

RN-BSN Handbook



RN-BSN PROGRAM

Spring 2010

Table of Contents

I. Introduction	1
A. Letter from RN-BSN Program Faculty	1
B. Purpose of Handbook	2
C. Rosemary Berkel Crisp Hall	2
D. Department of Nursing Mission Statement	2
E. Overview of the RN-BSN Program	2
F. Department of Nursing Philosophy	3
G. Glossary	4
H. RN-BSN Curriculum Outcomes	6
I. RN-BSN Curriculum Pattern	8
II. Policies for admission, progression, and retention of the registered nurse student	9
A. Admission to the RN-BSN Program	9
B. Curriculum Requirement for RN-BSN Completion	10
C. Course Test-Out Information	12
III. Graduation requirements for all RN-BSN students	13
IV. Other specific RN-BSN program policies	14
A. Program Requirements	14
B. Performance and Competency Standards	15
C. Dress Code Policy	16
D. Grading Scale	17
E. Basis for Student Evaluation	17
F. Unsafe and Unethical Nursing Practice	17
G. Substance Abuse Policy	18
H. Infection Control in Clinical Settings	19
I. Confidentiality and Privacy in Practice	20
J. Academic Honesty	21

V. Student Expectations/Responsibilities	22
A. Student Responsibilities	22
B. Online Learning Responsibilities/Email Etiquette	23
C. Specific Nursing Course Expectations	24
D. Specific Nursing Courses Clinical Component Expectations	24
E. Cost Specific to the Nursing Program	25
VI. Student's Rights	27
A. Evaluations by Students	27
B. Student Nurses Association (SNA) - Local, State and National	27
C. Student Representation on Departmental Committees	28
D. Access to Student's Records	28
E. Academic Advising	28
F. Student Grievance Procedure	28
G. Sexual Harassment Policy	28
H. Academic Structure	29
VII. Miscellaneous	30
A. Campus Health Clinic	30
B. Career Counseling/Career Development	30
C. Information Technologies Help Desk	30
D. Scholarships and Honors	30
E. Appendices	32
1. Memorandum of Agreement	
2. Competencies and Performance Standards	

I. INTRODUCTION

A. Letter from RN-BSN Program Faculty

Dear RN-BSN Student:

The RN-BSN Online Program is a program within the Department of Nursing, College of Health and Human Services. The following are the *official sources* of University information for students. These sources are to be consulted when a student has questions regarding university and program practices and policies.

- RN-BSN Program Handbook
- *Southeast Missouri State University Undergraduate [Bulletin](#)*
- [University Studies Handbook](#)

The material in this manual is specific for the nursing program. Familiarize yourself with this handbook in order to be fully aware of your rights and responsibilities as a student in the Department of Nursing.

To take advantage of all the service and resources the University has to offer, you should acquaint yourself with the *Southeast Missouri Undergraduate [Bulletin](#)*. This document contains useful information about Financial Aid, the Student Health Service and Security as well as the General Education curriculum and other academic policies.

The faculty and administration of the Department of Nursing are committed to providing you with quality educational opportunities. We hope to get to know you and help you toward your goal of earning a Bachelor of Science in Nursing degree.

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B. Purpose of Handbook

This handbook has been prepared by the RN-BSN nursing faculty to assist students with policies, procedures, and other information specific to the Department of Nursing. It does not replace the University handbook and/or University [Bulletin](#). Students are responsible for information in this RN-BSN handbook, as well as information in the Undergraduate [Bulletin](#), University Studies Handbook, and the Schedule of Course Offerings.

C. Rosemary Berkel Crisp Hall

The Department of Nursing is in the Rosemary Berkel Crisp Hall, located at the top of the hill on Pacific Avenue. The main nursing office is on the second floor and the baccalaureate nursing faculty offices are on the third floor. Classrooms are located on all three floors. The student lounge is on the second floor and computer labs are on the second and third floors. The telephone number of the main office is (573) 651-2585. The RN-BSN Program's office phone number is (573) 986-6413.

D. Department of Nursing Mission Statement

The mission of the Southeast Missouri State University Department of Nursing is to educate baccalaureate and masters graduates to practice nursing within the context of knowledgeable caring. The Department influences the health of the region and beyond by providing graduates who have demonstrated intellectual, personal and professional growth and can integrate theoretical knowledge, experiential learning and an interdisciplinary foundation. Faculty encourage graduates to pursue a career of life-long learning.

E. Overview of the RN-BSN Online Program

The RN-BSN Online option allows a registered nurse who has either an associate degree or diploma in nursing, to gain advanced placement in the BSN Nursing Major. The department recognizes prior knowledge and experience to promote advanced learning without repetition of nursing education and practice. Both nursing theory and university studies requirements can be completed totally online. Theoretical courses are designed to promote interactive online experiences with a variety of faculty and other online students. The clinical components of two courses emphasizing leadership and community health require you as a RN to select and complete independent clinical experiences in your geographical location. Some clinical experiences will require a RN preceptor. All clinical experiences must be approved by the clinical faculty member for the course. A few select experiences will require direct observation by the faculty via technological means. Upon completion of the program a Bachelor of Science Degree is awarded. This degree combines liberal arts courses through the School of University Studies with current nursing theory and practice. Nursing assessment, research, rural health, care of the frail elderly, leadership and management, and community health skills and personal development are taught. The curriculum is based on the core concept of knowledgeable caring which provides opportunities for the nurse to interact with individuals, families, communities, and the environment in ways that "facilitate understanding and growth through the human experiences of wellness, illness, healing and dying (BSN Philosophy).

F. Department of Nursing Philosophy

The mission and philosophy of the Department of Nursing are consistent with the mission and core values of Southeast Missouri State University. The philosophy addresses the concepts of patient, environment, health, nursing, and learning; and reflects the views of the faculty regarding learning, teaching, and specifically nursing education.

The faculty believes that each person is a unique being comprised of body, mind and spirit that together enable the individual to strive to reach an optimal level of health throughout the lifespan, including death with dignity. The person's spirit is the driving force that guides the pattern of everyday living and the attainment of one's full human potential. Therefore, regardless of physical or mental status, all people are worthy of being treated with respect and dignity.

The Department of Nursing strives to serve diverse patient populations that reside in the surrounding community and region. The populations are comprised of individuals, families, and communities; and are predominantly rural in nature. Nurses are uniquely positioned to affect the quality and outcome of healthcare. The relationship that evolves between the nurse and the patient has a major influence on the perception and status of health and on access to and use of available resources.

The environment is both external and internal to the patient. The external environment goes beyond surrounding physical parameters to include historical, political, economic, cultural and spiritual influences. Individual experiences and perceptions form the internal environment. There is a direct relationship between the health of patients and the quality of their environment. Environment is individually perceived and each patient responds and adapts accordingly. Therefore, supporting a healthy environment is an essential element in promoting optimal wellness.

Health is a dynamic, multidimensional phenomenon that exists on a wellness-to-illness continuum and is influenced by a patient's body, mind and spirit. Wellness and illness are concepts that to a large extent are self-defined, allowing for individualized perceptions of health. Wellness is sought, in part, through the process of healing. Healing is an active process that should not be imposed upon a patient. It is therefore important to recognize the autonomy of patients in the healing process.

Nursing is an art and a science. The integrative articulation of the art and science of nursing is fundamental to the implementation of knowledgeable caring. Nurses use knowledgeable caring to partner with patient(s) for health, healing or a peaceful, dignified death. Nursing is practiced in a variety of roles and occurs wherever nurses and patients interact.

