses’ Association (Mandatory) $45;
- Freeman Name Badge $15, RN to BSN Challenge fees $30 per test; Photos $40 (Price Varies);
- Simulation Center Special Course Fee $475; Nursing Special Course Fee $635
  TOTAL = $2418

REQUIRED SPRING-SENIOR YEAR:
- Nursing bag $40 (Price varies); Graduation Pin $25-$383; Application Fee for Missouri State Board $45;
- NCLEX-RN National Council of State Boards of Nursing- Pearson $200; RN to BSN 31 hrs. transcibing fee $465
- Simulation Center Special Course Fee $30; Nursing Special Course Fee $440
  TOTAL = $1,245

*The Department of Nursing reserves the right to change fees without notice

(Revised 6/12/07; 6/6/08; 7-21-09; 11/23/10; 6/15/11; 6/18/12; 5/13/13, 5/2/14)
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)

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)

ANTI-HARASSMENT 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, MSSU Catalog)

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.

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 advisor 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.

MAKE UP EXAM POLICY

There is no score penalty for the first make-up exam of the course. For the second make-up exam, the earned grade will be multiplied by 0.9 for a maximum grade of 90% on the exam. The third make-up exam earned grade will be multiplied by 0.8 for a maximum grade of 80%. If a student takes a fourth make-up exam, the earned grade will be multiplied by 0.75 for a maximum grade of 75% on the exam.
(Approved by Faculty Council 8-5-14)

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; Revised 5-15-14)

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

Spring semester Junior year, Fall semester Senior year, and/or Spring semester Senior year –Progression in the baccalaureate nursing program requires a semester and cumulative nursing GPA of 2.5 or above in all required nursing courses each semester. In addition,

- Any student making a grade of D or F in a nursing course, the course may be repeated once. Only one nursing course throughout the nursing curriculum may be repeated. Any student failing any nursing course will be dismissed from the nursing program. The student may make reapplication and if accepted, repeat all semester courses one time. A 2.5 or above semester and cumulative nursing GPA is required for progression.
- The student repeating a nursing course (as listed 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 from 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 from 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, current verification of health insurance, and 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

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 required 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 Advising, Counseling & Testing Center (Hearnes Hall). 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. Refer to Missouri Southern State University Catalog 2014 – 2015 for university withdrawal policies.

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 stated in the course syllabus and in clinical evaluation tools.

When a course is dropped from the course sequence, the student must withdraw from all concurrent nursing courses.  
(Approved by Faculty Council 11-3-98)

EVOLVE/REACH SPECIALIZED TESTING AND EVOLVE/REACH EXIT EXAM AND NCLEX-RN REVIEW POLICIES

Specialized EVOLVE/REACH examinations are mandatory for completion of the Nursing Program. Requirements are presented as follows:

JUNIOR YEAR:
- All Junior Nursing Students are required to purchase and remediate using the EVOLVE/REACH manual and website.
- The MID-CURRICULAR EVOLVE/REACH EXAMINATION 1 (MC 1) is administered in May of the junior year the spring semester.
- Students are required to attain a score of 900 or above on the MC 1 examination.
- Students scoring below 900 on the MC 1 are required to take the MID-CURRICULAR EVOLVE/REACH 2 (MC 2) test scheduled in July.
- The fee for the MID-CURRICULAR EVOLVE/REACH EXAMINATION 1 (MC 1) is included in Special Course Fees. MC 2 fee is the responsibility of the individual student.
  (Revised and approved by Faculty Council, 11-2-04; 5-31-11; 7-19-12; 8-6-14)

SENIOR YEAR:
A series of three (3) EVOLVE/REACH EXIT EXAMINATIONS E2.1, E2.2, and E2.3 are required for all Senior Nursing students in the spring semester of the Senior Year.
- A score of 900 or above is recommended.
- Each examination with a score of 900 or below will be followed immediately with counseling with recommendations for remediation.

The fees for EVOLVE/REACH EXIT EXAMINATIONS (1, 2, & 3) will be included in Special Course Fees.

EVOLVE/REACH EXIT EXAMINATIONS are to be completed as scheduled.
- All senior students are required to complete the mandatory EVOLVE/REACH NCLEX-RN Review Course, which is arranged during the month of May.
- E2.1 AND E2.2 examinations are scheduled during the University spring semester dates.
- E2.3 examination is scheduled at the conclusion of the mandatory EVOLVE/REACH NCLEX-RN Review Course.

