

Nursing Student Handbook



BACCALAUREATE NURSING PROGRAM

*Revised
Summer 2011*

TABLE OF CONTENTS

Page

I. INTRODUCTION.....	4
A. Letter from Baccalaureate Nursing Program Faculty	4
B. Purpose of Handbook.....	4
C. Rosemary Berkel Crisp Hall.....	4
D. Department of Nursing Mission Statement.....	5
E. Overview of the Baccalaureate Program	5
F. Baccalaureate Philosophy	5
G. Curriculum Outcomes.....	10
H. Curriculum Pattern.....	11
II. POLICIES FOR ADMISSION, PROGRESSION AND RETENTION OF THE GENERIC STUDENT	Error! Bookmark not defined.
A. Admission Policies.....	13
B. Procedure for Admission.....	14
C. Progression and Retention Policies.....	Error! Bookmark not defined.
D. Completion of Graduation Requirements:	16
E. Legal Limitations for Licensure:	16
III. GRADUATION REQUIREMENTS FOR ALL BSN STUDENTS.....	20
IV. OTHER SPECIFIC BACCALAUREATE NURSING PROGRAM POLICIES.....	20
A. Program Requirements.....	20
B. Performance and Competency Standards.....	23
C. Dress Code Policy	25
D. Grading Scale	25
E. Basis for Student Evaluation	26
F. Unsafe and Unethical Nursing Practice.....	26
G. Substance Abuse Policy	28
H. Infection Control in Clinical Settings.....	35
I. Confidentiality and Privacy in Practice	30
J. Academic Honesty	31

V. STUDENT EXPECTATIONS	32
A. General Expectations	32
B. Specific NS Course Expectations.....	33
C. Specific NC Course Expectations	33
D. Cost Specific to the Nursing Program.....	34
VI. STUDENTS RIGHTS AND RESPONSIBILITIES	35
A. Evaluations by Students	35
B. Student Nurses Association (SNA) – Local, State and National	35
C. Student Representation on Departmental Committees.....	36
D. Access to Student’s Records	36
E. Academic Advising	37
F. Student Grievance Procedure	37
G. Sexual Harassment Policy.....	37
H. Academic Structure.....	40
VII. MISCELLANEOUS	38
A. Center for Health and Counseling.....	38
B. Career Counseling/Career Development.....	38
C. Scholarships and Honors	38
VIII. ACADEMIC STRUCTURE	

I. INTRODUCTION

A. Letter from Baccalaureate Nursing Program Faculty

Dear Nursing Student:

Welcome to the Baccalaureate Nursing Program, a part of the Department of Nursing at Southeast Missouri State University. The Baccalaureate Program is fully accredited by the Commission on Collegiate Nursing Education (CCNE) and has full approval by the State of Missouri through the Missouri State Board of Nursing. Upon completion of the program you will have a Bachelor of Science degree in Nursing, and the basic preparation for making application to take the National Council of State Boards of Nursing Licensure Examination for Registered Nurses.

The baccalaureate nursing curriculum is designed to promote your professional growth in the field of nursing. In addition to expanding knowledge and developing technical skills, you will be challenged to think critically and to grow personally. The learning activities planned for you will prepare you as a generalist in nursing, i.e., you will have the entry level baccalaureate skills necessary to function in any area of nursing practice.

The faculty and staff hope you will find the program enriching, rewarding and stimulating. Our primary concern is to promote and facilitate your education. We feel it is a privilege to welcome you and assist you toward your goal in professional nursing.

Sincerely,

Baccalaureate Nursing Faculty

B. Purpose of Handbook

This handbook has been prepared by the baccalaureate 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 nursing student handbook, as well as information in the University Student Handbook and Bulletin.

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 in room 213, and the baccalaureate nursing faculty offices are on the third floor. Classrooms are located on all three floors. The student lounge and computer lab are on the second floor. The telephone number of the main office is (573) 651-2585.

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 Baccalaureate Program

The baccalaureate nursing program exists as an integral part of Southeast Missouri State University, having as its major goal the advancement of knowledge, critical thinking, and personal development of the student. The baccalaureate program specifically prepares students to enter a career in professional nursing. The baccalaureate program in nursing is open to those wanting to enter the field of nursing and to registered nurses returning for a bachelor's degree. The curriculum pattern presents a series of courses including the humanities, social and biological sciences, and nursing, as well as University Studies courses. All nursing and support courses are taught sequentially so that students follow a prescribed curriculum pattern. Since nursing studies require background in the biological, behavioral and social sciences, students do not take nursing courses until their junior year.