Knowledgeable caring underlies the diverse nursing roles and settings for nursing practice. It is the ability to competently and creatively practice nursing, with consideration of the covert as well as the overt needs of the patient. Students are encouraged to develop a knowledgeable caring presence that will allow their patients to seek and attain an optimal level of wellness specific to each individual circumstance. Through knowledgeable caring, nurses partner with patients to develop activities and interventions to promote optimal wellness and/or assist the patient to a dignified death.

Learning is a continuous, life-long process that occurs at any developmental level and ideally is evidenced by a consistent change in behavior. Students bring to the learning environment previous life experiences that influence attitudes and motivation to learn. To facilitate learning, faculty serve as teachers, resources, mentors, and professional role models for students. Faculty use a variety of teaching learning strategies to facilitate the student's practice of professional and advanced nursing.

The goal of nursing education is to assist students to think critically, problem solve creatively, and practice nursing from a caring perspective. This education integrates concepts, principles, and theories from nursing and the related arts, sciences and humanities. Nursing students are empowered to assist patients to meet their health care needs and accomplish developmental tasks.

An expected outcome of nursing education is the socialization of graduates into professional nursing roles. Undergraduate students are prepared to function as generalists in diverse roles, in a variety of settings, using cultural sensitivity, standards of practice and professional guidelines. Graduate students build on an undergraduate foundation. Their focus is on developing expertise in advanced nursing roles to meet the health and educational needs of patient(s) and the profession.

G. Glossary for the Curriculum

Patient: individuals, families, and/or communities who work in partnership with nurses to seek health and healing. Patients of nursing may also include organizations and agencies.

Creative thinking: “bringing together bits of knowledge or information that may initially seem unrelated, and formulating them into a plan that leads to effective decision making and solves the problem by finding connections between thoughts and concepts” (Catalano, 2006, p.100)

Critical thinking: a conscious and organized thought process that “underlies independent and interdependent decision making. It includes questioning, analysis, synthesis, interpretation, inference, inductive and deductive reasoning, intuition, application, and creativity” (AACN, 1998, p.9)

Full human potential: the maximum physical, spiritual, and emotional well-being attainable by a specific individual

Healing: the process of bringing together the aspects of mind, body, and spirit in ways that lead toward integration and balance, and result in the realization of full human potential and optimal wellness (adapted from Dossey, Keegan, & Guzzetta, 2000, p.6)

Illness: “the response of the [patient] to a disease; it is an abnormal process in which the [patient's] level of functioning is changed when compared with a previous level. This response is unique for each [patient] and is influenced by self-perceptions, others' perceptions, the effects of changes in body structure and function, the effects of those

changes on roles and relationships, and cultural and spiritual values and beliefs” (Taylor, Lillis, & LeMone, 2008, p.67)

Knowledgeable Caring: “the nurse’s empathy for and connection with the patient, as well as the ability to translate these affective characteristics into compassionate, sensitive, appropriate care” (AACN, 1998, p.8). At the graduate level, knowledgeable caring enables the nurse in an advanced nursing role to make increasingly complex decisions requiring critical thinking as a prerequisite to providing individualized comprehensive nursing care within today’s complex health care environment.

Learning environment: any location or situation that is conducive to teaching/learning or that promotes an opportunity for change and growth in attitude, knowledge, and/or behavior.

Nursing Roles: a variety of behaviors demonstrated by the professional nurse in response to the patient’s unique needs. These roles exist upon a continuum from basic to advanced levels of practice.

- **Advocate:** supports and encourages patients as they seek information and make health related choices and decisions
- **Care Provider:** uses theory and research-based knowledge in the direct and indirect delivery of care to patients
- **Collaborator:** seeks the input and participation of the patient, family, and other health care team members in all health care decisions and activities
- **Communicator:** communicates effectively with patients, their families, and other members of the health care team through verbal, non-verbal, written and technological means
- **Educator:** develops and implements teaching plans for patient/family instruction, evaluates their effectiveness, and revises them as necessary
- **Manager/Leader:** A manager organizes activities and resources when caring for multiple patient groups. A leader influences and/or guides/directs others to achieve desired patient outcomes.
- **Researcher:** demonstrates an appreciation for health related research by applying research appropriately to practice

Nursing Settings: a variety of clinical and community sites and agencies through which the professional nurse fulfills basic and advanced nursing roles.

Rural: areas of low population density that affect communication and transportation, interactions between friends, family and neighbors, and access to services (Condes, 1985)

Wellness: an “active state oriented toward maximizing the potential of the individual, regardless of his or her state of health” (Taylor, Lillis, & LeMone, 2008, p. 70)

References:

American Association of Colleges of Nursing. (2008). *The Essentials of Baccalaureate Education*. AACN: Washington, DC.

Catalano, J. T. (2006). *Nursing Now! Tomorrow's Issues, Tomorrow's Trends (4th ed.)*. F. A. Davis: Philadelphia.

Condes, S. M. (1985). Biopsychosocial imperatives from the rural perspective. *Social Science Medicine*, 21(12), 1373-1379.

Dossey, B., Keegan, L., & Guzzetta, C. (2008). *Holistic Nursing: A Handbook for Practice (5th ed.)*. Aspen: Gaithersburg, MD.

Taylor, C., Lillis, C., & LeMone, P. (2008). *Fundamentals of Nursing: The Art and Science of Nursing Care (6th ed.)*. Lippincott, Williams, & Wilkins: Philadelphia.

April 21, 2008

Approved by Total Faculty

H. RN-BSN Program Outcomes

The RN-BSN graduate:

1. Participates in the advancement of the profession by integrating nursing knowledge and concepts from arts, sciences, and humanities.
2. Through a knowledgeable caring presence, creates, in partnership with the patient, opportunities for health, healing, or a peaceful, dignified death.
3. Employs critical and creative thinking to integrate evidence based strategies into practice.
4. Communicates and collaborates effectively through oral, written, and technological methods.
5. Appreciates the impact of historical, political, theoretical, and artistic traditions on professional nursing.
6. Practices with cultural sensitivity and adherence to ethical and legal guidelines and standards of practice.

7. Demonstrates safe practice in a variety of professional nursing roles and nursing care settings.
8. Functions within nursing and inter-professional teams to foster open communication, mutual respect, and shared decision-making to achieve quality patient care.
9. Demonstrates appropriate teaching/learning methods to enhance health outcomes and/or maximize quality of life.
10. Pursues professional learning experiences to enhance one's career in a rapidly changing world of health care.

Approved by total faculty 12/10/07

I. Sequence options for Online RN-BSN Nursing Courses (includes: Statistics & UI412)

FALL	SPRING	SUMMER	FALL	SPRING	SUMMER
START	NS 385 Nr Research (2)	SW 242 Statistics (3)	NS480 Nr. Leadership and Mgt (6)	NS386 Community Health Nursing (6)	
NS380 Assessment	NS 483 Frail Elderly (2)				
NS390 Framework Professional Nursing	UI412 American Health Care Systems (3)				
	START	NS 385 Nr Research (2)	NS 483 Frail Elderly (6)	NS480 Nr. Leadership and Mgt (6)	SW 242 Statistics (3)
	NS380 Assessment (4)	UI412 American Health Care Systems (3)	NS386 Community Health Nursing (6)		
	NS390 Framework Professional Nursing (4)				

NOTE: The above sequence does not include the University Study requirements. See page 10(B). These are only 2 examples of how to proceed through the curriculum. Every effort will be made to offer these courses as illustrated but may be subject to change. A student may choose not to take courses a semester and return at later time but they need to complete all of the nursing courses within 5 years of the time they first enroll in any nursing course.

