

MISSOURI SOUTHERN  
STATE UNIVERSITY

MCCUNE-BROOKS HEALTHCARE  
FOUNDATION NURSING DEPARTMENT

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# STUDENT HANDBOOK

AND

## SAFETY AND EXPOSURE MANUAL

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**Academic Year 2026-2027**

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# Missouri Southern State University

## Department of Nursing

<https://www.mssu.edu/academics/education/nursing/>

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### Department of Nursing Office Hours

Monday through Friday 8:30 am to 4:00 pm except when campus is closed.

**All information contained herein is subject to change. Notice of change will be provided via email and departmental communication. Students and faculty are held responsible for policies of MSSU, the University Student Handbook, the Department of Nursing Student Handbook, and the facility in which they are practicing.**

## Section I

### Purpose of the Department of Nursing Student Handbook

The purpose of this handbook is to provide information about policies and procedures for students enrolled in the MSSU Baccalaureate in Nursing program. It is essential that students understand the information presented in this handbook to facilitate their progression through the program. This handbook, faculty, staff, and other University officials serve as resources to facilitate this progression. The student handbook is designed for use in conjunction with other University and professional publications including but not limited to the University Student Handbook which may be found at <https://www.mssu.edu/student-affairs/>, the University Catalog which may be found at [https://catalog.mssu.edu/misc/catalog\\_list.php?catoid=14](https://catalog.mssu.edu/misc/catalog_list.php?catoid=14), and the current Schedule of Courses. The profession of nursing in the state of Missouri is governed by the Missouri State Board of Nursing and Missouri Nursing Practice Act. Information for the Missouri State Board of Nursing may be found at <https://pr.mo.gov/nursing.asp> and information for the National Council of State Boards of Nursing may be found at <https://www.ncsbn.org/index.htm>. National professional standards which include the American Nurses' Association Code of Ethics for Nurses with Interpretative Statements and Scope of Practice guide the practice and ethical comportment of a professional nurse. Access to the Code of Ethics and Scope of Practice guide may be found at <https://www.nursingworld.org/>.

### Approval and 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](mailto:nursing@pr.mo.gov) website: <http://pr.mo.gov/nursing.asp>

The Bachelor's in Nursing program at Missouri Southern State University at the College of Health Sciences located in Joplin, Missouri 64801-1595 is accredited by the: Accreditation Commission for Education in Nursing (ACEN) 3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326 (404) 975-5000

The most recent accreditation decision made by the ACEN Board of Commissioners for the Bachelor's in Nursing program is continuing accreditation with next review in 2028.

View the public information disclosed by the ACEN regarding this program at <http://www.acenursing.us/accreditedprograms/programSearch.htm>.

### Non-Discrimination Statement

Missouri Southern State University emphasizes the dignity and equality common to all persons and adheres to a strict nondiscrimination policy regarding the treatment of individual faculty, staff, students, third parties on campus, and applicants for employment and admissions. In accord with federal law and applicable Missouri statutes, the University does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, pregnancy, ancestry, age, disability, genetic information, veteran status, or any other legally-protected class, in employment or in any program or activity offered or sponsored by the University, including, but not limited to, athletics, instruction, grading, the awarding of student financial aid, recruitment, admissions, and housing. If you have special needs as addressed by the Americans with Disabilities Act (ADA), need this publication in an alternative format, or accommodations as determined by the University Student Handbook and Student Disability Services policies, please reach out to the nursing department faculty or University Student Success Center as quickly as possible, and reasonable efforts will be made to accommodate your needs. Student Success Center contact information may be found at <https://www.mssu.edu/student-affairs/student-success-center/index.php> and in the Student Resources section of this handbook.

## Application for Registered Nurse Licensure in Missouri

According to Section 335.066 Missouri Nursing Practice Act (1-16), granting of the nursing baccalaureate degree does not guarantee eligibility to sit for the licensure examination or guarantee issuance of a license to practice nursing in the state of Missouri. For eligibility requirements to apply, 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, the applicant should: 1) be of good moral character; 2) have completed high school or equivalent; 3) have successfully completed the basic professional curriculum in an accredited or approved school of nursing and earned a professional nursing degree or diploma. Section 335.066, Missouri Nursing Practice Act (1-16), provides rules for denial, revocation or suspension of license and grounds for civil immunity. The Board may refuse to issue any certificate of registration or authority and permit or license stated in subsection two 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)

Pursuant to 8 U.S.C.A. 1621, the Board of Nursing is prohibited from granting professional licensure to a noneligible, non-citizen of the United States. An individual who is qualified alien, a nonimmigrant or an alien paroled into the US as documented by the US may be eligible for licensure. However, individuals who may have permission from the US to be here for a specific duration or purpose may not be eligible for professional licensure pursuant to federal law. For more information, you may visit <http://pr.mo.gov/boards/nursing/CITIZENSHIP-LAWFUL-PRESENCE.pdf>.

## Criminal Record Check

RSMO 192.2495 prohibits a hospital, healthcare agency, or healthcare organization 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 healthcare agencies/organizations and because they will be in contact with patients, must additionally meet all clinical site requirements. A criminal record check is required for admission to the Nursing Program. Students who have been found guilty of Class A or B felonies will be ineligible to enter or continue in the Nursing Program. The Nursing program reserves the right to deny acceptance or continuation in the program for the following circumstances:

- A student is found to have a criminal record or arrest record regardless of a charge and/or outcome of the arrest/charge.
- A student or applicant does not disclose history of criminal record or arrest record.

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 or continue in the Nursing Program.

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

## HISTORY OF THE DEPARTMENT OF NURSING

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

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

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

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

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

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

Following graduation of the Associate Degree in 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.

## Section II

### University Mission, Vision, and Values

Missouri Southern State University educates and graduates knowledgeable, responsible, successful global citizens.

#### Vision

Missouri Southern State University will be a premier public comprehensive university that is the first-choice destination for students, faculty, and staff. The university will be recognized for its innovation and productive partnerships spanning from regional to global. We will be dedicated to educating and inspiring diverse learners, external engagement, and helping students and communities realize their greatest potential.

#### Values

We believe in:

- Academic Excellence
- A Student-Centered Culture
- Global Knowledge
- Community Engagement
- Integrity, Responsibility, and Accountability
- Caring, Respectful, and Supportive Community
- Fairness and Belonging

#### Goals

##### **GOAL #1: ACADEMIC EXCELLENCE AND QUALITY PROGRAMS**

Missouri Southern exemplifies academic excellence and offers quality academic programs that are in demand regionally and that are collaborative, innovative, and accessible.

##### **GOAL #2: CULTURE OF CARING**

Missouri Southern fosters a culture of caring that supports all students, creates quality relationships, and enables a work environment that is positive and rewarding.

##### **GOAL #3: ENGAGEMENT**

Missouri Southern strengthens university, community, regional, national, and global ties for the mutually beneficial exchange of knowledge and resources.

##### **GOAL #4: CAMPUS VIBRANCY**

Missouri Southern embraces campus vibrancy that enhances quality of learning and life.

## **College of Health, Life Sciences, and Education**

The mission of the College of Health Life Sciences and Education is to create an inclusive and equitable learning environment that promotes intellectual and personal growth through scholarship, research, and practical application. Innovative academic programs, supported by liberal arts and global perspectives, will foster student growth as a professional. The college is dedicated to the advancement of knowledge and skills with the integration of inter- professional and interdisciplinary education for the improvement of society and service to all its stakeholders.

# **McCune-Brooks Foundation Department of Nursing**

## **Mission**

The MSSU Department of Nursing offers an innovative baccalaureate education through an inclusive, respectful, and supportive environment in which faculty and students' partner in the learning process to serve clients within local and global communities. (Approved by Faculty Council 12/2020)

## **Vision**

Graduates of the MSSU Department of Nursing will be knowledgeable, adaptable professionals who recognize the uniqueness and value of each client, serves as a client advocate, and demonstrates visionary leadership.

## **Values/Curricular Threads**

### **Servant Leadership**

A student nurse who brings life experiences to the clinical situation. These life experiences enable the student nurse to notice and interpret the client's pattern of responses to health and illness, communicate compassionately, engage with the client's concerns, and collaborate with members of the health care team to respond appropriately. The student nurse leader is a systems thinker who puts people first and leads with foresight and moral authority.

### **Professional**

A student nurse who is respectful of clients, accountable for own learning, and motivated by immediate application of knowledge to solve client problems and advocate for quality care.

### **Inclusive**

A student nurse who notices each client's unique patterns of responses to health and illness and promotes acceptance, respect, and support within the clinical situation.

### **Adaptable**

A student nurse who uses a variety of experiences, knowledge, reasoning patterns, and intuition to notice, interpret, and respond appropriately to dynamic clinical situations.

### **Visionary**

A caring and competent student nurse who views nursing as an art and a science, linking nursing science to humanity in clinical situations.

### **Knowledgeable**

A student nurse who is an independent, reflective learner utilizing information and skills obtained through experiences and education to deliver and improve nursing care.

(Approved by Faculty Council 12/2020)

## Philosophy

The faculty of the Missouri Southern State University Department of Nursing believe:

**Person:** The person is an autonomous, unique, and multidimensional being with inherent integrity and values, capable of caring, growing, and learning. A person can be expanded to include the family or community.

**Health and Illness:** A person's health and illness are influenced by emotional and physical factors, socioeconomic situation, geographical setting, culture, and acuity of care.

**Clinical Situation:** Nursing practice is an art and a science that occurs within a clinical situation. Engagement with the client allows the nurse to notice and interpret patterns of health and illness, allowing the nurse to respond with individualized nursing interventions.

**Nursing Education:** General education supports the development of the nurse as a global citizen with an appreciation of art, natural sciences, social sciences, and humanities. Baccalaureate nursing education prepares the graduate nurse through theoretical and clinical education in diverse settings and provides the basis for advanced practice.

**Clinical Judgement:** Clinical judgment requires the ability to recognize aspects of a clinical situation, interpret the meaning and respond appropriately.

**Nurse:** The nurse enters the clinical situation with life and educational experiences, which are foundational to clinical judgement and provision of inclusive client care. The nurse's vision of holistic care stems from knowing and recognizing the client's unique patterns of responses within the clinical situation.

(Approved by Faculty Council 12/2020)

## Section III

### Admission and Health Verification

Admission to the Baccalaureate in Nursing Program begins with the application and acceptance to Missouri Southern State University. The Missouri Southern State University, McCune-Brooks Foundation Department of Nursing seeks individuals with a commitment and motivation to learning and visionary leadership in the nursing profession. The Nursing Department Admission Committee is interested in each individual and reviews academic records holistically, considering all aspects of the admission standards. Academic achievement, individual accomplishments, and character are important in admissions decisions. Pre-nursing and nursing are declared upon application to the University or at such a time that the student declares the major. Application to the Nursing Program is provided by the Department of Nursing to students meeting admission requirements for the Bachelor of Science Degree Nursing program at Missouri Southern State University. Admission decisions to the nursing program are based on the available documentation such as official transcripts from the MSSU Registrar's records.

The program offers two tracks to obtain a BSN degree. A pre-licensure BSN and LPN to BSN program tracks are available. The nursing program currently accepts up to 30 students each fall semester, once per year. Please review the Admission Standards for the pre-licensure BSN and LPN to BSN programs below. Please contact the pre-nursing BSN Advisor if you have questions. Applications are processed and files are managed in the Department of Nursing. Admission decisions are made by the admission committee. All nursing program admission decisions rendered are final and cannot be appealed.

Applicants who are offered acceptance can expect to receive notification by email and mail. Only letters sent directly to the MSSU Nursing Department may be considered official notification of acceptance to the program.

Please be sure to use your current email and mailing address within the application once submitted.

Applications may be submitted through the Department of Nursing Website located at <https://www.mssu.edu/academics/health-sciences/nursing/nursing-application-guidelines.php>

### Admission Standards

- Continuous enrollment, readmission, or transfer student
- Cumulative grade point average of 2.8 minimum based on completion of first year and second year courses in suggested order of study.
- Completion of the following prerequisites with a grade of "C" or higher (may repeat required courses one time)
  - BIOL 121 Anatomy and Physiology I (4 credit hours)
  - BIOL 221 Anatomy and Physiology II (5 credit hours)
  - BIO General and Medical Microbiology (5 credit hours)
  - CHEM 121/122 Chemistry for Allied Health Sciences OR CHEM 140/141 General Chemistry I (4-5 credit hours)

- KINE 385 Nutrition for Human Development (3 credit hours)
- MATH 130 College Algebra (3 credit hours)
- PSY 100 General Psychology (3 credit hours)
- ECON 101 Economics of Social Issues OR SOC 110 Introduction to Sociology (3 credit hours)
- Statistics (3 credit Hours) \*\*PSY 320 Applied Statistics OR MATH 310 Elementary Statistics OR GB 321 Business Statistics I OR SOC 405 Social Science Statistics
- Health Education systems Incorporated (HESI) A2 Entrance Exam minimum score of 75% on required sections (may repeat 1 time) (approved APG and Faculty Council 12/2020; approved by university 2/2021)
- LPN-BSN track admission standards as above and include the following:
  - Current undisciplined practical nursing license
  - NLN NACE Exam (may repeat 1-time) \*\*credit for courses with successful completion of a 75% or higher. (Approved APG and Faculty Council 12/2020; approved by university 2/2021)
- Students who meet all science and math admission requirements for the Bachelor of Science Degree Nursing Program at Missouri Southern State University will be given preference on admission.

The pre-licensure BSN and LPN to BSN programs are approved to admit up to 30 qualified students each Fall semester and 20 students each Spring semester by the Missouri State Board of Nursing.

(Approved by Missouri State Board of Nursing 5/2021)

## HESI A2 Admissions Exam

The HESI A2 Admission Assessment Exam is used by nursing schools to determine prospective students' readiness for nursing coursework and their professional licensure exam. The MSSU Nursing Program requires potential applicants to complete and pass the HESI A2 with a 75 % overall score.

The HESI exam will cover English (reading, grammar, and vocabulary), Math, and Anatomy/Physiology. A missing exam section will invalidate the score. The time allotted for the exam is 4 hours. Potential applicants may repeat the HESI Admission Exam *one (1) time*, including all previous attempts at other institutions. The exam purchase is approximately \$52.00 and goes directly to the Exam publisher. The Nursing Department does not receive any funds from the purchase of the exam.

Resources are available for those who are interested in preparing for the exam, including *HESI Admission Assessment Exam Review*, which may be [ordered directly from Elsevier](#) or your preferred retailer. Numerous other prep courses and practice questions are available online as well.

If you have already taken the HESI exam and did not achieve the minimum required score or greater, please contact the Nursing Department Admission Success Coordinator.

The HESI A2 Admission exam is offered throughout the year and is schedule through the MSSU testing center. For instructions on how to register and pay for the exam once scheduled with the testing center, please reach out to the Admission Success Coordinator.

The application deadline for consideration of each Fall cohort is **March 1<sup>st</sup>** and for each Spring cohort is **October 1<sup>st</sup>**. Conditionally accepted students will be notified by official letter no later than April 1<sup>st</sup> for Fall admission and November 1<sup>st</sup> for Spring admission. Conditional acceptance is considered the first step to acceptance/entry into the nursing program with all admission requirements required to be

completed by the deadlines outlined in the "Next Steps" packet that is sent to students that have accepted a seat in the program.

The applicant is responsible for verifying that the Missouri Southern State University transcript contains all transcribed courses from other colleges and universities before the application deadline. Submission of all transcripts to the University is the responsibility of the student/potential student. Applicants must be accepted to the University and a degree audit completed by the University before the Nursing Program application deadline.

Upon acceptance to the program and prior to the beginning of the semester, nursing students must have the following completed, successfully passed, and submitted to the Department of Nursing:

- Application Admission fee
  - Criminal Record Check
  - State of Missouri Care Giver Background Screening
  - Physical Exam with health requirements documented (immunizations, TB test, drug/alcohol screening)
  - American Heart Association Basic Life Support (BLS) will be completed once accepted to the program (details are outlined in the "Next Steps" packet sent upon acceptance to the program)
  - Obtain and maintain health insurance (a current copy must be on record with the department)

### **Transfer Policy for Students from a Baccalaureate Degree Nursing Program:**

- All program admission criteria must be met.
- A letter of reference is required from the Dean or Director of the nursing program previously attended stating the student left in good standing and is eligible for readmission.
- Transfer courses will be evaluated for course equivalency at Missouri Southern on an individual basis.
- Nursing courses with a clinical component must be fully met.
- Transfer is based on space availability.