The graduate of the baccalaureate program is eligible to apply for licensure as a registered professional nurse in all 50 states and the U.S. territories. Graduates work in a variety of settings and locations and are prepared to assume professional responsibility and accountability for their nursing actions. Graduates are able to collaborate with other health care providers in assessing, planning, implementing, and evaluating nursing care in order to promote and maintain health. Additionally, the graduate is prepared to begin advanced study in nursing and/or related fields.

F. Baccalaureate 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 students' 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 nursing 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 nursing 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.

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
- The graduate student will be expected to demonstrate the ability to deliver nursing care as well as evaluate issues pertinent to advanced nursing, provide leadership in order to advance the profession, initiate collaborative professional relationships to promote comprehensive health care delivery, and participate in research activities designed to contribute to nursing science.

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. (1998). *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. (2000). *Holistic Nursing: A Handbook for Practice (3rd 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

G. Baccalaureate Program Outcomes

The baccalaureate 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

H. Baccalaureate Curriculum Pattern effective Fall 2009

First Semester	Second Semester
First Year Logical Systems* 3 BS113/013 Anatomy & Physiology I 4 CH180 Chemistry* 3 UI100 US Seminar* 3 EN100 <u>3</u> 16 hrs	First Year Artistic Expressions* 3 BS114/014 Anatomy & Physiology II 4 Social Systems* 3 Oral Expressions* 3 Written Expressions* <u>3</u> 16 hrs
Second Year Economics Systems* 3 Political Systems* 3 Major Civilization* 3 BS240 Microbiology+ 3 Literary Expressions <u>3</u> 15 hrs	Second Year PY220 Growth & Development* 3 FN235 Nutrition* 3 Statistics 3 UI300 course* 3 UI300 course* <u>3</u> 15 hrs
Third Year NC371 Fundamentals Clinical 3 NS371 Fundamentals of Nursing 3 NC372 Assessment Clinical 1 NS372 Nursing Assessment 2 NS373 Pharmacology 3 NS374 Pathophysiology <u>3</u> 15 hrs	Third Year NS381 Nursing Research 2 NC387 Adult Health I Clinical 2 NS387 Adult Health I 3 NC388 Maternal-Newborn Clinical 1 NS388 Maternal-Newborn Nursing 3 NC389 Mental Health Clinical 1 NS389 Mental Health Nursing <u>3</u> 15 hrs
Fourth Year NC487 Adult Health II Clinical 2 NS487 Adult Health II 3 NC488 Pediatric Clinical 1 NS488 Pediatric Nursing 3 NC489 Nursing of Elderly Clinical 1 NS489 Nursing of the Elderly 3 UI412 American Health Care System* <u>3</u> 16 hrs	Fourth Year NC491 Transitions Clinical 2 NS491 Transitions in Nursing 3 NC492 Community Health Clinical 2 NS492 Community Health Nursing 3 NC498 Nursing Practicum Clinical 3 NS498 Nursing Practicum 1 NS499 NCLEX Prep <u>2</u> 16 hrs
*University Studies course +BS240 offered summer & fall only; may take any other 3-hour microbiology course that includes a lab	University Studies Hours 48 Nursing Hours 59 Support Hours 14 Elective Hours <u>3</u> TOTAL HOURS 124

1. The following specific University Studies Courses are required:

CH-180 Chemistry in Our World **OR** CH-181 Basics Principles of Chemistry
FN-235 Nutrition and Mankind
PY-220 Psychological Development Across the Life Span
UI-412 American Health Care Systems

2. Students may take any course offered in the University Studies program that fulfills the other category requirements. These courses are included in the curriculum sequence in a suggested pattern only.
3. Students are also required to complete the Career Linkages sequence of four activities: CL001, CL002, CL003, CL004. These activities carry no course credit or cost, but are required of all baccalaureate students in order to graduate. Students will be assisted by their academic advisor with the process of placing these activities on their schedules.
4. Nursing courses must be taken in the sequence as outlined.
5. Once students begin the last four semesters of the curriculum pattern, they must enroll in all Nursing courses listed each semester, requiring them to maintain full-time student status.
6. Students admitted to the Accelerated option in the BSN program will follow a modified curriculum sequence which will be provided to those students on admission.