1. The following courses may be transferred to Southeast for credit:
 - Chemistry
 - Microbiology
 - Anatomy and Physiology
 - Growth and Development (Behavioral Systems requirement)
 - Nutrition or other Living Systems requirement

2. Nursing Courses should be taken in the sequence as outlined above. Exceptions must be approved by the RN-BSN advisor.

II. POLICIES FOR ADMISSION, PROGRESSION AND RETENTION OF THE RN-BSN STUDENTS

The Department recognizes prior nursing knowledge and experience of licensed registered nurses through advanced placement in the nursing curriculum. A framework course and an assessment course have been designed to "bridge" the RN into the baccalaureate nursing curriculum. Credits for previous non-nursing educational work are determined on an individual basis and reflected on the university audits.

Upon completion of the Program, a Bachelor of Science Degree in Nursing is awarded. The degree combines liberal arts courses, through the School of University Studies with current nursing theory and practice. Assessment, research, gerontology, leadership/management and community health skills are taught with an emphasis on critical thinking and personal development.

The RN-BSN program may be pursued on a full-time or part-time basis **on-line**, with access to courses available to only RN-BSN students.

Admission to the RN-BSN program is on a first come, first served basis to RNs who have a GPA of 2.5 or higher and hold an active RN license in the state in which they practice nursing.

Faculty advisors are available to individually assist applicants with development of a plan of study. For further information and consultation with an advisor, call (573) 986-6413.

A. Admission Process

1. Admission to the University must be obtained before admission to the RN-BSN Program in the Department of Nursing can be completed. Students must meet all admission and progression requirements of the University as outlined in the current [Bulletin](#). A University application form and information concerning the University entrance requirements can be obtained by calling the Admissions Office at (573) 651-2255 for an admission packet. The completed [University application](#) may be completed on-line or mailed to:

Admissions – MS 3500
Southeast Missouri State University
One University Plaza
Cape Girardeau, Missouri 63701-4799

2. The process and forms required for applying to the RN-BSN Program may be found at the [Department of Nursing's webpage](#).
3. The RN-BSN program's criteria for admission are:
 - a. 2.5 cumulative GPA*

- b. Meet requirements for anatomy, physiology, microbiology, chemistry and EN140 prior to enrolling in nursing courses
- c. Proof of current RN licensure**
- d. A resume of nursing experience
- e. Space availability

*Students must maintain a 2.0 GPA in all courses. Students may be permitted to repeat one nursing course if approved by the Undergraduate Student Affairs Committee.

**An RN whose nursing license has been suspended by the state, or who is on probation from the state, may not be allowed to participate in clinical courses. Any action against the nursing license must be reported by the RN to the appropriate RN-BSN Advisor immediately.

B. Curriculum Requirements for RN-BSN Completion

1. Required Support Courses for BSN Major:

A. The following Support Courses, or their equivalent, must be completed prior to admission and enrollment in the RN-BSN program's nursing courses:

1) University Studies courses

Written Expressions—University Studies course (3)
 Physical Systems (CH-180 or CH-181/081/001) (3/5)
 Behavioral Systems (PY-220) 3

2) Required sciences

Anatomy & Physiology I (2-4)
 Anatomy & Physiology II (2-4)
 Microbiology (3)

B. The following Support Courses may be taken any time:

1) Living Systems—FN-235 Nutrition or other Living Systems course (3)

A nutrition NLN CLEP test is available to meet this requirement for FN235 but must be taken before completing 90 hours of college course work.

2) Other courses

Statistics Course (approved by nursing advisor) (3)

2. University Study Requirements:

A. The following University Studies Requirements may be taken at any time and may be transferred in form previous college work:

Logical Systems (3)
 Development of a Major Civilization (3)
 Social Systems (3)
 Literary Expressions (3)

Oral Expressions (3)
Political Systems (3)
Artistic Expressions (3)
Economic Systems (3)

B. The following University Study course Requirements must be taken through Southeast Missouri State University:

UI-300 Level Interdisciplinary Courses (6)
UI-412 American Health Care Systems (3)

3. Required RN-to-BSN Nursing Courses:

NS-380 Holistic Assessment and Diagnoses (4)

NS-390 Framework for Professional Nursing (4)

Note: Upon successful completion of NS390 Framework for Professional Nursing, the following 38 hours of baccalaureate nursing credit will be granted:

NS180 The Nursing Profession (2)
NS181 Professional Practice: Clinical Skills (3)
NS184 Emotional/Spiritual Aspect Well Client (2)
NS232 Altered Health & Pharm I (3)
NS270 Pharmacology (2)
NS281 Family I (4)
NS234 Altered Health & Pharm II (3)
NS282 Professional Practice Family II (4)
NS283 Professional Practice Med/Surg I (6)
NS383 Professional Practice Med/Surg II (6)
NS384 Professional Practice Mental Health (3)

NS-385 Research in Professional Practice (2)

NS-386 Professional Practice: Community Health (6)

NS-480 Professional Practice: Leadership/Management (6)

NS-483 Professional Practice: Frail Elderly (2)

Total Hours Required: 120**

**In order to meet all individual requirements, some students may have to complete more than 120 hours.

Career Linkages CL001, 002, and 003 are waived for all returning RNs. CL004 will be completed while enrolled in NS480.

C. Course Test-Out Information

All test-outs are scheduled through and administered by the Southeast Missouri State University Testing Service. It is best to complete the credit by examination as soon as possible after you are admitted to the University. Students may qualify for credit by examination as long as they have earned fewer than 90 hours and have not enrolled in a college course in the subject area in which the examination is given. Students who anticipate attempting to earn credit by examination should not enroll in that subject area before taking the examination. Please call (573) 651-2836 for further information.

To receive credit for FN235 Nutrition through testing, see [RN-BSN website](#) for instructions.

A [Writing Proficiency Test](#) (WP003) must be taken after completing **75 hours**.

Exception: transfer students transferring in with **94 hours** or pursuing a second baccalaureate degree. Contact advisor for enrollment information.

III. GRADUATION REQUIREMENTS FOR ALL RN-BSN STUDENTS

The Bachelor of Science in Nursing degree is conferred by Southeast Missouri State University following criteria as outlined in the current [Bulletin](#).

A minimum of one hundred twenty (120) credit hours are required to graduate from the RN-BSN program. Fifty-six (56) credit hours must be taken from a four year university, 39 of these hours must be upper-division (300 & 400 level courses), and 30 hours of the 124 taken from Southeast Missouri State University. These are University requirements.

The Department of Nursing requires that at least half of the required hours of nursing courses be taken and completed at Southeast Missouri State University.

The Department of Nursing sponsors a Graduate Recognition Ceremony two times a year, in December and in May. Any student is eligible to participate in this ceremony if that student is within three months of graduation and in good academic standing with the Department of Nursing.

IV. OTHER SPECIFIC RN-BSN PROGRAM POLICIES

A. Program Requirements

There are requirements specific to the RN-BSN program which must be completed or arranged prior to beginning any nursing courses.