### **Admission of Baccalaureate Degree Applicants**

Applicants holding a baccalaureate degree from a regionally accredited institution are considered by the University as having completed the General Education Requirements. Nursing applicants with a baccalaureate degree within another major must meet all stated admission requirements including pre-requisite courses and admission exam.

### **Admission of Licensed Practical Nurses (LPNs)**

Licensed Practical Nurses (LPNs) are admitted to the University as first-time (generic) or transfer students. LPN applicants must meet all University and program requirements for admission. Current undisciplined practical nursing license is required as an admission criteria. The LPN has the option to challenge 8 credit hours upon successful completion of the NLN NACE Exam (may repeat 1-time)

\*\*credit for courses with successful completion of 75% or higher. The following courses apply to the credit for courses option: NURS 307 Foundational Concepts of Nursing (6 credit hrs.) and NURS 314 Pharmacology I (2 credit hrs.).

## Readmission Prioritization

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

- Eligibility for non-probationary or readmission to the University.
- Have a minimum cumulative grade point average of 2.8.
- Submit a completed readmission application form with documentation of eligibility from the Department Chair of the program.
- Submit a single page written plan on how the student will be successful on the second attempt with signature of the Department Chair of the program and with approval of the Admission, Progression, and Graduation committee.
- The Admission committee may request a meeting with the candidate.
- Apply for readmission within one semester from time of withdrawal.
- Submit all documentation 12 weeks prior to the semester of desired readmission.
- Meet all criteria for regular admission to the Nursing Program, including HESI A2 Admission Exam minimum score of 75% overall (may repeat 1 time).
- Must be in satisfactory standing (non-failing) in any nursing major course or nursing elective.

Readmission to the LPN-BSN track must meet all of the above requirements in addition to a minimum score of 75% on NLN NACE Exam (may repeat 1 time)

Upon acceptance of the re-admission in the BSN or LPN to BSN track, the additional requirements must be met, at the expense of the student, and successfully passed and submitted to the Department of Nursing by the beginning of the semester of re-entry.

- Application Admission fee
- Criminal Record Check
- State of Missouri Care Giver Background Screening
- Physical Exam with health requirements documented (immunizations, TB test, drug/alcohol screening)
- Obtain and/or maintain current CPR from American Heart Association for Health Care Provider
- Obtain and maintain health insurance (a current copy must be on record with the department)

## Students under the Care of a Healthcare Provider

Any student enrolled in the nursing major courses must provide documentation from a healthcare provider, without restrictions, when participating in class, clinical, laboratory, or simulation experiences. Students who experience injury, illness, or conditions must provide notification of the event to the Department of Nursing in no less than 72 hours or sooner if possible. This is to ensure the student has begun the process of seeking care from a healthcare provider, is knowledgeable of the need to provide the required documentation prior to attending class, clinical, laboratory, or simulation experiences and is meeting the necessary requirements of clinical experiences. While this is meant to be non-punitive, the student must be aware that failure to attend clinical experiences or to work with faculty for reasonable accommodations may result in an unsatisfactory grade assignment and/or progression issue.

(Reviewed/approved by Safety Committee\_5/11/22\_; Reviewed/approved by Faculty Council 8/10/2022)

## **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 are assigned clinical experiences in cooperating hospitals and **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 and clinical attendance.

Students who fail to provide full disclosure of their states of residence for the purposes of Criminal Background Checks or who fail to disclose any history of criminal arrests and/or charges regardless of those arrests or charges resulting in conviction may be subject to dismissal from the nursing program. Current or admitted students must be aware that clinical facilities may restrict completion of assigned clinical due to incidents documented in the Fingerprint Criminal Background Check. All students must be in compliance with the clinical agency requirements prior to attending clinical at that given site. (Approved by Faculty Council 11-5-02; 3-2-05; Reviewed/approved by Faculty Council 8/10/2022)

## **Substance Abuse and Drug Testing Policy**

This Substance Abuse and Drug Testing Policy is being implemented as part of efforts to help promote a safe and appropriate working and learning environment for clients, students, the University, and clinical hospitals and agencies. Because use of illegal drugs, alcohol and inappropriate use of legal drugs/controlled substances by nursing students may impair cognitive and physical function, critical thinking, and sound judgment, and poses an unacceptable risk of injury or harm to clients and others, the Department of Nursing requires nursing students to submit to testing of blood, hair, urine, saliva and/or breath for the presence of illegal drugs, alcohol, and inappropriate legal drugs/controlled substances 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, controlled substance, or alcohol 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.

If an initial drug, controlled substance, or alcohol urine drug test is resulted as "dilute," a second test on a new sample will be required from the student within 24 hours of notification of the "dilute" results. If a second test is resulted as "dilute," then a third test will be performed on a sample of blood, hair, or saliva will be required from the student within 24 hours of notification of the second "dilute" result.

The Chair/administrator 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 Chair/administrator, 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 within **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 Substance Abuse Policy."

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.

## **Health Verification**

During the nursing 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 11.5.2002, 10.4.2005, Revised 9.3.2014, 5.12.2022)

## **Physical Evaluation**

The Willcoxon Health Center located in Billingsly Student Center on the MSSU campus is the exclusive care provider for physical evaluations. Physical exams completed by other providers will not be accepted. It is the student's responsibility to schedule appointments (with Willcoxon Health Center) for physical exams and review of health care requirements and needs prior to the semester entering the nursing program. Furthermore, the student is required to submit this documentation of health care verification to the Department of Nursing by the designated date prior to entering the nursing program. The physical evaluation includes:

- Signed Physical Exam Release form (Attestation Statement)
- Signed Physical Assessment Record
- Vaccination records and/or titers
- Respiratory mask fit questionnaire
- The student must provide the Department of Nursing with a copy of the information above and sign a Release of Information form.

(Revised & email approved 9.4.14; Revised 2017; Revised & Faculty Council approved 4.14.21; 5.12.2022)\

## **Clinical Compliance Maintenance**

All students will be required to be up to date in the immunization tracking system at all times to remain compliant. Students will be responsible for ensuring all immunizations and any required documentation/learning modules from the clinical sites are completed prior to the clinical start date.

### ***Hepatitis B Immunization Policy***

Each student must show proof of completed Hepatitis B vaccine series and/or a reactive titer. Additional recommendations will be made if titer is non-reactive, inconclusive, or not completed in concert with immunization series. (Revised & Faculty council approved 4.14.21)

### ***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 (positive titer). (Approved by Faculty Council May 2011)

### ***Measles, Mumps and Rubella Immunization 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 (positive titers). (Approved Faculty Council March 2009; Revised 2017)

### ***Tdap (Tetanus/Diphtheria/Pertussis) Vaccination Policy***

Students must provide evidence of one-time Tdap (Tetanus/Diphtheria/Pertussis). Students (after completing primary Tdap) will receive Td boosters every 10 years. (Approved by Faculty Council April 2011; Revised 2017; Reviewed and approved 2022)

## **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. (Approved by Faculty Council March 2011; Reviewed and approved 4.14.21; 5.12.2022)

## **Tuberculin Annual Screening Policy**

On admission to the nursing program students must have documentation of a negative tuberculin (TB) screening for healthcare provider. This may be met with completion of two (2), 2-step TB skin tests, OR completion of one (1) TB blood test within the last 12 months (IGRA) (T-Spot, QuantiFERON Gold) OR completion of a chest X-Ray with documentation of official report (only for positive results of TB skin test &/or TB blood test). A one (1), 2-step TB skin test, OR completion of one (1) TB blood test is then required annually. (Review/revised/approved by Faculty Council 4.14.21; 5.12.2022)

## **Health Insurance Policy**

Health insurance is mandatory for all students while in the nursing program. In the event of illness or accidents during class or clinical hours neither the University nor the clinical site can assume financial responsibility. The student will submit a copy of their health insurance card to the Department of Nursing by the designated date prior to entering the nursing program. The student is responsible for submitting any changes to their health insurance while in the nursing program.

## **COVID Vaccination and Booster Recommendations**

Students must be aware that the MSSU McCune-Brooks Healthcare Foundation Department of Nursing **recommends but does not require** COVID-19 vaccination and/or boosters as stated by the Centers for Disease Control and Prevention found at <https://www.cdc.gov/vaccines/covid-19/index.html>.

Students must be aware that clinical sites and facilities **may require COVID vaccination and proof of vaccination/booster status when attending clinical at the facilities**. Declination of requirements is the responsibility of the student. Students choosing to not obtain required vaccinations may incur issues in attending clinical sites and thus meeting clinical objectives for given nursing courses. Students should be aware that such issues may lead to progression delay or failure to progress situations.

(Review/revised/approved by Faculty Council August 10, 2022)

## **Ongoing Program Requirements**

With each subsequent semester, the student will confirm the following are up to date:

- Tuberculosis Screening (yearly)
- Annual immunizations as required by healthcare agencies.
- CPR from American Heart Association for Health Care Providers
- Tdap/TD
- Health Insurance

(Review/revised/approved by Faculty Council 4.14.21; 5.12.2022)

## **Respirator N95 Fit Testing**

Each student will complete N95 Fit Testing during Nursing Department Orientation and/or 1<sup>st</sup> clinical orientation. The student will exit the Fit Test with the information as to the type and size of tight-fitting respirator, for example, the common N95 filtering facepiece respirator. Fit testing is required when there are changes in a student's physical condition that could affect respirator fit and when a student must wear a new model or type of tight-fitting respirator. It is the student's responsibility to report any changes to clinical instructors for re-fitting. If students fail fit-test, students are unable to provide care to patients that require respirator precautions. (Approved by Faculty Council 12.2022)

## CORE PERFORMANCE STANDARDS FOR ADMISSION AND PROGRESSION

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

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

## Section IV

### General Education, Nursing Curriculum and Program Outcomes

#### General Education

Missouri Southern State University has implemented a general education program consistent with the State of Missouri's Core Curriculum Transfer or CORE 42. Information specific to CORE 42 may be found at this website: [Missouri Higher Education Core Transfer Curriculum \(CORE 42\)](#). In addition to the nursing major specific objectives established by the academic department, a student after completing the CORE 42 should demonstrate the following competencies:

#### Communicating:

- Analyze and evaluate their own and others' speaking and writing.
- Conceive of writing as a recursive process that involves many strategies, including generating material, evaluating sources when used, drafting, revising, and editing.
- Make formal written and oral presentations employing correct diction, syntax, usage, grammar, and mechanics.
- Focus on a purpose (e.g., explaining, problem solving, argument) and vary approaches to writing and speaking based on that purpose.
- Respond to the needs of different venues and audiences and choose words for appropriateness and effect.
- Communicate effectively in groups by listening, reflecting, and responding appropriately and in context.
- Use mathematical and statistical models, standard quantitative symbols, and various graphical tactics to present information with clarity, accuracy, and precision.

#### Communication:

- Written:
  - Demonstrate critical and analytical thinking for reading, writing, and speaking.
  - Compose sound and effective sentences.
  - Compose unified, coherent, and developed paragraphs.
  - Understand and use a recursive writing process to develop strategies for generating, revising, editing, and proofreading texts.
  - Produce rhetorically effective discourse for subject, audience, and purpose.
  - Demonstrate effective research and information literacy skills.
- Oral:
  - Use productive imagination for the discovery and evaluation of appropriate arguments relating to a chosen topic through effective research.
  - Understand the basic process of audience analysis.
  - Use, identify, and create speeches for different types of speaking purposes.
  - Demonstrate effective preparation skills in the organization of speeches into three appropriate sections and preparing each section using the appropriate information and transitions between information and sections.
  - Utilize and understand the patterns of organization to structure information for each specific type of speech. Students will use parallel ideas and information on different levels of abstraction in these patterns.
  - Demonstrate effective skill at composing and developing arguments with appropriate support that is unified, coherent, and fully developed utilizing the tenets of good writing and research.
  - Understand the complex issue of good delivery and show improved personal confidence and the ability to manage communication apprehension.

- Demonstrate effective listening skills as it relates to critical understanding of speech topics and critique of that speaking.
- Demonstrate that they understand and take part in ethical speaking and listening during presentations.
- Understand communication ethics for both speech preparation and critiquing of peer speeches by utilizing responsible research and citing sources and using emotional and logical appeals responsibly.
- Understand the role of public speaking in citizenry and how public speaking can contribute to success in the classroom and society.

### **Higher Order Thinking:**

- Recognize the problematic elements of presentations of information and argument and to formulate diagnostic questions for resolving issues and solving problems.
- Use linguistic, mathematical, or other symbolic approaches to describe problems, identify alternative solutions, and make reasoned choices among those solutions.
- Analyze and synthesize information from a variety of sources and apply the results to resolving complex situations and problems.
- Defend conclusions using relevant evidence and reasoned argument.
- Reflect on and evaluate their critical-thinking processes.

### **Valuing:**

- Develop and understand the moral and ethical values of a diverse society.
- Develop the ability to analyze the ethical implications of actions and decisions.
- Compare and contrast historical and cultural ethical perspectives and belief systems.
- Utilize cultural, behavioral, and historical knowledge to clarify and articulate a personal value system.
- Recognize the ramifications of one's value decisions on self and others.
- Recognize conflicts within and between value systems and recognize and analyze ethical issues as they arise in a variety of contexts.
- Consider multiple perspectives, recognize biases, deal with ambiguity, and take a reasonable position.

### **Managing Information:**

- Locate, organize, store, retrieve, evaluate, synthesize, and annotate information from print, electronic, and other sources in preparation for solving problems and making informed decisions.
- Access and generate information from a variety of sources, including the most contemporary technological information services.
- Evaluate information for its currency, usefulness, truthfulness, and accuracy.
- Organize, store, and retrieve information efficiently.
- Reorganize information for an intended purpose, such as research projects.
- Present information clearly and concisely, using traditional and contemporary technologies.

**Social and Behavioral Sciences:**

- Explain social institutions, structures, and processes across a range of historical periods and cultures.
- Develop and communicate hypothetical explanations for individual human behavior within the large- scale historical and social context.
- Draw on history and the social sciences to evaluate contemporary problems.
- Describe and analytically compare social, cultural, and historical settings and processes other than one's own.
- Articulate the interconnectedness of people and places around the globe.
- Describe and explain the constitutions of the United States and Missouri.

**Humanities and Fine Arts:**

- Describe the scope and variety of works in the humanities and fine arts (e.g., fine and performing arts, literature, speculative thought).
- Explain the historical, cultural, and social contexts of the humanities and fine arts.
- Identify the aesthetic standards used to make critical judgments in various artistic fields.
- Develop a plausible understanding of the differences and relationships between formal and popular culture.
- Articulate a response based upon aesthetic standards to observance of works in the humanities and fine arts.

**Mathematical Sciences:**

- Describe contributions to society from the discipline of mathematics.
- Recognize and use connections within mathematics and between mathematics and other disciplines.
- Read, interpret, analyze, and synthesize quantitative data (e.g., graphs, tables, statistics, survey data) and make reasoned estimates.
- Formulate and use generalizations based upon pattern recognition.
- Apply and use mathematical models (e.g., algebraic, geometric, statistical) to solve problems.

**Natural Sciences:**

- Explain how to use the scientific method and how to develop and test hypotheses in order to draw defensible conclusions.
- Evaluate scientific evidence and argument.
- Describe the basic principles of the natural world.
- Describe concepts of the nature, organization, and evolution of living systems.
- Explain how human interaction(s) affect living systems and the environment.

**International Cultural Studies:**

- Use or interpret communication tools through which cultures develop and survive, such as language, arts, mathematics, science, and technology.
- Explain the development of and compare the distinctive social institutions or art forms of more than one region of the world.
- 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.
- Identify the ways in which values of at least one culture other than their own are expressed.
- Identify the ways in which the values of a culture shape its responses to problems of international significance.
- Describe past and contemporary issues that transcend national boundaries.

**Health and Wellness:**

- Recognize and explain the value of physical activity, sound nutrition, and stress management for developing and maintaining a healthy body and mind.
- 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.
- Describe the impact of preventative measure and appropriate responses to physical, spiritual, emotional, and mental challenges on the quality and length of life.
- Evaluate, synthesize, and access consumer-related health and wellness materials.