II. POLICIES FOR ADMISSION, PROGRESSION AND RETENTION

The Department of Nursing offers a baccalaureate degree program in nursing which is accredited by the Commission on Collegiate Nursing Education and fully approved by the Missouri State Board of Nursing. Students are accepted into the nursing major on a schedule to begin nursing courses in their junior year. Therefore, there are courses **which must be taken** in the semesters prior to beginning nursing courses. Students should follow the baccalaureate (Bachelor of Science in Nursing—BSN) curriculum pattern (See section H in this handbook).

A. Admission Policies:

1. Students must meet all admission and progression requirements of the University as outlined in the current Bulletin.
2. Applications are reviewed after both the January and October deadlines listed below using the following criteria for evaluation:

Applicants are required to have at least 45 credit hours completed, a minimum cumulative GPA of 2.5, and a grade of “C” or higher in all required courses. In addition, the applicants should be on track to complete 60 hours prior to beginning the first nursing courses. **Students must have completed at least three of the four required science courses (Anatomy & Physiology I, Anatomy & Physiology II, Chemistry, Microbiology), and be enrolled in the fourth, at the time of application. All four science courses must be completed with a grade of C or higher prior to beginning the nursing program.**

Admission is limited to 35 students each semester; therefore, admission is competitive and, for students who have met all prerequisites, will be based on the three highest science grades, and on cumulative GPA.

Courses that must be completed prior to beginning nursing courses

- Anatomy & Physiology I (BS113/013)
- Anatomy & Physiology II (BS114/014)
- Chemistry (University Studies Physical Systems course, CH180 or CH181/081/001))
- Microbiology
- Growth & Development Across the Lifespan (University Studies Behavioral Systems course, PY220)
- Nutrition (University Studies Living Systems course, FN235)
- One course from each of the following University Studies categories:
 - Written Expressions
 - Oral Expressions
 - Literary Expressions

Artistic Expressions
Logical Systems
Development of a Major Civilization
Economic Systems
Political Systems
Social Systems

- Two University Studies UI300 courses
- Statistics course, chosen from options listed on the student's DegreeWorks

B. Procedure for Admission:

1. Prospective students must be accepted by Southeast Missouri State University and must make application to the Department of Nursing by March 1st for fall admission, and by October 1st for spring admission. Questions about these requirements may be directed to the Department of Nursing.
2. Applicants must meet admission criteria to be eligible for consideration for admission by the Undergraduate Student Affairs Committee (see A-2 above).
3. The Department of Nursing is committed to the principles of nondiscrimination and equal opportunity for all persons. Applicants are evaluated and admitted without regard to race, color, religion, sex, age or national origin.
4. **Transfer Students:** Admission of transfer students is on a competitive basis. Students who wish to be admitted by transfer must meet all University and Departmental requirements and must have completed all prerequisite courses. Student must supply transcripts to the University Registrar. If a student wishes to transfer nursing courses from another college or university, the student must supply a course syllabus of each nursing course to the Department of Nursing Admissions Coordinator, for evaluation and determination of any equivalent credit for Southeast nursing courses.
5. Applicants will be notified of their acceptance or non-acceptance by mail. Qualified students will be admitted on a space available basis. Late applicants will be considered if there is space available after all applications received prior to the deadline have been reviewed.

C. Progression and Retention Policies:

1. To be retained in the nursing program, nursing students must maintain a cumulative grade point of at least 2.0 in all academic work at the University.
2. A grade of "C" or better is required in **all** NS courses and a "pass" in **all** NC courses. A grade below "C" in an NS course is considered a "failure" for purposes of this handbook.

