MISSOURI SOUTHERN
STATE UNIVERSITY

McCUNE-BROOKS HEALTHCARE FOUNDATION NURSING DEPARTMENT

STUDENT HANDBOOK
AND
SAFETY AND EXPOSURE MANUAL

2019 - 2020
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MISSOURI SOUTHERN STATE UNIVERSITY
DEPARTMENT OF NURSING
BACHELOR OF SCIENCE DEGREE NURSING PROGRAM
2019-2020

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Web Site: https://www.mssu.edu/academics/health-sciences/nursing/

DEPARTMENT OF NURSING OFFICE HOURS
Monday through Friday
8:00 AM - 5:00 PM
(Closed for lunch 12:00 Noon - 1:00 PM)
All information contained herein is subject to change without prior notice
Students are held responsible for policies of Missouri Southern State University, Nursing Department, and the Facility in which they are practicing.

HISTORY OF THE DEPARTMENT OF NURSING

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

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

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

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

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

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

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

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

MISSION STATEMENT

The Department of Nursing will:

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

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

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

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

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

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

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

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

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

Baccalaureate nursing education as an integral part of the system of higher learning relies on core courses, which provide an infrastructure for developing critical thinking, decision-making, communication, values and technologies. The role of the faculty is to guide the educational process. This process extends to the practice setting where education of the client occurs.
1. The nurse practices with compassion and respect for the inherent dignity, worth and unique attributes of every person.

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

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

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

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

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 health care.

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.

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

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, Silver Spring, MD)

SOCIAL NETWORKING POLICY

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

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

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

References


THE NEUMAN SYSTEMS MODEL

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

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

PROGRAM PURPOSES & OBJECTIVES

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

DEPARTMENT OF NURSING PURPOSES, OBJECTIVES, AND COMPETENCIES

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

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

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

PROGRAM OUTCOMES (Student Learning Outcomes)
The terminal objectives which present the competencies of the graduate upon completion of the program are:

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

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

**PLANNER AND COORDINATOR OF CLIENT CARE**
- Guides and directs group members in planning, organizing, implementing and evaluating nursing care provided to clients.

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

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

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

**LEVEL OUTCOMES**

**JUNIOR LEVEL OUTCOMES (Student Learning Outcomes):**
Upon completion of the junior level curriculum, the student will:
1. Use the Neuman systems model in minimizing stressors of the person in selected clinical situations.
2. Participate in health promotion activities.
3. Participate in contemporary health care through the nursing process.
4. Use established professional standards of care in selected clients and settings.
5. Use selected technologies in providing primary, secondary and tertiary preventions to culturally diverse clients.
6. Collaborate with the health care team to coordinate delivery of optimal care.
7. Use recommended communication techniques and strategies with clients and the health team.
8. Identify research based nursing interventions.
SENIOR LEVEL/GRADUATE OUTCOMES (Student Learning Outcomes):

Upon completion of the program, the graduate will:

1. Apply the Neuman Systems Model in the promotion of the person’s optimal systems stability.
2. Promote health by empowering the person through health education.
3. Provide self-directed contemporary health care through application of the nursing process.
4. Practice within the professional standards of care.
5. Use current technologies in providing culturally sensitive care through primary, secondary and tertiary prevention.
6. Manage health care delivery through coordination, collaboration and delegation.
7. Integrate communication strategies in interacting with the person and information systems.
8. Apply nursing and health related research to nursing practice.

APPROVAL/ACCREDITATION

The MSSU nursing program has full approval of the Missouri State Board of Nursing, 3605 Missouri Boulevard, P.O. Box 656, Jefferson City MO, 65102-0656. Main number: 573-751-0681, FAX: 573-751-0075, email: nursing@pr.mo.gov website: http://pr.mo.gov/nursing.asp

The MSSU nursing program is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE Suite 850 Atlanta, GA 30326, 404-975-5000, FAX: 404-975-5020, www.acenursing.org

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

Basic Competencies

Communicating: Communicating is the development of students’ ability to communicate effectively through oral, written, and digital channels using the English language, quantitative, and other symbolic systems. Students should be able to write and speak with thoughtfulness, clarity, coherence, and persuasiveness; read and listen critically; and select channels appropriate to the audience and message. Written communication is the development and expression of ideas in writing. Written communication involves learning to work in many genres and styles. It can involve working with many different writing technologies, and mixing texts, data, and images. Written communication abilities develop through iterative experiences across the curriculum. Oral communication is a prepared, purposeful presentation designed to increase knowledge, to foster understanding, or to promote change in the listeners’ attitudes, values, beliefs, or behaviors. Oral communication takes many forms.

Higher-Order Thinking: Higher Order Thinking is the development of students’ ability to distinguish among opinions, facts, and inferences; to identify underlying or implicit assumptions; to make informed judgments; to solve problems by applying evaluative standards; and demonstrate the ability to reflect upon and refine those problem-solving skills. This involves creative thinking, critical thinking, and quantitative literacy. Creative thinking is both the capacity to combine or synthesize existing ideas, images, or expertise in original ways and the experience of thinking, reacting, and working in an imaginative way characterized by a high degree of innovation, divergent thinking, and risk taking. Creative thinking, as it is fostered within higher education, must be distinguished from less focused types of creativity such as, for example, the creativity exhibited by a small child’s drawing, which stems not from an understanding of connections, but from an ignorance of boundaries. While demonstrating solid knowledge of the domain’s parameters, the creative thinker, at the highest levels of performance, pushes beyond those boundaries in new, unique, or atypical recombination’s, uncovering or critically perceiving new syntheses and using or recognizing creative risk-taking to achieve a solution. Critical thinking is a habit of mind characterized by the comprehensive exploration of issues, ideas, artifacts, and events before accepting or formulating an opinion or conclusion. Critical thinking is transdisciplinary, and success in all disciplines requires habits of inquiry and analysis that share common attributes. Successful critical thinkers from all disciplines increasingly
need to be able to apply those habits in various and changing situations encountered in all walks of life. Quantitative Literacy (QL) is a “habit of mind,” competency, and comfort in working with numerical data. Individuals with strong QL skills possess the ability to reason and solve quantitative problems from a wide array of authentic contexts and everyday life situations. They understand and can create sophisticated arguments supported by quantitative evidence and they can clearly communicate those arguments in a variety of formats (using words, tables, graphs, mathematical equations, etc., as appropriate).

**Valuing:** Valuing is the ability to understand the moral and ethical values of a diverse society, and to understand that many courses of action are guided by value judgments about the way things ought to be. Students should recognize how values develop, how value judgments influence actions, and how informed decision-making can be improved through the consideration of personal values as well as the values of others. They should be able to make informed decisions through the identification of personal values and the values of others and through an understanding how such values develop. They should be able to analyze the ethical implications of choices made on the basis of these values.

**Managing Information:** Managing Information is ability to locate, organize, store, retrieve, evaluate, synthesize, and annotate information from print, electronic, and other sources in preparation for solving problems and making informed decisions. Through the effective management of information, students should be able to design, evaluate, and implement a strategy to answer an open-ended question or achieve a desired goal.

### Knowledge Areas

**Social and Behavioral Sciences State-Level Goal:** To develop students’ understanding of themselves and the world around them through study of content and the processes used by historians and social and behavioral scientists to discover, describe, explain, and predict human behavior and social systems. Students acquire an understanding of the diversities and complexities of the cultural and social world, past and present, and come to an informed sense of self and others. As a part of this goal, institutions of higher education include a course of instruction in the Constitution of the United States and of the state of Missouri and in American history and institutions (Missouri Revised Statute 170.011.1).

**Written Communications State-Level Goal:** To prepare students to communicate effectively with writing that exhibits solid construction resulting from satisfactory planning, discourse, and review. Students will understand the importance of proficient writing for success in the classroom and the workforce.

**Oral Communications State-Level Goal:** To prepare students to communicate effectively with oral presentations that demonstrate appropriate planning and expressive skills. Students will understand the role of public speaking for success in the classroom and society.

**Humanities and Fine Arts:** Well-educated people develop an understanding of the ways in which humans have addressed their condition through imaginative work in the humanities and fine arts. They deepen their understanding of how that imaginative process is informed and limited by social, cultural, linguistic and historical circumstances and by learning to appreciate the world of the creative imagination as a form of knowledge.

**Natural Sciences State-Level Goal:** To develop students’ understanding of the principles and laboratory procedures of the natural sciences (Life and Physical) and to cultivate their abilities to apply the empirical methods of scientific inquiry. Students should understand how scientific discovery changes theoretical views of the world, informs our imaginations, and shapes human history. Students should also understand that science is shaped by historical and social contexts.

**Mathematics State-Level Goal:** To develop students’ understanding of fundamental mathematical concepts and their applications. Students should develop a level of quantitative literacy that would enable them to make decisions and solve problems and which could serve as a basis for continued learning.

