

BACHELOR OF SCIENCE IN NURSING

Student Handbook



Developing nursing leaders for healthy communities.

**Missouri Western State University
College of Professional Studies
Department of Nursing
Fall 2009/Spring 2010**

Nursing Students are expected to read the regulations and policies in both the University Catalog, University Student Handbook, Department of Nursing Student Handbook and to conform to them. It is the student's responsibility, not the University or a member of the faculty or staff, for knowing and abiding by the regulations and policies, and for meeting the requirements for a nursing degree.

In keeping with the requirements of Title IX of the Education Amendments Act of 1972 in regard to sex discrimination, Section 504 of the Rehabilitation Act of 1973 in regard to disability discrimination and the Age Discrimination Act of 1975 as to age discrimination, as well as other applicable federal and state laws and regulations as they pertain to discrimination in the areas of age, race, creed, color, religion, sex, national origin, and the disabled, Missouri Western State University follows a policy of nondiscrimination in the aforementioned areas in regard to all employment practices and to the awarding of student financial aid as well as recruitment, admission, housing, placement, and retention of students. The Title IX compliance and Affirmative Action Officer is the Director of Human Resources. The section 504-ADA Coordinator is the Coordinator of Special Needs.

WELCOME

Welcome to the Department of Nursing. This student handbook has been developed to assist you in successfully completing your baccalaureate degree in nursing at Missouri Western State University. You are responsible for reading the material carefully and discuss any questions you might have with a faculty member or Department Chairperson. You are responsible for complying with the policies as stated in the Missouri Western State University Nursing Student Handbook and specific course syllabi.

MISSION STATEMENT

The Missouri Western State University Department of Nursing is committed to the development of students as individuals and as professional nurses with visionary leadership for excellence in practice and promotion of healthy communities.

TABLE OF CONTENTS

The Department of Nursing.....	5	Management of Unprofessional or Unsafe Clinical Behavior.....	21
Curriculum Objectives.....	7	Diagram of Management of Unprofessional or Unsafe Clinical Behavior.....	22
Nursing Student Ethical-Legal Liability.....	8	Policy Statement Regarding the Impaired Nursing Student	23
Nursing Course Descriptions.....	9	Procedures for Faculty Intervention with the Impaired Student...	24
Faculty.....	9	Diagram for Faculty Intervention with the Impaired Student.....	26
		Verification of Student Signature.....	27
Student Responsibilities.....	9	Release of Information.....	28
Academic Advisement.....	9	Confidentiality Statement.....	29
Academic Honesty.....	9	Assumption of Risk, Waiver and Release Agreement.....	30
Communication.....	10		
Confidentiality.....	10		
Clinical Behavior.....	10		
Professional Liability Coverage.....	10		
Immunization and Health Insurance Requirements.....	10		
Personal Accountability.....	11		
Cardio-Pulmonary Resuscitation Certification	11		
Criminal Background Disclosure.....	11		
Preadmission and Annual Requirements.....	12		
Attendance.....	12		
Professional Appearance.....	12		
Videotaping/Audio Recording.....	13		
Annual DON/Omicron Nu Workshop.....	13		
Student Organizations.....	13		
Student Nurses Association.....	13		
Sigma Theta Tau International Honor Society Omicron Nu Chapter.....	14		
Scholarships and Financial Aid.....	14		
Academic Regulations.....	15		
Grading Scale.....	15		
Grade Appeal Process.....	15		
Leave of Absence.....	16		
Progression Policy.....	16		
Academic Policy.....	17		
Suspension Policy.....	17		
Readmission Policy.....	18		
Dismissal Policy.....	18		
Student Appeal Policy.....	19		
Testing.....	19		
Student Input/Program Evaluation.....	19		
Graduation.....	20		
Department of Nursing Pinning Ceremony	20		
Composite Class Picture.....	20		
Graduation Requirements.....	20		
NCLEX-RN Requirements.....	20		

THE DEPARTMENT OF NURSING

As an integral part of Missouri Western State University, the Department of Nursing supports the mission, goals, and policies of the University and the School of Professional Studies. To master the discipline of nursing and the increasingly complex knowledge and skills required to deliver safe and effective care, a broad-based baccalaureate education including theoretical and clinical based learning are essential for undergraduate nursing education. Recognizing the complexity of the organization, financing, and delivery of health care, departmental faculty are committed to supporting ongoing program/curricular evaluation and adaptation to meet the demands of the evolving health care system.

Department of Nursing Philosophy

The faculty believe that professional nursing practice is based upon the integration of the concepts related to person, health, environment, and nursing. A systems approach guides the integration of these concepts throughout the curriculum to promote a holistic nursing perspective.

Person

The person is viewed as a unique being with intrinsic worth and dignity, whose wholeness is more than the sum of his/her physiological, psychological, sociocultural and spiritual components. A person is a complex open system who is in constant interaction with an internal and external environment. The person is able to choose among alternative actions; set goals; make decisions based on perceptions, expectations, needs and developmental level. Diversity among persons is valued and respected. Therefore, professional nurses respect the rights of an individual to self-determination and to make informed decisions regarding his/her health.

Health

Health is a dynamic holistic process in which individuals and/or groups interact with physiological, psychological, culture and spiritual stimuli in order to achieve maximum potential. All individuals, groups, families, organizations, and communities have the potential for both health and illness. The goal of nursing is to promote health, prevent illness, support disease management, and improve quality of life as well as supporting end-of-life decisions and care.

Environment

The environment is the aggregate of conditions which influence the life of an individual or group. This environment is composed of persons, families, organizations, and community systems interfacing with rapidly expanding technology. The environment in which health care is delivered varies from complex and highly technological to basic and underdeveloped. Nurses manage, monitor and manipulate the environment to foster health.

Nursing

Professional nursing is a practice-based discipline built upon nursing knowledge and theory, as well as knowledge derived from a wide variety of other disciplines. Liberal education is valued as a base for critical thinking, clinical judgment and ethical decision-making. Nursing is a helping, caring process with the goal of facilitating the health of individuals, families, groups, organizations and communities.