3. Each student may be allowed **one** grade below a “C” in an NS course or one “fail” in an NC course. However, after receiving that failing grade, that student is **not** eligible to continue in the nursing program sequence, and must reapply **in writing** to the Undergraduate Student Affairs Committee of the Department of Nursing if the student wishes to be readmitted to the program. Readmission to the nursing program will be based on the recommendation of the Undergraduate Student Affairs Committee and on space availability. If a student receives a second failing grade (below a “C” in an NS course or “fail” in an NC course) during any succeeding semester, the student **will not** be eligible for readmission. In summary, two failing grades in any two NS and/or NC courses, including repeated attempts at the same course, make a student ineligible for readmission.
4. If a student fails **two** courses with the NC and/or NS prefix, in **one** semester, he/she will be given two failures and will be dismissed from the nursing program and **will not** be eligible for readmission.
5. Students receiving a grade of “D” or “F” in any NS course must repeat and pass that course prior to enrolling in any other nursing course. Students receiving a grade of “F” in any NC course must repeat and pass that course prior to enrolling in any other nursing course, AND must simultaneously audit the corresponding NS course, even if a passing grade was received. Individual exceptions may be made only by the Undergraduate Student Affairs Committee, after consultation with the appropriate instructor(s).
6. Students receiving a grade of Incomplete (I) in any NS or NC course **cannot** progress to any other NS/NC course until the Incomplete grade is removed. Any request for an exception to this rule **must be approved** by the instructor of the course in which the “I” was received, the instructor(s) of the course(s) in which the student wishes to enroll, and the Undergraduate Student Affairs Committee.
7. The Department of Nursing adheres to University deadlines for dropping classes. Late drops will **not** routinely be approved. Any student wishing to make a late drop and the involved faculty must submit a written request to the Department Chairperson whose decision will be final.
8. At whatever point deemed necessary by an instructor that it is impossible for any student to pass the clinical portion of a course, a drop, withdrawal or audit will count as a failure in terms of readmission.
9. A nursing student who drops an NC or NS course must also drop the other course with the corresponding number (for example, if a student drops NC371, he/she must also drop NS371; if the student drops NS371, he/she must also drop NC371).

10. In accordance with the nursing licensing regulations of the State of Missouri, students found to be convicted of serious crimes (felonies or substance abuse) will be reviewed by the Undergraduate Student Affairs Committee and may be suspended from the nursing program.

D. Completion of Graduation Requirements:

1. The Bachelor of Science in Nursing is conferred by Southeast Missouri State University following criteria as outlined in the current Bulletin.
2. See additional items listed in section **IV** of this handbook.
3. Upon successful completion of graduation requirements, generic students are eligible to make application to take the National Council of State Boards of Nursing Licensure Examination for Registered Nurses (NCLEX-RN). Successful completion of the program does not guarantee eligibility to take the exam. (See Legal Limitations below).

E. Legal Limitations for Licensure:

Completion of the nursing education program does not guarantee eligibility to write the NCLEX-RN. The Missouri State Board of Nursing, based on the Missouri Nursing Practice Act, Section 335.066 (see below), may refuse to issue a license for one or more causes stated in that section of the Nursing Practice Act. Any student found to be convicted of crimes will be reviewed by the Undergraduate Student Affairs Committee and may be suspended from the nursing program, denied admission or denied approval to make application to take the NCLEX-RN.

In the State of Missouri, students are required to be finger printed and have a criminal background check conducted by the Missouri State Board of Nursing in conjunction with the state police and/or FBI as part of the application process to take the NCLEX-RN. This criminal background check is distinct from the background check required in the first semester of the nursing program.

Requirements will vary from state to state for those students wishing to take the NCLEX-RN for licensure outside of Missouri.

**Missouri Nursing Practice Act, Section 335.066:
Denial, revocation, or suspension of license, grounds for, civil immunity for
providing information--complaint procedures.**

335.066. 1. The board may refuse to issue or reinstate any certificate of registration or authority, permit or license required pursuant to chapter 335 for one or any combination

of causes stated in subsection 2 of this section or the board may, as a condition to issuing or reinstating any such permit or license, require a person to submit himself or herself for identification, intervention, treatment, or rehabilitation by the impaired nurse program as provided in section 335.067. The board shall notify the applicant in writing of the reasons for the refusal and shall advise the applicant of his or her right to file a complaint with the administrative hearing commission as provided by chapter 621, RSMo.

2. The board may cause a complaint to be filed with the administrative hearing commission as provided by chapter 621, RSMo, against any holder of any certificate of registration or authority, permit or license required by sections 335.011 to 335.096 or any person who has failed to renew or has surrendered his or her certificate of registration or authority, permit or license for any one or any combination of the following causes:

(1) Use or unlawful possession of any controlled substance, as defined in chapter 195, RSMo, or alcoholic beverage to an extent that such use impairs a person's ability to perform the work of any profession licensed or regulated by sections 335.011 to 335.096;