**Humanities and Fine Arts State-Level Goal:** To develop students’ understanding of the ways in which humans have addressed their condition through imaginative work in the humanities and fine arts; to deepen their understanding of how that imaginative process is informed and limited by social, cultural, linguistic, and historical circumstances; and to appreciate the world of the creative imagination as a form of knowledge.

In addition to the statewide general education/Core 42 goals, Missouri Southern has two Institutional Goals (International Cultural Studies and Health and Wellness.)
International Cultural Studies: Well-educated people develop an understanding of how cultures and societies around the world are formed, sustained and evolve. Students should understand world affairs, international issues and cultures other than their own as seen through the history, geography, language, literature, philosophy, economics or politics of the cultures. Students will acquire empathy for the values and perspectives of cultures other than their own and an awareness of the international and multicultural influences in their own lives.

Health and Wellness: Well-educated people develop the knowledge and self-management skills that will assist them in adopting healthy lifestyles. This encompasses all areas of wellness: physical, emotional, spiritual, social, intellectual and financial. Students will understand the relationship between lifestyle management, quality of life and societal health and productivity.

Thanks to technological resources and the commitment of our faculty, students have the opportunity to complete many of the General Education courses in modes that suit their individual schedules and needs. While Missouri Southern offers all of the General Education courses in traditional classroom settings, students who possess the skills and responsibility required for success in General Education courses offered in non-traditional modes, such as on-line and hybrid courses, will be able to do so (MSSU online catalog).

Nondiscrimination Policy

The Department of Nursing is committed to the principles of equal opportunity and does not discriminate on the basis of race, creed, color, age, sex, religion, national origin, disability or veteran status. If you have special needs addressed by the Americans with Disabilities Act, please contact the Student Disabilities Coordinator at (417-659-3725) for assessment.
TRANSFER POLICY FOR NURSING STUDENTS

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

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

OFFICE SECURITY

Unaccompanied students must enter the nursing office through the north (main office) door and check-in with the secretary or student assistants at the front desk. Students are not permitted to enter a faculty/staff office if that person is not present. All assignments, written messages and notes must be left with the secretary or student assistant.

COMPUTER ACCEPTABLE USE POLICY

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

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.

ELECTRONIC INFORMATION COMPETENCY

Students during the program are required to demonstrate skills and competencies included in:

1. Use of electronic health records
2. Assignments requiring the use of professional databases
3. Demonstrate the use of various software platforms i.e. PowerPoint™, learning management system,
4. Conform to principles of confidentiality i.e. HIPPA regulations
COMMUNICATING POLICY CHANGE TO STUDENTS

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

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

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

STUDENT COMMUNICATION CENTER

A student communication center is located in the Department of Nursing office. The Center contains two drawers: the top drawer will contain a folder for each Senior nursing student and the lower drawer will contain a folder for each Junior nursing student.

Classroom handouts, papers, assignments and other information will be distributed to the students via this Center. **It is each nursing student’s responsibility to check their respective file and obtain the information therein for classroom assignments.** (06/01)

MANDATORY INFORMATION SESSION

A mandatory information session is required of the conditionally accepted student. This session reviews requirements of the health verification, drug/background screenings, and uniform requirements etc. Students unable to attend must submit a written request to the director and schedule an alternate date.

HEALTH CARE VERIFICATION

1. **Physical Evaluation**
   The Wilcoxon 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 Wilcoxon Health Center) for physical exam and review of health care requirements and needs prior to the semester entering the nursing program. It is further the student’s responsibility to submit this documentation of health care verification to the Department of Nursing office by the designated date prior to semester entering the junior year of the nursing program. The physical evaluation includes:

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

   (Revised and email approved 9/4/14; Revised 2017)

2. **Immunization Requirements**
   The student is responsible for maintaining copies of personal health records. Legible hard copies (no fax or e-mailed copies accepted) are to be submitted to the Department of Nursing with the physical evaluation by the designated date prior to semester entering the junior year of the nursing program. For the safety of patients and students, all safety and exposure requirements must be current throughout the program for the student to participate in clinical experiences involving patient contact. Documentation of ongoing compliance must be provided no later than Wednesday noon prior to clinical experience.
**Policy Hepatitis B Immunization**
Each student must show proof of completed Hepatitis B vaccine series and/or a reactive titer. Additional recommendation will be made if titer is non-reactive, inconclusive, or not completed in concert with immunization series. Minimum compliance for beginning the program is proof of 1st vaccination then completion of the series and obtaining titer as scheduled. The cost of the immunization will be the student’s responsibility. The Occupation Safety and Health Administration mandates Hepatitis B Vaccine for persons with a potential blood exposure.

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

**Measles, Mumps and Rubella Policy**
Students must provide evidence of MMR immunization. This may be a record of two doses of live vaccine on or after the first birthday; or serological evidence of immunity (positive titers); or re-immunization with MMR vaccine. (Approved Faculty Council March, 2009; Revised 2017)

**Tdap (Tetanus/Diphtheria/Pertussis) Policy**
Students must provide evidence of one time Tdap (Tetanus/Diphtheria/Pertussis). Students (after completing primary Tdap) should receive Td boosters every 10 years. Health Care Professionals younger than age 65 with direct patient contact should be given a 1 time dose of Tdap. (Approved by Faculty Council April, 2011; Revised 2017)

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

**Tuberculin Annual Screening Policy**
On admission to the nursing program students must have documentation of negative TB screening for healthcare provider. This may be met with a negative two-step skin test or one TB titer (QuantiFERON-GOLD or T-SPOT) in concert with physical examination. Annual tuberculin screening will be required in subsequent years in the program on an annual basis.

3. **Health Insurance Policy**

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

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

(Approved by Faculty Council 11-5-02, 10-4-05, Revised 9-3-14)
### CORE PERFORMANCE STANDARDS FOR ADMISSION AND PROGRESSION

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

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

Admission begins with an application to Missouri Southern State University. Nursing major is declared on application to the University. Application to the Nursing Program is provided by the Department of Nursing to students with sophomore rank and Faculty advisement. Admission to the Nursing Program is competitive see following requirements. Students offered Direct Provisional Admission (DPA) must submit an application and complete application processes. A non-refundable application fee is required.

Deadline for Department of Nursing Application:

<table>
<thead>
<tr>
<th>Cohort</th>
<th>Application deadline:</th>
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</thead>
<tbody>
<tr>
<td>Fall</td>
<td>January 31</td>
</tr>
<tr>
<td>Spring</td>
<td>August 31</td>
</tr>
</tbody>
</table>

Students who meet all science admission requirements for the Bachelor of Science Degree Nursing Program at Missouri Southern State University will be given preference on admission. Admission decisions to the nursing program are based on the available documentation from the MSSU Registrar’s records.

REQUIREMENTS

- Continuous enrollment, readmission, or transfer admission
- Cumulative grade point average of 2.5 minimum based on completion of freshman and sophomore courses in the Suggested Order of Study by the Junior Year
- Completion of the following required courses with a grade of "C" or higher:
  - Bio 121 Anatomy and Physiology I (4 cr)
  - Bio 221 Anatomy and Physiology II (5 cr)
  - Bio 231 General and Medical Microbiology (5 cr)
  - Bio 308 Pathophysiology (3 cr)
  - Chem 121/122 Chemistry for Allied Health Sciences (4 cr)
  - Chem 140/141 General Chemistry I (4 cr)
  - Kine 385 Nutrition for Human Development (3 cr)
  - Math 130 College Algebra (3 cr)
- Criminal Record Check
- State of Missouri Care Giver Background Screening
- Drug/Alcohol Screen
- Physical Exam with Health requirements documented
- Obtain and/or maintain current CPR from American Heart Association for Health Care Providers

(Revised and email approved 9/4/14)