# **Nursing Curriculum, Program, and Student Learning Outcomes**

The following plan 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. Electives may be taken in the suggested order in the plan of study and upon advisement by the assigned nursing advisor. Course syllabi present the course descriptions, objectives, content, assessment methods, and evaluation grid for the attainment of programmatic student learning outcomes.

Students obtaining a Bachelor of Science Degree with a major in nursing meet the degree requirements when 120 credit hours and all required elements as indicated in the plan of study are completed. The primary purpose of the Bachelor of Science Degree in Nursing 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 and is prepared as an advanced beginner, generalist capable of practicing in a variety of clinical situations using the knowledge and skills obtained throughout the educational experience.

The Bachelor of Science Degree Program tracks pre-licensure and licensed practical 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 program outcomes supported by the curriculum. The student learning outcomes express the faculty's intentions of the competencies a nursing student must achieve as they progress through the curriculum.

## **Program Outcomes**

Upon completion of the nursing program, the graduate will be able to:

- deliver quality professional nursing care based upon knowledge and skills obtained throughout the nursing educational experience.
- practice in a variety of clinical situations using reasoning patterns and nursing intuition at the level of an advanced beginner.
- recognize the importance of ongoing, reflective, and independent learning throughout the professional nursing career.

## **Student Learning Outcomes**

The student learning outcomes are those competencies that are attained as the student progresses through the coursework, clinical and lab experiences within the curriculum:

- Demonstrate leadership principles through client-centered care, teamwork, and collaboration.
- Differentiate professional implications (behaviors, standards, regulations) with respect to safe, ethical, quality, and evidence-based care.
- Provide inclusive holistic nursing care to promote health and prevent disease in all populations.
- Demonstrate adaptability by anticipating and responding to client needs to manage care in a variety of clinical situations.
- Apply evidence-based practice in the delivery of quality, client-centered care.
- Integrate a variety of technology and information technology to communicate, manage, and support clinical decision-making.
- Prioritize clinical actions by noticing, interpreting, responding, & reflecting on clinical findings.

**Baccalaureate Degree in Nursing Pre-Licensure and LPN to BSN track**  
**Recommended Plan of Study Catalog Years 2021 through 2025**

Pre-Nursing and General Education Requirements

| <b>First Semester</b>       |                                                                             |                                 |
|-----------------------------|-----------------------------------------------------------------------------|---------------------------------|
| <b>Course Number</b>        | <b>Course Name</b>                                                          | <b>Credit Hours</b>             |
| BIO 121                     | Human Anatomy & Physiology I (with lab)<br>**                               | 4                               |
| ENG 101                     | English Comp I (WI)                                                         | 3                               |
| MATH 130                    | College Algebra **                                                          | 3                               |
| PSY 100                     | General Psychology**                                                        | 3                               |
| UE 100                      | University Experience (Exempt if Transfer Student w/ 30 plus hours)         | 1                               |
|                             |                                                                             | <b>Total Credit Hours=14</b>    |
| <b>Second Semester</b>      |                                                                             |                                 |
| BIO 221                     | Human Anatomy & Physiology II (with lab)<br>**                              | 5                               |
| ENG 102                     | English Comp II (WI)                                                        | 3                               |
| Chem 125 OR 151             | Chemistry Allied Hlth Science or General Chemistry I (with lab 2 cr.hrs) ** | 4-5                             |
| ECON 101 or SOC 110         | Economics of Social Issues or Intro to Sociology**                          | 3                               |
|                             |                                                                             | <b>Total Credit Hours=15-16</b> |
| <b>Third Semester</b>       |                                                                             |                                 |
| AREA 5B                     | Fine Art                                                                    | 3                               |
| AREA 5A                     | Humanities                                                                  | 3                               |
| AREA 2B                     | Communication                                                               | 3                               |
| BIO 231                     | Gen & Medical Microbiology **                                               | 5                               |
| AREA 5D<br>KINE 103         | Lifetime Wellness                                                           | 2                               |
|                             |                                                                             | <b>Total Credit Hours=16</b>    |
| <b>Fourth Semester</b>      |                                                                             |                                 |
| AREA 5C                     | Global Competencies                                                         | 3                               |
| PSC 120                     | Gov't: U.S., St., Local                                                     | 3                               |
| AREA 5A                     | Humanities                                                                  | 3                               |
| PSY 320                     | Applied Statistics **                                                       | 3                               |
| or                          | or                                                                          |                                 |
| MATH 310                    | Elementary Statistics **                                                    |                                 |
| or                          | or                                                                          |                                 |
| GB 321                      | Business Statistics I **                                                    |                                 |
| or                          | or                                                                          |                                 |
| SOC 350                     | Social Science Statistics **                                                |                                 |
| KINE 385                    | Nutrition for Human Development **                                          | 3                               |
| <b>Recommended Elective</b> |                                                                             |                                 |
| HS 102                      | CPR/AED Training                                                            | 1                               |
|                             |                                                                             | <b>Total Credit Hours= 16</b>   |

**Application to the nursing program should occur at the beginning of the second semester sophomore year and/or when required general education and pre-nursing courses are met. Application to the program does not guarantee admission.**

| <b>Fifth Semester OR First Semester of Nursing Program</b>   |                                                    |                                                          |
|--------------------------------------------------------------|----------------------------------------------------|----------------------------------------------------------|
| <b>Course Number</b>                                         | <b>Course Name</b>                                 | <b>Credit Hours</b>                                      |
| NURS 307                                                     | Foundational Concepts of Nursing ##                | 6<br>(45 clock hrs classroom: 45 clock hrs lab)          |
| NURS 314                                                     | Pharmacology I ##                                  | 2 (30 clock hrs)                                         |
| NURS 321                                                     | Adult Health I                                     | 6<br>(45 clock hrs classroom; 135 clock hrs clinical)    |
| Recommended Elective HS 111 or BIO 308                       | Medical Terminology Pathophysiology                | 1-3                                                      |
|                                                              |                                                    | <b>Total Credit Hours=14-17</b>                          |
| <b>Sixth Semester OR Second Semester of Nursing Program</b>  |                                                    |                                                          |
| NURS 328                                                     | Concepts of Mental Health Nursing                  | 3<br>(30 clock hrs classroom: 45 clock hrs clinical)     |
| NURS 333                                                     | Adult Health II                                    | 7<br>(45 clock hrs classroom: 180 clock hrs clinical)    |
| NURS 342                                                     | Pharmacology II                                    | 2<br>(30 clock hours classroom)                          |
| Recommended Elective HS 112 or HS 312/PHIL 312               | Intro to EKG Interpretation or Biomedical Ethics   | 1-3                                                      |
|                                                              |                                                    | <b>Total Credit Hours=12-15</b>                          |
| <b>Seventh Semester OR Third Semester of Nursing Program</b> |                                                    |                                                          |
| NURS 407                                                     | Concepts of Women's Health & Obstetrical Nursing   | 3<br>(30 clock hours classroom: 45 clock hours clinical) |
| NURS 414                                                     | Concepts of Pediatric & Family Nursing             | 3<br>(30 clock hours classroom: 45 clock hours clinical) |
| NURS 421                                                     | Pharmacology III                                   | 2<br>(30 clock hours classroom)                          |
| NURS 428                                                     | Adult Health III                                   | 5<br>(45 clock hours classroom; 90 clock hours clinical) |
| Recommended Elective HS 112 or PSY 432                       | Intro to EKG Interpretation or Abnormal Psychology | 1-3                                                      |

|                                                   |                                                | <b>Total Credit Hours=13-16</b>                         |
|---------------------------------------------------|------------------------------------------------|---------------------------------------------------------|
| <b>Eighth Semester OR Fourth Semester Program</b> |                                                |                                                         |
| <b>NURS 435</b>                                   | Adult Health IV                                | 6<br>(60 clock hours classroom;90 clock hours clinical) |
| <b>NURS 442</b>                                   | Concepts of Leadership & Management in Nursing | 2<br>(30 clock hours classroom)                         |
| <b>NURS 449</b>                                   | Concepts in Population Health Nursing          | 3<br>(30 clock hours classroom;45 clock hours clinical) |
| <b>NURS 456</b>                                   | Concepts of Evidence-Based Practice in Nursing | 2<br>(30 clock hours classroom)                         |
| <b>NURS 463</b>                                   | Senior Seminar                                 | 2<br>(30 clock hours classroom)                         |
|                                                   |                                                | <b>Total Credit Hours= 15</b>                           |

\*\* Indicates nursing program pre-requisites to be complete prior to or within one semester of application to the program.

## Indicates credit for course with successful completion of National League of Nursing: Nursing Accelerated Challenge Exam (NACE) Foundations of Nursing See Admission Standards for details and fees assessed  
Area 1B Civic Engagement

Total Credit hours for General Education/Pre-requisites =60-61

Total Credit hours for nursing courses= 54 credit hours

Total Clinical Hours=675 hours

Total Credit hours for electives = 5- 6 credit hours

Total Credit hours for program= 120 credit hours

**Recommended Electives: Please note the days/times of classes are subject to change. Please reach out to an advisor for assistance with electives.**

## Section V

### Academic, Progression, and Graduation Policies

#### General academic information

Freshman and sophomore (1<sup>st</sup>-4<sup>th</sup> semester) core curriculum and nursing support courses must be completed prior to entering the junior year (5<sup>th</sup> semester). Each student is assigned to a nursing faculty member as an 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.

#### Grading Scale

The department has the following grading scale:

- A 92-100**
- B 82-91**
- C 77-81**
- D 70-76**
- F 69 or below**

Grades will not be rounded. Grades will be reported to the hundredths of a percent. For example, 81.99% equates to a C. (Approved by Faculty Council 12/18/2019; Revised and approved by Faculty Council 8/5/2020; 8/26/2020)

#### Progression Policies

All nursing courses (NURS) must be taken in sequence according to the Nursing Major Plan of Study. A grade of at least a "C" in all NURS designated or elective courses is required to progress to the next semester of the program.

All electives taken while admitted to the Nursing Major Plan of Study must achieve a grade of a "C". A grade of less than a "C" will be counted within the total number of unsuccessful courses in the Nursing Major Plan of Study.

- A student earning less than a "C" grade in any given NURS course and/or a full semester withdrawal while in the Nursing Major Plan of Study, will be eligible to repeat that same course(s) in the immediate successive semester the course/courses are offered, provided space is available.
- Elective courses may be repeated in the successive semester, provided space is available or in the next successive semester, if only offered at a given time.
- The total number of NURS courses or elective courses with a grade below "C" while the student is within the Nursing Major Plan of Study may not be greater than two. A student in the Nursing Major Plan of Study may only repeat one failed course or one withdrawn nursing semester in the Nursing Major Plan of Study.
- A student who voluntarily withdraws for any medical or personal leave of absence from a required NURS course in the given semester must withdraw from all NURS courses in that given semester.

- A student who withdraws may repeat all NURS courses in the given semester one time in the immediate successive semester the course is offered, provided space available. The period of time between the unsuccessful semester and repeating of course work or voluntary withdraw may not exceed two (2) semesters. If the period of time exceeds more than two successive semesters, the student must follow the procedure for readmission.

### **Skills Laboratory Requirements for students who do not progress**

Students who fail to progress in any of the following courses must complete 8 open lab hours each semester and remain competent in previously learned skills until resumption of a clinical course.

- NURS 307 Foundational Concepts of Nursing
- NURS 321 Adult Health I
- NURS 314 Pharmacology I

Students that fail to progress in any of the following courses must complete 6 open lab hours each semester and remain competent in previously learned skills until resumption of a clinical course.

- NURS 328 Concepts of Mental Health Nursing
- NURS 333 Adult Health II
- NURS 342 Pharmacology II
- NURS 407 Concepts of Women's Health & Obstetrical Nursing
- NURS 414 Concepts of Pediatric & Family Nursing
- NURS 421 Pharmacology III
- NURS 428 Adult Health III
- NURS435 Adult Health IV
- NURS 442 Concepts of Leadership & Management in Nursing
- NURS449 Concepts in Population Health Nursing
- NURS 456 Concepts of Evidence-Based Practice in Nursing
- NURS463 Senior Seminar

Students who are waiting to resume NURS classes will have access to the Evolve resources for self-study as well as Open Lab.

## **Incompletes**

Students who have incomplete grades will not be allowed to progress until course work is completed as stipulated in the University requirements for incomplete grades.

## **Withdrawal/Dismissals**

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 for which the student is registered.

- Following two opportunities to meet progression requirements, the student is then ineligible for reapplication and readmission to the nursing program. (Approved Faculty Council 4/14/2021)

## **Dropping Courses**

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

## **Withdrawal NURSING COURSES**

A student who wishes to withdraw from a nursing course should contact the faculty advisor and follow the procedure outlined in the Missouri Southern State University Catalog, University and Nursing Department Student Handbook. An exit conference with the course professor and Nursing Department BSN Coordinator or Chair should be completed. The purpose of the exit conference is to discuss the student's withdrawal, next steps in the progression policy, readmission, or transfer.

## **Withdrawal UNIVERSITY**

A student who wishes to withdraw from the University will initiate withdrawal in the Advising, Counseling & Testing Center. 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 the University without officially withdrawing shall receive grades of "F" in all courses. Refer to current Missouri Southern State University Catalog for university withdrawal policies.

## Progression Related to Clinical Courses

The clinical experiences within the program are an important component of the developing student nurse. A clinical failure may result from a critical incident, attendance issues, or any incident that places the client in jeopardy of physical, emotional, and psychological harm.

Examples of a clinical failure from a critical incident include but are not limited to:

- Unsafe behavior that would place the client in physical, emotional, and psychological jeopardy.
- Violation of University policy and University Student Handbook code of conduct.
- Violation of clinical agency and/or healthcare organization policy and procedure.
- Violation of attendance policy related to improper communication of absence from a clinical experience.

- Violation of the American Nurses Associate Code of Ethics which is as follows:

Provision 1-The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

Provision 2-The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.

Provision 3-The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.

Provision 4-The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.

Provision 5-The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.

Provision 6-The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality healthcare.

Provision 7- The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.

Provision 8-The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

Provision 9-The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

American Nurses Association, (2015). *Code of ethics for nurses with interpretive statements*.

<https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/>

## Comprehensive Testing and Testing Remediation Policy

All pre-licensure students enrolled in the MSSU Nursing Program are required to take nationally normed exams and exit exams. The results of the exams provide comprehensive diagnostic reports detailing student performance in many content areas, critical thinking phases, cognitive levels, and nursing process. The exams are administered on campus electronically with results immediately available. The student's individual reports display a breakdown per content area, specialty area, concept, and nursing process. The exam results will be provided as both an aggregate and conversion score. The aggregate score will serve as the achievement benchmark for the exams. Students who do not meet the benchmark will be required to complete the assigned remediation before the first exam in the designated course in the following semester. (HESI Standardized Exam, Remediation, and Point Structure Grid). A point structure specific to the aggregate score is provided in the HESI Standardized Exam Progression and Remediation Grid. Each HESI Exam as identified in the grid will be scored based upon this point structure. A point structure specific to completed remediation is identified in the grid. Students who do not complete the Remediation as required and submit the Remediation Worksheet as instructed by the deadline in the course will receive zero (0) points for the remediation assignment. **A point value for any HESI exam will only be applied to a course grade once the student achieves a passing grade for both the didactic and clinical/laboratory components.**

### Purpose:

The purpose of the Comprehensive Testing and Testing Remediation is to assess student competency and evaluate achievement of curricular outcomes, to evaluate the student's ability to apply nursing concepts within specific content areas in the overall program, and to contribute data for the systematic program evaluation. In addition, it increases student's familiarity with computerized test methodology that is similar to NCLEX testing style.

### Definition of Terms:

HESI Aggregate Score- The HESI score uses the HESI predictability model to consider the difficulty level of each test item and the performance of that student on all of the items to determine a score in predicting NCLEX success. The score ranges are from zero (0) to 1500.

Conversion Score- A conversion score is a weighted percentage score that considers the average difficulty of the exam and the average difficulty of the test items answered.