(2) The person has been finally adjudicated and found guilty, or entered a plea of guilty or nolo contendere, in a criminal prosecution pursuant to the laws of any state or of the United States, for any offense reasonably related to the qualifications, functions or duties of any profession licensed or regulated pursuant to sections 335.011 to 335.096, for any offense an essential element of which is fraud, dishonesty or an act of violence, or for any offense involving moral turpitude, whether or not sentence is imposed;

(3) Use of fraud, deception, misrepresentation or bribery in securing any certificate of registration or authority, permit or license issued pursuant to sections 335.011 to 335.096 or in obtaining permission to take any examination given or required pursuant to sections 335.011 to 335.096;

(4) Obtaining or attempting to obtain any fee, charge, tuition or other compensation by fraud, deception or misrepresentation;

(5) Incompetency, misconduct, gross negligence, fraud, misrepresentation or dishonesty in the performance of the functions or duties of any profession licensed or regulated by sections 335.011 to 335.096;

(6) Violation of, or assisting or enabling any person to violate, any provision of sections 335.011 to 335.096, or of any lawful rule or regulation adopted pursuant to sections 335.011 to 335.096;

(7) Impersonation of any person holding a certificate of registration or authority, permit or license or allowing any person to use his or her certificate of registration or authority, permit, license or diploma from any school;

(8) Disciplinary action against the holder of a license or other right to practice any profession regulated by sections 335.011 to 335.096 granted by another state, territory,

federal agency or country upon grounds for which revocation or suspension is authorized in this state;

(9) A person is finally adjudged insane or incompetent by a court of competent jurisdiction;

(10) Assisting or enabling any person to practice or offer to practice any profession licensed or regulated by sections 335.011 to 335.096 who is not registered and currently eligible to practice pursuant to sections 335.011 to 335.096;

(11) Issuance of a certificate of registration or authority, permit or license based upon a material mistake of fact;

(12) Violation of any professional trust or confidence;

(13) Use of any advertisement or solicitation which is false, misleading or deceptive to the general public or persons to whom the advertisement or solicitation is primarily directed;

(14) Violation of the drug laws or rules and regulations of this state, any other state or the federal government;

(15) Placement on an employee disqualification list or other related restriction or finding pertaining to employment within a health-related profession issued by any state or federal government or agency following final disposition by such state or federal government or agency;

(16) Failure to successfully complete the impaired nurse program.

3. After the filing of such complaint, the proceedings shall be conducted in accordance with the provisions of chapter 621, RSMo. Upon a finding by the administrative hearing commission that the grounds, provided in subsection 2 of this section, for disciplinary action are met, the board may, singly or in combination, censure or place the person named in the complaint on probation on such terms and conditions as the board deems appropriate for a period not to exceed five years, or may suspend, for a period not to exceed three years, or revoke the license, certificate, or permit.

4. For any hearing before the full board, the board shall cause the notice of the hearing to be served upon such licensee in person or by certified mail to the licensee at the licensee's last known address. If service cannot be accomplished in person or by certified mail, notice by publication as described in subsection 3 of section 506.160, RSMo, shall be allowed; any representative of the board is authorized to act as a court or judge would in that section; any employee of the board is authorized to act as a clerk would in that section.

5. An individual whose license has been revoked shall wait one year from the date of revocation to apply for Relicensure. Relicensure shall be at the discretion of the board after compliance with all the requirements of sections 335.011 to 335.096 relative to the licensing of an applicant for the first time.
6. The board may notify the proper licensing authority of any other state concerning the final disciplinary action determined by the board on a license in which the person whose license was suspended or revoked was also licensed of the suspension or revocation.
7. Any person, organization, association or corporation who reports or provides information to the board of nursing pursuant to the provisions of sections 335.011 to 335.259* and who does so in good faith shall not be subject to an action for civil damages as a result thereof.
8. If the board concludes that a nurse has committed an act or is engaging in a course of conduct which would be grounds for disciplinary action which constitutes a clear and present danger to the public health and safety, the board may file a complaint before the administrative hearing commission requesting an expedited hearing and specifying the activities which give rise to the danger and the nature of the proposed restriction or suspension of the nurse's license. Within fifteen days after service of the complaint on the nurse, the administrative hearing commission shall conduct a preliminary hearing to determine whether the alleged activities of the nurse appear to constitute a clear and present danger to the public health and safety which justify that the nurse's license be immediately restricted or suspended. The burden of proving that a nurse is a clear and present danger to the public health and safety shall be upon the state board of nursing. The administrative hearing commission shall issue its decision immediately after the hearing and shall either grant to the board the authority to suspend or restrict the license or dismiss the action.
9. If the administrative hearing commission grants temporary authority to the board to restrict or suspend the nurse's license, such temporary authority of the board shall become final authority if there is no request by the nurse for a full hearing within thirty days of the preliminary hearing. The administrative hearing commission shall, if requested by the nurse named in the complaint, set a date to hold a full hearing under the provisions of chapter 621, RSMo, regarding the activities alleged in the initial complaint filed by the board.
10. If the administrative hearing commission refuses to grant temporary authority to the board or restrict or suspend the nurse's license under subsection 8 of this section, such dismissal shall not bar the board from initiating a subsequent disciplinary action on the same grounds.