1. Provide own transportation to and from assigned clinical experiences.
2. **Submit** the following information to the Department of Nursing and **update yearly** (Failure to remain current in these areas while enrolled in a nursing course may result in loss of points for clinical activities or being dropped from the course).
 - a. Current CPR certification (must be the American Heart Association course for “Health Care Providers” or the Red Cross course “CPR for the Professional Rescuer”)
 - b. Results of a TB skin test taken within the past year or chest xray
 - c. Copy of current RN license
 - d. Results of a [criminal background check](#)
 - e. Current liability insurance: www.nursingworld.org and www.missourinurses.org have information on obtaining liability insurance
 - f. Hepatitis B Vaccine or waiver (copy of proof from employer or from health care provider)
 - g. Annual OSHA Training in bloodborne pathogens (proof from employer)
3. Submit the following to the Department of Nursing:

Health History Immunizations Required:

- a. Tetanus-Diphtheria: Documentation of an original series and subsequent boosters is required. A booster is required every 10 years. Students who have received a tetanus, diphtheria, and pertussis booster (Tdap) prior to admission to the Nursing program, typically given between ages 12 and 15, will not need to have a repeat booster upon admission. Those who have not received a booster that includes pertussis will be required to get the Tdap upon admission to the Nursing program.
- b. Measles: Documentation of two live immunizations after 12 months of age is required. Exempted are those people born before 1957 and those with documented proof of disease or titer.
- c. Rubella: Immunization or documented proof of disease or titer is required.
- d. Polio: Documentation of an original series should be submitted.
- e. Mumps: Documentation of immunization is required. Exempted are those born before 1957 and those with documented proof of disease or titer.
- f. Chickenpox: Immunization, documented proof of disease, or a titer is required. If titer is negative student has the option of receiving vaccine through the Center for Health & Counseling. If student with negative titer and no vaccine is exposed to

chickenpox, he/she will be excluded from clinical experiences 10-21 days after exposure.

- g. **Hepatitis B:** Documentation of an original series of three (3) injections should be presented to the Center for Health & Counseling. A signed “waiver” form will be accepted in place of the series.

According to the Occupational Safety and Health Administration guidelines, health care workers must be informed of the availability of the Hepatitis B vaccine by their employer. If you are employed by a hospital or other health care agency, you can receive the vaccine at no cost through your agency. The vaccine may also be obtained at the Center for Health & Counseling at a cost of approximately \$110.00 or from your physician. Although not mandatory, the faculty strongly recommend receiving the vaccine because of the serious nature of the Hepatitis B disease.

Due to the importance of this documentation, students failing to supply and maintain currency of the above information will not be allowed to participate in any clinical activities and could be dropped from the course.

4. Some clinical agencies or sites may require that students have drug screening and/or flu vaccine prior to or during clinical practice there.
5. Students should be aware that all health information, CPR and liability insurance status, and criminal background check results may be released by the Department of Nursing to clinical agencies upon request, as required for clinical practice, and/or to satisfy requirements of accrediting bodies.
6. RNs need a lab coat and name pin that can be purchased in the Southeast Bookstore once enrolled in NS390.
7. Obtain required course textbooks listed in course syllabi. Directions for renting textbooks are on the [RN-BSN website](#). Information on purchasing textbooks and other required materials will be listed in course syllabi.

B. Performance and Competency Standards

Students who wish to qualify for admission and progression in the nursing program must meet both academic requirements and performance standards. Academic requirements are described elsewhere in this handbook and in the University [Bulletin](#). Performance standards include cognitive, sensory, affective, and psychomotor competencies. A student must, **with or without reasonable accommodation**, satisfy the Competencies and Performance Standards Table (Appendix 2).

Other Essential Behavioral Attributes: Ability to engage in activities consistent with safe nursing practice without demonstrated behaviors of addiction to, abuse of, or dependence on alcohol or other drugs that may impair judgment. The student must demonstrate responsibility and accountability for actions as a student in the Department of Nursing and as a developing professional nurse.

It is the responsibility of the student to notify the RN-BSN Coordinator of any existing disability, either physical or otherwise. Such disclosure is necessary before any accommodations may be made in the learning environment or in the program's procedures. Information about disabilities is handled in a confidential manner. It is the policy of the Department of Nursing to comply with federal guidelines regarding students with disabilities and to provide appropriate academic adjustments to otherwise qualified students with disabilities so they can meet these required performance standards. Whether or not a requested accommodation is reasonable will be determined on an individual basis. Requests for accommodation must be submitted in writing, allowing sufficient time prior to matriculation for action on these requests. Determining what is a reasonable accommodation is an interactive process, which the student should initiate with the Department of Nursing and Disability Support Services.

(Reviewed and revised, Sept. 2004)

A student who has been excused from clinical responsibilities due to medical reasons must furnish a physician's full release for unlimited practice prior to returning to clinical.

C. Dress Code Policy

1. The student is to be well groomed at all times; presenting a professional image.
2. RN-to-BSN students are required to wear a Southeast Missouri State University, Department of Nursing RN-BSN Student Name Pin on a white lab coat over dress clothes unless specified otherwise in course syllabus or as explained by individual course instructors.
3. Name pins will be ordered during the first week of the NS390 course. Name pins will be charged to the student's account and sent to the student's mailing address. RN-BSN students do not need to purchase scrubs or the embroidered Red Hawk emblem patches.
4. Shoes are to be clean and in good repair. Leather athletic shoes or closed-toe clogs/crocs may be worn.
5. Jewelry is to be limited to watch, wedding band, engagement or promise ring, and one pair of small earrings. No hoop earrings, necklaces or bracelets are to be worn in the clinical setting. No other visible body piercings, jewelry, or tattoos are permitted in clinical.
6. The white lab coat and name pin are to be worn when obtaining clinical assignments. No blue jeans, sweats, or shorts are allowed in the clinical setting at anytime.
7. Hair is to be kept neat and clean. If hair is longer than collar length, it must be securely clipped up.
8. Fingernails are to be clean, short, and rounded. Nail polish is to be clear or light shades. **NO** artificial fingernails may be worn in clinical setting.
9. Neither chewing gum nor tobacco, in any form, is allowed in the clinical setting.

10. Any additional dresscode requirements by the clinical agency supercede the above.

D. Grading Scale for Theory and Clinical Nursing Courses

The grading scale for the Department of Nursing

92% - 100%	A
83% - 91%	B
75% - 82%	C
66% - 74.9%	D
0% - 65%	F

E. Basis for Student Evaluation

1. Nursing courses

Students must obtain a total grade of 75% (C) or better on examinations and quizzes in order to successfully pass any nursing course. Additional assignments will not be computed into the grade if a 75% (C) or better is not obtained on examinations and quizzes. In courses with no quizzes or tests, refer to syllabus for any assignments requiring a 75% (C) or better.

2. NC courses

In order to successfully complete any nursing course with a clinical component, the student must achieve the minimal required rating on each of the professional performance clinical objectives. These are found in the NS480 and NS386 Clinical Evaluation tools accessible online once enrolled in the course. Ratings are routinely based on patterns of behavior, rather than one-time incidents. Improvement over time will be a significant factor. However, a student may earn a failing grade if one particularly grievous incident occurs as a result of student actions or lack of actions.

F. Unsafe and Unethical Nursing Practice

1. Certain behaviors are essential for safe and ethical nursing practice. A non-exclusive list of violations of such practice are defined below, so that each nursing student may be aware of the seriousness of his/her actions. Unsafe and/or unethical practice may result in a clinical failure and suspension from the program. Unsafe or unethical nursing practice may be evidenced by one or more of the following behaviors:

- a. Performing activities for which the student is not prepared or which are beyond the capacities of the student.
- b. Performing activities which do not fall within the legal realm of professional nursing practice.
- c. Recording or reporting inaccurate data regarding patient assessment, care plans, nursing interventions, and/or patient evaluations.
- d. Failing to recognize and/or report and record own errors (incidents) performed in relation to patient care.