APPLICATION FOR REGISTERED NURSE LICENSURE

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

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

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

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

CURRICULUM SEQUENCE

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

Students under the 2017-2018 or earlier MSSU catalog

<table>
<thead>
<tr>
<th>FALL SEMESTER</th>
<th>FRESHMAN YEAR</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 121</td>
<td>Human Anatomy &amp; Physiology I*</td>
<td>4</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Comp I (WI) *</td>
<td>3</td>
</tr>
<tr>
<td>MATH 130</td>
<td>College Algebra*</td>
<td>3</td>
</tr>
<tr>
<td>PSY 100</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>UE 100</td>
<td>University Experience</td>
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<th>SPRING SEMESTER</th>
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<td>BIO 221</td>
<td>Human Anatomy and Physiology II*</td>
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<td>ENG 102</td>
<td>English Comp II (WI) *</td>
<td>3</td>
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<tr>
<td>CHEM 120 or 151</td>
<td>Chemistry for Allied Health Sciences<em>or General Chemistry I</em></td>
<td>5</td>
</tr>
<tr>
<td>ECON 101 or SOC 110</td>
<td>Economics of Social Issues* or Intro to Sociology</td>
<td>3</td>
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<tbody>
<tr>
<td>BIO 231</td>
<td>General and Medical Microbiology*</td>
<td>5</td>
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<tr>
<td>CORE</td>
<td>Area F1(Fine Art)</td>
<td>3</td>
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<tr>
<td>CORE</td>
<td>Area F2 (Literature) *</td>
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<tr>
<td>KINE 385 or DH 310</td>
<td>Nutrition for Human Development* or Nutrition*</td>
<td>3</td>
</tr>
<tr>
<td>HIST 110 or 120</td>
<td>U.S. History 1492-1877* or 1877-Present*</td>
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<tr>
<td>BIO 308</td>
<td>Pathophysiology*</td>
<td>4</td>
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<tr>
<td>CORE</td>
<td>Area I (International Studies)</td>
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<tr>
<td>PSC 120</td>
<td>Gov’t: U.S., St, Local</td>
<td>3</td>
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<tr>
<td>KINE 103</td>
<td>Lifetime Wellness</td>
<td>2</td>
</tr>
<tr>
<td>COMM 100</td>
<td>Oral Communication</td>
<td>3</td>
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<td>FALL SEMESTER</td>
<td>JUNIOR YEAR</td>
<td>HOURS</td>
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</tr>
<tr>
<td>NURS 305</td>
<td>Pharmacology in Nursing*◊</td>
<td>3</td>
</tr>
<tr>
<td>NURS 310</td>
<td>Health Assessment and Technologies*◊</td>
<td>5</td>
</tr>
<tr>
<td>NURS 320</td>
<td>Adult Nursing I*+</td>
<td>7</td>
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<td></td>
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<tbody>
<tr>
<td>NURS 340</td>
<td>Nursing Care of the Childbearing Family*+</td>
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<tr>
<td>NURS 360</td>
<td>Mental Health Nursing*+</td>
<td>4</td>
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<tr>
<td>NURS 370</td>
<td>Gerontologic Nursing (WI) *◊</td>
<td>3</td>
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<tr>
<td>NURS 380</td>
<td>Nursing Care of the Child and Family*+</td>
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<tbody>
<tr>
<td>NURS 400</td>
<td>Complex Nursing*+</td>
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<tr>
<td>NURS 420</td>
<td>Nursing Ethics &amp; Informatics (WI) *</td>
<td>3</td>
</tr>
<tr>
<td>NURS 430</td>
<td>Advanced Health Assessment*</td>
<td>3</td>
</tr>
<tr>
<td>PSY 320 or MATH 310 or</td>
<td>Applied Statistics* or Elementary</td>
<td>3</td>
</tr>
<tr>
<td>GB 321 or SOC 305</td>
<td>Statistics* or Business Statistics I* or Social Science Statistics*</td>
<td>15</td>
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<td>NURS 450</td>
<td>Community Health Nursing*◊</td>
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<tr>
<td>NURS 460</td>
<td>Research in Nursing (WI) *</td>
<td>3</td>
</tr>
<tr>
<td>NURS 470</td>
<td>Nursing Management &amp; Leadership*◊</td>
<td>5</td>
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<td></td>
<td>**</td>
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</tr>
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</table>

All courses in the junior and senior level require adherence to the Progression and Readmission policy in order to continue the Plan of Study.
*See course descriptions for prerequisites
*Credit by departmental examination for Licensed Practical Nurses (fee assessed).
◊Credit by departmental examination for Registered Nurses (fee assessed).
□Credit by experience for Registered Nurses.

**Registered Nurse Track:** Fall Semester—Nurs 301 Transitions in Nursing 3 cr. hrs (Internet).  Completion of this course with a grade of C or above will grant credit for the following: Nurs 310 Health Assessment and Technologies; Nurs 320 Adult Nursing I; Nurs 340 Nursing Care of the Childbearing Family; Nurs 380 Nursing Care of the Child and Family; Nurs 360 Mental Health Nursing; Nurs 400: Complex Nursing (fee assessed).

Registered nurse applicants from non-ACEN accredited nursing programs must complete NURS 301 Transitions in Nursing and attain a GPA of 3.0 in the first semester of coursework in order to be granted regular admission status.
Students under the 2018-2019 MSSU catalog

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<td>UE 100</td>
<td>University Experience</td>
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**TOTAL: 14 HOURS**

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<tr>
<td>HS 210</td>
<td>Success in Health Profession Programs</td>
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**TOTAL: 16 HOURS**

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</tr>
<tr>
<td>CORE</td>
<td>Area 5A (Literature) * (Must be two Different Disciplines)</td>
<td>3</td>
</tr>
<tr>
<td>CORE</td>
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<td>Nutrition for Human Development* or Nutrition*</td>
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**TOTAL: 17 HOURS**

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<td>BIO 308</td>
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<tr>
<td>CORE</td>
<td>Area 5C (Global Competencies)</td>
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<td>PSC 120</td>
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<tr>
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**TOTAL: 15 HOURS**

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**TOTAL: 15 HOURS**
**FALL SEMESTER** | **SENIOR YEAR** | **HOURS**
--- | --- | ---
NURS 400 | Complex Nursing*+ | 6
NURS 420 | Nursing Ethics & Informatics (WI) * | 3
NURS 430 | Advanced Health Assessment* | 3
PSY 320 or MATH 310 or GB 321 or SOC 305 | Applied Statistics* or Elementary Statistics* or Business Statistics I* or Social Science Statistics* | 3
**Total**: | **15** |  

**SPRING SEMESTER** | **SENIOR YEAR** | **HOURS**
--- | --- | ---
NURS 450 | Community Health Nursing*□ | 5
NURS 460 | Research in Nursing (WI) * | 3
NURS 470 | Nursing Management & Leadership*□ | 5
**Total**: | **13** |  

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

*See course descriptions for prerequisites

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

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

□Credit by experience for Registered Nurses.

+Registered Nurse Track: Fall Semester—Nurs 301 Transitions in Nursing 3 cr. hrs (Internet). Completion of this course with a grade of C or above will grant credit for the following: Nurs 310 Health Assessment and Technologies; Nurs 320 Adult Nursing I; Nurs 340 Nursing Care of the Childbearing Family; Nurs 380 Nursing Care of the Child and Family; Nurs 360 Mental Health Nursing; Nurs 400: Complex Nursing (fee assessed).

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**Students under the 2019-2020 MSSU catalog**

**FRESHMAN YEAR**

**FALL SEMESTER**

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<td><strong>Total</strong>:</td>
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**SPRING SEMESTER**

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<td>HS 210</td>
<td>Success in Health Profession Programs</td>
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<td><strong>Total</strong>:</td>
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**SOPHOMORE YEAR**

**FALL SEMESTER**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 231</td>
<td>General and Medical Microbiology*</td>
<td>5</td>
</tr>
<tr>
<td>CORE</td>
<td>Area 5B (Fine Art)</td>
<td>3</td>
</tr>
<tr>
<td>CORE</td>
<td>Area 5A (Literature) *</td>
<td>3</td>
</tr>
<tr>
<td>CORE</td>
<td>Area 5A (Literature)*</td>
<td>3</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
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<tr>
<td>KINE 385</td>
<td>Nutrition for Human Development*</td>
<td>3</td>
</tr>
<tr>
<td>BIO 308</td>
<td>Pathophysiology*</td>
<td>3</td>
</tr>
<tr>
<td>CORE</td>
<td>Area 5C (Global Competencies)</td>
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<tr>
<td>PSC 120</td>
<td>Gov’t: U.S., St, Local</td>
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<tr>
<td>KINE 103</td>
<td>Lifetime Wellness</td>
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<tr>
<td>CORE</td>
<td>Area 2B Communications</td>
<td>3</td>
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<tr>
<td>NURS 305</td>
<td>Pharmacology in Nursing*◊</td>
<td>3</td>
</tr>
<tr>
<td>NURS 310</td>
<td>Health Assessment and Technologies*◊</td>
<td>5</td>
</tr>
<tr>
<td>NURS 320</td>
<td>Adult Nursing I*+</td>
<td>7</td>
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<tr>
<td>NURS 340</td>
<td>Nursing Care of the Childbearing Family*+</td>
<td>4</td>
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<tr>
<td>NURS 360</td>
<td>Mental Health Nursing*+</td>
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</tr>
<tr>
<td>NURS 370</td>
<td>Gerontologic Nursing (WI) *◊</td>
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<tr>
<td>NURS 380</td>
<td>Nursing Care of the Child and Family*+</td>
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<tr>
<td>NURS 400</td>
<td>Complex Nursing*+</td>
<td>6</td>
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<tr>
<td>NURS 420</td>
<td>Nursing Ethics &amp; Informatics (WI) *</td>
<td>3</td>
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<tr>
<td>NURS 430</td>
<td>Advanced Health Assessment*</td>
<td>3</td>
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<tr>
<td>PSY 320 or MATH 310 or GB 321 or SOC 305</td>
<td>Applied Statistics* or Elementary</td>
<td>3</td>
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<tr>
<td>NURS 450</td>
<td>Community Health Nursing*□</td>
<td>5</td>
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<tr>
<td>NURS 460</td>
<td>Research in Nursing (WI) *</td>
<td>3</td>
</tr>
<tr>
<td>NURS 470</td>
<td>Nursing Management &amp; Leadership*□</td>
<td>5</td>
</tr>
</tbody>
</table>