Standards-based practice underpins the implementation of the nursing process and is focused on maintaining, restoring, or promoting optimal health. Application of the nursing process requires critical thinking, nursing judgments, and competent nursing actions. The nursing process is implemented through a collaborative nurse/client relationship that involves therapeutic interpersonal communication and mutually defined goals and desired outcomes. Professional nursing integrates multiple role expectations including leader, follower, provider, designer, manager and coordinator of care. The professional nurse promotes, participates in and uses research as a part of a commitment to high quality care, evidence-based practice and improved outcomes.

Nursing is an integral part of the multi-disciplinary health care system which has the responsibility to provide accessible, cost-effective, quality care. As such, professional nurses must possess effective organizational and teamwork skills; a service orientation; an ethic of professional and social responsibility; cost awareness and accountability for clinical outcomes; commitment to continuous improvement of health care; and competency in population-based care.

In addition, the Department of Nursing faculty hold the following beliefs related to baccalaureate education of student nurses:

Nursing education occurs in an accredited academic setting within an institution of higher education and is based upon interaction of the learner, the educator, the curriculum, teaching-learning strategies, and the environment. The goal of the educational program is to prepare professional nurses who are visionary, possess leadership skills, and have the necessary competencies to meet the demands of the evolving health care system. To this end, the faculty are committed to creating and sustaining reciprocal partnerships with a variety of clinical practice settings wherein mutually beneficial relationships support both student clinical learning experiences and benefit the delivery setting.

Learning is a life-long process of developing individual potential through a spirit of inquiry and self-motivation. Learning involves cognitive, affective, and psychomotor components and development of critical and creative thinking. The learner is accountable for his/her learning and is expected to demonstrate responsibility for independence and self-direction.

Faculty have accountability for facilitating student learning by developing, implementing, and evaluating quality learning experiences based on current research and practice. Faculty also have individual responsibility for scholarship including dimensions of discovery, integration, application and teaching.

12/07

CURRICULUM OBJECTIVES

The Faculty of the Department of Nursing recognizes that learning occurs in a sequential manner. Behaviors build upon learning that occurred in previous levels of the nursing curriculum and upon knowledge gained in classes in the arts and sciences. Therefore, the student must continue to demonstrate and build upon previous semester objectives as they progress through the curriculum.

Professional Values

- Demonstrate value based professional practice.

Core Competencies

- Use higher-order problem solving and critical thinking skills to anticipate a variety of consequences, make predictions, and select and evaluate the effectiveness of alternate approaches to patient care.
- Demonstrate effective communication.
- Assess the health status and health potential of individuals, groups, and communities.
- Perform, teach, delegate, and supervise technical skills with safety and competence.

Core Knowledge

- Integrate strategies for health promotion, risk reduction, and disease prevention.
- Use knowledge of the physiological, psychological, sociocultural, and spiritual components to assist individual, families, groups and communities in illness and disease management.
- Use information and health care technologies.
- Demonstrate nursing practice based on the American Nurses Association's Standards of Practice, licensure laws, and professional codes of ethics.
- Apply knowledge of the effects of cultural, racial/ethnic, socioeconomic, religious, and life-style variations on health status and response to health care.
- Appreciate the effect of the global community of disease transmission, health policy, and health care economics.
- Use knowledge of the health care system and the political system to enhance the quality of nursing and health care.
- Use theory and research based knowledge to support the roles of the provider of care and manager of care.

Nursing Student Ethical-Legal Liability

- Standards-Based Nursing Practice

All nursing students are held accountable for the same standards and ethics and practice as that of a registered professional nurse. The *American Nurses Association Code of Ethics for Nurses* provides guidance for conduct and relationships in carrying out nursing responsibilities consistent with the ethical obligations of the profession and quality of nursing care. *ANA Scope and Standards of Nursing Practice* are published standards of care established by the nursing profession and are continuously updated. They serve as guidelines for nursing practice to ensure proper, consistent, and high-quality nursing care to all members of society. In addition, nursing standards are defined in specific health care agency policy and procedure manuals that relate to the nurse in the particular institution.

The Missouri Nurse Practice Act defines nursing practice and establishes standards for nurses in each state. It is the most definitive legal statute or legislative act regulating nursing practice. *The Nurse Practice Act* provides a framework for the court on which to base decisions when determining whether a nurse has breached a standard of care. Students are required to purchase the *ANA Code of Ethics* and the *ANA Scope and Standards of Nursing Practice* and to download the *Missouri Nurse Practice Act* through www.pr.mo.gov/nursing.asp. If a student has questions about legal scope of practice, licensing requirements, or nursing education, they are encouraged to contact the:

Missouri State Board of Nursing
3605 Missouri Boulevard, P.O. Box 656
Jefferson City, MO 65102
Website: www.pr.mo.gov/nursing.asp

- Health Insurance Portability and Accountability Act

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) established standards for health care providers in the protection of patient health information. Private patient information must be kept confidential and can only be disclosed or used for specific purposes related to an individual's care. In order to practice in the clinical environment, students are required to sign a Confidentiality Statement for the university.

Student behavior that is not consistent with professional standards (ANA Scope and Standards of Nursing Practice, ANA Code of Ethics, Nurse Practice Act, and HIPAA) will be reflected in evaluation/grading and may be grounds for dismissal from the program.

See policies on Management & Unprofessional or Unsafe Clinical Behavior (page 21) and Impaired Nursing Student (page 23).

Nursing Course Descriptions

The course descriptions for all courses required for the completion of the nursing degree are outlined in the Missouri Western State University Catalog. They can also be found on-line at www.missouriwestern.edu.

Faculty

Members of the faculty are available to students for consultation concerning curriculum and many other matters during office hours and by appointment. Nursing faculty serve as advisors to students enrolled in the nursing major. Nursing students are encouraged to have regular contact with their faculty advisor regarding their progress in the nursing program. A complete roster of the faculty and their educational qualifications is available online at www.missouriwestern.edu/departments.asp and is also available on page 302 of the Missouri Western State University Undergraduate Catalog, 2009-2010.

Faculty may be contacted by emailing or calling the faculty member or the nursing department secretary. The Department of Nursing phone number is (816) 271-4415; fax (816) 271-5849. Faculty contact information is available on the Department of Nursing website at www.missouriwestern.edu/nursing. The Department of Nursing is located in Murphy Hall, Room 309.