- e. Having physical, mental, and/or cognitive limitations which endanger or impair the welfare of the patient and/or others.
 - f. Disclosing confidential or private information inappropriately. (See “Confidentiality and Privacy” section)
 - g. Behaving in a disrespectful manner toward patients and/or other health team members, peers, or faculty.
 - h. Attending clinical experiences while under the influence of alcohol or drugs, including prescriptive medications which may impair performance. The clinical faculty must be notified immediately of any prescriptions taken before or during clinical.
 - i. Committing or omitting actions which results in violation of laws related to nursing such as negligence, malpractice, libel, slander, etc.
2. The following measures may be taken by the clinical faculty member if a nursing student demonstrates unsafe nursing practice as defined above:
 - a. Immediate dismissal from the clinical area.
 - b. Assignment of additional learning activities to assist the student to meet clinical objectives.
 - c. Written contract with student which specifies certain criteria and/or activities students must meet or complete in order to change the unsafe behavior.
 - d. Suspension from the clinical area if the student repeats the unsafe nursing activity. This will result in failure of the clinical component of the nursing course.
 3. Clinical suspensions will be reviewed by the Undergraduate Student Affairs Committee to determine retention of the student in the nursing program.

G. Substance Abuse Policy

Southeast Missouri State University seeks to maintain an environment free from the effects of intoxicants or other substances that may alter behavior. The use of illegal/designer drugs or the abuse of alcohol, prescription drugs, or over-the-counter drugs may pose serious safety and health risks not only to the user, but also to all people coming in contact with the user.

Students are permitted to take legally prescribed and/or over-the-counter medications consistent with appropriate medical treatment plans. However, when such prescribed or over-the-counter medications interfere with the student’s mental or physical performance, the student may be required to take an excused absence from clinical experience to preserve the safety of others.

For the purpose of this policy, a **chemically impaired person** is one who is under the influence of a substance that interferes with mood, perception, or consciousness resulting in physiological and/or behavioral characteristics. This impairment affects the individual’s ability to meet standards of performance, computing, and safety in clinical settings, skills labs, classrooms, and office settings.

Students of the Department of Nursing are expected to refrain from using any substances that would prevent them from performing safely and effectively in all department and clinical settings.

1. “For Cause” Testing:

- a. If a student exhibits behavior, that in the opinion of the preceptor, is considered to be consistent with the use of drugs and/or alcohol, the student will be required to submit to a urine, blood, or breath analysis test.
- b. The preceptor will notify the professor who will request immediate drug testing if deemed appropriate. Failure to cooperate or to provide a timely sample upon request will result in disciplinary action up to dismissal from the program. The cost of the testing will be the responsibility of the student.
- c. The student will be dismissed from the classroom or clinical site after testing is completed and until the results are available. Prior to such dismissal, the faculty member will supervise the student in making arrangements for someone else to drive the student home. If possible, the student should also arrange to have someone stay with them until they are at less risk for further drug use and/or for other self-destructive behavior, as people are more prone to suicide after experiencing such a confrontation.
- d. The results will be reported to the appropriate Director and Department Chairperson.
- e. Students who present positive results (other than for properly administered prescription or over-the-counter medications) will not be allowed to continue in the program. They will be notified in writing. In addition, those students will be immediately referred to appropriate professional counseling. Students may apply for readmission at a later date, but must provide documentation regarding treatment and counseling received, and record of attendance at appropriate support group meetings.

2. Handling of Test Results

Any action taken as a result of the above policy may be appealed according to the policy stated in the Statement of Student Rights and Code of Student Conduct for Southeast Missouri State University. This document may be obtained from the Office of Judicial Affairs.

H. Infection Control in Clinical Settings

1. Students and faculty will treat contact with tissues, blood and other body fluids (e.g., semen, vaginal /rectal secretions, respiratory secretions, cerebrospinal fluid, synovial fluid, pleural fluid, periorbital fluid, peritoneal fluid, amniotic fluid) from all patients as potentially infective.
2. Unprotected Exposure:
 - a. Unprotected exposure is defined as being exposed to blood/body fluid through needle stick, or other percutaneous or permucosal exposure.

- b. If a student or faculty member comes into contact with blood or other body fluids through puncture, cut, or splatter, or aerosol, she/he will:
 - i. Report that incident immediately to the clinical instructor and/or appropriate employee health representative of the agency.
 - ii. Complete the appropriate health care agency forms if required. The institution's blood/body fluids (Hepatitis B/AIDS) policy should be followed.
- c. The faculty member should notify the Department of Nursing Chairperson and the University's Campus Health Clinic. The Center can arrange for follow-up testing at appropriate intervals.
- d. When a student experiences an unprotected exposure to blood/body fluids while in a clinical agency, he/she should be made aware that the agency policy will mandate that an incident report be filed. While the University will make every effort to maintain confidentiality, the University cannot be held responsible for actions taken by the clinical agency. The supervising faculty member will follow the procedure for reporting accidental exposure as outlined above.
- e. The Department of Nursing **does not** assume responsibility for costs of any resulting health care.
- f. The Department of Nursing **strongly recommends** that students carry health insurance.

I. Confidentiality and Privacy in Practice

1. The student is expected to adhere to the American Nurses Association Code of Ethics for Nurses and act in accordance with the Patient's Bill of Rights.
2. Confidentiality is the protection of a patient's privacy through careful use of oral and written communications and by judicious protection of confidential information.
3. The student is expected to protect patient information according to the Health Insurance Portability and Accountability Act (HIPAA) of 1996.
4. A patient's chart is a legal document. Information from the patient and chart is confidential and cannot be disclosed to those not caring for the patient. All entries must be accurate and legible.
5. Information communicated by patients to students may not be repeated except to nursing faculty, who have the prerogative to advise the student to share the information with the appropriate staff. Care should be taken when in the corridors, lounge, classroom, dining rooms, or other public areas, so that conversations are not overheard.
6. An individual can withhold any information about himself/herself that he/she desires. Nursing students must be especially careful regarding the invasion of the patient's privacy.
7. Students should use only the initials of the patient when filling out history forms, care plans, or any other documents which are part of their educational experience.

8. Under no circumstances may a student copy chart documents or remove chart documents from the clinical agency.

J. Academic Honesty

In their academic activities, students are expected to maintain high standards of honesty and integrity. Receiving and/or giving unauthorized assistance in a testing situation (or related to a test) or passing off as one's own the work of another (plagiarism) is totally unacceptable. A student is expected to maintain the professional standards of his/her discipline. (See Academic Honesty Policy in current Undergraduate [Bulletin](#).)