*See course descriptions for prerequisites

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

Registered nurse applicants from non-ACEN accredited nursing programs must complete NURS 301 Transitions in Nursing and attain a GPA of 3.0 in the first semester of coursework in order to be granted regular admission status.
CREDIT BY EXAMINATION FOR REGISTERED NURSES

NURS 305 PHARMACOLOGY IN NURSING AND NURS 370 GERONTOLOGIC NURSING

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

CREDIT FOR PROFESSIONAL REGISTERED NURSE (RN) EXPERIENCE

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

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

The student may obtain partial credit for NURS 450 Community Health Nursing clinical by demonstrating previous clinical experience in home health or community focused programs. Full credit can be obtained by an agreed home health or community focused experience.

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

AMERICAN PSYCHOLOGICAL ASSOCIATION WRITING STYLE

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

CURRENT CONTACT INFORMATION IS REQUIRED

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

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

CLASSROOM, CLINICAL, and SIMULATION CLINICAL ATTENDANCE

Students are expected to attend all scheduled classroom, clinical, and clinical simulation sessions for nursing courses in which they are enrolled. (Approved by Faculty Council 2-5-03, Revised and Approved by Faculty Council 11-15-03, Approved Faculty Council Approved 05/07/2018)

The student is responsible for notifying the course professor regarding a classroom absence by calling or notify by e-mail the professor at least one hour prior to the scheduled course period. In the event that a student will be absent from a clinical assignment, the student is to notify the clinical instructor at least one hour prior to the scheduled clinical session. Clinical hours will be made up at the discretion of faculty.

In the event that a student will be absent from simulation clinical, the student is to notify the simulation faculty prior to the scheduled simulation clinical session. In the event the student is late, they could be sent home and be required to makeup those hours. Simulation clinical hours will be made up at the faculty’s discretion.
Students are not permitted to leave the clinical facility during lunch or break times. Students are responsible for their own transportation. (Approved by Faculty Council 4/1/03; reviewed 12/9/14). Exceptions may occur if the clinical agency does not provide cafeteria services.

CLASSROOM BEHAVIOR

Talking and other disruptive behaviors in the classroom are prohibited. Guidelines for student conduct at Missouri Southern State University are outlined within the Missouri Southern State University Student Handbook which is available online at www.mssu.edu. The student may also refer to the course syllabus for specific expectations. (Approved by Faculty Council 5-5-04)

THE SIMULATION CENTER FOR INTERDISCIPLINARY CLINICAL EDUCATION

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
Manikins are to be used with respect and treated as if they were live patients. The simulation lab is a learning environment. Students involved in simulated scenarios should have everyone’s respect and attention. Situations simulated in the lab are to be used as a learning tool and no discussion of the actions of fellow students or scenarios should take place outside of the lab.

ANTI-HARASSMENT POLICY

The experience of harassment is unique to each individual and it is up to the student to decide if he/she is being harassed. It is also distressing if a student sees someone else receiving unacceptable behavior. Once the problem is identified, the student has recourse to stop unacceptable behavior. Harassment is conduct that is unwanted or unreciprocated and affects your self-respect and well-being during classroom or clinical experiences.

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

Behavior can be harassment if:
- It is unwanted, unreasonable and offensive
- It creates a hostile or ineffective environment in the classroom or clinical setting.

Harassment may include, but is not limited to:
- Repeated events or a single serious incident
- Physical abuse such as unwanted physical contact
- Verbal abuse such as name-calling, use of offensive language or innuendo, telling offensive jokes
- Covert abuse such as non-cooperation, implicit threats
- Abuse that stems from a problem that began in the university or clinical setting, and continues outside of them (i.e. stalking)

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

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

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

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

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

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

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

**If the steps are not effective, the student should:**

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

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 for a follow-up, or submit the incident in writing.

**TESTING EXAM REVIEW**

Exam review should generally be conducted within a week after all exams are administered. All reviews should be conducted in silence. Time dedicated to review is proportioned to the length of the exam. For test security reasons, test items may not be copied, photographed, or discussed. No electronic devices, such as but are not limited to- smart watches, phones, any device that has camera/photography capabilities, will be allowed to be present within the student’s possession during the review. If student is noted to have such devices during testing or review, such student shall be noted as being dishonest and subjected to academic integrity/dishonesty policies as stated in handbook. If a student requests additional time to review the exam, the request must first be addressed by the faculty of the course.
ITEM CHALLENGE

In the event the student wishes to challenge an item, an item challenge form is available from the instructor who administered the exam. The completed form must be submitted to the faculty within one week of the review.

MAKE UP EXAM POLICY

A student who is not present for the start of an exam or who must be absent during a scheduled examination, due to an emergency or illness, must notify the faculty prior to the exam and will take a 5% deduction from the total possible score. Students are expected to notify faculty at least one hour prior to the scheduled exam time. The student will schedule the make-up exam with the ACTS testing center, 625-9324, within 48 hours of the missed exam. The student will notify faculty of the re-scheduled exam time.

All subsequent absences for exams within a specific course will be subject to a 10% deduction from the total possible score. Rescheduling procedure remains the same as the initial missed exam occurrence.

(Approved by Faculty Council 05/07/2018)

GRADING SCALE

The department has the following grading scale:

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

Rounding will occur on final course grade only.

GENERAL ACADEMIC INFORMATION

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

PROGRESSION

NURSING MAJOR SEMESTER PROGRESSION POLICY

All nursing courses must be taken in sequence according to the Nursing Major Plan of Study. A grade of at least a “C” is required in order to progress to the next semester of the program.

First Semester Junior year - Any student failing any nursing course with a grade below “C” will be dismissed from the nursing program. The dismissed student may make reapplication and if accepted, repeat all first semester courses one time.

Spring Semester Junior year, Fall semester Senior year, and / or Spring semester Senior year - Progression in the nursing program requires semester grades of “C” or above each of these semesters in all nursing courses required on the Nursing Major Plan of Study.

In addition, for any student making a grade of “D” or “F” in a nursing course, the failed course and concurrent semester courses required in the plan of study for that semester may be repeated only once. Even if the student passes other nursing courses that semester, the entire semester’s nursing courses must be repeated. Any student failing any nursing course will be dismissed from the nursing program at the time of the course failure. The student may make reapplication and if accepted, repeat all semester courses one time.
The student repeating a nursing course (as listed above) must make a grade of “C” or better to progress and / or to graduate.
(Faculty Council Approved 5/13/2015)

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

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 in 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.
(Faculty Council Approved 11/30/05: Revised and approved 2/17)

CLINICAL FAILURE:
A clinical failure may result from a critical incident. A critical incident includes:
- Unsafe behavior that would place the client in jeopardy.
- Violation of University policy.
- Violation of Code of Ethics for Nurses.
- Violation of agency policies.

READMISSION CRITERIA AND PROCESS

A. READMISSION CRITERIA
Readmission to the nursing program requires the student to comply with the following steps:
1. Be eligible for non-probationary or readmission to the University.
2. Have a minimum cumulative grade point average of 2.5.
3. Submit a completed readmission application form.
4. Documentation of eligibility from the Director of the program on file.
5. Submit a single page written plan on how the student will be successful on the second attempt.
6. Admission committee may request a meeting with the candidate.
7. Apply for readmission within two years from time of withdrawal.
8. Submit all documents 12 weeks prior to the semester of desired readmission.
9. Meet all criteria for regular admission to the Department of Nursing, including current physical exam, current drug/alcohol screen, current caregiver background screening, current criminal background check, current TB test results, current CPR card, current verification of health insurance and non-refundable application fee.
10. If under the care of a healthcare provider, clearance without restriction for class and clinical.
(Approved by Faculty Council, 10-7-03; 2/7/17)

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

Readmitted students will pay the same fees as full-time students enrolled in the nursing program upon re-admittance to the nursing program.
DROPPING COURSES, WITHDRAWAL FROM NURSING COURSES, WITHDRAWAL FROM UNIVERSITY

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

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. It is required that the student schedules an exit conference with the professor teaching the course and the Director of the Department of Nursing to discuss the student’s withdrawal, readmission or transfer.