HESI- Health Education System Incorporated

Specialty- The specialty exams are nationally- normed tests designed to measure the student's ability to apply concepts related to specific clinical nursing content areas (Fundamentals, Maternal, Pediatric, Psychiatric, Pharmacology, and Medical Surgical Nursing).

HESI Compass<sup>TM</sup> – A personalized review system led by a coach focused upon NCLEX-RN preparation. The system includes at minimum nine weeks of review with individualized modules. Throughout the modules, students will find self-study questions, testlets, HESI Case Studies, self-reflection activities, and customized quizzes that continually reinforce student knowledge and foster critical thinking and clinical judgment

## HESI Standardized Exam, Remediation, and Point Structure Grid

| <b>Course Administered Exam<br/>Point designation resides within the course administered for exams.</b> | <b>Exam</b>                             | <b>Benchmark Score</b> | <b>Remediation required.</b>                                                                                                                     |
|---------------------------------------------------------------------------------------------------------|-----------------------------------------|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| NURS 307<br>Junior 1 (administered end of semester)                                                     | HESI Fundamentals Specialty Exam        | 900                    | NURS 333 Adult Health II                                                                                                                         |
| NURS 328<br>Junior 2 (administered end of semester)                                                     | HESI Mental Health Specialty Exam       | 900                    | NURS 428 Adult Health III                                                                                                                        |
| NURS 407<br>Senior 1 (administered end of semester)                                                     | HESI Obstetrical Nursing Specialty Exam | 900                    | NURS 449 Concepts in Population Health Nursing                                                                                                   |
| NURS 414<br>Senior 1 (administered end of semester)                                                     | HESI Pediatric Nursing Specialty Exam   | 900                    | NURS 456 Concepts of Evidence-Based Practice in Nursing                                                                                          |
| NURS 421<br>Senior 1 (administered end of semester)                                                     | HESI Pharmacology Specialty Exam        | 900                    | NURS 442 Concepts of Leadership and Management                                                                                                   |
| NURS 463<br>Senior 2 (administered beginning of semester)                                               | HESI Compass Launch Exam                | Not applicable         | NURS 463 Senior Seminar - HESI Compass Launch Exam results decide HESI Compass Module review as part of HESI Compass Required Tasks              |
| NURS 463<br>Senior 2 (administered middle of semester)                                                  | HESI Exit Exam A                        | 900                    | NURS 463 Senior Seminar– HESI Exit Exam A result decides personalized study plan as part of sufficient completion of HESI Compass Required Tasks |
| NURS 435<br>Senior 2 (administered end of semester)                                                     | HESI Medical-Surgical Specialty Exam    | 900                    | Not applicable                                                                                                                                   |
| NURS 463<br>Senior 2 (administered end of semester)                                                     | HESI Exit Exam B                        | 900                    | Not applicable                                                                                                                                   |

The following point structure and remediation are applicable to NURS courses as designated in the current MSSU Nursing Plan of Study and MSSU Nursing Student Handbook.

| Proctored HESI Exam | Points allotted in the course for the specific HESI Exam | Remediation- See the following guidelines.                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------------------|----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1050 or above       | 40 points                                                | <b>10 points</b><br>No <b>required</b> remediation. See <b>suggested</b> remediation below.                                                                                                                                                                                                                                                                                                                                                            |
| 900-1049            | 35 points                                                | <b>10 points</b><br>Complete 1 - 20 questions in EAQ achieved at 80% for <b>each</b> Client Needs Category identified as below benchmark. Submit a screen shot of quiz score to receive credit for quiz.<br><br>To receive credit for the quiz, the screenshot should clearly show the final score on the quiz of >80%, # of questions, and Client Needs category. The screenshots for each EAQ are to be pasted into the HESI Remediation worksheet.  |
| 899-850             | 30 points                                                | <b>10 points</b><br>Complete 2 - 20 questions in EAQs achieved at 80% for <b>each</b> Client Needs Category identified as below benchmark. Submit a screen shot of quiz score to receive credit for quiz.<br><br>To receive credit for the quiz, the screenshot should clearly show the final score on the quiz of >80%, # of questions, and Client Needs category. The screenshots for each EAQ are to be pasted into the HESI Remediation worksheet. |
| 849-800             | 0 points                                                 | <b>10 points</b><br>Complete 2 - 20 questions in EAQs achieved at 80% for <b>each</b> Client Needs Category identified as below benchmark. Submit a screen shot of quiz score to receive credit for quiz.<br><br>To receive credit for the quiz, the screenshot should clearly show the final score on the quiz of >80%, # of questions, and Client Needs category. The screenshots for each EAQ are to be pasted into the HESI Remediation worksheet. |
| 799-750             | 0 points                                                 | <b>10 points</b><br>Complete 3- 20 questions in EAQs achieved at 80% for <b>each</b> Client Needs Category identified as below benchmark. Submit a screen shot of quiz score to receive credit for quiz. To receive credit for the quiz, the screenshot should clearly show the final score on the quiz of >80%, # of questions, and Client Needs category. The screenshots for each EAQ are to be pasted into the HESI Remediation worksheet.         |
| 749-700             | 0 points                                                 | <b>10 points</b><br>Complete 4- 20 questions in EAQs achieved at 80% for <b>each</b> Client Needs Category identified as below benchmark. Submit a screen shot of quiz score to receive credit for quiz.<br><br>To receive credit for the quiz, the screenshot should clearly show the final score on the quiz of >80%, # of questions, and Client Needs category. The screenshots for each EAQ are to be pasted into the HESI Remediation worksheet.  |
| 699 or below        | 0 points                                                 | <b>10 points</b><br>Complete 4- 20 questions in EAQs achieved at 80% for <b>each</b> Client Needs Category identified as below benchmark. Submit a screen shot of quiz score to receive credit for quiz.<br><br>To receive credit for the quiz, the screenshot should clearly show the final score on the quiz of >80%, # of questions, and Client Needs category. The screenshots for each EAQ are to be pasted into the HESI Remediation worksheet.  |

## **Procedure:**

Students and/or faculty will use the following guidelines to comply with the Nursing Program requirements for Comprehensive Testing and Testing Remediation. Instructions for the HESI remediation plan will follow each HESI examination. Instructions for the HESI Compass requirements will be included in the appropriate course syllabi.

## **Progression-to-Graduation Requirements**

1. All students are required to take HESI specialty course exams and exit exams on campus at the designated time frame. Students taking a specialty or exit exam at an alternate date or time due to illness, quarantine, or unforeseen emergency will use the provided on-campus proctor service. Students must contact the course instructor and BSN Coordinator via email as soon as possible but at minimum 24 hours prior to any scheduled exam.
2. HESI specialty course exams, and Exit exams are administered after at least 80% of the theoretical content has been presented.
3. Course faculty will provide the dates of HESI exam, point structure, and required remediation in the course syllabi.

## **Remediation**

1. Students are to obtain their HESI Exam Score located within the HESI Exam platform and complete any required remediation as outlined in the HESI Standardized Exam, Remediation, and Point Structure Grid.
2. If all Client Needs category score(s) are above 900 or HESI Exam Cumulative Score is 1050 or above, no remediation is required, and the HESI Remediation Worksheet does not need to be submitted.
3. Proof of completion of remediation must be in the HESI Remediation Worksheet indicated by faculty and submitted to the specified LMS submission area at least 5 working days before the first exam of the designated course, as indicated in the HESI Standardized Exam, Remediation, and Point Structure Grid.
4. Students who do not complete the Remediation as required and submit the Remediation Worksheet as instructed by the deadline in the course will receive a zero (0) points for the remediation assignment.

## **HESI Compass Requirements**

1. Senior II students are required to complete the HESI Compass in the final semester of the program. The HESI Compass application is considered the remediation aspect of the HESI Compass Launch Exam, HESI Exit Exam A, and HESI Exit Exam B.
2. The initiation of the HESI Compass application begins after completion of the HESI Compass Launch Exam at the start of the Senior 2 semester.
3. Course faculty will provide the dates of HESI Compass exams and point structure for completion of HESI Compass required tasks.

(Review & Revised by Curriculum/Evaluation; and Policy Committee April 2023; April 2024 Approved by Faculty Council May 2023; May 2024)

## **Graduation Policy**

### **GRADUATION REQUIREMENTS**

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

### **Time of Graduation**

Formal announcement of graduation is made, and degrees are conferred at the close of the spring and fall semesters.

### **Placement Services**

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

### **Degree Candidacy Application**

Each student must make an application for degree candidacy during the semester ***preceding*** the last semester in attendance. The application process is initiated on the following webpage, <https://www.mssu.edu/student-affairs/registrar/graduation.php>

### **Senior Assessment**

Select graduating MSSU seniors are required to complete a Core Curriculum examination before the Baccalaureate Degree is awarded.

### **Assurance of Learning**

Students are introduced to concepts through assigned readings, presentations, discussion, case studies, audiovisual methods, and computerized technologies. The classroom experience includes information in the required texts, audiovisual resources, voiceover presentation/lecture supplement, case studies, and preparatory assignments. Students are expected to prepare for weekly class in advance utilizing the Learning Management System, Blackboard, outline of course activities to include assigned readings, case studies, audiovisual resources, quizzes, worksheets, voiceover presentation and other as assigned. Students are expected to participate in active learning experiences in the classroom such as group work, interactive projects, questioning, and case studies. Due to the rigors of the nursing program, students may expect 3 hours of work for every 1 hour of class time. At minimum, the following regulations serve as a guide to college course work. In 34 CFR 600.2 of the final regulations, we defined a credit hour for Federal programs, including the Federal student financial assistance programs, as--An amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

- One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time: or
- At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practicum, studio work, and other academic work leading to the award of credit hours. For

example, a student enrolled in a clinical course may incur clinical hours up to 12-24 hours per week in addition to class hours. This in addition to expected student coursework to verify evidence of achievement (study time, assignments) may be necessary in the nursing program. Due to the rigor of the nursing education program and anticipated time constraints, the student's scheduled employment work hours should be factored into one's time management. (Approved by Faculty Council, 2-2-05; reviewed/approved 8/5/2020)

## **Academic Impact for University**

Sponsored Academic and Athletic Absences Students participating in university sponsored academic and athletic events are considered representatives of the University and scheduled activities/competitions resulting in a missed class may be considered excused absences. Missed classes qualify as excused absences if the student informs the instructor(s) in advance, is responsible for all information, tests, materials, and assignments, and completes assigned work prior to the departure, unless the instructor has agreed to other arrangements. Faculty are encouraged to work with students, whenever possible, to facilitate their participation in university sponsored academic and athletic events; however, in some cases, it is not possible to replicate missed course content. In these cases, students may need to attend class. Whenever possible, students participating in university sponsored academic and athletic events should work with their advisor to create a schedule that will avoid missed class time. Students should not be penalized if absent from a test, lecture, lab, or other activity because of an excused absence. Policies should be fair and equitable in application. For example, excused absences should not be penalized with point reductions or require students utilize the dropped grade option for a university sponsored activity or athletic event. Inclement weather and other factors may preclude a student's ability to provide notification in advance and/or to complete assigned work prior to departure or return to campus. It may be necessary to provide make-up opportunities in these cases. No class time shall be missed for practices or home events except for time required to prepare or warm-up before the activity/competition. Logistics necessary for home activities or competitions will vary by activity/sport so students and instructors should collaborate to handle this missed class time as part of the absence if possible. For away competitions students shall not miss class prior to 30 minutes before the scheduled time of departure.

Students who will miss class due to participation will identify themselves to their instructors at the beginning of each semester using the approved documentation and provide a schedule with departure times to identify class meetings in conflict with event dates. In addition, the student is responsible for reminding the instructor by e-mail and/or in person of each upcoming absence. The student who fails to properly communicate with her/his instructor in this regard may be penalized for an absence per the course syllabi. The amount of lead time for upcoming absences should be discussed by the instructor and student as this may vary with the situation. Sponsors and coaches are asked to confirm an accurate roster of students traveling for each event. Students who are unable to participate or have not been cleared to play should attend class.

## **Pregnancy and Parenting**

**Please refer to the Pregnancy and Parenting Statement under section "Department Policies."**

## **Section VI**

### **Safety, Course and Clinical Policies**

#### **Safety and Exposure**

##### **Communicable Diseases**

Students are admitted to Missouri Southern State University Nursing Program in accordance with the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Missouri Human Rights Act. In the event of a communicable disease, the students must meet the current Missouri Department of Health and/or CDC guidelines to participate in classroom or clinical activities. The student will be responsible for contacting the Willcoxon Health Center and/or their health care provider for instructions and release for when the student may return to class and/or clinical.

(Revised & approved Faculty council 4.14.21)

##### **COVID-19**

Consistent with applicable law and privacy policies, students, faculty and staff should follow the most current guidelines for face mask/covering and other COVID-19 related procedures posted by MSSU/MSSU Willcoxon Health Center.

- Clinical site-specific requirements for face mask/covering and COVID-19 related restrictions are provided in each clinical course. (Revised & Faculty council approved 4.14.21)
- Students must maintain current vaccination to attend clinical at clinical sites which require this. Reasonable accommodations may be allowed should a student have religious, significant personal, or medical issues preventing the attainment of required vaccinations including COVID-19.
- A declination form signed by the student and religious official, or medical provider must be completed and submitted no later than 30 days prior to any deadline as set by a clinical agency. Students must also follow the policies of the clinical agency should the agency allow similar declination opportunity.
- An acknowledgement form signed by the student must be completed and submitted no later than 30 days prior to any deadline as set by a clinical agency should a student wish to seek accommodation.
- Students must be aware that while reasonable accommodations will be attempted, exclusions from clinical agencies may significantly impair a student's ability to achieve student learning objectives related to clinical. This may result in difficulties including but not limited to progression and graduation.

## Retention

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

- 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 the CDC.
- Students must maintain a health status level that permits them to meet the classroom and clinical objectives with reasonable accommodations.
- Release from medical care without restriction [See “Student Under a Health Care Provider’s Care” below].

## Student Under a Health Care Provider’s Care

Any student enrolled in the nursing major courses must provide documentation from a healthcare provider with no restrictions when participating in class, clinical, laboratory, or simulation experiences. Students who experience injury, illness, or other conditions must provide notification of the event to the Department of Nursing in no more than 72 hours or sooner if possible. This is to ensure the student has begun the process of seeking care from a healthcare provider, is knowledgeable of the need to provide the required documentation prior to attending class, clinical, laboratory, or simulation experiences, and is meeting the necessary requirements of clinical experiences. While this is meant to be non-punitive, the student must be aware that failure to attend clinical experiences or to work with faculty for reasonable accommodations may result in an unsatisfactory grade assignment and/or progression issue. (Reviewed/approved by Safety Committee\_ 5/11/22\_; Reviewed/approved by Faculty Council August 10, 2022)

If a student has been or is currently under the care of a primary health care provider or specialist health care providers(s), the written release from all providers 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 health care provider is required for all students under a health care provider’s care.* (Approved by Faculty Council 10-5-04; 9-4-07; 3-6-13; 4-14-21)

At the discretion of the Department of Nursing, the student may be required to schedule an appointment with Willcoxon Health Center for a repeat physical exam upon release without restrictions from the student’s health care provider. This is to ensure the student’s physical and emotionally fitness is determined by a healthcare provider and to ensure the meeting of requirements for clinical sites prior to returning to any clinical activity involving patient care, including simulated patients. (Reviewed/revised/approved by Faculty Council August 10, 2022)

## 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, except in the case of post-accident or post-injury testing for illegal drugs, alcohol, and inappropriate use of legal drugs/controlled substances in which a student will be transported to the designated testing facility by a MSSU representative. The student is responsible for any costs incurred by medical treatment received. (Approved by Faculty Council 5-5-04; 4-14-21)

## POSITION STATEMENT

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

### **Missouri State Board of Nursing Position Statement: HIV or HBV Infection**

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

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

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

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

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

#### References:

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

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

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

#### **Links:**

<https://pr.mo.gov/nursing-focus-position.asp>

<https://revisor.mo.gov/main/ViewChapter.aspx?chapter=191>

MSBN 10/92

Revised 4/93 Reviewed 3/02 Reviewed 5/04 Reviewed 6/05 Reviewed 8/07 Reviewed 4/2021 Reviewed 6/2022 Reviewed 7/2026

## **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 clients with communicable diseases.

Each semester beginning in the first semester of the program, nursing students will be provided information and training related to Standard Precautions as identified by the Centers for Disease Control and Prevention at <https://www.cdc.gov/infectioncontrol/basics/standard-precautions.html> and <https://www.cdc.gov/infectioncontrol/training/strive.html>

Nursing students must complete all assigned training (program and clinical site) prior to providing care at any clinical agency.