STUDENT RESPONSIBILITIES

Nursing students must take into consideration the fact that nursing coursework demands (nontraditional class and clinical hours) when entering the nursing program. Students should be aware that special arrangements will be required for child care, work commitments, transportation, and extra curricular activities.

Nursing education is a full time, challenging commitment. Because of the demands of the nursing program it is recommended that students should limit their work commitments to no more than 24 hours per week. Information on financial assistance is available from the Office of Financial Aid.

Academic Advisement

Students will be assigned a nursing faculty advisor. The student and the advisor will complete a major-minor declaration after acceptance into the program. Any substitutions to program requirements must be approved by the advisor and the chairperson. Students must meet with their advisor each semester during the enrollment period to plan their course of study.

Academic Honesty

Honesty in the classroom or clinical area is required. Cheating, plagiarism, or knowingly furnishing false information is unprofessional behavior and may result in dismissal from the program. See the *MWSU Student Handbook* at www.missouriwestern.edu/nursing

Communication

Faculty in the nursing program value open, direct, honest, and respectful communication. Students are expected to communicate openly, honestly and respectfully with peers, faculty, health care agency staff, patients, and families. If concerns with a course arise, the student is expected to discuss these concerns openly and honestly with the appropriate faculty member. The student may also seek guidance from their academic advisor and/or the department chairperson if necessary.

Computer Literacy

Students must have a MWSU email account and have basic computer skills including ability to type and edit a Word document, and ability to attach a document within an email.

Confidentiality

A strict ethical and legal (HIPAA) obligation exists for nurses to respect client confidentiality and not to reveal information without the client's consent. Confidentiality of medical information on patients and information regarding the conduct of health care agency personnel must be honored. In order to practice in the clinical environment, students are required to sign a confidentiality statement for the university to hold privileged information in confidence. Violation of confidentiality may be reflected in course grade or may result in dismissal from the program (see Dismissal Policy, page 18).

Clinical Behavior

Students in the nursing program at Missouri Western State University are expected to practice according to the standards set by the profession. *ANA Scope and Standards of Nursing Practice* (Care and Professional Performance) and the American Nurses Association *Code of Ethics* for Nurses document these expectations. Students should be aware that a behavior that deviates significantly from these standards and that is unsafe, illegal, or unprofessional may result in a recommendation for dismissal from the program (see Dismissal Policy, page 18). While a single incident may be serious enough to warrant an immediate recommendation for dismissal, a pattern of less serious unprofessional behaviors will also result in a recommendation for dismissal.

If a student's behavior/performance is believed to be an immediate and severe threat to patient or public safety and welfare, he/she may be removed from the clinical area, followed by a written recommendation for dismissal from the clinical course. Dismissal from the nursing program may be recommended (see Dismissal Policy, page 18).

Professional Liability Coverage

Missouri Western State University Department of Nursing provides professional liability insurance coverage for claims arising from a student nurse's performance during assigned clinical courses.

Immunization and Health Insurance Requirements

The student is required to furnish documentation of required immunizations, prior to the beginning of the sequence of nursing courses. Documentation of immunizations or laboratory evidence of immunity is required.

Because of the nature of the profession, nursing students may be exposed to certain health risks during the course of their clinical practice. The majority of these risks can be eliminated or minimized by following established standards.

Students should be aware that neither the school nor clinical agencies provide health insurance for students. Each individual student is responsible for his/her own health care. Injuries sustained by the student in the clinical setting are NOT covered by either the school or the clinical facility. Students are required to maintain health insurance coverage. If desired, students may purchase health insurance through the Associate Dean of Student Development in Blum Union, room 228, 816-271-4432.

Personal Accountability for Risk Management

Because of the nature of various clinical situations, the risk of harm or injury to the student exists. The student must sign an “Assumption of Risk Waiver and Release Agreement” (page 30) prior to laboratory practice or clinical experience. If a student is injured during clinical or laboratory experience; the student is responsible for seeking medical care and assuming the financial obligation for that care.

Cardio-Pulmonary Resuscitation Validation

Validation in basic life support (Professional BLS) is required prior to beginning the sequence of nursing courses. Evidence of proficiency in cardiopulmonary resuscitation (CPR) will be recorded yearly. The student will furnish a copy of their card which will be placed in the student’s files. It is the student’s responsibility to keep their CPR validation updated every two years. This should be the certification for health care providers and is offered through the American Heart Association and must be completed during the summer months prior to starting classes as this will be effective during the 2-year nursing program.

Criminal Background Disclosure

In order to comply with terms of affiliation agreements between Missouri Western State University Department of Nursing and clinical agencies, any student who is to have contact with patients (or residents) must provide disclosure regarding his or her criminal background, and/or be subject to possible criminal background check by state agencies. Additionally, state registration and/or licensing applications may require such disclosure.

Prior to placement or assignment of a student with clinical agencies, the student must provide the Department of Nursing with a criminal record review consistent with agency guidelines (information enclosed in admission packet). Criminal history includes any conviction or plea of guilty to a misdemeanor or felony charge. In addition, the University must make an inquiry to the Missouri Department of Social Services as to whether the student is listed on the employee disqualification list, as provided in the §660.315 RSMo. This information shall be sent to the Chairperson of the Department of Nursing and shall be confidential.

Prior to placement or assignment of a student with a clinical agency, the University shall certify, in writing, to the requesting clinical agency, that such student does not appear on the “employee disqualification list” referenced above, and is not disqualified from having contact with patients or residents pursuant to §660.317.6 RSMo (i.e. conviction of a Class A or B felony).

Pre-Admission and Annual Requirements

Students must complete all pre-admission and annual requirements (health insurance, immunizations, CPR validation, criminal background checks, confidentiality statement, etc.) before being allowed in clinical areas. Testing and laboratory fees are attached to certain classes to cover costs. You will also need to sign a Disclosure form which will allow Nursing Department to release the above information to clinical agencies, see page 28.

Failure on the part of the student to satisfactorily complete the above process will result in the student being denied placement in the clinical agency and will result in course failure.

Attendance

Prompt and regular attendance and preparation for class and clinical is an essential part of academic work. The responsibility for attendance rests with the student. Faculty expect students to attend all class meetings of the course in which they are enrolled. Failure to attend class/clinical may be reflected in the course grade and may result in course failure. Students must be prompt/on time for all classes and clinicals.

NOTE: Students are responsible for their own transportation to clinical sites.