The policy established by the College of Health & Human Services is as follows:

1. The faculty member may:
 - a. Stop the dishonest activity with no penalty.
 - b. Stop the dishonest activity and assign the material a grade of "F" or "0".
 - c. Stop the dishonest activity and suspend the person from the course with or without the option of dropping the course.
 - d. Stop the dishonest activity, and with the approval of the Department Chairperson, suspend the person from the program.
2. Faculty members should exercise care to obtain and record clear evidence of academic dishonesty.
3. A student may appeal the decision of the faculty member. He/she must first discuss the incident in question with the faculty member(s) involved. The student must submit a written request to meet with the faculty member(s) within five (5) working days after the incident has occurred. The faculty member(s) must then schedule a time for the meeting within five (5) working days after the student(s) request has been received.
4. A student may appeal the decision of the faculty member to the faculty member's Department Chairperson. The appeal must be in writing and specify whether the appeal relates to the charge or to the penalty imposed. This written appeal must be made within five (5) working days after the meeting with the faculty member(s). The Chairperson will, within five (5) working days, consult with the student, the faculty member involved, and any other relevant parties, and make a decision based on the conclusiveness of the evidence and the appropriateness of the penalty. The Chairperson will in writing inform the student and the faculty member(s) of his/her decision.
5. A student or faculty member may appeal the decision of the Chairperson to the Dean within five (5) working days using the same procedures outlined above in #4. The Dean will consult with the chair, the faculty member, the student and any other relevant parties and reach a decision. The Dean will in writing inform the student, the faculty member, and the Chairperson of his decision. The Dean's decision may be appealed to the Vice President for Student Affairs.

V. *STUDENT EXPECTATIONS/RESPONSIBILITIES*

A. Student Responsibilities

The Department of Nursing is here to facilitate and guide your study to achieve a BSN Degree. However, the student is ultimately responsible for making sure everything is done to earn the degree. Your responsibilities include:

1. Contact your advisor to review your progress, plan for completion of your BSN degree, and to obtain a new PIN number and guidance each semester prior to enrolling in courses.
2. Review of your degree audit online each semester. 120 credits are required to graduate.
3. Obtaining a Southeast e-mail account and student ID number.
4. Completing the prerequisites to enroll in any course.
5. Preparing for online courses and contributing ideas to the online class discussion.
6. Communicating with instructors (by email, phone, skype, forum, etc.) to maintain clarity on content or assignments.
7. Completing all documents needed and paying all fees in a timely manner.
8. Contribute equally with classmates in group projects, blogs, and discussion forums.
9. Completing and submitting assignments online when due, or for making alternate arrangements with the instructor **prior** to the due date.
10. Adhering to the departmental standards of nursing practice appropriate to the student's level and for independent learning activities.
11. Renewing of Cardio-Pulmonary Resuscitation (CPR) certification.
12. Renewing RN license.
13. Annual testing for tuberculosis (PPD) or chest xray.
14. Annual OSHA training the following:
 - Blood borne pathogens and Body Fluid Precautions
 - Restraints
 - Electric Safety
 - Fall Prevention
 - Fire Safety
 - HIPPA
 - Infection Control
 - Confidentiality
 - Patient Rights

15. Annual renewal of malpractice insurance.
16. Ability and means to travel to agencies as required for clinical nursing experiences and other local community based facilities.
17. Purchasing and maintaining health and car insurance is strongly encouraged.

B. Online Learning Responsibilities and Requirements/Email Etiquette

1. An online course (sometimes referred to as a Web-based or Web-delivered course) is a class taught via the World Wide Web. Online courses are a form of distance learning. You can take the course at a "distance". This means you should be able to take the course without coming to campus.
2. The RN-BSN online program offers asynchronous courses. This means that you do not have to be online at a specific time taking the course. Your most convenient time may be at three in the morning, at lunchtime, or in the evening. Other students may logon at different times.

Class material is delivered via text or multimedia. Learning activities may include reading from the class textbook, links to other Web sites, images, animations, simulations, interactive modules, PowerPoint presentations, audio, or streamed voice-over images or videos. Assignments may be in the form of filling in forms, readings, email messages or attachments, discussions, quizzes, exams, materials uploaded to the Web site, or other as determined by the instructor.

Your role as a student is different. In an online course you as a student take on a more active role in your learning. An online course is much more student-centered; the instructor is more of a facilitator of learning. Since the material is in written form and on the Web site, you can go through it at your own pace, and can go back over it.

Importantly, since an online course does allow you to work at your own pace, you are in charge of when, where, and how fast. As an online student, you need to be self-motivated and disciplined. You will need to set a schedule for yourself to login and complete work by the deadlines. Any help you will need you will need to seek from your instructor by email, phone or other methods as determined by your instructor.

3. Email Etiquette
Email is a rapid and efficient form of communication. Emails should be responded to promptly; this can be accomplished by checking your Southeast account daily. Within course related emails, the following is encouraged:
 - a. Be concise and to the point.
 - b. Use proper spelling, grammar, and punctuation.
 - c. Do not attach unnecessary files. Have a good virus scanner in place.

- d. Do include the message thread. When you reply to an e-mail, you must include the original mail in your reply.
- e. Do not forward chain letters or virus hoaxes.
- f. Do not copy a message or attachment without permission due to copyright laws.
- g. Do not use e-mail to discuss confidential information.
- h. Do not send or forward e-mails containing libelous, defamatory, offensive, racist or obscene remarks.
- i. Re-read your email before sending. Email can be easily misunderstood. Check your tone, intent, etc.

For more email etiquette suggestions refer to:

Lachman, V. (2003). E-mail etiquette. *Journal of American Society for Long-Term Care Nurses*, 16(1), 4-5, 16.

C. Specific Expectations for Nursing Courses

The student is expected to:

- 1. Actively participate in all online required courses.
- 2. Complete all required online assignments as scheduled.
- 3. Take all quizzes and examinations when scheduled.
- 4. Notify the instructor if unable to participate in an online activity by deadline.
- 5. Follow current edition of American Psychological Association (APA) Manual guidelines for required written reports/papers.

D. Specific Expectations for Nursing Courses Field Experience (Clinical Component) Appendix 3

The student is expected to:

- 1. Select a preceptor for specified courses (NS480 and NS386) that is approved by course clinical instructor. The preceptor must complete the Memorandum of Agreement (MOA - Appendix 1) before student can begin clinical days.
- 2. Arrive for clinical experiences on time and be prepared. Preparation for clinical assignments may include specific individualized learning objectives approved by the instructor. When unprepared, the preceptor or instructor may dismiss the student with an unexcused absence. Unexcused absences may result in a failing clinical grade if clinical objectives are not met as a result of the absence(s).
- 3. Collaborate with preceptor and /or instructor to arrange clinical times for each course.
- 4. Actively participate in post-conference discussions via online forums.
- 5. Document what was learned during clinical in personal journals via online forums.

6. Attend clinical experiences in order to successfully complete the course. In case of an absence or tardiness, the student must notify the preceptor prior to the beginning of clinical experience. The student will be required to make up missed clinical time and/or assignments.
7. Dress according to the current RN-BSN and agency dress code guidelines. Name pins are to be worn during lab and clinical experiences. Lab coats with name pins are to be worn when the clinical assignment is obtained. Refer to Dress Code Policy in this RN-BSN handbook.
8. Purchase a stethoscope, scissors, name pin, and penlight prior to the first day in the clinical area.
9. Provide own transportation to clinical sites. Students are **not allowed** to transport patients or patient families.
10. Know and follow individual agency policies and procedures. This information is available through the individual agencies during clinical orientation sessions.
11. Use his/her legal signature in documentation. The initials RN-BSN, SN are to follow the legal signature of name.
12. Be knowledgeable about the legal implications of giving narcotics and act accordingly.
13. NOT serve as witnesses of operating and diagnostic permits, wills, or other legal documents.
14. NOT take verbal orders or telephone orders from a physician.
15. NOT insert feeding tubes while in Community Health course.
16. NOT sign off blood products, or administer chemotherapeutic agents.

The student is expected to meet all additional program requirements listed under section V, A in this handbook.