UNIVERSITY
A student who wishes to withdraw will initiate withdrawal in the Advising, Counseling & Testing Center (Hearnes Hall). A student who completely withdraws from the University prior to the last week of classes in a regular or summer semester may receive a grade of “W” in all courses in which the student is enrolled. Withdrawal from the University after the last week of classes in a regular or summer semester will result in a grade of “F” being recorded for all courses, unless other arrangements are made through the Office of the Registrar. A student who leaves school without officially withdrawing shall receive grades of “F” in all courses. Refer to current Missouri Southern State University Catalog for university withdrawal policies.

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

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

REVIEW POLICIES

EVOLVE SPECIALIZED TESTING AND EVOLVE EXIT EXAM AND NCLEX-RN

Specialized EVOLVE examinations are mandatory for completion of the Nursing Program. Nursing students complete standardized testing to verify mastery of course content during various semesters of the nursing program as a predictor of licensure exam performance. Students should strive to achieve the expected benchmark (900) in standardized testing. A maximum of 10% of the course grade can be assessed from student’s performance on standardized testing. (Approved by Faculty Council on 1-7-15)

Requirements are presented as follows:

JUNIOR YEAR:
- All Junior Nursing Students are required to purchase and remediate using the EVOLVE manual and website.
- The MID-CURRICULAR EVOLVE EXAMINATION 1 (MC 1) is administered end of second semester.
- Students are encouraged to attain a score of 900 or above on the MC 1 examination.
- Students scoring below 900 on the MC 1 are required to take the MID-CURRICULAR EVOLVE 2 (MC 2) test as scheduled.
- The fee for the MID-CURRICULAR EVOLVE EXAMINATION 1 (MC 1) is included in Special Course Fees. MC 2 fee is the responsibility of the individual student.
SENIOR YEAR:

- Two EVOLVE EXIT EXAMINATIONS are required for all Senior Nursing students in the final semester of the Senior Year.
  - A score of 900 or above is recommended.
  - Each examination with a score of 900 or below will be followed immediately with counseling and recommendations for remediation using Evolve materials.
- The fees for EVOLVE EXIT EXAMINATIONS will be included in Special Course Fees.
- EVOLVE EXIT EXAMINATIONS are to be completed as scheduled.
- All senior students are required to complete the mandatory EVOLVE NCLEX-RN Review Course, as scheduled.
- Exit examination is scheduled following the mandatory EVOLVE NCLEX-RN Review Course.
- Failure to complete the EVOLVE EXIT EXAMINATIONS and/or the mandatory EVOLVE NCLEX-RN Review Course will result in an incomplete grade.
- Review of rationales after each exam is highly recommended.
- The following examples constitute non-compliance with the policy:
  - Completing a 110 item multiple choice EVOLVE Exam in 10 minutes and/or answering “B” to every question. In this instance the student would be required to repeat the exam and pay the cost of the additional exam.

EVOLVE CASE STUDY/ PATIENT REVIEW POLICY

- The use of EVOLVE learning material is taken seriously and is a benefit to student learning in the development of critical thinking.
- A 95% minimum passing score is required on every case study.
- Failure to complete assigned (required) EVOLVE case studies will result in an incomplete in the individual course.
- Case studies that support course content will be assigned by the course instructor.
- Junior students must complete all assigned case studies by the date the case study is due or two weeks prior to the scheduled final exam for the class the case study is assigned, whichever is earlier.
- Senior students must complete assigned EVOLVE case studies during the senior year. Evolve cases studies are due as assigned.

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 student’s assigned clinical experiences in cooperating hospitals must meet these requirements. Results of the Criminal Record Check and Caregiver Background Screening must be on file after notification of admission to the nursing program and prior to the first day of classes. Failure to comply will restrict the student from class attendance. Students who fail to provide full disclosure of their states of residence for the purposes of Criminal Background Checks may be subject to dismissal from the nursing program.  

NOTICE OF ARREST

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

(Approved by Faculty Council 8-5-14, approved by Dean of Health Science and VPAA 8-7-14)

**SUBSTANCE ABUSE AND DRUG TESTING POLICY**

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

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

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

The nursing student assumes full costs of all testing. Any student who tests positive for drugs or controlled substances must be able to verify that the drugs or controlled substances were obtained legally and legitimately. If an initial drug or controlled substance test is positive, a second test on the same specimen may be performed to confirm the initial result. If an alcohol test is positive, a second test on the same specimen may be performed to confirm the initial result. Any confirmed alcohol result above 0% will be considered positive. A positive test result on the confirming test may result in dismissal from the Nursing Program. The University reserves all rights to deny admission or to dismiss a student from the Nursing Program without conducting a confirming second test if, in the sole discretion of the University, such denial of admission or such dismissal is prudent or appropriate under the circumstances. Any student dismissed following a positive alcohol, drug, or controlled substance test will be removed from all nursing courses. A grade of “W” for “withdrawal” will be transcribed if dismissal occurs before the University’s deadline for withdrawal. A grade of “F” will be transcribed if dismissal occurs after the University withdrawal date.

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

While the University reserves the right to conduct testing without reasonable suspicion to the fullest extent allowed by applicable law, the University also may conduct tests based on reasonable suspicion. As used in this policy, “reasonable suspicion” shall include all facts, circumstances, behavior, conduct, or situations that would constitute or give rise to reasonable suspicion or probable cause under applicable law, and may include, as examples and not by way of limitation, the following: accidents and injuries caused by human error, unusual or serious violations of laws or rules, secured drug supply disappearance, irrational or extreme behavior, or inattention or unusual personal behavior, such as smelling of alcoholic beverages.
Students must report any arrest or charge, whether resulting in conviction, plea of guilty, finding of guilt, probation, suspended imposition of sentence, suspended execution of sentence, or plea of nolo contendere, under a criminal drug or alcohol statute for alleged behavior or violations whether occurring on or off University premises. Any such alleged behavior or violation must be reported with five (5) days. Students with involvement in a criminal drug or alcohol offense may be dismissed from the Nursing Program.

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

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

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

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

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

Should a difference of opinion develop between a student and an instructor regarding course work, the student should make an appointment to discuss the matter privately with the instructor involved within five (5) class/clinical days from the date the disputed event occurred.
If the matter is not resolved, the student may request to speak to the faculty team when applicable within five (5) class/clinical days from the initial conference with the course instructor.

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

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

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

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

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

(Approved by Faculty Council 5-19-04)

STUDENT REPRESENTATION TO DEPARTMENT OF NURSING FACULTY COUNCIL

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

**Process**
• Two junior and two senior representatives are elected by their class peers 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)

**MISSOURI NURSE LICENSES**

Registered Nurses (RNs) and Licensed Practical Nurse (LPNs) enrolled in the nursing program must furnish a copy of their current Missouri license.
ACADEMIC INTEGRITY (PLAGIARISM/CHEATING) POLICY/PROCEDURE

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

A. Dishonesty is used in the MSSU Student Handbook (which is online) synonymously with cheating and plagiarism.

B. CHEATING includes but is not limited to…”

- use of any unauthorized assistance in taking quizzes, tests, or examinations;
- dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
- the acquisition, without permission, of tests or other academic material before such material is revealed or distributed by the instructor;
- the misrepresentation of papers, reports, assignments or other materials as the product of a student’s sole independent effort, for the purpose of affecting the student’s grade, credit or status in the University;
- failing to abide by the instructions of the proctor concerning test-taking procedures; examples include, but are not limited to, talking, laughing, failing to take a seat assignment, failing to adhere to starting and stopping times, or other disruptive activity;
- influencing, or attempting to influence, any University official, faculty member, or employee responsible for processing grades, evaluating students, or for maintaining academic records, through the use of bribery, threats, or any other means of coercion in order to affect a student’s grade or evaluation;
- any forgery, alteration, unauthorized possession, or misuse of University documents pertaining to academic records. Alteration or misuse of University documents pertaining to academic records by means of computer resources or other equipment also is included within this definition of “cheating.”

C. 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.

D. PLAGIARISM as defined by the Department of Nursing faculty is consistent with the American Psychological Association ethical principles (8.05, P. 348) includes but is not limited to:

- Copying another’s work and presenting it as one’s own.
- Using more than two or three words from a source without using quotes.
- Paraphrasing by simply rearranging another’s words.
- Presenting a purchased or stolen paper, as one’s own work.


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

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

- Instructor responds to dishonesty in an advisory non-punitive manner.
- Instructor responds to dishonesty by assigning reduced or failure grade of exam, project, paper, or course grade.
- Instructor responds to dishonesty by using the 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)

CLASSROOM VISITORS

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

USE OF SMART/ELECTRONIC DEVICES

Unauthorized devices are to be inactivated (turned off) during class, clinical/lab, exams and exam reviews. Cell phones are not be utilized in patient care areas during clinical. Emergency calls for students will be processed through the Department of Nursing administrative assistant (417) 625-9322 during classes on campus or during clinical experiences.