Professional Appearance

Professional appearance promotes an image of a competent and knowledgeable person and promotes patient safety. The student should keep this in mind when selecting clothing to wear in the clinical area. Students are required to purchase uniforms, lab coats and shoes consistent with the following guidelines.

- The scrub uniform must be purchased from the campus Barnes and Noble bookstore. The scrub uniform is available in several styles and in colors of black or gold with MWSU emblems.
- White or black shoes (no canvas shoes, sandals, or clogs) and socks or hose must be worn in any clinical area. The uniform or other professional attire must follow the guidelines established by clinical agencies.
- Students may wear a shirt or turtleneck (no visible logos) under the scrub top in the following colors; white, gray, or black.

Additional professional appearance guidelines include the following:

- MWSU student ID must be worn in all clinical facilities at all times.
- Wear full scrub uniform in designated clinical areas.
- Pants should be a length that does not touch the ground.
- Scrub pants should be an appropriate length and not touch the ground.
- It is expected that all nursing students practice good personal hygiene.
- Hair is to be neat, clean and well-groomed including facial hair. Long hair must be secured away from the face.

- Makeup must be moderate and appropriate for the clinical area.
- Fingernails must be fingertip length with no polish, artificial or acrylic nails. Long nails, fingernail polish, and artificial nails have been associated with bacterial transmission in some studies. Nail length should be short for hand washing as well as for patient safety.
- Jewelry must be simple, in good taste, and not of danger to self, staff or patients.
- No visible tattoos or body piercing other than one stud earring per ear.
- No bracelets and no visible necklaces.
- Only one ring per hand is allowed. Rings, especially those with stones, have been associated with infection and may scratch the patient.
- No perfume or cologne. These can be a problem for a sensitive or nauseated patient.
- A watch with a sweep second hand is required by all nursing students. Other required equipment includes a stethoscope, penlight and bandage scissors.

A student may be sent home if appearance is not appropriate. This may be reflected in the course grade.

Videotaping/Audio Recording

Students may be expected to participate in the use of videotaping as learning experiences or as a validation of clinical experiences. Blank videotapes will be furnished by the student and returned to the student after evaluation.

Students must obtain the permission of the faculty to use recording devices in class.

Annual Department of Nursing/Omicron Nu Workshop

The DON and Omicron Nu sponsor an annual workshop for all nursing students. This is an opportunity for all students and faculty to come together to hear prominent speakers on current issues affecting nursing. Student participation is required.

Student Organizations

Every student has the opportunity to join an organization or club in the student's area of interest. These organizations include student government, religious groups, intramurals, band, chorus, ensembles, plays, debates, sororities, and fraternities. For a detailed list of the University recognized clubs and organizations currently active on campus, see the *Missouri Western State University Student Handbook*.

Student Nurses Association

The Department of Nursing encourages nursing students to belong to the Student Nurses Association. The purpose of this organization is to help prepare student nurses for professional responsibilities. Members of this organization consist of student nurses enrolled in the Missouri Western State University nursing program.

Sigma Theta Tau International Honor Society - Omicron Nu Chapter

Missouri Western State University established the Omicron Nu Chapter of Sigma Theta Tau International Honor Society to:

- recognize superior achievement;
- recognize the development of leadership qualities;
- foster high professional standards;
- encourage creative work; and
- strengthen commitment to the ideals and purposes of the profession.

Members are selected from 3rd and 4th semester students enrolled in the program and community nurse leaders with a baccalaureate degree. Candidates shall have demonstrated superior scholastic achievement, academic integrity, professional leadership potential and/or marked achievement in the field of nursing. Students who are selected shall have a grade point average of at least 3.0 and shall rank not lower than the highest 35% of their class in scholarship.

Omicron Nu Chapter of Sigma Theta Tau sponsors an annual professional workshop. All nursing students are required to attend.

Scholarship and Financial Aid

Those students seeking financial aid should see a representative in the Financial Aid Office located in Eder Hall, 271-4361. The Financial Aid Office representative can assist students with information regarding various types of loans, grants, job assistance, and scholarships.

Upon admission into the Department of Nursing, students are also eligible to compete for over 20 specific nursing scholarships. Applications and information are available online at www.missouriwestern.edu/FinancialAid. Deadline is March 1st.

ACADEMIC REGULATIONS

Grading Scale

Specific requirements for each course and the method for determining the student's course grade can be found in each course syllabus. The grading scale utilized by Missouri Western State University Department of Nursing is as follows:

90 - 100	A
80 - 89	B
70 - 79	C
60 - 79	D
Less than 60	F

A grade of "C" or better is required in all nursing and support courses. Students receiving a grade below "C" (including withdrawal (W) and audit (AU) in any nursing course will be suspended from the Nursing Program (see Suspension Policy). Students receiving a grade below "C" (including withdrawal (W), audit (AU) in any two (2) Nursing courses will be dismissed from the Nursing Program (see Dismissal Policy).

Grade Appeal Process

Students are responsible for meeting the standards for academic performance established for each course in which they are enrolled. Students should maintain ongoing and open communication with the instructor.

In the event that a student believes that the grade received was based on something other than the performance in the course, that the grade assignment was the result of more exacting or demanding standards than were applied to other students in the course, or that the assignment of the grade was representative of a substantial departure from the instructor's previously announced standards, an appeal may be made.

The student must discuss the course grade with the instructor of the course no later than 30 days into the succeeding regular academic semester. If the student desires to appeal the grade further, the student must notify the department chairperson in writing. The appeal must be made to the chairperson no later than ten (10) calendar days after the aforementioned 30 days. The department chairperson shall notify the student in writing of the departmental decision within 30 calendar days of the receipt of the written appeal. If the appeal is not resolved at the departmental level, the student may follow the grade appeal process outlined in the *MWSU Student Handbook*. It is the responsibility of the student to initiate and proceed through the grade appeal process as outlined in the *MWSU Student Handbook* at <http://www.missouriwestern.edu/nursing>.

Leave of Absence Policy

Students in the nursing program are expected to maintain continuous enrollment in nursing courses until the degree is completed. However, at times it is necessary for a student to take time off from nursing courses for health, personal or financial reasons.