### **Exposure to Bloodborne Pathogen Policy**

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

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

#### **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 Nursing Department Incident Report Form under supervision of faculty member.
6. Student may be directed for further medical follow up as indicated.

(Revised & Faculty council approved 4.14.21)

### **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 Latex 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:

Stop treatment and remove the irritating agent, if possible. The student shall notify the instructor immediately. The student shall notify the agency where incident occurred and follow the agency policy for latex allergic reaction the student shall complete the MSSU Nursing Department Incident Report form. The instructor shall refer the student to medical treatment facility as indicated. The

student will be responsible for avoiding latex exposure in the future, as advised in the Latex Allergy information.

## **Latex Allergy Information**

Latex is found in many products. You may suspect you have or are known to have an allergy to latex. 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. (Approved Jan.28, 2004; Revised 2017, 2021; Reviewed/Revised/Approved by Faculty Council 5/2022)

### **How to Avoid the Exposure to Natural Rubber**

- 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 possible source of contact. The powder in latex gloves can carry allergenic proteins into the air, which can make some people wheeze or have hay fever.
- Products that contain latex include rubber gloves, catheters, rubber bands, erasers, condoms, rubber tubing, rubber stoppers in glass vials and balloons.
- 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.**

- Use non-latex gloves for activities that are not likely to involve contact with infectious materials (food preparation, routine housekeeping, maintenance, et cetera).
- Appropriate barrier protection is necessary when handling infectious materials. 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).
- 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.
- Get a Medic-Alert bracelet that says you are "allergic to latex". Wear the bracelet at all times. Carry prescribed epinephrine pen.
- Notify your doctors, dentists, nurses and other health care providers of your allergy. This allows them to plan ahead when providing care.

## Attendance

Classroom is defined as any instructional environment where information is delivered either face-to-face, in a hybrid environment, or virtually delivered.

Laboratory is defined as an instructional environment where information and activities are completed in a face-to-face, in a hybrid environment, or virtually. The focus of the instruction is skills based.

Clinical is defined as an instructional environment focused upon instructor or precepted guided client care in an approved agency, simulation experience in varying levels of fidelity, or focused skills-based instruction which involves either simulated or standardized clients.

Students are expected to attend all scheduled classroom, clinical, and clinical simulation sessions for nursing courses in which they are enrolled. The student is responsible for notifying the course lead and/or clinical instructor of a classroom or clinical absence **at least one hour prior** to the event unless an unforeseen emergency prevents contact within the designated time frame. In the event of an emergency or situation of tardiness, students are expected to notify the course lead and/or clinical instructor as soon as possible.

The preferred method of communication for clinical, simulation, or classroom absence is via email to the course lead, with a copy sent to the clinical or simulation instructor. Students may also use the approved texting applications to communicate with the course lead about attendance or during clinical sessions, with a follow-up email required. The use of any communication application depends on the requirements of the individual course and course instructors. Please refer to your course syllabi or course lead for guidance on using any communication applications.

Students who are **not on time but less than 15 minutes late to a clinical/simulation experience** may be assigned a **"Needs Improvement" for the first offense and an "Unsatisfactory" for the second offense and each additional offense**. The student who is late may be sent home, and a clinical make-up assignment will be required. The course lead will track clinical attendance.

Students who are **greater than 15 minutes late** to a clinical/simulation experience may be assigned an **"Unsatisfactory" for the first offense and an "Unsatisfactory" for each additional offense**. The student who is late may be sent home, and a clinical make-up assignment will be required. The course lead will track clinical/simulation attendance.

Students are not permitted to leave the clinical facility during lunch or break times. Students are responsible for their own transportation. Exceptions may occur if the clinical agency does not provide cafeteria services.

If the MSSU campus is closed for inclement weather or other unforeseen event, students are still responsible for classroom activity covered during the time of closure. Accommodation will be made on an individual class basis and the course instructor will be in communication with individual students via email and/or course announcements in the LMS regarding the expectations of coursework or clinical experience.

## Clinical Absence

On the occurrence of a clinical experience absence, a student will be required to meet with the clinical instructor either face-to-face or via email to discuss the requirement to make up the missing clinical hours. These will be assigned by the course instructor. **\*\*Please note any absence from a clinical experience as assigned in the clinical schedule falls under this clinical absence policy.\*\***

The second clinical absence will require a face-to-face counseling session with the course lead and department chair or designee.

The number of absences **greater than two** in any given clinical course may result in the inability of the student to meet clinical objectives which may result in a progression issue for the student.

## Clinical Banked Hours

Banked hours may be used at the instructor's discretion. Banked hours do not accumulate from one semester to the next.

## 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.

## 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 container covered by a lid. It is the responsibility of nursing students, faculty, and staff to ensure the classroom, skills lab, and other facilities are kept clean. (Approved by Faculty Council 10-03-06)

## Plagiarism Detection/Academic Integrity Guide

Course, laboratory, and clinical applicable written assignments may be submitted through SafeAssign or designated anti-plagiarism application within the Learning Management System.

Students are required to have **no more than overall 30% similarity and 15% individual/University similarity**. If the student has greater than these percentages, they are required to revise and re-submit one additional time. Student assignments not adhering to the stated similarity percentages are subject to policies as determined in the Academic Integrity section of this handbook and the university student handbook.

Students are allowed to use Generative AI in some ways but are prohibited from using it in other ways. Keep in mind that any content produced by generative AI can "hallucinate" (produce false information), so students are responsible for ensuring the accuracy of any AI-generated content. For information on citing AI, please see MSSU Library's citation tools found on the MSSU Library website. Students should not use generative AI in any way that would violate the Student Code of Conduct.

Students are permitted to use generative AI in the following ways:

- **Brainstorming:** Generative AI may be used to stimulate creativity, generate ideas, or brainstorm topics for papers, presentations, and discussions. The generated content must serve as a stepping stone, **not a final product**.
- **Citation Assistance:** AI tools may be used to manage, format, and organize citations and references, promoting adherence to academic writing standards and specific style guides required for individual assignments.
- **Grammar and Style Checking:** AI-powered writing enhancement tools may be used to help with spelling, grammar, syntax, and stylistic errors.
- **Concept Understanding:** Generative AI may be used to explain or simulate concepts taught in class, aiding in a deeper understanding.
- **Research Assistance:** AI may be used to conduct initial research, compile data, and summarize articles, books, or papers. It should not replace traditional research methods but rather enhance them.

Student may **not use** generative AI in coursework in the following ways:

- **Plagiarism:** Using AI-generated content as your original work without attribution. This includes essays, papers, presentations, and exam answers.
- **Data Manipulation:** Using AI tools to alter data or create misleading information.
- **Misrepresentation of Skills:** Using generative AI to complete tasks that are meant to assess your knowledge and skills.
- **Confidentiality Breach:** Using AI tools that might violate university policies or laws related to data privacy and confidentiality.

See individual assignment instructions for more details.

In addition to a proper citation, the student should include the following statement with any assignment where generative AI is used for assistance. The following is an example of the statement that would be included at the end of a reference list:

"I used generative AI platform [INSERT NAME OF PLATFORM, SUCH AS CHAT GPT] for assistance in the following ways on this assignment: [INSERT WAYS USED, such as brainstorming, citation assistance, grammar and style checking, concept understanding, and research assistance, etc]."

Use of and course policies regarding Artificial Intelligence (AI) vary by instructor and class. Failure to comply with instructor AI instructions constitutes academic misconduct and will be handled accordingly of the Academic Integrity section of the Nursing Student Handbook and University Student Handbook.

## Exams

Examinations in nursing courses may be administered in a proctored environment including but not limited to on or off-site computerized examinations.

It is the responsibility of the student to ensure the appropriate device type is utilized for examinations in any given course. Courses who permit students to use their own devices with proctored on-site or off-site exams will require a windows-based or MAC-based device/laptop. Only iPad tablets are allowed for tablet devices. No android-based tablets are allowed for exams.

Students are responsible for the maintenance of their approved personal devices, provision of additional hardware (keyboard, mouse, earbuds), Learning Management System, and Exemplify® software. Students are required to bring only approved personal devices for all exams and indicated assignments. Lack of preparation may result in an inability to take the exam, adjustments to course grades at the discretion of the course coordinator, and/or an unprofessional conduct counseling.

Any problems with Exemplify® or ExamSoft® can be addressed via phone to Student Tech Support at 866.429.8889, email to support@examsoft.com, or live chat at www.examsoft.com. Faculty will assist, if possible, with technology issues but faculty will not troubleshoot your technology issues. Students found improperly using ExamSoft® or Exemplify® and/or other exam/quiz applications to gain unfair academic advantage are violating the MSSU Nursing Code of Student Conduct. Violations such as "academic dishonesty" and/or "professional misconduct" would include but are not limited to **using a classmate's login/password, tampering with exam files, falsifying upload or download information, unapproved screenshot of questions, or any attempt to circumvent the security features of the software.**

Students are responsible for verifying minimum system requirements to run Exemplify® or any applications used by the nursing program in relation to technology.

Personal devices that are fully charged, and/or charger for the device and/or an additional external battery is required upon arrival to any exam session. Exemplify® will not allow an exam to start if the charge is <25%.

Students must plan accordingly.

When using Exemplify® students are expected to:

- Download the exam the night before the exam, as an abundance of attempted downloads will reduce the wi-fi capacity at the school.
- Arrive to the exam room with their login credentials early enough to be in their designated seats with the exam downloaded at least ten (10) minutes prior to the scheduled exam time. Students who are not in their seats at the scheduled exam time will be considered late. Students who are late to the exam may be required to reschedule the exam with the course instructor at their discretion. This is to avoid any unnecessary disruption to other students who are taking an exam (see course syllabus).
- Not talk once the exam password is announced.

- Report technical issues with their device or with Exemplify® immediately to the instructor/proctor, in order to work toward a solution to the issue.
- Upload the exam after completion, show their green screen to a proctor, and turn in scratch paper with name assigned (even if blank) before exiting the room.

### **Exam Day Policies**

- Upon entering the exam room, students should place personal belongings along the front of the room, maintaining adequate walking space in the aisle.
- ALL materials, except required testing materials, must be removed from testing area before the exam can begin. All personal belongings must be placed near the exit of the room. This includes but is not limited to book bags, purses/backpacks, mobile phones, watches, calculators, computer/tablets, and hats/caps.
- Devices such as mobile phones, watches (including smart watches), cameras, calculators, etc. should be stored in bags and silenced. With the increase in smart watches made to look like regular watches, we are asking that all watches be removed and kept out of reach while in the exam room. Exemplify has an embedded timer.
- Baseball caps or other similar hats with a bill are not allowed to be worn during testing and hoodies must be off the head.
- Headphones/over-the-ear earplugs are not allowed unless specified by the course instructor. Traditional in-ear plugs for noise cancelling are permissible only when approved by the instructor/proctor.
- No food or open drink containers are allowed during the exam unless approved in advance by the course coordinator.

If permitted in the course, students will be provided scratch paper to use during the exam. This paper should be concealed as much as possible during the exam and placed under the laptop when not in use. All scratch paper should be returned to the proctor before exiting the exam room or a grade of "0" may result.

In the event of an unforeseen disruption or incident during the exam, students will be instructed by the instructor/proctor to power off their devices until further directions are given to restart the device.

In the event of a technical issue or damage to your personal device during an exam, alert a proctor immediately; and obtain permission to report to Information Technology immediately for troubleshooting. If the issue cannot be resolved prior to the exam you may check-out a laptop for use.

Discipline up to and including dismissal of the program may result for violations in academic integrity.

Off-site computerized examinations will have an exam security application enabled. Students are expected to have all appropriate technology requirements to utilize exam security application during their examinations. Students shall follow the process of supplying a University ID for photographic evidence during examinations on campus or off-site.

Student responsibilities when using a secure exam application:

- Must provide a MSSU student ID.
- Must record the screen and webcam.
- Must provide a 360-degree room scan which includes keypad, desk area surrounding computer, and entire room scan.
- May only use one computer screen during test. If two screens are available, students must show proof that the second screen is off during the exam.
- Must show both sides of any blank piece of paper used during exam. Students must submit within 30 minutes of exam ending time.
- No smart watches, scientific calculators/4-function calculators, telephone/cellphone, or electronic devices are allowed in the testing environment.
- No caps or hats.
- Students may only have a clear container with beverage during exam Must take the exam at a desk or table area.
- Students may not verbalize or speak aloud questions and/or responses aloud unless accommodation measures have been formalized.
- It is the student's responsibility to ensure the room used for testing is free from any personal identifiable information, confidential documents, and/or personal items they may not wish to be viewed on the 360-room scan.

Students who do not comply with the above stipulations regarding remote proctored/secure exam application testing may receive a zero (0) for the exam grade and other consequences in accordance with the University Academic Integrity policy.

## **Exam Blueprint**

Prior to any scheduled examination, the course instructor may provide an exam blueprint that would reveal to the students the number of items on the exam, the approximate number of items per lecture content/chapter and the total time allotted for the exam.

## **Exam Make-Up**

A student who is not present for the start of an on-campus exam or logged in and started their exam security application off-campus exam within 15 minutes of the posted start time, or who must be absent during a scheduled examination due to an emergency or illness, must notify the faculty at a minimum of one (1) hour prior to the examination. A student who is not present for the start of an on-campus examination is not able to start their off-campus exam within 15 minutes of the posted start time, or who must be absent during the scheduled examination will be required to make up the exam as soon as possible and in a format of the instructor's discretion. In cases such as the aforementioned, an alternate examination may be administered to ensure exam integrity.

The student may schedule the make-up exam with ACTS testing center, 625-9324, or with the course instructor within 48 hours of the missed exam. The student will re-scheduled exam time at the discretion of the course instructor. All exam policies regarding test administration apply. All subsequent absences for exams within a specific course will be subject to a 10% cumulative deduction from the total possible score. For example, first missed exam 0% deduction, second missed exam 10% deduction, third missed exam 20% deduction....

Students must receive approval from the department chair in the event of a Final Exam being missed for a make- up final exam. Any exam including the Final exam must be scheduled at the discretion of the course lead instructor. Final exams fall within the sequence of missed exam point percentages. Rescheduling procedure remains the same as the initial missed exam occurrence.

## **Exam Grades**

Exam grades may be posted to the gradebook within 7 business days (Monday - Friday) and after all students have completed the examination as well as a detailed item analysis has been completed.

## **Exam Review**

Exam review will be completed at the discretion of the course instructor using either the Learning Management System, Exemplify exam review, or paper format. The time limit for the exam review will be no more than 30 minutes. There will not be any exam reviews following final examinations in any nursing course. The exam review will be provided following each student's completion and instructor(s) exam item analysis has been completed. If a student requests more time to review the exam, the request must be first addressed by the instructor of the course and accommodation may be made at the discretion of the instructor.

## **Exam Remediation**

Remediation will be required of any student not achieving at least a 77% on an examination. The student will be notified of the need for remediation within a week of posted examination grades by the instructor. Remediation expectations will be delivered via face-to-face appointment or electronic communication and will be kept in the student's program file following the conclusion of each course. Exam remediation assignments and due dates are at the discretion of the instructor.

Any further questions related to remediation should be discussed with the course instructor on an as needed basis during a scheduled face-to-face appointment. Faculty recognize the need for faculty/student interaction to aid in the understanding of learned content, however faculty and student awareness of conducting examination remediation in a professional and civil manner is expected and required.

## **Exam Item Concern**

In the event a student has a question(s) about an examination item (question) and associated response(s) the following process will be followed. The student should first reach out to the course instructor adhering to expected professional conduct via email within 24 hours of scheduled examination. The course instructor will be responsible for answering all exam item concerns within 7 business days following a complete exam item analysis. If the concern is not resolved with the course instructor, the student should second reach out to the BSN coordinator via email or appointment.

Lastly, if the concern is not resolved the student should reach out to the Department Chair via email or appointment.