(Approved by Faculty Council 2/13/02, 12-13-05, Revised and email approved 9/3/14; Revised 2017)

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 lidded containers.

(Approved by Faculty Council 10-03-06)

STUDENT COMMUNICATION CENTER

A student communication center is located in the Department of Nursing office. The Center contains two drawers: the top drawer will contain a folder for each Senior nursing student and the lower drawer will contain a folder for each Junior nursing student.

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

RECOMMENDED STUDY HOURS/ STUDENT EMPLOYMENT

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

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

EMERGENCY ASSISTANCE

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

EMERGENCY POLICY

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

(Approved by Faculty Council, 10-7-03)
POLICY ON SMOKING DURING CLINICAL EXPERIENCES:

Students will be caring for clients in a variety of clinical settings and with varying degrees in severity of illnesses. Due to the fact that it is not always possible to predict a client’s reaction to the smoke on a student’s clothing, hair, or person, 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 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 given consideration in the development of the following policies.

Students who are Registered Nurses enrolled in a clinical course are required to wear a MSSU identification badge while in clinical.

UNIFORMS—Prelicensure/Generic Students:
Students are to wear the designated uniforms only during clinicals and specified nursing activities. The uniform must be laundered after each wearing. In addition to meeting uniform guidelines for the Department of Nursing, students are also expected to conform to the policy of the clinical agency. A 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.

LAB JACKET:
Student must purchase a white MSSU warm up jacket available from the Student Nurse Association. The MSSU warm up is worn with the student uniform in clinical practice or over street clothes for clinical assignments.

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

First name only badges may only be worn during Mental Health clinical.

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

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

SHOES: Shoes, socks, and shoelaces must be white or black, closed heel and toe, clean, and safe for the environment. Clinical shoes should be worn only for clinical activities. The color of the shoes, shoelaces, and socks
must be of same solid color. Socks must completely cover ankles. (Revised and Approved by Faculty Council 3-15-17).

PERSONAL APPEARANCE AND HYGIENE POLICY: Students will be expected to maintain proper hygiene.

ODORS/FRAGRANCES: Strong odors may be distressing to clients; therefore, care will be taken to maintain body and oral hygiene at all times. Perfumes should not be worn during clinical. HANDS/FINGERNAILS: Hands must be clean. Fingernails are to be clean, neatly manicured and trimmed short. No nail polish may be worn. Hands should be free of anything that can trap microorganisms. No artificial or acrylic nails may be worn in clinical or campus laboratory sessions.

JEWELRY: Only one pair of small, non-dangle, non-hoop plain style gold, silver, or white earrings may be worn in ear lobes only. Earrings are not permitted during any operating room rotation/experience. No jewelry may be worn in any other pierced areas. No necklaces or bracelets are permissible for any clinical experience. The student may be permitted to wear one band style ring, depending upon the requirements of the assigned clinical area. (Revised and email approved 9/4/14; 09/13/16; 11/11/16)

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

TATTOOS/BODY ART: Any personal enhancement, adornment, or coloring that causes undue attention to oneself is strictly prohibited. The MSSU Nursing Department reserves the right to deny acceptance of an applicant into the program and discharge a student from the program if their tattoo(s):

A. Is determined by the Nursing Department to be located on an area of the body where it will likely be visible in reasonable nursing attire and,
B. Cannot be covered in a standard clinical setting and, C. Is determined by the Nursing Department to be "inappropriate" to the extent that it will likely be perceived as inappropriate and/or offensive to reasonable patients and/or reasonable colleagues.

A decision to deny acceptance of an applicant, or dismiss a student from the MSSU Nursing program solely on the basis of their tattoo(s), will be made by a five-person committee consisting of the BSN Coordinator, Department Chair of Nursing, two randomly selected members of the full-time nursing faculty, and an outside member of the nursing community.

Examples of characteristics of a tattoo that may cause it to be deemed "inappropriate" by this committee include but are not limited to the following:

a. Large size
b. Profanity
c. Sexual Nature
d. Racism
e. Nudity
f. Intimidating words or images
g. Negative imagery i.e. anti-healthcare themes

(Revised and Approved by 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)

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 professional dress with clean lab coat and name badge(s). The Missouri Southern State University (MSSU) badge must be worn at all times. The individual clinical site student badge is to be worn with the MSSU badge.
DRESS CODE FOR SELECT CLINICAL EXPERIENCES
The standard student nurse uniform is not worn during selected nursing clinical experiences, however professional attire is required. Attire considered acceptable or not acceptable is listed below. If student has questions, ask the professor for input prior to wearing it to clinical experience. A name pin for NURS 360 Mental Health Nursing clinical will contain the student’s first name only.

<table>
<thead>
<tr>
<th>ACCEPTABLE</th>
<th>NOT ACCEPTABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Slacks</td>
<td>Capri pants</td>
</tr>
<tr>
<td>Skirts or Dresses Knee Length or Below</td>
<td>Leggings</td>
</tr>
<tr>
<td>Shirts or Dresses with Sleeves</td>
<td>Tight Pants</td>
</tr>
<tr>
<td>Hose or Plain Socks with Skirts and Slacks</td>
<td>Jeans</td>
</tr>
<tr>
<td>Shoes with 2 inch Heels or Less, closed heel and toe</td>
<td>Any 5-pocket Pants</td>
</tr>
<tr>
<td>Small Earrings, non-dangle, non-hoop, plain gold, silver or white. No earrings for male students. Only one ring per hand.</td>
<td>Skirts or Dresses above the knee</td>
</tr>
<tr>
<td>Hose or Plain Socks with Skirts and Slacks</td>
<td>Shorts or skorts</td>
</tr>
<tr>
<td><em>Small Earrings, non-dangle, non-hoop, plain gold, silver or white. No earrings for male students. Only one ring per hand.</em></td>
<td>Bermuda shorts</td>
</tr>
<tr>
<td><em>Small Earrings, non-dangle, non-hoop, plain gold, silver or white. No earrings for male students. Only one ring per hand.</em></td>
<td>Thong underwear</td>
</tr>
<tr>
<td>Denim Clothing of Any Type</td>
<td>Denim Clothing of Any Type</td>
</tr>
<tr>
<td>Sleeveless Shirts or Dresses</td>
<td>T-shirts with Messages</td>
</tr>
<tr>
<td>T-shirts with Messages</td>
<td>Bare Legs</td>
</tr>
<tr>
<td>Bare Legs</td>
<td>Shoes with over 2 inch heels</td>
</tr>
<tr>
<td>Shoes with over 2 inch heels</td>
<td>Sandals</td>
</tr>
<tr>
<td>Sandals</td>
<td>Tie</td>
</tr>
<tr>
<td>Tie</td>
<td>Boots</td>
</tr>
<tr>
<td>Boots</td>
<td>Loop or Dangle Earrings (pierced or clip)</td>
</tr>
<tr>
<td>Loop or Dangle Earrings (pierced or clip)</td>
<td>Bulky Jewelry</td>
</tr>
<tr>
<td>Bulky Jewelry</td>
<td>Transparent or Revealing Clothing</td>
</tr>
<tr>
<td>Transparent or Revealing Clothing</td>
<td>Sweatshirts</td>
</tr>
</tbody>
</table>

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

BIRTHING CENTER DRESS
Students must cover their clinical attire with a clean lab jacket when leaving the Birthing Center to go to designated areas of the hospital, such as the cafeteria, laboratory, and pharmacy. The surgical scrub attire provided by the hospital may not be worn outside the hospital building.
(Faculty Council Approved 1/31/01; 3/6/13 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.

<table>
<thead>
<tr>
<th>Dress for Women:</th>
<th>Dress for Men:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Slacks or skirt</td>
<td>Suit or sport coat (optional)</td>
</tr>
<tr>
<td>Blouse</td>
<td>Shirt</td>
</tr>
<tr>
<td>Hosiery</td>
<td>Tie</td>
</tr>
<tr>
<td>Dress shoes</td>
<td>Dress slacks</td>
</tr>
<tr>
<td>Jewelry, kept to a minimum</td>
<td>Dress shoes and socks</td>
</tr>
<tr>
<td>Jewelry, kept to a minimum</td>
<td>Jewelry, kept to a minimum</td>
</tr>
</tbody>
</table>

(Approved by Faculty Council 2/5/03)

EQUIPMENT FOR CLINICALS

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

**PROFESSIONAL LIABILITY INSURANCE**

Students obtain professional liability insurance through the program provided by MSSU for nursing students. Premium payment will be deducted from the Special Course Fee for pre-licensure and LPN students annually.