A student considering a leave of absence should follow the procedure described below:

- Discuss the potential leave of absence with your academic advisor and/or the department chairperson.
- Write a letter to the Admissions, Progression and Retention Committee (APR) describing the reasons for and dates of the anticipated leave.
APR will review the request and make a recommendation to the Chairperson. The Chairperson will notify the student.
- APR will review the request and make a recommendation to the Chairperson. The Chairperson will notify the student.
- A leave of absence is typically granted for one semester but may be extended to two semesters if necessary.
- Prior to resuming nursing courses, the student should notify the Admissions, Progression & Retention Committee in writing during the semester preceeding the semester they wish to return.
- Decisions on resuming nursing courses are based on the student being in good standing at the time of the leave (see Progression Policy).
- The class size will not exceed the number limit as determined by the State Board of Nursing.
- A student may request a leave of absence one time.

Nursing Progression, Probation, Suspension, and Dismissal Policies

Progression Policy

- ❖ Students must achieve a grade of "C" or better in all required nursing courses in order to continue progression in the nursing program. A grade of less than C (Includes D, F, withdrawal -W, or Audit - AU) is not satisfactory for progression.
- ❖ If a student is receiving a less than satisfactory grade in one Nursing course during the semester the faculty may determine that the student should not continue clinical learning experiences. The faculty member(s) will make this recommendation to the Admission, Progression, and Retention Committee. The APR Committee will review this recommendation and forward their recommendation to the Chairperson. The Chairperson will notify the student in writing of the decision. Students who are not allowed to continue in clinical learning experiences will not receive a passing grade in the course.
- ❖ The Department of Nursing does not assume responsibility for a student's program progression when a student does not progress according to the plan of study for any reason. If the student is readmitted to the program, their continued progression will be on a "space available" basis, prioritized in the following order:

- ❖ Military deployment
- ❖ Approved leave of absence
- ❖ Failure to achieve a grade of “C” or better in a required nursing course
- ❖ Other factors that may be considered for readmission:
 - Highest nursing GPA
 - Highest cumulative GPA
 - Date of withdrawal
 - Demonstration of professional behaviors as determined by nursing faculty.

Academic Probation Policy

- Students admitted to the Nursing Program must achieve a minimum semester GPA of 2.5 in nursing courses.
- Students whose GPA falls below a 2.5 in any semester in the Nursing Program will be placed on nursing academic probation.
- Students placed on nursing academic probation will be allowed to continue progression in the nursing program for one semester.
- Students on academic probation must restore and maintain a semester GPA of 2.5 in all subsequent semesters to continue progression in the nursing program.
- Students whose GPA falls below a 2.5 in any semester following academic probation will be dismissed from the Nursing Program.
- Additionally, a student who has been on academic probation and subsequently receives a grade below "C" (D, F, W-withdrawal, or AU-audit) in any nursing course will be dismissed from the Nursing Program.
- See Nursing Department suspension and dismissal policies for additional information related to academic suspension/dismissal.

Suspension Policy

In addition to academic regulations required for all students at Missouri Western State University, students will be suspended from the nursing program for any of the following reasons:

- Nursing GPA below 2.0
- Grade below C in any nursing course (see Major/Minor form)
- Inability to meet course or clinical objectives, due to a physical or mental impairment (see Impaired Student Policy) www.missouriwestern.edu/nursing.

NOTE: The suspended student is not allowed to progress in the nursing sequence unless/until he/she is readmitted and achieves a grade of "C" or better in the course in which he/she was unsuccessful.

Readmission Policy

A suspension for any reason necessitates readmission to the Department of Nursing. The student must write a letter requesting readmission to the Department Chairperson. This letter should include the student's perception of reasons he/she was not successful and identify positive changes to be made that will facilitate his/her success. After review by the Chairperson, the letter is forwarded to the Admission, Progression and Retention Committee.

Written confirmation of physical and/or mental well-being from the appropriate health care professional may be required before readmission to the Department of Nursing is considered (see Impaired Student Policy pg. 23).

Requests for readmission will be considered by the Admission, Progression and Retention Committee; however, the class size will not exceed the number limit as determined by the State Board of Nursing. The Admission, Progression and Retention Committee will consider the request and forward their recommendations to the Chairperson. The Chairperson will notify the student of the decision.

The readmitted student will be subject to the same requirements, grading system, and policies which govern the class to which they are readmitted. A student may be readmitted into the nursing program only one time.

Dismissal Policy

The nursing student will be dismissed from the Department of Nursing for the following reasons:

- Grade below "C" (D, F, W-withdrawal, or AU-audit) in any two nursing courses (same or different course).
- Failure to maintain a nursing semester GPA of 2.5 in more than one semester in the nursing program (see Academic Probation Policy) <http://www.missouriwestern.edu/nursing>
- Knowingly furnishing false information.
- Failure to comply with pre-admission and annual requirements for placement in clinical agencies.
- Failure to comply with American Nurses Association *Code of Ethics for Nurses* or American Nurses Association *Scope and Standards for Nursing Practice* or violation of confidentiality standards.
- Failure to demonstrate the behaviors conducive to effective nursing as stated by the Missouri Nursing Practice Act (Chapter 335, Section 335.011 to 335.096). These include: unprofessional conduct, or any act derogatory to the morals and standards of those engaged in the care of the client; unfit or incompetence by reason of negligence; lack of professional skill; chemical impairment; or mental incompetence. These students will not be eligible for readmission.

Student Appeal of Recommendation for Dismissal

Upon notification of dismissal, the student may use the following process to appeal:

1. Meet with the Chairperson of the Nursing Department within 5 university working days of receipt of letter of dismissal. The appeal should be presented in writing.
2. The Chair will consult with the Admission, Progression and Retention Committee and provide a written decision to the student within 5 university working days. The Chairperson's decision will be provided in writing to the student and the faculty within five (5) University working days following the appeal.
3. If the student or faculty member disagrees with the department decision, an appeal may be made to the Dean of Professional Studies. The Dean of Professional Studies will notify the student, the faculty member, and the Chairperson of the Nursing Department of the decision within five (5) University working days.

Testing

Students are required to participate in standardized testing over nursing content each semester. Students must satisfactorily complete testing requirements, as stated on the specific course syllabi, to receive a passing grade in the class. This testing is conducted in the computer lab, outside of regular class time. Students are not allowed to schedule testing during class time.