## Exam Integrity

Test items may not be copied, photographed, or discussed outside of the exam room. This includes any quizzes/exams administered including but not limited to adaptive quizzing applications, paper quizzes, and/or quizzes administered in the learning management system. No electronic devices, such as but are not limited to, smart watches, phones, any device that has a camera/photography capability, will be allowed to be present within the student's possession during the exam or exam review. If a student is noted to have such devices during testing or review, such student shall be subjected to academic consequences related to university standards and MSSU Nursing standards for academic integrity.

## MSSU Department of Nursing Dosage Calculation Process

For each Pharmacology course, a dosage calculation examination will be given based on knowledge taught within the course following the dosage calculation rules as provided in the Department of Nursing Student Handbook. A nurse's ability to accurately calculate patient medications/treatments is an essential component of safe practice. Therefore, nursing students will be prepared for this practice element with the dosage calculation instruction and assessment.

### Process:

- Each exam will be 20 questions. If unsuccessful on the second attempt the student will remediate through the required remediation process and retest at the beginning of the following semester.
- Dimensional analysis is the recommended method for dosage calculation.
- An alternate version of the exam will be provided for repeated attempts.
- Remediation will be required with any second attempt failure. A remediation plan will be provided at that given time.
- Beginning with the second semester in the nursing program, a student who does not successfully complete a third attempt will receive an **Unsatisfactory** on the "Clinical Orientation" clinical objective rubric evaluation (CORE) in the Adult Health II, III, or IV course. Please note an unsuccessful third attempt dosage calculation exam may result in a clinical failure and subsequent progression issue. Please review the clinical evaluation information in the student handbook.

## Procedure

| Course                    | Procedure                                                                                                                                                                                                                                                                                                                                                                                                                     |
|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| NURS 314 Pharmacology I   | <p>Students will complete a Level I dosage calculation exam.</p> <p><b>Students will have two attempts to successfully achieve a score of 80%</b></p> <p>If unsuccessful upon the second attempt, students will be required to complete remediation for level I problems and complete a third attempt in the next successive Pharmacology course.</p>                                                                         |
| NURS 342 Pharmacology II  | <p>Students will complete a Level II dosage calculation exam. This exam will consist of both Level I and Level II problems.</p> <p><b>Students will have two attempts to successfully achieve a score of 90%</b></p> <p>If unsuccessful upon the second attempt, students will be required to complete remediation for level I &amp; II problems and complete a third attempt in the next successive Pharmacology course.</p> |
| NURS 421 Pharmacology III | <p>Students will complete a Level III dosage calculation exam. This exam consists of Level I, II, and III problems.</p> <p><b>Students will have two attempts to successfully achieve a score of 100%</b></p> <p>If unsuccessful upon the second attempt, students will be required to complete remediation for level I, II, &amp; III problems and complete a third attempt by the end of the NURS 435 Adult IV course.</p>  |

## Dosage Calculation Rounding Rules

- Rounding should only be done at the last step in the problem.
- All metric weights should be rounded to the nearest hundredth.
- Round tablets/capsules to the nearest whole or half tablet (if scored).
- Use a leading zero when indicated. Never use a trailing zero.
- Liquid volumes greater than 1 mL should be rounded to the nearest tenth. If volumes are less than 1 mL, round to the nearest hundredth.
- Drip Rates - Calculate drip rates to the tenth place and round off to the nearest whole number.
- IV pump drip rates - Calculate to the hundredth place and round to the tenth place.
- Please only use the on-screen 4-function calculator available within the testing application.

(Review/revised and approved by Faculty Council 8/5/2020; 1/10/2021)

## **Clinical Experiences**

### **Smoking**

Students will be caring for clients in various 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, all forms of tobacco use, including, but not excluded to, smoking, e- cigarettes, and smokeless tobacco will not be permitted immediately before and 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, revised 12/9/14)

### **Clinical, Skills Lab, and Simulation Dress Policy**

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 considered in developing the following policies. The faculty reserves the right to require prelicensure students in lab or simulation to adorn designated clinical uniforms/scrub attire.

### **Uniforms–prelicensure 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 solid white or solid black crew neck short-sleeved or long-sleeved T-shirt or plain white or black camisole may be worn underneath the student uniform scrub top. The T-shirt or camisole should not be visible at the bottom hem of the student uniform. Students may purchase and wear an MSSU Nursing lab jacket to designated clinical or program experiences. Clinical attire must be laundered after each clinical experience. (Revised and Approved by Faculty Council 3-6-13; revised 11-12-13; revised 12/9/14; revised 05/2016; revised 04/28/17: Revised and approved by Faculty Council 3/15/17)

### **Name badges:**

Missouri Southern State University Identification Badges are made to be worn as the student's 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.

### **Hair:**

Hair must be controlled or secured in such a manner that it does not interfere with client care. Students may wear navy, black, or white scrunches/hair bands. Brown, silver, or gold hair barrettes without adornment must be professional. Only natural hair colors are permitted. (Revised and approved by Faculty Council 8/2021).

**Beards:**

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

**Shoes:**

Shoes, socks, and shoelaces must be white or black, closed-toe, clean, and safe for the environment. Clinical shoes should be worn only for clinical activities. The shoes, shoelaces, and socks must be the same solid color. Socks must be worn. (Revised and Approved by Faculty Council 3-15-17; revised and approved by Faculty Council 8/2021)

**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 always maintain body and oral hygiene. Perfumes should not be worn during clinical.

**Hands/fingernails:**

Hands must be clean. Fingernails are to be clean, neatly manicured and trimmed short. **Clear or neutral nail polish that is not chipped and well-maintained may be worn.** No artificial or acrylic nails may be worn in clinical or campus laboratory sessions. (Revised and approved by Faculty Council 8/2021)

**Jewelry:**

Only small, non-dangle, non-hoop plain style gold, silver, clear, or white earrings may be worn in ear only. Only clear spacers may be worn in any other pierced areas, at the discretion of the clinical agency and clinical instructor. 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; 09/13/16; 11/11/16; Revised and approved 8/2021)

**Smart Watch:**

Smartwatches may be worn in clinical areas if allowed by the clinical facility. Students are to abide by all laws, regulations, or policies at clinical facilities in regard to patient privacy. Any student found to be violating patient privacy, and/or interruption in patient care for activities involving accessing Smartwatch or similar devices may be subject to counseling up to dismissal from the program.

## **Tattoos/body art:**

Any personal enhancement, adornment, or coloring that causes undue attention to oneself is strictly prohibited. The MSSU Nursing Department reserves the right to request the covering of tattoos/body art in the clinical setting. Examples of characteristics of a tattoo that may cause it to be deemed to cause undue attention by the nursing faculty/clinical agency include but are not limited to the following:

- Large size
- Profanity
- Sexual Nature
- Racism
- Nudity
- Intimidating words or images
- Negative imagery

(Faculty Council 10-5-99; Revised and Approved by Faculty Council 3-5-01; 2-25-04; 4-6-05; 2-3-16. Approved by Dr. Carson 2-10-16; Approved by Faculty Council and Dean. Schooler 03/15/17; reviewed, revised, and approved by Faculty Council 8/2021)

## **Chewing Gum**

Chewing gum in clinical areas is strictly prohibited.

## **Pre-Clinical Dress**

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

## **Dress Code for Select Clinical Experiences**

The standard student nurse uniform is not worn during selected clinical nursing experiences; however, professional attire is required. Attire considered acceptable or not acceptable is listed below. The course lead instructor will communicate the need for an alternate dress code, including but not limited to the listing below and alternate use of name badges to include only the nursing students' first names.

**Examples of acceptable and not acceptable alternate clinical attire:**

| <b>ACCEPTABLE</b>                            | <b>NOT ACCEPTABLE</b>                             |
|----------------------------------------------|---------------------------------------------------|
| Slacks                                       | Capri pants                                       |
| Skirts, Skorts, Dresses Knee Length or Below | Leggings/Yoga pants                               |
| Shirts or Dresses with Sleeves               | Jeans                                             |
| Hose or Plain Socks with Skirts and Slacks   | Skirts or Dresses above the knee                  |
| Shoes with 2-inch or lower heels             | Shorts                                            |
| Small earrings-post that do not dangle       | Thong underwear                                   |
| One ring per hand                            | Denim clothing of any type                        |
|                                              | Sleeveless shirts or dresses                      |
|                                              | T-shirts with writing, graphics, or messages      |
|                                              | Open-toed shoes/sandals; heels over 2 inches      |
|                                              | Boots                                             |
|                                              | Sweatshirts or pants                              |
|                                              | Jewelry of any kind aside from what is acceptable |
|                                              | Transparent or Mesh-type Clothing                 |

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

## **Specialty Clinical Areas**

Students must cover their clinical attire as per clinical agency policy. 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 Faculty Council approved 4/11/2018)

## **Dress Code for Professional Meetings and Presentations**

Students will be expected to wear professional dress at all class presentations, conferences, or other professional meetings. Business casual attire may consist of but is not limited to the following:

- Slacks, skirt, suit, sport coat, Blouse, collared shirt, hosiery, tie, dress shoes, and clinical lab coat
- Jewelry should be kept to a minimum

(Approved by Faculty Council 2/5/03; Reviewed and revised by Faculty Council 6/2021)

## **Equipment for Clinicals**

- Watch with a second hand or digital timer.
- Uniforms and lab coat/jacket.
- Missouri Southern State University name pin/badge
- Identification as required by the Clinical Agency.
- Stethoscope, blood pressure cuff, plastic goggles, bandage scissors, hemostat-Kelly forceps, penlight, and black pen

Upon admission and entry into the first semester of the nursing program, students will be provided a Nursing Skills kit, which will include consumable and non-consumable supplies necessary for practice in the laboratory setting. Within the skills kit, students will also receive a stethoscope, blood pressure cuff, plastic goggles, bandage scissors, Kelly forceps, and penlight, which may be used in the clinical setting. The purchase of these items is a component of the special course fees designated for clinical course.

## **Professional Liability Insurance**

Students obtain professional liability insurance through the program provided by MSSU for nursing students.

## 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 and by signing up for open skills lab days.** The nursing skills laboratory is locked when not in use. Policies for maintaining the nursing skills lab inventory and equipment and the use of the laboratory are available upon request. Nursing skill supplies/equipment must remain in the skills laboratory unless the student has documented permission from the course lead. Any student found not complying with the requirements will be subject to disciplinary actions up to dismissal from the program.

Following the use of the nursing skills laboratory, please ensure the laboratory is left clean and neat, and that equipment is turned off and secured. Leave the laboratory locked. All equipment should remain in the designated area. Damaged or malfunctioning equipment should be reported immediately to an instructor or the secretary of the department. (Approved by Faculty Council 8- 17-07; approved by Faculty Council May 2024)

## Leon Health Science Nursing Virtual Reality Laboratory

The virtual reality laboratory offers patient care experiences in a virtual reality space using technology such as computer simulation and audiovisual devices. The experiences are under the direction of nursing faculty or designated staff and all equipment should remain in the designated area. The VR lab remains locked as does all equipment when not in use. Students are expected to abide by facility requirements for behavior and expectations as with any simulation experience. Faculty may schedule VR simulation experiences and/or the use of the physical space and equipment for learning activities through the Department of Nursing Chair (administrator) and/or such person as designated by the Nursing Chair.

All client (actual or simulated) information is confidential, and any inappropriate viewing, discussion, or disclosure of this information is a violation of confidentiality.

Students will sign a VR simulation confidentiality agreement and participate in an orientation to the area prior to any simulation experience.

Students and faculty must undergo appropriate training prior to initial VR experiences. Additionally, any student or faculty participating in VR experiences must meet physical and emotional fitness prior to the experience.

VR experience scenarios are limited to a **maximum of 20 minutes** regardless of the full completion of the scenario. This is to prevent any adverse physical effect or injury.

All tables, chairs, or furniture must be removed from the physical space surrounding the VR simulation tracking area. A minimum distance of 3 meters by 2 meters for each participant (even in multi-player scenarios) must be maintained free of obstruction.

Each student completing a VR simulation experience will have a second student serve as a "spotter" who will ensure the student participant is maintaining a safe space in the environment and to observe for participant adverse effects such as vertigo. Remember that the objects you see in the virtual environment do not exist in the real environment, so don't sit or stand on them or use them for support.

Due to the immersive nature of the virtual reality experience, do not use the headset with the sound at a high volume so that you can maintain awareness of your surroundings and reduce the risk of hearing damage.

Student participants must immediately end the scenario should the following (but not limited to) occur during the experience:

- safety warning appears during the experience.
- adverse physical effect such as vertigo, nausea, vomiting, or visual disturbances.
- a falling feeling or fall.
- injury resulting from a fall.

Missouri Southern State University's College of Health Sciences reserves the right to decline request for use of VR Equipment for any reason. VR Equipment may only be used for lawful and educational purposes. VR Equipment may not be used to produce, reproduce, or create content that is:

- subject to copyright, patent, or trademark protection
- in violation of intellectual property rights
- prohibited by Missouri Southern State University, local, state, or federal government.
- obscene or inappropriate for educational institutions

## **Simulation**

The simulation center offers a wide variety of patient care experiences and is directed by the Simulation Center Director. Management of simulation center facilities, equipment, and supplies is a component of the simulation center director and/or designee.

Students are required to complete an orientation to the simulation environment prior to completing their first simulation experience in the program.

## **Goal**

The goal of the simulation center is to expose students to a variety of patient care settings with medical and nursing diagnoses and interventions that students have learned about in the didactic portion of their clinical education.

## **Behavior**

Use of the simulation mannequin requires the attendance of the simulation director or designee and nursing faculty during the practice or experience.

The human simulators (patient), as well as equipment, require measures to maintain their function. Therefore, students should not do the following while in the simulation area:

- Bring Cell phones, pagers, electronic devices into the simulation room.
- No food/drink or gum in the simulation area
- No pens, highlighters or markers when working with the patients or simulators.

All patients (actual or simulated) information is confidential, and any inappropriate viewing,

discussion, or disclosure of this information is a violation of confidentiality.

Students will sign a simulation center confidentiality agreement and participate in an orientation to the area prior to any simulation experience.

The simulation areas are a learning environment. All scenarios, regardless of their outcome, should be treated in a professional manner. All students should have everyone's respect and attention. Situations simulated in the lab are considered a safe learning environment. A safe learning environment is intentionally created to allow students to examine their own and fellow student's framework of thinking in order to improve patient care.

Simulation experiences for students follow current International Nursing Association for Clinical Simulation and Learning best practices including but not limited to a facilitative approach that is participant-centered and driven by the objectives, participant's knowledge or level of experience, various types of fidelity, and a debriefing/feedback session.

The simulation mannequins are to be used with respect and be treated as if they were live patients. A copy of the simulation policies and procedures are available during the simulation orientation. Simulation policies and procedures are directed by the Director of the Simulation Center.

## Clinical Evaluation

The clinical experiences are a significant portion of the course and include client care involvement in various agencies, department facilities (skills lab), simulation center. Clinical situations/learning can be integrated into class discussion, clinical post-conference, assignments, and presentations. Students may prepare for weekly clinical experiences by completing reading assignments, reviewing applicable skills, reviewing AV presentations and other learning modalities as directed by the clinical instructor. During the clinical experience, students will actively take part in learning under the direction of the clinical faculty, with the use of preceptors as appropriate for the course, and complete assignments to demonstrate competency of learned clinical situations.

Clinical assignments (completed preceptor paperwork, HESI case studies/patient reviews/adaptive quizzes, written work, post-conference activities, simulation assignments, and others as designated by the instructor) are considered a component of the clinical experience and are a component of the evaluation in the clinical course. Any assignment within a clinical experience (simulation, lab, clinical site, community, clinic, or other designated site) must be completed to the expectations as set by the course/program requirements as demonstrated in the course syllabus to receive a Satisfactory for the clinical assignment.

It is the student's responsibility to submit clinical assignments on or before designated due dates or contact faculty should a delay in submission arise.

Clinical assignments submitted late or past the designated due date will receive a **"Needs Improvement"** unless extenuating circumstances such as severe illness or emergency occurs, and this is communicated to the course lead/clinical instructor in a timely manner.

Written pre or post clinical/simulation assignment due dates will be provided in the course schedule, clinical orientation, and the Learning Management System.

Preceptor documentation (for precepted clinical experiences) must be submitted to the appropriate submission area as outlined in the Preceptor and Partnership Handbook.