**CLINICAL POLICY FOR AN EXCUSED ABSENCE**

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

(5/99)

**NURSING SKILLS LABORATORY**

The nursing skills laboratory (Health Science Building Room 337 & 339) may be used to practice procedures at any time a laboratory class is not in session by appointment with faculty supervising student use of the laboratory. The nursing skills laboratory is locked when not in use. A key may be obtained from the department secretary. Following use of the nursing skills laboratory, please check to make sure the laboratory is left clean, neat, and that equipment is turned off and secured. Leave the laboratory locked and return the key to the secretary.

All equipment should remain in the designated area. Damaged or malfunctioning equipment should be reported immediately to an instructor or to the secretary of the department.

(Approved by Faculty Council 8-17-07)

**COMMUNICABLE DISEASES**

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

**PROGRESSION RELATED TO COMMUNICABLE DISEASES**

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

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

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

Retention: Students will be retained in the program based on the following guidelines:
1. Students must be able to practice standard precautions and comply with the guidelines described by state Policy Prevention and Control of Communicable Diseases recommendations published by CDC.
2. Students must maintain a health status level that permits them to meet the classroom and clinical objectives with reasonable accommodations.
3. Release from medical care without restriction [See student under HCP Care below].

STUDENTS RECEIVING MEDICAL CARE

STUDENT RETURNING TO CLASS OR CLINICAL FOLLOWING ILLNESS, INJURY, OR HOSPITALIZATION:
When the student returns to clinical or class following severe illness, injury or hospitalization, the student must furnish a written release from all health care providers stating that he/she has recovered sufficiently to resume participating in the nursing program with no restrictions.
(Approved by Faculty Council 5-7-01; 9-4-07)

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

STUDENT ILLNESSES OR INJURIES OCCURRING DURING CLINICAL ASSIGNMENTS
Students experiencing illness or injury requiring medical treatment during clinical must receive treatment at the closest, appropriate treatment facility. Faculty will not be responsible to transport any ill or injured nursing student. The student is responsible for any costs incurred by medical treatment received.
(Approved by Faculty Council 5-5-04)

POSITION STATEMENT

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

MISSOURI STATE BOARD OF NURSING
POSITION STATEMENT
HIV OR HBV INFECTION

The Missouri State Board of Nursing recognizes the serious implications the spread of HIV or HBV has on the health, safety, and welfare of the public, and the Board’s mandated responsibility to the public for assuring safe and competent nursing care.
As mandated by Section 191.694 RSMo, 1992 all licensed nurses and nursing students shall immediately implement and adhere to the universal precautions recommended by the Centers for Disease Control in the care of all clients.

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

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

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

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

References:


MOSBN 10/92
Revised 4/93
Reviewed 3/02
Reviewed 5/04
Reviewed 6/05
Reviewed 8/07

EXPOSURE AND PREVENTION TOPICS INCLUDED IN THE CURRICULUM

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

EXPOSURE TO BLOODBORNE PATHOGEN POLICY

Nursing students will be taught Standard Precautions prior to assignment in the clinical area. Students will sign the form provided when this educational session is completed. Copies are provided to all hospitals in which we practice.

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

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

Following an exposure, it will be the student’s responsibility to take IMMEDIATE ACTION:
1. Wash wounds and skin with soap and water.
2. Flush mucous membranes with water.
3. Report the incident immediately to the faculty member in charge of the clinical rotation.
4. If clothing contaminated, change to scrubs.
5. Complete the facility’s incident report and the MSSU student exposure report under supervision of faculty member.
6. Student may be directed for further medical follow up as indicated.

EXPOSURE TO LATEX

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

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

MANAGEMENT OF ALLERGIC REACTION

Symptoms of latex allergy may include skin rashes; hives; flushing; itching; nasal, eye, or sinus symptoms; asthma; and shock. In the event a reaction or suspected reaction to latex occurs:
1. Stop treatment and remove the irritating agent, if possible.
2. The student shall notify the instructor immediately.
3. The student shall notify the agency where incident occurred and follow the agency policy for latex allergic reaction.
4. The student shall complete the MSSU student exposure form.
5. The instructor shall refer the student to medical treatment facility as indicated.
6. The student will be responsible for avoiding latex exposure in the future, as advised in the Latex Allergy information.

(Approved Jan.28, 2004; Revised 2017)

LATEX ALLERGY INFORMATION

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

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

Steps to protect yourself from latex exposure and allergy in the clinical setting
1. Use non-latex gloves for activities that are not likely to involve contact with infectious materials (food preparation, routine housekeeping, maintenance, et cetera).
2. Appropriate barrier protection is necessary when handling infectious materials [CDC 1987]. If you choose latex gloves, use powder-free gloves with reduced protein content. Such gloves reduce exposures to latex protein and thus reduce the risk of latex allergy (though symptoms may still occur in some workers). So-called hypoallergenic latex gloves do not reduce the risk of latex allergy. However, they may reduce reactions to chemical additives in the latex (allergic contact dermatitis).
3. Use appropriate work practices to reduce the chance of reactions to latex. When wearing latex gloves, do not use oil-based hand creams or lotions (which can cause glove deterioration) unless they have been shown to reduce
latex-related problems and maintain glove barrier protection. After removing latex gloves, wash hands with a mild soap and dry thoroughly. Use good housekeeping practices to remove latex-containing dust from the workplace. Take advantage of all latex allergy education and training provided.

4. Get a Medic-Alert bracelet that says you are “allergic to latex”. Wear the bracelet at all times. Carry prescribed epinephrine pen.

5. Notify your doctors, dentists, nurses and other health care providers of your allergy. This allows them to plan ahead when providing care.

**STUDENT HEALTH CENTER SERVICES**

A variety of non-emergent health services are available through 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.
MSSU ACADEMIC CALENDAR
The Nursing Department adheres to the MSSU academic calendar as published by the university.

2019 Fall

April 22 - August 16, Open registration
August 19 - CLASSES BEGIN
August 26 - Drop/Add & Late Registration Charges Begin
August 30 - Last Day for Full Refund of Charges
September 2 - Dismissal for Labor Day
September 11 - Withdrawal after this Date No Refund of Charges
October 14-15, Fall Break
November 1 - Last Day to Withdraw from a Class with a “W”
November 27-29, Dismissal for Thanksgiving Holiday
December 2 - Last Day for Complete Withdrawal with all “W”'s
December 6 - Last Day of Classes
December 9-12, Final Examinations
December 12 - End of Semester
December 14 - Commencement

2020 Spring

October 21-November 15, Registration for current students
November 18, 2019 - January 10, 2020, Open registration
January 13 - CLASSES BEGIN
January 20 - Martin Luther King Jr. Day Holiday
January 21 - Drop/Add & Late Registration Charges Begin
January 24 - Last Day for Full Refund of Charges
February 5 - Withdrawal after this Date - No Refund of Charges
March 16-20, Spring Break
April 3 - Last Day to Withdraw from a Class with a “W”
April 27 - Last Day for Complete Withdrawal with all “W”'s
May 1 - Last Day of Classes
May 4-7, Final Examinations
May 7 - End of Semester
May 9 - Commencement
GRADUATION POLICY

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

B. TIME OF GRADUATION:
   Formal announcement of graduation is made and degrees are conferred at the close of the spring semester.

C. PLACEMENT SERVICES:
   Each degree candidate must register in the Office of Career Services.

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

E. SENIOR ASSESSMENT:
   Select graduating MSSU seniors are required to complete a Core Curriculum examination before the Baccalaureate Degree is awarded.
PINNING CEREMONY

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

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

Guidelines for the ceremony are as follows:
1. The pinning ceremony will be held on campus.
2. Faculty chairs the pinning committee.
3. The senior class will choose student representatives to the pinning committee.
4. The program format will be followed.
5. All costs of the Pinning Ceremony and reception are at the expense of the graduates.

STUDENT NURSES’ ASSOCIATION

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

All nursing students are required to join the Student Nurses’ Association. SNA fees are assessed in student fees every annually. See the SNA President or faculty sponsor for further information.

INCLEMENT WEATHER AND EMERGENCY CLOSING NOTIFICATION

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

Local media, MSSU website, RAVE notification via cell phone will notify of campus closing(s).