(L. 1975 S.B. 108 § 12, A.L. 1981 S.B. 16, A.L. 1995 S.B. 452, A.L. 1999 H.B. 343, A.L. 2007 H.B. 780 merged with S.B. 308)

*Section 335.259 was repealed by S.B. 52 § A, 1993.

(2000) Allegation of violation of drug laws requires State Board of Nursing to prove by a preponderance of the evidence that a nurse knowingly and intentionally possessed controlled substances. *State Board of Nursing v. Berry*, 32 S.W.3d 638 (Mo.App.W.D.).

(2001) Statements made in incident report by hospital to State Board of Nursing about nurse were not, in absence of actual proceedings pending against that nurse, entitled to absolute immunity from nurse's libel claim. Haynes-Wilkinson v. Barnes-Jewish Hospital, 131 F.Supp.2d 1140 (E.D.Mo.).

III. GRADUATION REQUIREMENTS FOR 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-four (124) credit hours are required to graduate from Southeast Missouri State University with a Bachelor of Science in Nursing. 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.

Upon successful completion of graduation requirements, generic students are eligible to make application to the National Council of State Boards of Nursing Licensure Examination for Registered Nurses (NCLEX-RN). (See Legal Limitations in section **II, E** of this handbook).

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 BACCALAUREATE NURSING PROGRAM POLICIES:

A. Program Requirements

There are requirements specific to the Baccalaureate program which must be completed or arranged prior to beginning any NS and NC courses. Complete instructions on how to complete these requirements will be given to students upon admission to the program.

1. Provide own transportation to and from assigned clinical experiences.
2. Submit the following information to the Department of Nursing:
 - 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"). To be renewed as required throughout program.
 - b. Results of a TB skin test taken within the past year. To be renewed annually.

- c. Results of a criminal background check
- d. Evidence of current health insurance coverage

Due to the importance of this documentation, students failing to supply the above information will not be allowed to participate in clinical experiences involving patient care. The students will be charged with an unexcused absence for each clinical day missed as a result of incomplete records. These absences may result in failure of the clinical course.

3. Submit Health History (including immunization records) to the Department of Nursing. Specific requirements:

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.

The clinical settings used for nursing practice have new regulations regarding possible exposure to Hepatitis B. 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.

All students will be required to complete on-line instruction concerning the OSHA guidelines during their first nursing course. Each student will be required to provide the date the vaccine series was completed OR sign a waiver stating he/she received the information and chose not to receive the vaccine. The student's decision will become part of his/her permanent record.

4. Some clinical agencies or sites may require that students submit to drug screening prior to or during clinical practice there.
5. Criminal background checks will be required for all students prior to beginning NS and NC courses. Failure to complete the background check will prevent the students from participating in clinical experiences and therefore from taking and passing NC courses.
6. All students are automatically covered by the department's liability insurance policy. The annual premium will added to the student's bursar account upon enrollment in designated courses. This insurance coverage is required of all students in the bachelor's program.
7. 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.
8. All students must maintain yearly proof of on-line education and testing regarding HIPAA Privacy and Security, Blood-borne Pathogens, Patient Rights, Patient Confidentiality, and Care of the Restrained Patient.
9. Students need a watch with a second hand or a digital reading, a stethoscope with diaphragm and bell, a penlight, bandage scissors, student uniform(s) and arm patches, lab coat, and name pins.
10. Additional books, beyond those rented, may be required and/or recommended throughout the program; these may be purchased at the University Bookstore or any other bookstore that carries nursing texts.