Failure to complete the EVOLVE/REACH EXIT EXAMINATIONS and/or the mandatory EVOLVE/REACH NCLEX-RN Review Course will result in a placement hold on the student’s transcript.
- Review of rationales after each exam is highly recommended.
- The following examples constitute non-compliance with the policy:
  - Completing a 110 item multiple choice EVOLVE/REACH Exam in 10 minutes and/or answering “B” to every question. In this instance the student would be required to repeat the exam and pay the cost of the additional exam.
  - Not remediating following any Evolve Exam constitutes non-compliance with the policy.

(Faculty council e-mail approved 11-05-05; 2-16-11, 5-31-11. Approved Faculty Council 10-4-11)

**EVOLVE/REACH CASE STUDY POLICY**

- The use of EVOLVE/REACH learning material is taken seriously and is a benefit to student learning in the development of critical thinking.
- Case study completion is required during specific courses and at the conclusion of the program of study. Case studies that support course content will be assigned by the course instructor.
- Junior students must complete all assigned case studies by the date the case study is due or two weeks prior to the scheduled final exam for the class the case study is assigned, whichever is earlier.
- Senior students must complete ALL available EVOLVE/REACH case studies during the senior year; not just those case studies that were previously assigned as juniors/seniors. The EVOLVE/REACH case studies are due by the first Monday in April (at 8 a.m.) of the senior year. Failure to complete EVOLVE/REACH case studies may result in failure to complete individual course(s).
- A 95% minimum passing score is required on every case study.
- Failure to complete assigned (required) EVOLVE/REACH case studies will result in failure to complete the individual course.

(Faculty council e-mail approved 11-05-05; 2-16-11, 5-31-11, 7-19-12. Approved Faculty Council 10-4-11.)
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)

NOTICE OF ARREST

If at any time while a student enrolled in a course with a NURS prefix is arrested for any violation, other than a moving violation or parking ticket, the nursing department must be notified of the arrest. Within 48 hours after the return to school after the event, the student must provide the department chair with the date and a written description of the arrest, the student’s involvement in the arrest, and/or any other particulars related to the situation. After the student has provided an all-inclusive written description of the event to the chair, the student must meet with the department chair to discuss the event. This requirement is not intended to be a declaration of innocence or admission of guilt related to the event. In no way is this process intended to have any judicial implications. (Approved by Faculty Council 8-5-14, approved by Dean of Health Science and VPAA 8-7-14)

SUBSTANCE ABUSE AND DRUG TESTING POLICY

This Substance Abuse and Drug Testing Policy (the “Policy”) is being implemented as part of efforts to help promote a safe and appropriate working and learning environment for patients, students, the University, and clinical hospitals and agencies. Because use of illegal drugs, alcohol and inappropriate legal drugs by nursing students may impair cognitive and physical function, critical thinking, and sound judgment, and poses an unacceptable risk of injury or harm to patients and others, the Department of Nursing requires nursing students to submit to testing of blood, hair, urine and/or breath for the presence of illegal drugs, alcohol, and inappropriate legal drugs at any time upon request by the Department of Nursing, with or without reasonable suspicion.

Offers of acceptance to the Department of Nursing are made as conditional offers. The conditions include satisfactory completion of pre-nursing courses, a physical exam, satisfactory background checks, and a negative alcohol, drug, and controlled substance test. An applicant or current nursing student who refuses to authorize and pay for testing or who tests positive for alcohol, drugs or controlled substances may not receive a final offer of admission, or may not be allowed to continue in the nursing program. The Department of Nursing may notify the conditionally admitted student that the offer of admission is withdrawn upon receipt of a positive alcohol, drug or controlled substances test, and the Department of Nursing may notify a current nursing student who tests positive for alcohol, drugs or controlled substances of dismissal from the Nursing Program.

Individuals applying to or participating in the Nursing Program understand, consent, and agree, to the fullest extent allowed by applicable law, that such individuals may be tested:
1. As a condition of admission, readmission, or transfer to the Nursing Program,
2. At any time upon the request of the Department of Nursing, either with reasonable suspicion or, to the fullest extent allowed by applicable law, without reasonable suspicion; and
3. Post-accident or post-injury.