Clinical experience evaluation will be completed on the Clinical Objective Rubric Evaluation (CORE) with each clinical experience scored as a "Satisfactory" (S), "Needs Improvement" (NI), or "Unsatisfactory" (U).

A "Needs Improvement" (NI) will be assigned on the CORE for a score of 9.5 to 10 out of 13.

An "Unsatisfactory" (U) will be assigned on the CORE for a score of 9 or less out of 13.

After two (2) CORE "Needs Improvements", any additional CORE of less than Satisfactory will result in an Unsatisfactory.

**Two (2) "Unsatisfactory" ratings will constitute a clinical failure for the course. A clinical failure will constitute a course failure and subsequent progression issue as defined in the Nursing Student Handbook.**

## **Clinical Evaluation Expectations**

If a first "Needs Improvement" is assigned on the CORE, the student will be contacted by the course lead/clinical instructor via email and a student counseling form may be completed. If a second "Needs Improvement" is assigned on the CORE OR an "Unsatisfactory" is assigned, the student will meet with the course lead/clinical instructor for a face-to-face counseling session.

A Summative Clinical Objective Rubric Evaluation (SCORE) will be updated by the instructor for a mid-term and final semester assessment of progress in the clinical experiences. The instructor will review at mid-term and end of semester the SCORE with each student. The student will sign the SCORE that the review is completed. A copy of the Summative Clinical Objective Rubric Evaluation (SCORE) document is then placed in the student's permanent file.

## **Clinical and Program Progression**

If, at any time during a nursing course with a clinical experience component, it is determined that a student can no longer achieve the required satisfactory final rating due to a critical event or otherwise unsatisfactory evaluation, the student will not be permitted to continue in the clinical component of the course. A satisfactory final rating for the clinical component of a nursing course is necessary for successful completion of a clinical 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.

## Section VII

### Department Policies

Being a member of the Missouri Southern State University and Nursing Department is an honor and a privilege which carries with it an obligation on the part of each individual to respect the rights of others, to protect the University as a forum for the free expression of ideas, and to obey the law. Students are required to know and abide by the Core Values of Student Conduct at Missouri Southern State University as located in the MSSU Student Handbook which may be found at <https://www.mssu.edu/student-affairs/>. Students are required to know and abide by the principles, policies, and procedures as identified in the Missouri Southern State University Student Handbook in addition to those identified in the McCune-Brooks Foundation Department of Nursing Student Handbook. Faculty and staff are required to know and abide by the principles, policies, and procedures as identified by the Missouri Southern State University Employee policies and Faculty Handbook.

### Communication

The MSSU McCune-Brooks Foundation Department of Nursing uses a variety of methods to communicate information to faculty, staff, and students. These communication methods include postings on the MSSU website, Department website, communication via email, Learning Management System (LMS) announcements, electronic applications such as Remind, social media, and communication boards. All faculty, staff, and students are responsible for reviewing all communication methods used by the nursing department and university.

Course, clinical, and simulation instructors will provide students with a communication plan specific to their preferred method of communication.

Electronic device/cell phone usage guidelines:

1. Students may NOT use an electronic device/cell phone in class unless the class activity or learning opportunity is appropriate for the use of the device. For example, a group or individual activity such as Kahoot or polling feature.
2. Decisions to use phones, laptops, or tablets, in the classroom should be guided by the principles of (a) whether the use is relevant to class activities, (b) whether the use increases or decreases your focus on the class, and your classmates, and (c) respect for classmates and the instructor.
3. Decisions to use recording devices in the classroom are at the discretion of the instructor. Recordings by students are NOT to be conducted unless that student receives permission by the instructor.
4. Students may NOT utilize personal electronic devices/cell phones in patient care areas.
5. Students may use a personal electronic device/cell phone during lunch or in a private area away from the patient care unit only in the event of an emergency that requires contacting the clinical instructor(s), course lead, nursing department, or in extenuating circumstances such as a family emergency. Students must communicate with the preceptor prior to leaving the patient unit in the event as described above, when leaving the unit for lunch, and at the end of the day.

Be aware if the use of electronics in the classroom or clinical experience is disruptive, the student will be subject to the discipline process of the nursing program as outlined in the MSSU Nursing Student Handbook.

Topics and methods of communication include but are not limited to the following:

- Policy changes—A copy of the new department, course, or clinical policy will be sent to students via email and will be posted on the course announcements in the LMS.
- Grades, evaluations, or written feedback both summative and formative will be submitted in the LMS which is secured via individual student login and access. Grades, evaluations, or assignments will not be submitted via email or unapproved methods of electronic communication.
- Updates or revisions to the MSSU Nursing Student Handbook will be communicated each academic year at the beginning of the respective semester. This communication will occur by either face-to-face meeting, email, or course announcement.
- A signed and dated acknowledgement form that the Nursing Student Handbook information has been reviewed must be completed at the beginning of each academic year.
- Communication of changes in a student's address, permanent address, a name changes and/or telephone number must be updated by contacting the Nursing Department administrative assistant and University Registrar's office. (Approved by Faculty Council 5-5-04; 3-2-05;5/10/2024)
- Communication boards located in the forum outside of the Nursing Department will be updated with local community and University information on a regular basis.

## Social Networking

Nurses must recognize that it is paramount that they always maintain patient privacy and confidentiality, 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. These principles are directly taken from the ANA Principles for Social Networking for the Registered Nurse guidance statements.

### PRINCIPLES

- Nurses must not transmit or place online individually identifiable patient information. Nurses must know their legal and ethical responsibilities, as well as their own organization's policies, regarding their responsibility to protect patient privacy, whether online or offline. Merely removing someone's name (or face, in the instance of images) from a communication does not necessarily protect that person's identity. Under federal law (HIPAA), protected "individually identifiable information" includes health information that identifies the individual or can reasonably be used to identify the individual, in any form (oral, written, or otherwise) that relates to the past, present, or future physical or mental health of an individual.

- Nurses who interact with patients on social media must observe ethically prescribed patient- nurse professional boundaries. The precepts guiding nurses in these matters are no different online than in person.
- Nurses should evaluate all their postings with the understanding that a patient, colleague, educational institution, or employer could potentially view those postings. Online content and behavior have the potential to either enhance or undermine not only the individual nurse's career, but also the nursing profession.
- Nurses should take advantage of privacy settings available on many social networking sites in their personal online activities and seek to separate their online personal and professional sites and information.
- Use of privacy settings and separation of personal and professional information online does not guarantee, however, that information will not be repeated in less protected forums.
- As the patient's advocate, nurses have an ethical obligation to take appropriate action regarding instances of questionable healthcare delivery at an individual or systems level that reflect incompetent, unethical, illegal, or impaired practice. Nurses who view social media content posted by a colleague that violates ethical or legal standards should first bring the questionable content to the attention of the colleague so that the individual can take appropriate action. If the posting could threaten a patient's health, welfare, or right to privacy.  
regarding health information, the nurse has the obligation to report the matter to a supervisor or designated person within the institution or entity for follow-up. If the questionable practice is not addressed in the employment setting and seriously jeopardizes the patient's safety and well-being, the nurse may need to report the problem to external authorities. Accurate reporting and factual documentation—not merely opinion—should always support such responsible actions.
- Nurses are encouraged to participate in the development of policies and procedures in their institutions and organizations for handling reports of online conduct that may raise legal concerns or be professionally unethical. Such official channels can protect the rights of those participating and can offer remedial action for the patient, while offering fairness, support, and nonpunitive correction and training for a nurse's inadvertent mistakes. American Nurses Association. (2011). *Principles for social networking and the Nurse*. Nursesbooks.org

## TIPS TO AVOID PROBLEMS

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

## Sexual Harassment/Title IX

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. **Harassment is conduct that is unwanted or unreciprocated and affects your self-respect and well-being during classroom or clinical experiences in addition to university community.** The sexual misconduct/Title IX policy statement provides the definitive outline of information within the University student handbook, Faculty handbook, and employee policies.

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 act.

### 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 act. 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.

Nursing faculty 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, BSN Coordinator, or Nursing Department Chair for a follow-up, or submit the incident in writing.

**Title IX Statement** It is the policy of the University to comply with Title IX of the Education Amendments of 1972 and its implementing regulations, which prohibit discrimination based on sex in the University's Education Programs or Activities. Title IX and its implementing regulations also prohibit retaliation for making complaints of sexual harassment.

Missouri Southern State University emphasizes the dignity and equality common to all persons and adheres to a strict non-discrimination policy regarding the treatment of individual faculty, staff, students, third parties on campus, and applicants for employment and admissions. In accord with federal law and applicable Missouri statutes, the University does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, pregnancy, ancestry, age, disability, genetic information, veteran status, or any other legally protected class, in employment or in any program or activity offered or sponsored by the University, including, but not limited to, athletics, instruction, grading, the awarding of student financial aid, recruitment, admissions, and housing. Questions, concerns, and reports about Title IX, including sexual harassment or pregnancy educational planning, should be directed to the Dean of Students/Title IX Coordinator in the Dean of Students Office at 417.625.3032 / [titleix@mssu.edu](mailto:titleix@mssu.edu).

The nursing department faculty and staff will seek to keep information private to the greatest extent possible. Faculty and staff may have a mandatory reporting responsibility. Faculty and staff may be required to share information regarding sexual harassment or information about a crime that may have occurred related to Title IX. Students may speak to someone confidentially by contacting Counseling Services 417.625.6559 / [counselingservices@mssu.edu](mailto:counselingservices@mssu.edu) or the Willcoxon Health Center at 417.625.9323 / [willcoxonhealthcenter@mssu.edu](mailto:willcoxonhealthcenter@mssu.edu). Crime reports to law enforcement can be made at 417.623.3131.

## Academic Integrity Statement

Missouri Southern State University is committed to academic integrity and expects all members of the university community to accept shared responsibility for maintaining academic integrity. Academic work is evaluated on the assumption that the work presented is the student's own, unless designated otherwise. Submitting work that is not one's own is unacceptable and is considered a serious violation of university policy. Cheating is a serious offense that invalidates the purpose of a university education. Any student who takes credit for the work of another person, offers, or accepts assistance beyond that allowed by an instructor, or uses unauthorized sources for a test or assignment is cheating. Students must be conscious of their responsibilities as scholars, to learn to discern what is included in plagiarism as well as in other breaches of the Student Handbook and must know and practice the specifications for citations in scholarly work. When dealing with cases of academic dishonesty, the course instructor may choose to use the campus judicial system; this includes filing an incident report with the Dean of Students, who may act on the report by issuing a written warning or by recommending disciplinary probation, suspension, or expulsion.

Penalties for academic dishonesty may include a failing grade on the assignment, a failing grade in the course, or any other course-related sanction the instructor determines to be appropriate.

The Department of Nursing faculty adheres to the ethical principles as determined by the nursing profession and academic policies of the University. Nursing students are also expected to uphold these policies as a developing professional.

Dishonesty is used in the MSSU Student Handbook synonymously with cheating and plagiarism.

A. **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 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.
  - pertaining to academic records by means of computer resources or other equipment also is included within this definition of **"cheating."**
- B. 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 resources during testing or test review.
  - Copying another student's homework partially or in total.
  - Fabrication of resources.

C. PLAGIARISM as defined by the Department of Nursing faculty is consistent with the

American Psychological Association ethical principles as defined in sections 1.11 to 1.25 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 in part or in entirety, as one's own work.

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7<sup>th</sup> ed.). Washington, DC: Author.

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

A. Respond by one or more of the following faculty actions:

- Instructor responds to dishonesty in an advisory non-punitive manner.
- Instructor responds to dishonesty by assigning reduced or failure grade of exam, project, paper, or course grade.
- Instructor responds to dishonesty by using the Academic Integrity Statement as outlined in the MSSU Student Handbook and course syllabi.
- Instructor reports student dishonesty to the Department of Nursing Chairperson and to the Dean of Students.

(Approved by Department of Nursing Faculty Council 4/5/99; revised by Faculty Council 4/7/04; reviewed and revised by Faculty Council 6/28/2021)

## **Disability Accommodation Statement**

If you are an individual with a disability and require an accommodation for this class, please notify the instructor or the Coordinator of Student Disability Services, at the Student Success Center (417-659- 3725). Non- Discrimination and Title IX Statement Missouri Southern State University emphasizes the dignity and equality common to all persons and adheres to a strict non-discrimination policy regarding the treatment of individual faculty, staff, students, third parties on campus, and applicants for employment and admissions. In accord with federal law and applicable Missouri statutes, the University does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, pregnancy, ancestry, age, disability, genetic information, veteran status, or any other legally protected class, in employment or in any program or activity offered or sponsored by the University, including, but not limited to, athletics, instruction, grading, the awarding of student financial aid, recruitment, admissions, and housing. Questions, concerns, and reports about Title IX, including sexual misconduct or pregnancy educational planning, should be directed to the Title IX Coordinator in the Student Affairs Office at (417) 625-9532.

Faculty will seek to keep information private to the greatest extent possible. However, as an instructor, faculty have a mandatory reporting responsibility. Faculty are required to share information regarding sexual misconduct or information about a crime that may have occurred related to Title IX.

Students may speak to someone confidentially by contacting a counselor in the Advising, Counseling, and Testing Services Office (ACTS) at (417) 625-9324. Crime reports to law enforcement can be made at (417) 623-3131.

Basic Needs Statement Students experiencing personal or academic distress, food insecurity, and/or difficulty navigating campus resources are encouraged to contact the Office of Student Affairs (417.625.9392/studentaffairs@mssu.edu) for support. If you are uncomfortable making this contact, please notify your instructor so they can assist you in locating the needed resources.

## **University Pregnancy and Parenting**

### **Education Plan Title IX Office Statement**

Students who are experiencing pregnancy and/or parenting are provided protections under the Federal Civil Rights Amendment, Title IX. These students may experience barriers to their full and meaningful participation in the college setting as a result of their status as a student who is pregnant and parenting. It is important to note the student should be held to the same academic standards as other students. The Title IX Office is available as a resource to help you navigate these situations.

The first step is the disclosure of the pregnancy or parenting circumstance (as defined by the Title XI Office/Statement) to the Title XI coordinator and/or nursing faculty advisor. The second step is development of an education plan with the nursing faculty advisor in coordination with all course lead instructors in a given semester. The education plan will be kept on record in the nursing student's permanent file. Reasonable accommodations will be included in this plan. Additional accommodations that are not stipulated within the education plan may be approved through the seeking of the accommodation by contacting the ACTS office with the assistance of the Title IX office. Please see the accommodations section for this information. Access to the ACTS and Title IX office is list under the Student Resources section.

## **Accommodations**

The University will provide students with reasonable accommodations that have been approved through the accommodation process as determined by the Coordinator of Student Disability Services. This Policy applies to all University approved reasonable accommodations for students.

The Department of Nursing abides by the policies as set forth in the University Student Handbook as it pertains to accommodations. The University policy expressly outlines the process of requesting and receiving accommodations. Students considering an accommodation need must contact the Student Success Center and complete all forms as required by the University. After the Coordinator of Student Disability Services (the "Coordinator") approves a reasonable accommodation for a student, the student and the coordinator will work together to develop an Accommodation Plan (the "Plan") however, the student is ultimately responsible for notifying and working with faculty members, or other appropriate staff, to coordinate implementation of approved reasonable accommodations.

The Plan will remain in effect until either:

1. The Plan's expiration date passes or
2. The student requests an adjustment to the approved accommodation Plan or additional accommodation.
3. If reasonable accommodations listed in Plan are not provided or effective in accommodating the student's condition, the student should follow procedures for filing an accommodation grievance.

## **Academic Evaluation and Grade Appeals**

The University and Department of Nursing are committed to ensuring students are evaluated and graded in a fair and consistent manner and that evaluations and grades accurately reflect the work performed by the students.

From time-to-time, students may be compelled to seek clarification and confirmation that the grade they earned in a course, on a test, quiz, or assignment, accurately reflects the work product of the student. The University Student Handbook policy sets forth the process for academic evaluation and grade appeals. This Policy applies to all University students. The process for grade appeals or any other issue with a faculty member teaching the course or clinical experience is outlined in order by the following steps.