STUDENT INPUT/PROGRAM EVALUATION

The Department of Nursing requests that all students participate in ongoing evaluation of the Nursing Program.

1. Evaluation: At the end of each semester, students provide input for each course, instructor and clinical routine site. The evaluation process continues after graduation with follow-up surveys to graduates and employers.
2. Student Forums: Students will be given the opportunity and are encouraged to participate in student forums with faculty and department chairperson to discuss issues and concerns.

GRADUATION

Department of Nursing Pin/Pinning Ceremony

The Department of Nursing presents a school pin to graduates at a special Pinning Ceremony in conjunction with Commencement. Student purchase of the Western nursing pin is optional.

Composite Class Picture

Students are encouraged to have their portrait taken for the graduate composite which is displayed in the Department of Nursing.

Graduation Requirements

To be considered as a candidate for graduation, the student must follow the graduation requirements as stated in the Missouri Western State University Catalog. In order to measure student progress toward educational goals, students are required to participate in periodic assessment efforts at MWSU. Grades, transcripts, and graduation will be held if the student does not participate in this required testing.

NCLEX-RN Requirements

Upon completion of the baccalaureate program, the graduate is eligible to apply for initial licensure to the State Board of Nursing and for the NCLEX-RN examination. Costs of the examination and licensure application are the student's responsibility.

The State Board of Nursing may refuse to issue any certificate of registration or authority, permit or license pursuant to Chapter 335 of sections 335.011 to 335.096 for any one or any combination of causes stated in 335.066 subsection 2 of the State of Missouri Nursing Practice Act. Specific information may be obtained by contacting the Missouri State Board of Nursing.

MISSOURI WESTERN STATE UNIVERSITY
College of Professional Studies

DEPARTMENT OF NURSING

MANAGEMENT OF UNPROFESSIONAL OR UNSAFE CLINICAL BEHAVIOR

Students in the nursing program at Missouri Western State University are expected to practice according to the standards set by the profession. The American Nurses Association Standards for Professional Practice and the American Nurses Association Code of Ethics for Nurses as well as clinical agency policies and standards document these expectations.

Students should be aware that a behavior that deviates significantly from these standards and that is unsafe, illegal or unprofessional may result in a recommendation for dismissal from the program.

While a single incident may be serious enough to warrant an immediate recommendation for dismissal, a pattern of less serious, unsafe or unprofessional behaviors may also result in a recommendation for dismissal.

In addition, students who fail to meet the objectives for a clinical course will not receive a passing grade for the course.

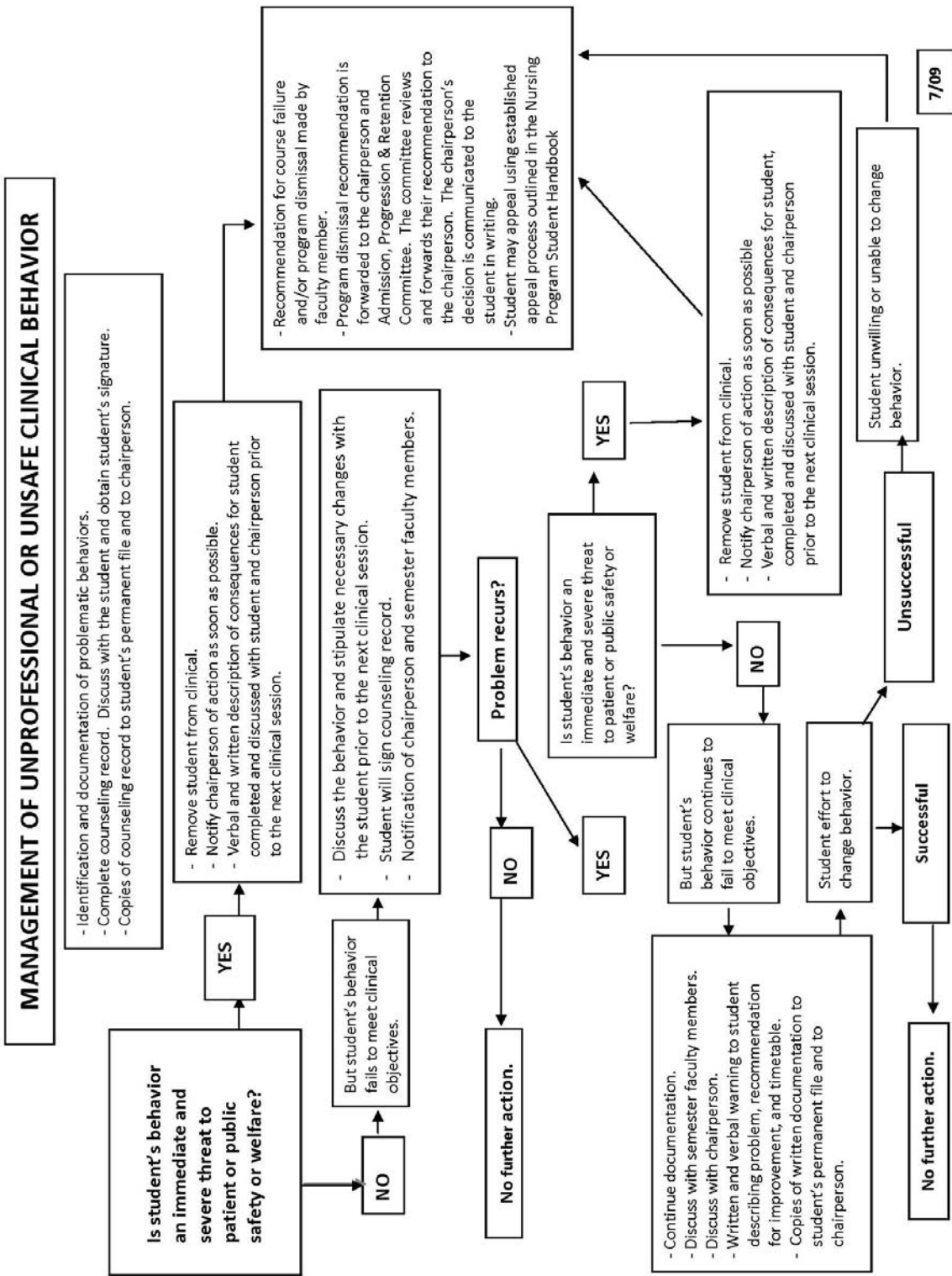
The following algorithm specifies the actions to be taken if a student's behavior deviates from the accepted standards.