The nursing student assumes full costs of all testing. Any student who tests positive for drugs or controlled substances must be able to verify that the drugs or controlled substances were obtained legally and legitimately. If an initial drug or controlled substance test is positive, a second test on the same specimen may be performed to confirm the initial result. If an alcohol test is positive, a second test on the same specimen may 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 may result in dismissal from the Nursing
Program. The University reserves all rights to deny admission or to dismiss a student from the Nursing Program without conducting a confirming second test if, in the sole discretion of the University, such denial of admission or such dismissal is prudent or appropriate under the circumstances. Any student dismissed following a positive alcohol, drug, or controlled substance test will be removed from all nursing courses. A grade of “W” for “withdrawal” will be transcribed if dismissal occurs before the University’s deadline for withdrawal. A grade of “F” will be transcribed if dismissal occurs after the University withdrawal date.

The Director of the Department of Nursing must authorize testing on a student before any test is administered. In the absence or at the request or direction of the Director, the Dean or another designated administrator or official may authorize testing.

While the University reserves the right to conduct testing without reasonable suspicion to the fullest extent allowed by applicable law, the University also may conduct tests based on reasonable suspicion. As used in this policy, “reasonable suspicion” shall include all facts, circumstances, behavior, conduct, or situations that would constitute or give rise to reasonable suspicion or probable cause under applicable law, and may include, as examples and not by way of limitation, the following: accidents and injuries caused by human error, unusual or serious violations of laws or rules, secured drug supply disappearance, irrational or extreme behavior, or inattention or unusual personal behavior, such as smelling of alcoholic beverages.

Students must report any arrest or 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 alleged behavior or violations whether occurring on or off University premises. Any such alleged behavior or violation must be reported with five (5) days. Students with involvement in a criminal drug or alcohol offense may be dismissed from the Nursing Program.

Dismissed students may be reconsidered for admission one time at the sole discretion of the University, but the University will not be obligated to offer such reconsideration. The University in its sole discretion may condition any request for reconsideration or readmission upon the student completing, successfully and to the satisfaction of the University, a proper course of treatment remedying the rationale for dismissal.

Students are subject to the policies of the University and the policies of the clinical hospital or agency where they practice as a student nurse.

This Policy is subject to change at the sole discretion of the Department of Nursing and is meant to supplement other relevant University policies, including but not limited to, the University’s Drug and Alcohol Prevention Program.

This Policy is subject to all applicable laws governing the University. If the University or a governmental authority of proper jurisdiction determines that any portion of this Policy may be interpreted in a manner which does not conform to such laws, the University or such authority may either disregard such portion or, if possible, shall interpret such portion to conform with such laws; in either event the remainder of this Policy shall remain in effect and will not be invalidated. Subject to the preceding sentences of this paragraph, this Policy shall be liberally construed to promote the health, safety, and educational purposes of this Policy.

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.
- In the event a student representative is unable to attend a regularly scheduled meeting, it is the responsibility of the representative to arrange for an alternate.
- 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 annually.

(Revised and Approved by Faculty Council, 12-3-02, Revised and email approved 9/3/14)

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** (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 one’s 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.


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.
USE OF PHONES

Cell phones are to be inactivated (turned off) during class. Cell phones are not 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.

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.

(Approved by Faculty Council 2/13/02, 12-13-05, Revised and email approved 9/3/14)

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 Department of Nursing office. 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)

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 (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 RN clinical policy on dress.

RN clinical policy on dress. RN students are required to wear the purchased lab coat with MSSU patch, and their MSSU identification name badge when in the clinical setting.

**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. A white crew neck short sleeved T shirt or plain white camisole may be worn underneath the student uniform scrub top. The T shirt or camisole should not be visible outside the student uniform sleeves. (Revised and Approved by Faculty Council 3-6-13; revised 11-12-13)

**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 lab coat (with the top of the patch centered 2” below the shoulder seam). (Revised and Approved by Faculty Council 3-6-13)

**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.

First name only badges may only be worn during Mental Health clinical. These badges must be turned in to the secretary at the end of the Mental Health clinical.

**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. No necklaces or bracelets are permissible for any clinical experience. The student may be permitted to wear one band style ring, depending upon the requirements of the assigned clinical area. (Revised and email approved 9/4/14)

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)

Cheewing 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.
### 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.