1. The student must submit, in writing, the matter to the instructor involved, to include the intent of the appeal and evidence of the situation of concern, within three (3) business days from the date the disputed event occurred. The instructor involved will respond to the student regarding the matter within three (3) business days.
2. If the matter remains unresolved the student will submit, in writing, the appeal to the Faculty Council, via their faculty advisor, within three (3) business days from instructor's response. The submission must include copies of the original appeal, including the instructor's official decision. The Faculty Council will respond to the student within three (3) business days of receiving the appeal.
3. If the matter remains unresolved, the student and/or instructor and/or faculty council will submit the appeal, in writing, to the Department of Nursing Chair within three (3) business days after

receiving Faculty Council's response. The submission must include copies of all appeals and official decisions. The Department of Nursing Chair will respond to the student within three (3) business days of receiving the appeal.

4. If the matter remains unresolved, the student and/or instructor and/or faculty council will submit, in writing, the appeal to the Dean of the College of Health, Life-Sciences, and Education within three (3) business days from the date of the Chair's response. The submission must include copies of all appeals and official decisions. The final disposition of the matter rests with the Dean of the College of Health, Life-Sciences, and Education.

If the matter remains unresolved, the student will refer to the University appeals process, at which point the nursing department and/or nursing faculty will have no jurisdiction over the student's appeal.

If the student wishes to make the formal grievance, the student must describe the issue and desired resolution in writing to the Dean. Should the person to whom the student would bring the appeal in this process as outlined above also be the faculty member in whose course the grade is being questioned, that faculty member will have no jurisdiction over the student's appeal. In such a case, the Vice President for Academic Affairs will call on an appropriate faculty member from the department or a related department to review the circumstances and make a recommendation to the Vice President for Academic Affairs. The Vice President for Academic Affairs will be the final arbitrator in any appeal. A written notice of all decisions regarding a student's grievance shall be provided to the student. The Department of Nursing Due Process and Appeals Policy ends when the disputed matter is turned over to the campus judicial system.

(Reviewed and updated by Nursing Department Faculty Council 1.18.2023)

### **University Academic Grievance and Grade Appeals Policy**

The University is committed to ensuring students are evaluated and graded in a fair and consistent manner and that evaluations and grades accurately reflect the work performed by the students. From time-to-time, students may be compelled to seek clarification and confirmation that the grade they earned in a course, on a test, quiz, or assignment, accurately reflects the work product of the student.

This policy sets forth the process for academic evaluation and grade appeals. This policy applies to all University students. Faculty members are responsible for outlining course and grading policies to students at the beginning of each course.

If a student has a complaint about a faculty member or believes that they have received a wrong grade on an examination, quiz, or assignment for a course, the first step is to discuss the problem directly with the faculty member teaching the course to seek resolution.

If addressing the issue directly with the faculty member does not yield a satisfactory explanation or resolution, the student may bring the matter to the attention of the respective department head.

If the student is not satisfied after working with the department head, the next person in the line of appeal is the respective school dean. If the student wishes to make a formal grievance, the student must describe the issue and desired resolution in writing to the dean. Should the person to whom the student would bring the appeal in this process as outlined above also be the faculty member in whose course the grade is being questioned, that faculty member will have no jurisdiction over

the student's appeal.

In such a case, the Vice President for Academic Affairs will call on an appropriate faculty member from the department or a related department to review the circumstances and make a recommendation to the Vice President for Academic Affairs. The Vice President for Academic Affairs will be the final arbitrator in any appeal.

### **Student Complaint/Grievance Process**

MDHEWD Missouri Department of Higher Education & Workforce Development

301 W High St., PO Box 1469 Jefferson City, MO 65101-1469

Phone: (573) 751-2361 Fax: (573) 751-6635

Email: [info@dhewd.mo.gov](mailto:info@dhewd.mo.gov)

## 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 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)

Any non-disclosure of an arrest as defined above may result in disciplinary action up to and including dismissal from the program. (reviewed/approved by Faculty Council 8\_/10/2022\_)

## Nursing Department Physical Space

Students are welcome to visit the Nursing Department faculty and staff during normal business hours Monday through Friday 8:00 am to 5:00 pm. Any variation in department hours will be communicated to students.

Summer hours may vary, and the campus is closed on Fridays from mid-May until mid-August. Faculty office hours are posted on the Communication Board in the forum outside of the Nursing Department, outside of individual faculty offices, and within course syllabi. Faculty and staff prefer appointments to be made at least 48 hours in advance but will address drop in visits on a first come, first-serve basis. Guests, visitors, and student should check in with the administrative assistant or designated front desk located within the Department of Nursing. Guests, visitors, and students should respect the physical space in the nursing department, College of Health Science Building, and University offices by not entering any office or non-public space without permission.

## Computer Acceptable Use Policy

All nursing student and nursing department faculty are subject to certain responsibilities and ethical behavior as related to computer use. The policies and statements within the University Student Handbook and Faculty Handbook must be complied with regarding computer acceptable use. As stated in the Student Handbook policy:

- The University's academic and administrative/employee computing facilities are provided in order to promote and support academic pursuits. Academic computing facilities are therefore to be used only for instruction, coursework, and research activities. Administrative/employee computing facilities are to be used in support of the University's mission. This Policy applies to all University students.
- This Policy is a dynamic document that will change as new issues arise or further clarification of topics is required. If questions on acceptable use arise that are not directly answered by this Policy, the students should be conservative and consider it unacceptable use until clarification, amendment or exception to policies can be made by the appropriate University representative. The guidelines presented in this Policy reflect U.S. Copyright Law, laws of the State of Missouri and additional specific rules applicable to the University. It is the intent of the 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.”

## **U.S. Copyright Law and Software Licensing**

1. All computer software is protected by the federal copyright law. It is illegal to make or distribute copies of copyrighted material without authorization.
2. The copyright owner may grant copying privileges for certain software. These special provisions will be specified in the documentation, license agreement, or in the software package. The user does not have the right to make a backup copy for archival purposes, screenshot or take picture of copyright images, or violate any copyright materials without the expressed and documented permission of the copyright owner. This includes but is not limited to information located within course learning management system, electronic resources, and/or electronic software/quizzing applications.
3. Under no circumstances should copyrighted software be distributed outside the University through any mechanism, electronic or otherwise.
4. You are responsible for being aware of the licensing restrictions for the software you use on any system. Lack of knowledge does not justify a violation of the law or this Policy.
5. When in doubt, do not copy. Violation of copyright law of licensing agreements may result in university disciplinary action and/or may result in legal action against you.
6. To receive user support from the University’s Computer Center, from microcomputer lab assistants, or from vendors, you may be asked to produce the manuals, serial numbers, or original diskettes as proof of proper software licensing.

Pursuant to Missouri Law, RSMo. 569.094-569.099, unauthorized access and interference with computer systems and computer data are illegal. Unauthorized use of passwords and the breach of security of any computer system are illegal. Pursuant to Missouri Law, RSMo. 573.010-573.065, it is illegal to publicly display explicit sexual material and to promote, view, or possess child pornography. It is a violation of school policy to send/display defamatory, harassing, pornographic, obscene, or patently offensive sexual materials to anyone. Additionally, this conduct can subject you to criminal and civil penalties. Do not participate in such conduct.

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/Technology Requirements:

Students need access to a personal computer (Mac or Windows), a web camera, audio/microphone capability, a reliable Internet connection, a preferred browser (Chrome), and any plug-ins or add-ons needed to access the course materials. Only a Mac or Windows-based computer or tablet will be used for in-class exams using Exemplify/ExamSoft. Please see the Exams section of the MSSU Nursing Student Handbook for specific information regarding computer requirements for testing.

- Students are expected to check the course on LMS and their MSSU student email account daily.
- Students are expected to have the following computer skills:
  - Word processing, including formatting word processor documents and PDF viewer.
  - Email including sending, receiving and email attachment.
  - Internet searches or MSSU library database searches
- Students must keep their anti-virus definitions up to date.

For technology support, contact [helpdesk@mssu.edu](mailto:helpdesk@mssu.edu) or call 417-659-4444.

## Technology resources

All MSSU students and nursing students have access to Microsoft Office products for free using their MSSU email address including, word processing, Microsoft TEAMS, and Microsoft OneDrive. Nursing students should be prepared to access and use these products throughout their nursing program curricula. Students during the program are required to demonstrate skills and competencies including but not limited to:

- Use of electronic health records.
- Assignments requiring the use of professional databases or completion of ePortfolio.
- Demonstrate the use of various software platforms i.e., PowerPoint™/ learning management system.
- Conform to principles of confidentiality i.e., HIPPA regulations.

Information on these resources and many others may be found on the Missouri Southern State University website.

## Student Representation

Student participation in the Department of Nursing Faculty Council meetings is of great value to the shared governance model supported by the faculty. Student representation in Faculty Council facilitates communication between administration, faculty, and student as student representatives serve as the voice for their respective class bringing items for consideration by the full Faculty Council that concern the nursing student body.

Complaints of any nature are to be handled with the involved student(s) and individual faculty member or team using the Department of Nursing Due Process and Appeals Policy.

## **Process of representation**

- Two junior and two senior representatives are elected by their class peers by the third week of each semester.
- The nursing department administrative assistant 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 submitted prior to the scheduled Faculty Council meeting.
- Student representatives are invited to participate in Faculty Council discussions, but do not have voting privileges.
- 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; reviewed and revised by Faculty Council 6/28/2021)

## **Pinning Ceremony**

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

It is traditional that the pin bearing the school's name and nursing degree as shown in the pin design which signifies each school of nursing.

Guidelines for the ceremony are as follows:

- The pinning ceremony will be held on campus.
- Faculty chairs the pinning committee.
- The senior class will choose student representatives for the pinning committee.
- The program format will be followed.
- All costs of the Pinning Ceremony and reception are at the expense of the graduates.

## **Listing of Student Resources**

### **University Police Public Safety Annex**

Non-emergencies: 417-623-3131

Service Calls: 417-626-2222

### **Emergencies: 911**

### **MSSU Current Academic Year University Catalog and Academic Calendar**

<https://catalog.mssu.edu/>

### **Student Health Center Services**

A variety of non-emergent health services are available through Willcoxon Health Center, Billingsley Student Center, Room 242, telephone (417) 625-9323. Open 8:00 a.m. – 5:00 p.m. Monday through Friday. Appointments are preferred.

### **Student Affairs**

- ✓ Vice President for Student Affairs Billingsly Student Center 347, 417-625- 9392
- ✓ Associate Vice President for Student Affairs/Dean of Students Billingsly Student Center 347, 417-625- 9392
- ✓ Director of Student Conduct Billingsly Student Center 347, 417-625-9392
- ✓ Title IX Coordinator Billingsly Student Center 347, 417-625-9392
- ✓ Career Services Spiva Library 207, 417-625-9343
- ✓ Recreational Services Billingsly Student Center 241, 417-625-9760
- ✓ Student Activities Billingsly Student Center 210, 417-625-9320
- ✓ Residence Life Mayes Student Life Center 102, 417-625-9522 (Director of Residence Life) Blaine Hall 106, 417-659-4261 (Resident Directors)
- ✓ Advising, Counseling, & Testing Services (ACTS) Hearnese Hall 314, 417-625-9324
- ✓ Financial Aid Hearnese Hall 109, 417-625-9367
- ✓ Student Success Center Hearnese Hall 301, 417-659-3725
- ✓ Disability Services Hearnese Hall Room 301, 417-659-3725
- ✓ Registrar Hearnese Hall 101, 417-625-9389
- ✓ Family Educational Rights & Privacy Act (FERPA) Upward Bound Anderson Criminal Justice 19, 417- 625-9880
- ✓ Project STAY Hearnese Hall 308, 417-625-9830
- ✓ Spiva Library 417-625-9362

## **Student Nurses' Association**

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

**Missouri Southern State University  
Department of Nursing**

**Student acknowledgement/consent form**

**Carefully read each statement, initial and date in the blank area as confirmation.**

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | I acknowledge receipt of the Department of Nursing's Substance Abuse and Drug Testing Policy and the University's Drug and Alcohol Prevention Program. I have had an opportunity to ask questions about these policies and this Student Acknowledgement and Consent Form. I have carefully read and understood 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|  | I am not currently under the influence of illegal drugs, alcohol, or using inappropriately legal drugs or controlled substances.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|  | 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 or controlled substances in my system. I understand that performing my duties with the presence of illegal drugs, alcohol, or legal drugs or controlled substances 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 legal drugs or controlled substances.                                                                                                                       |
|  | I knowingly and voluntarily agree to submit to laboratory testing of my blood, hair, urine, saliva 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. <b>I agree to pay the full costs of such tests.</b> 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. |
|  | 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. I will provide evidence of prescription medications at the request of MSSU nursing faculty.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|  | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p>To the fullest extent allowed by applicable law, I hereby <b><u>release, waive, discharge and covenant not to sue and agree to indemnify and hold harmless</u></b> the drug testing facility and its physicians, employees and representatives that conducted the drug testing 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, <b><u>whether or not such losses are caused by the carelessness or negligence of the releasees</u></b>, 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.</p> |
|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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

\_\_\_\_\_ Student Full Name (please print)

\_\_\_\_\_ Student Signature

\_\_\_\_\_ Date

## Confidentiality Statement

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

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

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

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
School

## Receipt of Department of Nursing Student Handbook

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

I understand and acknowledge that I am additionally responsible for the information provided in the University Student Handbook and Code of Conduct as defined by the University.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Missouri Southern State University McCune-Brooks Foundation Department of  
Nursing  
Code of Conduct**

As a nursing student you assume the responsibility for your personal conduct compatible with the University's function as an educational institution. Misconduct for which you are responsible is subject to discipline and includes, but is not excluded to:

- Use of any unauthorized assistance in taking quizzes, test, or examinations.
- Dependence upon the aid of sources beyond those authorized by the instructor.
- The acquisition, without permission, of tests or other academic material before such material is revealed by the instructor.
- Jeopardizing the physical, emotional, and psychological safety of patients, families, communities, and populations while under my care as a student nurse
- Violating the Code of Conduct as defined by the University Student Handbook
- Failing to complete required clinical training prior to entering the clinical experience, submission of current clinical required information, and/or adhering to the ANA Nurses Code of Ethics and professional behavior expected of the profession of nursing.

I understand this statement. This statement remains in effect for the current fall/spring semester.

\_\_\_\_\_  
(Print name)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(Signature)

## Emergency Contact Information

NAME:

ADDRESS:

CITY, STATE, ZIP:

PHONE:

MSSU EMAIL:

EMERGENCY CONTACT NAME:

EMERGENCY CONTACT RELATIONSHIP:

EMERGENCY CONTACT PHONE:

The nursing Department will exclusively use the MSSU email and contact information listed above. Please contact the appropriate University department for any name changes or contact information changes in a timely manner.

## Declination and Acknowledgement Form

I, \_\_\_\_\_  
(student full name and S#) decline to obtain the following vaccination/immunization as required for clinical attendance at clinical sites. I understand that declination, may or may not be approved by a specific clinical site. The clinical site makes the final determination of accepting a declination and the student must adhere to clinical site policy and procedures.

- ☐ Annual influenza immunization
- ☐ Full series and/or booster for COVID

I am declining for the following reason:

- ☐ Significant personal issue/belief
- ☐ Religious belief (requires signature)
- ☐ Medical issue (I.e., documented allergic reaction and/or medical condition(s) Requires signature)

\_\_\_\_\_Signature of Religious authority

\_\_\_\_\_Signature of Healthcare Provider

I, \_\_\_\_\_  
(student full name and S#) acknowledge that reasonable accommodations will be made related to this declination. I acknowledge that it is my responsibility to seek accommodation with the healthcare facility following the given facilities policy and required due dates. I understand that my attainment of student learning objectives may be impaired due to lack of access to clinical sites related to this accommodation. I understand that this may impact my progression in the program and attainment of my nursing degree.

\_\_\_\_\_Student Signature

\_\_\_\_\_Date

**Completion of this form is required annually at the beginning of the Fall Semester and/or if at any time required throughout the program.**

**All information contained herein is subject to change. Notice of change will be provided via email and departmental communication. Students and faculty are held responsible for policies of MSSU, the Nursing Department, and the facility in which they are practicing.**

Approval dates for select sections are noted in parenthesis. This handbook was last reviewed and approved in its entirety by the full Faculty Council on August 11<sup>th</sup>, 2026.