E. Costs Specific to the Nursing Program

1. Purchase of the required white lab coat and name pin.
2. Liability Insurance.
3. Workbooks and reference books. Student will receive more information regarding the specific items required upon entering each respective course.
4. Criminal background check required for all nursing students prior to beginning NS courses.

5. Items specific to clinical experience such as but not limited to: stethoscope, penlight, bandage scissors, watch with second hand or digital reading, etc.
6. Computer hardware and software **including web cam.**
7. Graduation and Recognition Ceremony Expenses:
 - a. University Graduation Fee
 - b. Department of Nursing Pin (optional)
 - c. BSN Guard (optional)

VI. STUDENT'S RIGHTS

A. Evaluations by Students

1. Evaluation of Courses, Preceptor, and Instructor
 - a. Each semester students will complete the IDEA online evaluation of courses and clinical preceptors. These are anonymous, and are used to evaluate and improve or change areas in which students identify a need.
 - b. While enrolled in final nursing course, RNs will complete an online evaluation of the program.

B. Student Nurses Associations – Local, State and National

1. Membership in the Southeast Missouri Student Nurse's Association (SEMO-SNA), the Missouri Nursing Students Association (MONSA), and the National Student Nurses Association (NSNA) is strongly encouraged. These organizations provide many services for student nurses.
2. What is NSNA?
 - a. NSNA is the largest independent student organization in the country, and the only one for nursing students.
 - b. Members of NSNA are part of a vital growing association interested in the needs of nursing students.
3. Who is Eligible?
 - a. Registered nurses in a program leading to a baccalaureate degree in nursing are eligible as are all students in any state-approved nursing program for registered nurse licensure.
 - b. Pre-nursing students enrolled in a college or university program leading to a degree in nursing are eligible for associate membership.
 - c. Associate members have all privileges of membership except they cannot hold the office of president or vice president at the state and national levels.

C. Student Representation on Departmental Committees

1. Students in the RN-BSN online nursing program are eligible and are encouraged to serve as representatives on the following faculty committees:
 - a. RN-BSN Curriculum
 - i. Two RN-BSN student representatives.
 - ii. This committee evaluates and makes appropriate revision, and establishes policies and procedures for the RN-BSN program.
 - b. Process Improvement
 - i. One generic and one RN-BSN student representative.
 - ii. This committee engages in self-evaluation of the Department to facilitate continuous improvement.

D. Access to Student's Records

1. A student may have access to his/her personal student record upon request.
2. Confidentiality is maintained with all student files.
3. Release of information is granted upon written request by the student.

E. Academic Advising

Students must contact an RN-BSN advisor via phone or email each semester to receive a PIN number or to request a seat be opened in a particular course. A new PIN number is required each semester to enroll in all classes.

F. Student Grievance Procedure

1. Academic Misconduct or Unsafe and/or Unethical Practice

Any student(s) enrolled in the baccalaureate nursing program has the right to contest the decision of a faculty member(s) regarding academic misconduct or unsafe and/or unethical practice. The student should follow the procedure as outlined in section **IV, J on page 21 of this handbook.**

2. Grades

Student grievances involving grades should be filed according to the University policy (see current Undergraduate [Bulletin](#)).

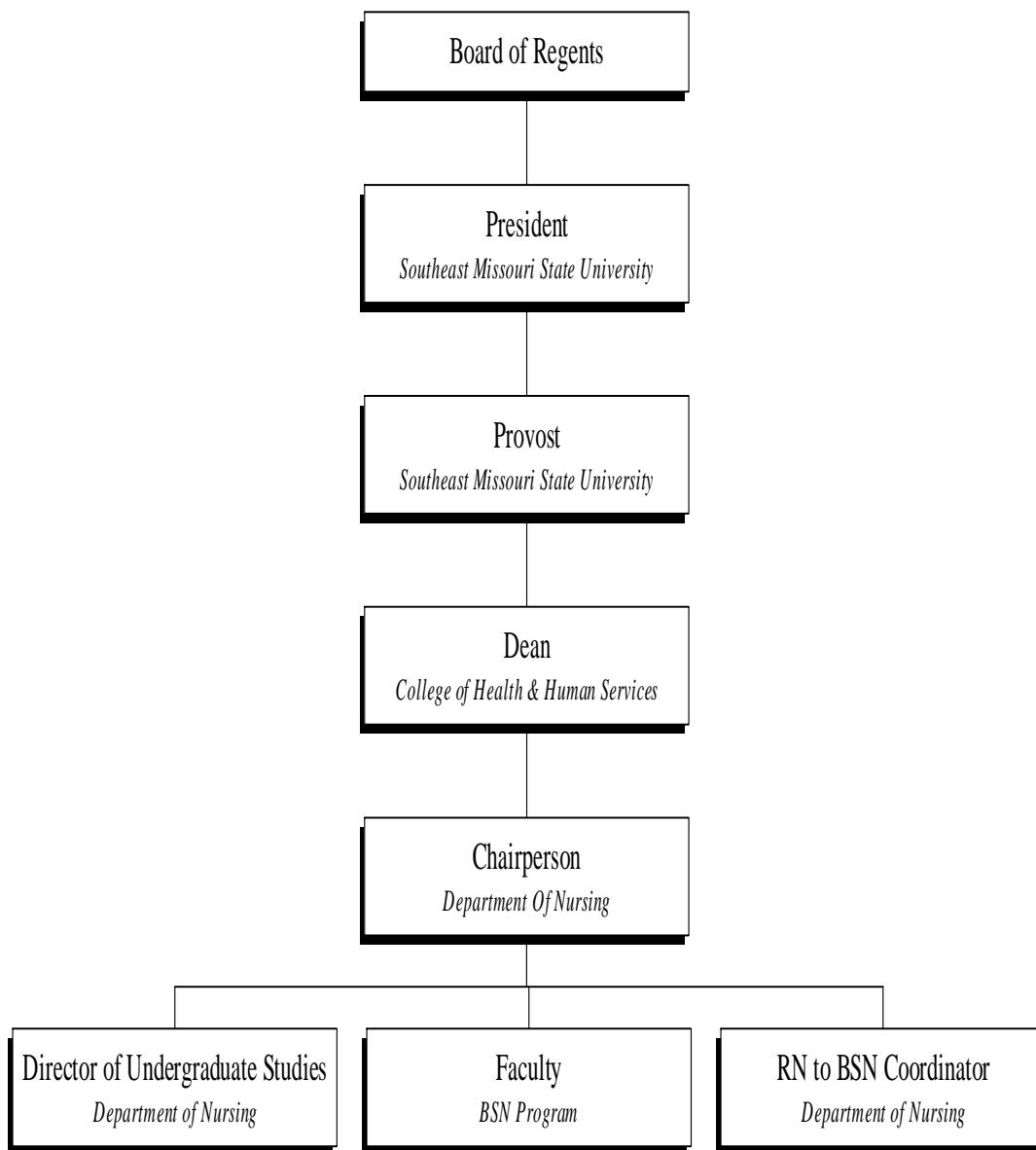
G. Sexual Harassment Policy

The University is committed to providing an environment free of sexual harassment, intimidation or abuse. Any student who believes herself or himself to be a victim of such behavior should consult the "Code of Student Conduct" found in the Student Day Planner,

provided to all students. The student may also contact the Associate Provost/Dean of Students for assistance.