Counseling Records should be initiated anytime the instructor deems it appropriate to document a student's performance in writing for their permanent file. This serves as a tracking mechanism for patterns of behavior as well as documentation of student acknowledgment of classroom and/or clinical concerns.

Include:

- X the event
- X plan for improvement/correction.
- X consequences for repeat behavior and/or failure to meet expectations of plan.
- X timelines for expected improvement.
- X signature of faculty member with date.
- X signature of student with date.

6/12/09



Policy Statement Regarding the Impaired Nursing Student

Students in the Department of Nursing (DON) at Missouri Western State University (MWSU) are expected to practice according to the standards set by the profession. The Missouri Nurse Practice Act, the American Nurses Association's (ANA) Scope and Standards of Practice and the Code of Ethics for Nurses document these expectations. The DON faculty believes that they have a professional and ethical responsibility to provide a safe teaching and learning environment and to protect the welfare of the public. As such, nursing faculty have a responsibility to take action when a student's behavior deviates from these professional standards, including a student whose behavior is significantly impaired.

- The problems of chemical abuse and/or mental illness, resulting in **unsafe behaviors must be proactively addressed when identified** in nursing students. The nursing faculty will intervene with the impaired student as outlined in the **Procedure for Faculty Intervention with the Impaired Nursing Student** and in accordance with the DON Student Handbook with reference to Nursing Student Ethical-Legal Liability and Student Responsibilities.
- The DON follows the university's policy prohibiting disruptive behavior and the illegal possession, use, or distribution of drugs and/or alcohol by students on university property or as a part of any university affiliated academic activity, including off-campus clinical learning experiences. Violators will be prosecuted in accordance with applicable laws and ordinances and will be subject to disciplinary action by the university in conformance with university policy (See MWSU Student Handbook regarding Code of Conduct for Students and Alcohol and Drug Policies).
- The nursing faculty **defines the impaired student** as a person who, while in the academic or clinical setting, demonstrates unsafe behaviors resulting from mental illness or from chemical abuse. **Chemical abuse** is defined as abusing, either separately or in combination: alcohol, over-the-counter medications, illegal drugs, prescribed medications, inhalants, or synthetic designer drugs. Abuse of the substances includes episodic misuse or chronic use that has produced psychological and/or physical symptoms. **Mental illness** is an acute or chronic condition that disrupts a persons thinking, feeling, moods, and functioning. Mental illness can interfere in coping with the ordinary demands of work, school, and family. **Disruptive behavior** is defined as conduct that reflects unfavorably on the individual or university community; or exhibits behavior/activities which endanger ones self or others or disrupts class or university activities.

Procedures for Faculty Intervention with the Impaired Nursing Student

Identification –

- Gather and document data on behaviors (See Appendix I for examples). If the student demonstrates unsafe behaviors, remove the student to a private area and inform him/her about the unacceptable performance. If impairment is suspected, discuss the behaviors you have observed and allow the student to provide a brief verbal explanation.
- The student is informed of the faculty's responsibility to remove a student who is unable to provide safe, effective, and supportive patient care or to participate safely and appropriately in required class/clinical experiences. The student will be relieved of further class/clinical responsibilities for the day. The student is informed that they are in violation of the University Code of Conduct and the Student Nurse Ethical-Legal Liability and Student Nurse Responsibilities – Clinical Behaviors in the DON Student Handbook. Transportation is arranged to take the student home.
- The faculty member immediately notifies the Chairperson of the DON.
- The faculty member will document the behaviors on the Report of Observed Student Behaviors (Form 1) within two working days and establish the date for a conference.

Intervention –

- A conference will be held with the student within five working days of the alleged incident. A copy of the report form will be given to the DON Chairperson, the Dean of Professional Studies, and the student. The DON Chairperson will inform all other appropriate faculty members also involved with the student during that semester on a "need to know" basis.
- A conference will be held consisting of the student and faculty member and the DON. In addition, a representative from the Dean of Student Development may be invited to act as a neutral participant. DON Chairperson will take the lead in conducting the conference. The purpose of the conference is to convey concern for the student's welfare and to present the student with the procedural requirements of the policy. The student will be asked to sign the Report Form of Observed Behaviors for Possible Impairment (Form #1). Based on the faculty recommendations the student may be asked to sign the agreement for the Impaired Student (Form #2) confirming their understanding of both the terms of the contract and of the academic consequences. If the student does not agree to the contract, the student will be dismissed from the program (See Student Conduct and Responsibility Policies dismissal section in the DON Student Handbook).

A copy of this report will be placed in a file separate from the student's program file. The student will be informed of this report being placed into their student file.

Evaluation –

- If deemed necessary the student will undergo a professional, comprehensive, mental health and substance abuse evaluation (Form #2). The evaluation and his/her professional evaluation must meet the Standards for Drug/Alcohol and Mental Health Screening established by the DON. The student is responsible for having the evaluation validate their credentials by signing Form 3B. The student is responsible for the cost of the evaluation.

Re-entry –When a student is alleged to be in violation of the responsibilities outlined within the section “Nursing Student Ethical-Legal Liability” of the DON Student Handbook one of three courses of action may be taken by the faculty following the evaluator’s recommendation. The actions are;

- Evidence of impairment is NOT Supported by Evaluation: In the event the comprehensive evaluation does not support/substantiate the alleged report of student behaviors indicative of mental illness and/or chemical abuse, all documentation will be removed from the student’s file. Upon recommendation of the evaluator that no treatment is required, the student may return to all courses and progress upon receipt of the written recommendation from the evaluation to the DON Chairperson.
- Evidence of impairment IS supported by Evaluation:
 - If the student refuses to follow the procedure for Faculty Intervention with the Impaired Nursing Student the student is thus dismissed from the Program – see DON Student Handbook.
 - If the student agrees to follow the Procedure for Faculty Intervention with the Impaired Nursing Student, the student will sign an agreement form (Form #3) to participate in the prescribed treatment and is allowed to continue in the program as long as the student is in compliance with their treatment agreement on a space available basis.