### NOT ACCEPTABLE
- 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 must cover their clinical 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; 3/6/13)

### 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
- Hosiery
- Dress shoes
- Jewelry, kept to a minimum

**Dress for Men:**
- Suit or sport coat
- Shirt
- 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.
- Uniforms and lab coat with MSSU-BSN arm patch.
- Missouri Southern State University name pin/badge
- Identification as required by Clinical Agency
- Junior Year – blood pressure cuff, plastic goggles, bandage scissors, hemostat-kelly forceps, penlight, and disposable resuscitation mask
Senior Year – retractable plastic tape measure, reflex hammer, penlight otoscope and disposable covers, digital thermometer and disposable covers, and clinical accessory bag

**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.

RN’s 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 (Health Science Building Room 337 & 339) 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.

<table>
<thead>
<tr>
<th>Communicable Disease</th>
<th>When student may return to classes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chickenpox (Varicella)</td>
<td>When all lesions are dry and crusted</td>
</tr>
<tr>
<td>Influenza</td>
<td>After fever subsides and able to resume activities</td>
</tr>
<tr>
<td>Measles (Rubella)</td>
<td>7 days after appearance of rash</td>
</tr>
<tr>
<td>Mumps</td>
<td>9 days after swelling begins</td>
</tr>
<tr>
<td>Pertussis (Whooping cough)</td>
<td>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</td>
</tr>
<tr>
<td>Tuberculosis</td>
<td>Until proved noninfectious</td>
</tr>
</tbody>
</table>

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 with no restrictions.
(Approved by Faculty Council 5-7-01; 9-4-07)

**STUDENT UNDER A DOCTOR’S (HEALTH CARE PROVIDER’S) CARE:**
If a student has been or is currently under the care of a primary physician or specialist physician(s), the written release from all physicians must state that the student is sufficiently recovered or is able to resume full participation in clinical and classroom activities. A full written release with no restrictions from the physician (health care provider) is required for all students under a doctor’s care.
(Approved by Faculty Council 10-5-04; 9-4-07; 3-6-13)

**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)
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:

<table>
<thead>
<tr>
<th>MISSOURI STATE BOARD OF NURSING</th>
</tr>
</thead>
<tbody>
<tr>
<td>POSITION STATEMENT</td>
</tr>
<tr>
<td>HIV OR HBV INFECTION</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

**References:**


MOSBN 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
1. Working with Electrical Equipment
2. Fire, Tornadoes, Codes, Procedures
3. Latex Allergy: Prevention, possible reactions and long term effects
4. Video: The Power of Information
5. Breaking the Habit
6. Partnering for safe Care

NURS 310 Health Assessment and Technologies
1. Lifting and Transferring Techniques
2. General concepts of safety.
3. Films:
4. Infection Control: Principles and Guidelines for Hospital Employees, An Update for the Health Professional
5. Required bloodborne pathogen education
6. Modes of transmission of Communicable Diseases
7. Body Substance Isolation
8. Standard Precautions

NURS 330/335 Adult Nursing
1. Hepatitis
2. Radiation safety

NURS 340 Nursing Care of the Childbearing Family
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. Communicable diseases screening during pregnancy e.g. rubella titer, STI

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 380 Nursing Care of the Child and Family**
Psychosocial aspects of mothers and children with HIV infection
1. Communicable diseases of children
2. Film: Perinatal AIDS: Infection Control for Hospital Personnel

**NURS 400 Complex Nursing**
1. Bloodbourne pathogens in the critical care setting
2. Management of infectious disease in critical care setting

**NURS 420 Nursing Ethics & Informatics**
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

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**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 (sperm; 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.
2. 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. Complete the facility’s incident report and the MSSU student exposure report under supervision of faculty member.
6. Meet with Safety & Exposure Committee on day of incident or as directed.

The faculty member will initiate the following steps immediately:
1. Verify the wound has been cleaned according to policy.
2. Report the incident to the Department of Nursing Safety & Exposure Committee Chair or a committee member the day of exposure.
3. Report the incident to the Patient Care Manager and the Infection Control Nurse at the health care facility immediately after the exposure.
4. Collect data and complete MSSU student exposure report, then meet with student and the Safety & Exposure Committee.
5. Refer the student to the agency suitable for follow up intervention.
6. 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 report.
2. Discuss incident with student and faculty member.
3. Review CDC guidelines for risk and follow up.
4. Present findings to the University Health Services for evaluation by University health care provider.
5. Testing and post exposure medication will be at the student’s expense.
6. The student is responsible to follow the recommended protocol and accepts full responsibility for completing the medications and testing.
7. A student who does not wish recommended testing and treatment will be counseled by the Department of Nursing and 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 Wilcoxon Health Center, Billingsley Room 242, telephone (417) 625-9323. Open 8:00 a.m. – 5:00 p.m. Monday through Friday. Appointments are preferred.
MSSU ACADEMIC CALENDAR