11. HESI (Health Education Systems, Inc.) exams will be required at the end of designated NS courses, and as an exit exam administered in the final semester of the program. The cost of those exams will be automatically added to the student's Bursar account.
12. Additional requirements include, but are not limited to, graduation expenses (for both the University and the Department), and NCLEX-RN application expenses (at the end of the senior year).

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 following:

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.

Competencies and Performance Standards	Examples of Necessary Activities (not all inclusive)
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.
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.

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 Department of Nursing Undergraduate Student Affairs Committee 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. The uniform required of all nursing students consists of black scrub pants and tunic, each with an embroidered Redhawk emblem. The uniform set is available only in the Southeast Bookstore and is to be purchased prior to beginning the student's first semester of NS and NC classes. Multiple sets of the uniform may be purchased if the student so desires.
3. Photo name tags are worn with the uniform and/or lab coat, and will be ordered the beginning of the junior year. The name pins must be purchased and picked up from the Southeast University Center Information Desk.
4. Department patches must be attached to both uniform and lab coat left sleeves.
5. Shoes are to be white or black, clean, and in good repair. Leather athletic shoes or closed-toe clogs/crocs may be worn.
6. 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 are permitted in clinical.
7. 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.
8. Hair is to be kept neat and clean. If hair is longer than collar length, it must be securely clipped up.
9. 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.
10. Neither chewing gum nor tobacco in any form are allowed in the clinical setting.

D. Grading Scale for Theory and Clinical Nursing Courses:

The grading scale for the Department of Nursing is:

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

*75% refers to 75% of **total points** possible in the course, which includes tests, quizzes, and additional graded assignments.

E. Basis for Student Evaluation:

NS and NC courses sharing a course number must both be passed successfully in order to pass the sequence and progress in the program.

1. NS courses:

Students must obtain a total grade of 75% (C) or better on examinations and quizzes in order to successfully pass any NS course. Additional assignments will not be computed into the grade if a 75% (C) or better is not obtained on examinations and quizzes.

2. NC courses:

Clinical courses are evaluated on **pass/fail** basis. In order to successfully complete any NC course, the student must achieve the minimal required rating on each of the course clinical objectives, and on any written clinical assignments. Objective 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.

Minimum ratings for each clinical objective are specific for each course and therefore will vary from course to course.

3. A “C” or better in the NS course and a “pass” in the NC course sharing a course number are both required to successfully meet course requirements and progress in the program.

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 is given 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 or dismissal 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, and may lead to dismissal from the program.
3. Clinical suspensions will be reviewed by the Undergraduate Student Affairs Committee to determine the student’s retention in or dismissal from 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 faculty member, 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 faculty member will remove the student to a private area, and will discuss with the student the observed behaviors. The student will be allowed to provide a verbal explanation of the suspicious behavior. This discussion will be conducted in the presence of a third person: either another professional who has reason to be made aware of the situation, or one who is aware of the significance of chemical impairment to the student and those with whom the student interacts.
- c. The faculty member 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.
- d. 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.

- e. The results will be reported to the Director of Undergraduate Studies and the Department Chairperson.
- f. 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:

- a. All student test results will be maintained by the Department Chairperson in locked files until the student has completed degree requirements, and has made successful application to take the NCLEX-RN.
- b. 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 sufficient health insurance to cover such care.

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

The following student expectations apply to all nursing courses:

A. General Expectations:

The student:

1. is responsible for completing the prerequisites to enroll in any course.
2. assumes responsibility for adhering to the departmental standards of nursing practice appropriate to the student's level, and for independent learning activities.
3. assumes responsibility for required renewal of Cardio-Pulmonary Resuscitation (CPR) certification.
4. assumes the responsibility for annual retesting for tuberculosis (PPD).
5. is responsible for the care, maintenance, and replacement of materials and equipment used during independent practice in the Skills/Simulation Lab.
6. is responsible for completing and handing in assignments when due, or for making alternate arrangements with the instructor **prior** to the due date.
7. is responsible for scheduling periodic student-instructor conferences when guidance or assistance is needed. All students individually meet with their respective instructor following completion of each clinical nursing course, at which time the final clinical grade is received.
8. must have access to an automobile for use in making home visits in NC courses that include such community-based practice.
9. is strongly encouraged to purchase auto insurance.

B. Specific Expectations for NS Courses:

The student is expected to:

1. Attend all classes in accordance with University policy.
2. Complete required assignments prior to attending class.
3. Take all quizzes and examinations when scheduled.
4. Complete and hand in all required assignments on time.
5. Notify the instructor before missing class.
6. Participate in class discussions.
7. Follow current edition of American Psychological Association (APA) Manual guidelines for required written reports/papers.