The academic consequences required with the implementation of the Policy Regarding the Impaired Nursing Student are: participation in clinical nursing course is contingent upon completion of the mental health and/or substance abuse assessment, and agreement on the treatment plan if indicated. If the student is unable or unwilling to complete the course work and/or treatment program, the student will receive a semester grade of I (Incomplete), W (Withdrawal, or F (Failure) for these courses dependent upon factors related to grade determination (See MWSU Catalog regarding Grading Criteria). These factors include the amount of course work completed to date, the time remaining in the semester, the ability of the student to complete the course requirements, and the treatment recommendation of the treatment evaluator.

Upon completion of the clinical evaluation, agreement to participate in the prescribed treatment plan, and recommendation of the treatment provider, the student may, at the option of the DON, resume participation in clinical nursing courses. If the evaluation and implementation of the treatment plan extends beyond the current semester, the student must submit a written request (Form #4) for reinstatement into the program submitted for the semester the student desires to return. Readmission decisions include consideration of space available for clinical courses.

If additional or continuing impairment occurs subsequent to implementation of these procedures, the nursing faculty will recommend that the student be administratively dismissed from the program (See Student Code of Conduct and Responsibility Policies in the Department of Nursing Student Handbook).

PROCEDURE FOR FACULTY INTERVENTION WITH THE IMPAIRED NURSING STUDENT

Identification of Unsafe Behaviors or Pattern of Behaviors



Faculty Verbally Addresses Alleged

Unsafe Behaviors



Transportation is arranged to take student home



Faculty discusses written documentation with student of alleged unsafe behaviors (Form #1).



A conference is held to provide the student with support and to discuss procedural requirements. The student is provided the Standards for Drug/Alcohol and Mental Health Screening (Form 3B). The evaluation must be completed by a qualified professional who meets these standards. The student is responsible for having the evaluator validate their credentials by signing Form 3B.

Upon completion and recommendation of the Comprehensive

Evaluation **1** of **3** courses of action may be taken (see item E)



1. Evidence of impairment is NOT supported by Evaluation.

- Document removed from student's file and student returns to Program

2. Evidence of impairment IS supported by evaluation.

- Student dismissed from Program

3. Evidence of impairment is supported by evaluation.

- Conferences with signed agreements.
- Student signs agreement and fulfills recommendations of treatment evaluation and agrees to monitoring and academic consequences (if indicated).
- Student returns to program on a space available basis once initial treatment has been completed.

VERIFICATION OF STUDENT SIGNATURE

Students are expected to read the regulations and policies in the University Undergraduate catalog, University Student Handbook, and the Department of Nursing Student Handbook. It is the student's responsibility, not the university or a member of the faculty or staff, for knowing and abiding by the regulations and policies, and for meeting the requirements for a nursing degree.

I have read the information cited in the *Department of Nursing Student Handbook*. As a Missouri Western State University nursing student, I accept the responsibility for complying with this information.

Printed Name

Student Signature Date

State of Missouri
County of Buchanan

Subscribed and sworn to before me this _____ day of _____ in the year _____.

Notary Public

Missouri Western State University
College of Professional Studies
Department of Nursing
Bachelor of Science in Nursing
4525 Downs Drive
St. Joseph, MO 64507

RELEASE OF INFORMATION FORM

I understand that during my nursing clinical rotations at clinical facilities the Department of Nursing will be asked to provide them with my immunizations, TB, CPR, etc records

My undersigned signature gives permission for the Department of Nursing to provide the documents to any clinical facilities involved in my clinical rotations for nursing.

Student Name

Date

Missouri Western State University
College of Professional Studies
Department of Nursing
Bachelor of Science In Nursing
4525 Downs Drive
St. Joseph, MO 64507

**Missouri Western State University
School of Professional Studies
Department of Nursing**

CONFIDENTIALITY STATEMENT

I understand that during my clinical rotations I may have access to confidential information about clients, patients, their families and clinical facilities. I understand I must maintain the confidentiality of all verbal, written or electronic information and in some instances the information may be protected by law, such as state practice acts or other regulatory standards. In addition, the client's right to privacy by judiciously protecting information of a confidential nature is part of the health professionals expected ethical behavior.

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

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

Student Signature

Date

Missouri Western State University
College of Professional Studies
Department of Nursing
Bachelor of Science in Nursing
4525 Downs Drive
St. Joseph, MO 64507

ASSUMPTION OF RISK, WAIVER, AND RELEASE AGREEMENT

I acknowledge that in the Nursing Laboratory I am provided the opportunity to practice and improve my nursing skills. This will include the opportunity to practice my nursing skills on other students as “patients” and that the other students will be given the same opportunity to both apply and improve skills in a direct way and in a practical setting.

I understand that in this type of environment, there is the possibility that I could be injured. I assume the risk of such injury. Also, in consideration for the benefits that I will receive in the Nursing Laboratory, I hereby waive, release and discharge Missouri Western State University, its Trustees, faculty members, agents, employees, and representatives from any claims, expenses and compensation which I may now have or which I may have in the future on account of or in any way growing out of any and all known and unknown, foreseen and unforeseen, personal injuries, including death, or property damages, which might results from any accident, casualty, event or activity which may occur from or during my activities in the Nursing Laboratory.

I also acknowledge that through the clinical educational experiences offered by the Missouri Western State University Department of Nursing, I am being provided with the opportunity and benefit of being able to work directly with patients or clients. This setting will provide me the practical experience of improving my nursing care abilities. I realize that in this setting I may be presented with situations of potential harm or danger to me. I assume the risk of such harm or danger. Also, in consideration for the opportunity and benefits I will receive in the learning environments of these courses, I hereby waive, release, and discharge Missouri Western State University, its Trustees, faculty members, agents, employees, and representatives from any claims, expenses, and compensation which I may now have or which I may have in the future on account of or in any way growing out of any all known and unknown, foreseen and unforeseen, personal injuries, including death, or property damages, which might result from any accident, casualty, event or activity which may occur from or during my activities in nursing courses.

The Assumption of Risk, Waiver and Release shall be binding upon my heirs, successors, next of kin, and personal representatives.

Students should be aware that both neither Missouri Western State University nor clinical agencies provide health insurance for students and that each individual is responsible for his/her own health care.

Student Signature

Date

Witness Signature

Date