2014 FALL SEMESTER

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>August 14</td>
<td>Class Registration</td>
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<tr>
<td>August 15</td>
<td>Faculty Study Conference &amp; Day Registration</td>
</tr>
<tr>
<td>August 18</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>August 25</td>
<td>Add/Drop Fees &amp; Late Registration Fees Begin</td>
</tr>
<tr>
<td>August 29</td>
<td>Last Day for Full Refund of Fees</td>
</tr>
<tr>
<td>September 1</td>
<td>Dismissal for Labor Day</td>
</tr>
<tr>
<td>September 14</td>
<td>2Withdrawal After This Date No Refund of Fees</td>
</tr>
<tr>
<td>October 13-14</td>
<td>Fall Break</td>
</tr>
<tr>
<td>October 31</td>
<td>Last Day to Withdraw from a Class with a “W”</td>
</tr>
<tr>
<td>November 26-28</td>
<td>Dismissal for Thanksgiving Holiday</td>
</tr>
<tr>
<td>December 1</td>
<td>Last Day for Complete Withdrawal from University with all “W’s”</td>
</tr>
<tr>
<td>December 5</td>
<td>Last Day of Classes</td>
</tr>
<tr>
<td>December 8-12</td>
<td>Final Examinations</td>
</tr>
<tr>
<td>December 12</td>
<td>End of Semester</td>
</tr>
<tr>
<td>December 13</td>
<td>Commencement</td>
</tr>
</tbody>
</table>

2015 SPRING SEMESTER

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 8</td>
<td>Class Registration</td>
</tr>
<tr>
<td>January 9</td>
<td>Faculty Study Conference &amp; Day Registration</td>
</tr>
<tr>
<td>January 12</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>January 19</td>
<td>Add/Drop Fees &amp; Late Registration Fees Begin</td>
</tr>
<tr>
<td>January 23</td>
<td>Last Day for Full Refund of Fees</td>
</tr>
<tr>
<td>February 6</td>
<td>Withdrawal after This Date No Refund of Fees</td>
</tr>
<tr>
<td>March 16-20</td>
<td>Spring Break</td>
</tr>
<tr>
<td>April 3</td>
<td>Last Day to Withdraw from a Class with a “W”</td>
</tr>
<tr>
<td>April 27</td>
<td>Last Day for Complete Withdrawal from University with all “W’s”</td>
</tr>
<tr>
<td>May 1</td>
<td>Last Day of Classes</td>
</tr>
<tr>
<td>May 8</td>
<td>Final Examinations</td>
</tr>
<tr>
<td>May 8</td>
<td>End of Semester</td>
</tr>
<tr>
<td>May 8</td>
<td>Commencement</td>
</tr>
</tbody>
</table>

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 the 2014-2015 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.

![Pinning Ceremony Logo]

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. All costs of the Pinning Ceremony and reception are 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 required to join the Student Nurses’ Association. SNA fees are assessed in student fees every Fall semester. 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, KS NF, 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, KVML 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, Nebraska, 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, SCHOLARSHIPS, AND HONOR SOCIETIES

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.

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

**JOANNE MCCONNELL NURSING SCHOLARSHIP**
1. Full time student
2. Grade Point Average-2.5 or above

**MISSOURI LEAGUE FOR NURSING MEMORIAL SCHOLARSHIP**
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

**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.

**MISSOURI NURSES FOUNDATION SCHOLARSHIP**
1. Junior or senior-level nursing student
2. Resident of Missouri
3. Letter of reference
4. One page personal statement
5. 2 page (max) resume

**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.
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:

<table>
<thead>
<tr>
<th>Virus</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>HBV</td>
<td>+/-/UNK</td>
</tr>
<tr>
<td>HCV</td>
<td>+/-/UNK</td>
</tr>
</tbody>
</table>

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 __________________________ SID # __________________________ Date __________

Clinical Faculty Signature __________________________ Date __________
MISSOURI SOUTHERN STATE UNIVERSITY
DEPARTMENT OF NURSING