C. Specific Expectations for NC Courses:

1. The student is expected to:

- a. Arrive for clinical experiences on time and be prepared. Preparation for clinical assignments may include but is not limited to visiting patients the night before if required, reviewing the chart, and having a written assessment and plan for patients. When unprepared, the student can be sent home and be given 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).
- b. Attend clinical experiences in order to successfully complete the course. In case of an absence or tardiness, the student must notify the instructor prior to the beginning of clinical experience or before the day of the absence. The student may be required to make up missed clinical time and/or assignments.
- c. Dress according to the current departmental 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 handbook.
- d. Purchase a stethoscope, scissors, name pins, and penlight prior to the first day in the clinical area.

- e. Provide own transportation to clinical sites. Students are **not allowed** to transport patients or patient families.
 - f. Know and follow individual agency policies and procedures. This information is available through the individual agencies during clinical orientation sessions.
 - g. Use his/her legal signature in charting. The initials NS are to follow the legal signature.
 - h. Be knowledgeable about the legal implications of giving narcotics and act accordingly.
 - i. NOT serve as witnesses of operating and diagnostic permits, wills, or other legal documents.
 - j. NOT take verbal orders or telephone orders from a physician.
 - k. NOT insert feeding tubes while in Community Health course.
 - l. NOT sign off blood products, or administer chemotherapeutic agents.
2. The student is expected to meet all additional program requirements listed under section **V, A** in this handbook.

D. Cost Specific to the Nursing Program:

1. Purchase of the required nursing uniform components as listed under section **V, C** in this handbook.
2. Designated books. Student will receive more information regarding the specific items required upon entering each respective course.
3. Criminal background check required for all nursing students prior to beginning NS courses.
4. Items specific to clinical experience such as but not limited to: stethoscope, penlight, bandage scissors, watch with second hand or digital reading, lab pack, etc.
5. HESI Nursing Exams.
6. Graduation and Recognition Ceremony Expenses:
 - a. University Graduation Fee

- b. Department of Nursing Pin (optional)
- c. BSN Guard (optional)
- d. Identification photo for state board NCLEX-RN application
- e. State Board fee for the NCLEX-RN.
- f. National Council of State Boards fee for NCLEX-RN

VI. STUDENTS RIGHTS AND RESPONSIBILITIES

A. Evaluations by Students:

1. Evaluation of Courses, Clinical Facility and Instructor:
 - a. Each year students will complete evaluation forms for courses, clinical facilities and instructors. These are anonymous, and are used to evaluate and improve or change areas in which students identify a need.
2. During the final semester of the program, students will complete an 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. Students in any state-approved nursing program preparing for registered nurse licensure or registered nurses in a program leading to a baccalaureate degree in nursing are eligible.

- 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 baccalaureate degree nursing program are eligible and are encouraged to serve as representatives on the following departmental faculty committees:

- a. Undergraduate Curriculum:

- i. Two student representatives.
- ii. This committee evaluates the current curriculum and makes appropriate revision, and establishes policies and procedures for the BSN program.

- b. Student Affairs:

- i. Two student representatives.
- ii. This committee addresses progression and retention concerns of undergraduate students.

- c. Total Faculty:

- i. one student representative.
- ii. This is the organization of all nursing faculty, addressing issues related to all programs and students.

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:

1. Nursing faculty will advise all pre-nursing and nursing students.
2. Pre-nursing and nursing students will each have a designated advisor. However, each semester, group advising sessions will be conducted, with multiple faculty advisors present. If needed, time will be available at the end of the sessions for one-on-one assistance.
3. At the end of these sessions, students will be given their alternate PIN numbers to enroll.
4. Each student must come to advising sessions with a printed copy of his/her detailed DegreeWorks.
5. If a student desired individual advising, an appointment may be scheduled with the assigned advisor only after the student has attended a group advising session for that semester, unless an exception is made by the individual advisor.
6. Prior to enrolling as a first semester senior, it is recommended that the student meet with the individual advisor to ensure that all courses have been taken and/or planned to fulfill graduation requirements.
7. All faculty advisors follow University guidelines for advising and honor all University deadlines.

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 **V, J**.

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.

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. 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.

VIII. Academic Structure:

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