H. Academic Structure

This chart illustrates the levels of authority and function within the University:



VII. MISCELLANEOUS

A. Campus Health Clinic

1. All health services are available to all students enrolled for one or more hours at the University in the Campus Health Clinic, located on the first floor of the Rosemary Berkel Crisp Hall of Nursing.
2. For all other information, students should refer to the CHC website:
www.southeastmissourihospital.com/content/CampusHealthClinic.htm

B. Career Counseling/Career Development

The Career Planning and Placement Office is located in the University Center. The following services are available to students:

1. They can assist students with smooth transition from education to employment.
2. Individual counseling and small group workshops are available on job search techniques, resume preparation, interview strategies and video-taped mock interviews.

There is no fee for these services. For further information, please contact the Placement Office.

C. Information Technologies Help Desk

1. Contact information
<http://www6.semo.edu/infotech/>
573-651-4357
2. Refer to the following when checking and setting up your home computer to prepare to take online courses:
Recommended system requirements: <http://online.semo.edu/help/requirements.asp>
Other helpful downloads: <http://cstl.semo.edu/cstl/resources/downloads/index.asp>

D. Scholarships and Honors

1. Scholarships

There are several scholarships available to students in the program. Students are encouraged to discuss scholarship possibilities with the Financial Aids Office in Academic Hall. A non-exclusive list of scholarships available to students in the baccalaureate degree program includes:

- a. Cape Girardeau County Area Medical Society Alliance Scholarship
- b. Southeast Missouri Hospital Scholarships
- c. Saint Francis Medical Center Scholarship
- d. The Dempster Scholarship
- e. The Dorothy Lee Nilsen Scholarship

- f. The Raymond and Rosalind Vogel Scholarship
- g. The Weiss Scholarship
- h. The James L. and Esther Ray Lee Scholarship
- i. The Jeanetta Lincoln Drake Scholarship

2. The following awards are given at the Recognition Ceremony:

- a. Nurse Scholar Award: Graduating senior with the highest grade point average.
- b. Faculty Award for Exemplification of Knowledgeable Caring: Graduating senior who has best demonstrated knowledgeable caring of patients.

3. Dean's Honor List

Students who have completed at least 12 semester hours with a 3.5 GPA or higher and with no grade lower than a "C" are placed on the Dean's Honor List and receive a certificate of recognition.

4. Sigma Theta Tau International

Sigma Theta Tau International is a society committed to fostering excellence, scholarship, and leadership in nursing to improve healthcare worldwide. Membership is by invitation, conferred upon students in the baccalaureate and graduate nursing program who demonstrate excellence in scholarship, and to community leaders who are qualified college graduates demonstrating exceptional achievement in nursing.

Qualified baccalaureate students may receive membership invitations in either their junior or senior year in the nursing program to join the local chapter, Lambda Theta. Induction into the society is held every spring semester.

RN-BSN PRECEPTOR and STUDENT MEMORANDUM OF AGREEMENT
Department of Nursing

Students will:

1. Provide a copy of the following to the school and make available for review if needed: current CPR, current status for immunizations, current liability insurance, current OSHA training, and a copy of current nurse license for the state in which the clinical agency is located.
2. Follow all clinical agency policies during this educational experience.

Preceptors will:

1. Serve as a resource person, professional role model, and consultant to the assigned student.
2. Provide feedback to the student and the Southeast MO University's faculty member as needed.
3. Recommend assignments and help the student integrate theory and research during this education experience.
4. Validate the presence of the student during assigned times.
5. Assist in evaluating the degree to which the student has met the learning objectives of the course.
6. Notify the school and student at least two weeks in advance if unable to complete this MOA.
7. Notify the faculty member as well as the agency of any incident requiring a formal report.
8. Provide the school with a copy of his/her registered nurse license and a brief resume.

Southeast MO State University will:

be responsible for coordinating, monitoring, and evaluating the education experience. The faculty member will:

1. Provide the preceptor with the RN-BSN curriculum and the course objectives.
2. Provide student feedback and guidance through online information systems, telephone conversations, and emails as needed.
3. Notify the preceptor as soon as a situation arises that may require termination of the agreement.
4. Evaluate the student's clinical progress and assign a final grade.

All parties agree that no monetary obligations are involved in this agreement and that no discrimination based on race, color, religion, sex, nationality origin, handicap, or status as a veteran will occur.

Signature of Student _____ date _____ phone _____

Printed Name _____ email address _____

Signature of Preceptor _____ date _____ phone _____

Printed Name _____ email address _____

Agency Name _____ address _____

Signature of Faculty _____ date _____ phone _____

Printed Name _____ email address _____

Fax form to: Attention: RN-BSN Advisor at 573-651-2142.

Competencies and Performance Standards	Examples of Necessary Activities (not all inclusive)
Critical/Analytical Thinking/(Cognitive Ability): Critical thinking, (both short and long term memory, and intellectual ability) sufficient to exercise sound clinical judgment.	Identify cause-effect relationships in clinical situations, predict outcomes, and interpret situational contexts. Reasoning skills sufficient to perform deductive/inductive thinking for nursing decisions. (Sufficient math skills to calculate medication dosages. Ability to transcribe data correctly.)
Interpersonal: Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.	Establish rapport with patients and colleagues. Work cooperatively on interdisciplinary health team.
Communication: Communication abilities sufficient for interaction with others in both verbal and written English; ability to operate information technology systems.	Explain treatment procedures, initiate health teaching, document and interpret nursing actions, interventions, and patient responses.
Mobility: Physical abilities sufficient to move from room to room, maneuver in small spaces, and to access all clinical sites.	Move about in densely occupied locations, such as patient rooms, workspaces and treatment areas. Ability to administer cardio-pulmonary resuscitation.
Motor Skills: Gross and fine motor abilities sufficient to provide safe and effective nursing care.	Gross motor skills sufficient to provide full range of safe and effective nursing care activities such as positioning patients, obtaining and processing specimens. Fine motor skills sufficient to perform manual psychomotor skills such as the ability to calibrate instruments and operate equipment, prepare and administer medications.
Physical Endurance: Physical stamina sufficient to perform patient care activities for entire length of work role.	Physical endurance for extended administration of Cardiopulmonary Resuscitation, assisting with surgery or other procedures which might require standing for long periods of time, working shifts of 12 hours or longer duration or working during late evenings or nighttime hours.
Physical Strength: Physical strength sufficient to perform full range of required patient care activities.	Muscular strength sufficient to transfer patients from bed to chair, etc., support patients during ambulation, and to assist in other activities of daily living.
Hearing: Auditory ability sufficient for accurate observation and assessment necessary in nursing care.	Auditory ability sufficient for physical monitoring and assessment of patient health care needs. Ability to detect alarms, emergency signals, cries for help, and auscultatory sounds.
Visual: Visual ability sufficient for accurate observation and assessment necessary in nursing care.	Read graphs, scales, computer screens, oscilloscopes, use microscopes. Observe patient responses. Prepare and administer medications. Recognize emergency signals.
Tactile: Tactile ability sufficient for physical monitoring and assessment of health care needs.	Perform palpation, detect heat and cold, functions of physical examination and/or those related to therapeutic interventions, e.g., insertion of a catheter, administration of medication.
Smell: Olfactory ability sufficient to detect significant environmental patient odors	Ability to detect various breath odors, urine odors, wound odors, ability to detect smoke or chemical odor.

Competencies and Performance Standards	Examples of Necessary Activities (not all inclusive)
Emotional Stability: Emotional ability sufficient to assume responsibility/accountability for actions.	Ability to manage hostile or emotionally disturbed individuals or those under the influence of alcohol or other drugs, ability to support patients/ families in crisis or to support fellow workers in crisis, and ability to function in a high stress work environment.