Students are encouraged to check more than one source to confirm a campus closing. The course/clinical instructor may be contacted to confirm course cancellation.
SPECIAL AWARDS, HONOR SOCIETIES, AND SCHOLARSHIPS
(not an all-inclusive listing)

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

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

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

MISSOURI LEAGUE FOR NURSING (MLN) OUTSTANDING GRADUATING STUDENT NURSE AWARD
The nursing faculty nominates and selects the recipient for this award based on the following MLN criteria:
1. Leadership potential- Students who are active in their student organization or who were active in organizing activities for the class are eligible. Can motivate and organize a group to accomplish a task.
2. Interpersonal skills- Students who worked cooperatively with faculty, other students, and agency staff are eligible. Interacts appropriately with peers, faculty, and clinical agency personnel. Continuing professional growth- Students who show an interest in continuing learning beyond graduation are eligible. Verbalizes plans to attend graduate school.
3. Full time enrollment
4. Student Essay Criteria- The student selected will submit a two-page typewritten essay projecting what membership in the MLN/NLN will mean to them as well as what they feel will benefit them by belonging to a professional organization.

OUTSTANDING GRADUATING NURSING STUDENT AWARD FOR HONORS CONVOCATION
The nursing faculty nominates and selects the recipient for this award based on the following criteria:
1. GPA
2. Full time enrollment
3. Quality of client care will be considered in case of a tie.

PROJECT STAY DISTINGUISHED STUDENT AWARD
The nursing faculty nominates a nursing student based upon the Project Stay criteria. The nominee should demonstrate qualities such as leadership, strong character, personal responsibility, dedication to academics, and positive contributions in the classroom, campus, or community.

STUDENT RESEARCH GRANT AWARD
Purpose: To provide support for scholarly and research activities by funding expenses connected with such endeavors. The costs of these activities might include (but are not limited to) expenditures for: equipment, photocopying, microfilming, secretarial assistance, publication page charge, editorial research assistance, travel for research or for the presentation of findings to professional societies or other organizations.
Procedures:
1. Individual students or groups of students must apply to the Student Research Committee for the grants, giving such information as the Committee requires.
2. Each application must bear the signature of a faculty advisor responsible for coordinating the research project and endorsing the expenditure of the grant moneys.
3. The Committee will recommend the granting of the awards to the Vice President for Academic Affairs.

4. The Vice President for Academic Affairs will notify the faculty members and the student what procedure the University will use to disburse the funds.

5. Upon completion of a funded project, grant recipients must submit a written report to the committee and offer a campus-wide public presentation of the findings in an appropriate forum.

**ALPHA CHI HONOR SOCIETY---MISSOURI IOTA CHAPTER**
Alpha Chi is a coeducational society whose purpose is to promote academic excellence and exemplary character among College and College students and to honor those who achieve such distinction. As a general honor society, Alpha Chi admits to membership students from all academic disciplines.

Criteria:
1. Students who have accumulated 100 College hours (30 of which must be obtained at Missouri Southern) with a grade point average of 3.70 may be elected to membership.

2. Prospective candidates for induction will be considered on the basis of their record at the end of the Fall semester just prior to the Spring term.

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

Selection Criteria:
To be eligible for ODK, a student shall meet the following minimum requirements
1. At least one semester as a full time student at Missouri Southern State University.

2. Junior or Senior student classification.

3. A minimum cumulative grade point average of 3.0.

4. The achievement of distinction in at least one of the major areas and two minor areas of leadership recognized by Omicron Delta Kappa:
   a. Scholarship
   b. Athletics
   c. Social service, religious activities, campus government
   d. Journalism, speech and the mass media
   e. Creative and performing arts

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

**MISSOURI LEAGUE FOR NURSING (MLN) SCHOLARSHIP**
The nursing faculty nominates a nursing student for this scholarship based on MLN criteria. The recipient is selected by the MLN.
Eligibility of MSSU Foundation Nursing Scholarships require the student to have on file current FASFA information and Foundation Scholarship Application, indicating status of student in the nursing program (NU00).

JAUNITA BASTIAN MEMORIAL NURSING SCHOLARSHIP in honor of Marilyn Jacobs
The nursing faculty nominates and selects the recipient for this award based on the following MSSU Foundation criteria:
1. Senior completing degree
2. 2.75 GPA minimum

DORIS ELGIN MEMORIAL SCHOLARSHIP
The nursing faculty nominate and selects the recipient for this award based on the following MSSU Foundation criteria:
1. Completed at least 1 semester nursing courses
2. 3.0 GPA minimum
3. Financial need

DOROTHY REEVES NURSING SCHOLARSHIP
The nursing faculty nominates and selects the recipient for this award based on the following MSSU Foundation criteria:
1. Grade Point Average - minimum 3.0 for nursing and 2.5 for other courses
2. Second Year Nursing Student
3. Prefer a Single Parent

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

JOANNE MCCONNELL NURSING SCHOLARSHIP
The nursing faculty nominates and selects the recipient for this award based on the following MSSU Foundation criteria:
1. Full time student
2. Grade Point Average-2.5 or above

K’ALICE BREINIG - MSSU NURSING HONOR SOCIETY SCHOLARSHIP
Recommended by a committee of the MSSU Nursing Honor Society based on the following MSSU Foundation criteria:
1. Graduating Senior in the Nursing major or Graduate program
2. 3.0 Grade Point Average or above
3. Academic Integrity and Professional Leader

Additional MSSU Foundation Scholarships awarded to nursing students are awarded based on faculty recommendation to the MSSU Foundation Scholarship Committee. Consideration for these scholarships are also generally based on FASFA and Foundation Scholarship Application information:
Clara May Chitwood Memorial Scholarship
Laura Marie Chitwood Memorial Scholarship
Cragin Scholarship
Forty and Eight Scholarship
Art Kungle Sr. Scholarship
Mary Jane Landreth Nursing Scholarship
McCune Brooks Healthcare Foundation Patron Scholarship
Agnes Warnet Memorial Scholarship
MISSOURI SOUTHERN STATE UNIVERSITY
DEPARTMENT OF NURSING
STUDENT ACKNOWLEDGEMENT/CONSENT FORM

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

| 1. | 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 understand these policies. By my signature below, I represent that I am at least eighteen (18) years old, and I agree to comply with all aspects of these policies. |

| 2. | I am not currently under the influence of illegal drugs, alcohol, or inappropriate legal drugs. |

| 3. | I understand that, as a nursing student, I will spend a considerable amount of time learning patient care in a variety of settings, including but not limited to, clinical settings where patients are present. I understand that I must be fully in control of my judgment, mental faculties and physical and motor abilities while in the Nursing Program, and that it is of the utmost importance that I perform my duties without the presence of illegal drugs, alcohol, or inappropriate legal drugs in my system. I understand that performing my duties with the presence of illegal drugs, alcohol, or inappropriate legal drugs in my system poses an unacceptable risk of danger to patients, students, the University, and clinical hospitals and agencies. I agree that the University has a special need—public safety—to test me for illegal drugs, alcohol, and/or inappropriate legal drugs. |

| 4. | 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. I agree to pay the full costs of such tests. To the fullest extent allowed by applicable law, I hereby irrevocably and unconditionally consent to all such testing, and to all actions which the University may take based upon the results of such testing, and I hereby irrevocably and unconditionally waive any rights I otherwise may have to refuse or object to any such testing. I understand that admission to and participation in the Nursing Program is a privilege, and I am signing this Consent form and making the foregoing agreements, consents, and waivers voluntarily. |

| 5. | 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.

6. 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.

7. To the fullest extent allowed by applicable law, I hereby RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE AND AGREE TO INDEMNIFY AND HOLD HARMLESS 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, WHETHER OR NOT SUCH LOSSES ARE CAUSED BY THE CARELESSNESS OR NEGLIGENCE OF THE RELEASEES, or otherwise. To the extent required by applicable law, this waiver does not apply to any particular Releasee to the extent such Losses are caused by the intentional or grossly negligent conduct of such Releasee.

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

For the Student:

<table>
<thead>
<tr>
<th>Student’s Signature</th>
<th>Date</th>
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If under 18 years of age:

<table>
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<tr>
<th>Guardian’s Signature</th>
<th>Date</th>
</tr>
</thead>
</table>
MISSOURI SOUTHERN STATE UNIVERSITY
DEPARTMENT OF NURSING

CONFIDENTIALITY STATEMENT

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

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

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

__________________________________  __________________________________
Printed Name                              Date

__________________________________  __________________________________
Signature                                School

RECEIPT OF DEPARTMENT OF NURSING STUDENT HANDBOOK

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

__________________________________  __________________________________
Student Signature                      Date

(Approved by Faculty Council 5-7-01; 2-2016; Revised 2017)
MISSOURI SOUTHERN STATE UNIVERSITY
DEPARTMENT OF NURSING
Code of Conduct-Testing

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 includes, but is not excluded to:

a) Use of any unauthorized assistance in taking quizzes, test, or examinations;
b) Dependence upon the aid of sources beyond those authorized by the instructor;
c) The acquisition, without permission, of tests or other academic material before such material is revealed by the instructor.

I understand this statement. This statement remains in effect for the fall/spring semester of 2019-2020.

__________________________________  __________________________
(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 only contact you through your MSSU e-mail account. Please make sure to check your e-mail daily.