STUDENT ACKNOWLEDGEMENT/CONSENT FORM

Please carefully read each paragraph and initial the blank next to each paragraph.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>I acknowledge receipt of the Department of Nursing’s <em>Substance Abuse and Drug Testing Policy</em> and the University’s <em>Drug and Alcohol Prevention Program</em>. I have had an opportunity to ask questions about these policies and this Student Acknowledgement And Consent Form. I have carefully read and understand these policies. By my signature below, I represent that I am at least eighteen (18) years old, and I agree to comply with all aspects of these policies.</td>
</tr>
<tr>
<td>2.</td>
<td>I am not currently under the influence of illegal drugs, alcohol, or inappropriate legal drugs.</td>
</tr>
<tr>
<td>3.</td>
<td>I understand that, as a nursing student, I will spend a considerable amount of time learning patient care in a variety of settings, including but not limited to, clinical settings where patients are present. I understand that I must be fully in control of my judgment, mental faculties and physical and motor abilities while in the Nursing Program, and that it is of the utmost importance that I perform my duties without the presence of illegal drugs, alcohol, or inappropriate legal drugs in my system. I understand that performing my duties with the presence of illegal drugs, alcohol, or inappropriate legal drugs in my system poses an unacceptable risk of danger to patients, students, the University, and clinical hospitals and agencies. I agree that the University has a special need—public safety—to test me for illegal drugs, alcohol, and/or inappropriate legal drugs.</td>
</tr>
<tr>
<td>4.</td>
<td>I knowingly and voluntarily agree to submit to laboratory testing of my blood, hair, urine, and/or breath for the presence of illegal drugs, alcohol, and the improper or abusive use of legal drugs prior to admission and at any and all times thereafter upon request by the University during my enrollment in the Nursing Program. I agree that the University in its sole discretion, with or without reasonable suspicion, may require me to submit to such tests. I agree to pay the full costs of such tests. To the fullest extent allowed by applicable law, I hereby irrevocably and unconditionally consent to all such testing, and to all actions which the University may take based upon the results of such testing, and I hereby irrevocably and unconditionally waive any rights I otherwise may have to refuse or object to any such testing. I understand that admission to and participation in the Nursing Program is a privilege, and I am signing this Consent form and making the foregoing agreements, consents, and waivers voluntarily.</td>
</tr>
<tr>
<td>5.</td>
<td>I understand that I may be denied admission to the Nursing Program if I test positive for the presence of illegal drugs, alcohol, or inappropriate legal drugs. If I have already been accepted to the Nursing Program, I understand that I will be dismissed from the Nursing Program if I refuse to submit to testing upon request by the University or test positive for the presence of illegal drugs, alcohol, or inappropriate legal drugs.</td>
</tr>
<tr>
<td>6.</td>
<td>I consent to the release of test results to the Department of Nursing for appropriate review and action, including but not limited to, for use in determining my eligibility to enroll or continue in the Nursing Program.</td>
</tr>
<tr>
<td>7.</td>
<td>To the fullest extent allowed by applicable law, I hereby <strong>RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE AND AGREE TO INDEMNIFY AND HOLD HARMLESS</strong> the drug testing facility and its physicians, employees and representatives that conducted the drug testing activities related to the testing of my blood, hair, urine, and/or breath for the presence of illegal drugs, alcohol, and/or inappropriate legal drugs.</td>
</tr>
</tbody>
</table>
and every other person, firm or institution (including the University, its governors, officers, and employees) (hereinafter referred to as the “Releasee(s)”) from and against any and all costs, liabilities, claims, demands, causes of action, judgments, and damages (including court costs and attorney’s fees and expenses) (hereinafter referred to as “Losses”), whether known or unknown, foreseen or unforeseen, arising out of or relating to the administration of drug and/or alcohol tests, the analysis of test results and the use and disclosure of said results, **WHETHER OR NOT SUCH LOSSES ARE CAUSED BY THE CARELESSNESS OR NEGLIGENCE OF THE RELEASEES,** or otherwise. To the extent required by applicable law, this waiver does not apply to any particular Releasee to the extent such Losses are caused by the intentional or grossly negligent conduct of such Releasee.

By my signature below, I agree to the terms of this *Student Acknowledgement and Consent Form*:

For the Student: 

If under 18 years of age:

<table>
<thead>
<tr>
<th>Student’s Signature</th>
<th>Date</th>
<th>Guardian’s Signature</th>
<th>Date</th>
</tr>
</thead>
</table>
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 electronically 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)