BSN NURSING STUDENT HANDBOOK

Developing nursing leaders for healthy communities.

Missouri Western State University College of Professional Studies

School of Nursing and Health Professions

2016-2017

School of Nursing and Health Professions

Murphy Hall 309

Phone 816-271-4415

Additional Nursing Program information may be located at:

www.missouriwestern.edu/nursing/

WELCOME

Welcome to Missouri Western State University's Nursing Program. 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 discussing 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.

Nursing Students are expected to read the regulations and policies in the University Undergraduate Catalog, University Student Handbook, and Nursing Student Handbook and to conform to them. It is the student's responsibility 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 Accessibility Resource Center Coordinator.

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Missouri Western State University
College of Professional Studies
School of Nursing and Health Professions

Developing professional nurse leaders for healthy communities.

Mission Statement
The nursing faculty of the Missouri Western State University Department of Nursing and Allied Health are committed to the development of professional nurse leaders in the provision and coordination of care for individuals and populations.

The Department of Nursing Philosophy
As an integral part of Missouri Western State University, the Department of Nursing supports the mission, goals and policies of the University and the College of Professional Studies. To master the discipline of nursing and the increasingly complex knowledge, skills and attitudes required to deliver safe, quality care, a broad-based baccalaureate education including theoretical and applied learning are essential for generalist nursing education. Graduate education develops nurses for advanced nursing practice roles. Recognizing the complexity of organizations, financing and delivery of health care, the 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. Systems thinking guides the integration of these concepts into the nursing process to promote a holistic nursing care.

Person
The person is viewed as a unique being with intrinsic worth and dignity, whose wholeness is more than the sum of his/her biophysical, psychosocial, cognitive, and social components. A person is a complex open system who is in constant interaction with an internal and external environment. The person or designee is able to choose among alternative actions; set goals; make decisions based on perceptions, values, and needs. Diversity among persons is valued and respected Professional nurses respect the right of self-determination in making informed health care decisions.

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

Environment
The environment is the aggregate of conditions which influence individuals, families, groups, organizations and communities. The health care environment varies from basic to complex and highly technological. Nurses manage, monitor and manipulate the environment to foster health and promote safe, quality care. Nurses use informatics to support decision-making and improve outcomes.

Nursing

"Nursing is the protection, promotion, and optimization of health and abilities, prevention of illness and injury, facilitation of healing, alleviation of suffering through the diagnosis and treatment of human response, and advocacy in the care of individuals, families, groups, communities, and populations." (Nursing's Social Policy Statement, ANA, 2010).

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 relationship that involves interpersonal communication, mutually defined goals and desired outcomes. Professional nursing integrates multiple role expectations including leader, 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 and evidence-based practice.

Nursing is an integral part of the inter-professional health care system which has the responsibility to provide accessible, cost-effective, safe, quality care. As such, professional nurses must possess effective organizational and teamwork skills; strong communication 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 faculty holds the following beliefs related to baccalaureate education of student nurses:

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, building upon prior learning.

Faculty have accountability for facilitating student learning by developing, implementing and evaluating quality learning experiences based on current research and practice. Faculty hold students accountable for prior learning.

Approved 3/2002
Revised 12/2007
Reaffirmed 12/2009
Revised 10/2011
Revised 11/2015

Missouri Western State University
College of Professional Studies
School of Nursing and Health Professions

BSN Program Objectives

The BSN curriculum at MWSU is grounded in a systems approach to standards-based care across the health/illness continuum. The BSN curriculum incorporates concepts of safety and quality, evidence-based practice, communication and collaboration, patient-centered care, psychomotor skills, critical thinking, theory, technology and informatics, and environments of care in order to prepare competent, professional nurses. Students will demonstrate competence in the following objectives:

Program Objectives	**1st Semester**	**2nd Semester**	**3rd Semester**	**4th Semester**
Content Focus	**Introduction to Professional Roles & Responsibilities across the Health / Illness Continuum for Individuals & Families**	**Provider of Care for Individuals & Families Across the Health/Illness Continuum**	**Provider and Coordinator of Care for Individuals, Families, Groups and Populations in complex care environments Across the Health/Illness Continuum**	**Designer / Manager / Coordinator of Care for Individuals, Families, Groups, Communities, & Populations across the Health/Illness Continuum**
1. Demonstrates standards-based professional practice.	Comprehends the influence of professional standards on nursing practice and health care delivery.	Applies professional, ethical, and legal standards; relates regulatory and accreditation standards.	Incorporates professional, ethical, legal, regulatory, and accreditation standards	Demonstrates and advocates for standards-based professional practice.
2. Uses clinical reasoning and clinical judgement in decision making.	Demonstrates clinical reasoning and clinical judgement in decision making	Applies clinical reasoning and clinical judgement.	Integrates clinical reasoning and clinical judgement.	Uses clinical reasoning and clinical judgement to anticipate a variety of consequences.

	1st Semester	2nd Semester	3rd Semester	4th Semester
Content Focus	Introduction to Professional Roles & Responsibilities across the Health / Illness Continuum for Individuals & Families	Provider of Care for Individuals & Families Across the Health/Illness Continuum	Provider and Coordinator of Care for Individuals, Families, Groups and Populations in complex care environments Across the Health/Illness Continuum	Designer / Manager / Coordinator of Care for Individuals, Families, Groups, Communities, & Populations across the Health/Illness Continuum
3. Demonstrates effective communication.	Recognizes and uses effective interpersonal, therapeutic, professional, organizational, written and electronic communication.	Establishes and maintains effective interpersonal, therapeutic, professional, organizational, written and electronic communication.	Adapts effective interpersonal, therapeutic, professional, organizational, written and electronic communication to complex practice environments.	Adapts effective interpersonal, therapeutic professional, organizational, written and electronic communication as designer, manager, coordinator of care.
4. Assesses health status and health potential.	Demonstrates holistic assessment skills, focusing on the individual and family.	Demonstrates clinical reasoning and judgement in the systematic, holistic, and focused patient assessment	Demonstrates clinical reasoning and judgement in the systematic, holistic, and focused patient assessment	Demonstrates clinical reasoning and judgement in the systematic, holistic, and focused assessment.
5. Performs, teaches, delegates, and supervises psychomotor skills with safety and competency.	Safely performs selected psychomotor skills.	Competently performs and teaches selected psychomotor skills.	Competently performs and teaches complex psychomotor skills.	Performs, teaches, delegates, and supervises psychomotor skills with safety and competency.
6. Integrates strategies for health promotion, risk reduction, and disease prevention.	Performs and reinforces health promotion, risk reduction, and disease prevention strategies.	Incorporates strategies for health promotion, risk reduction and disease prevention	Incorporates strategies for health promotion, risk reduction and disease prevention	Integrates strategies for health promotion, risk reduction and disease prevention

7. Provides patient-centered nursing care.	Recognizes the nurses' role in the provision of patient-centered care.	Plans, provides and evaluates patient-centered nursing care.	Plans, provides and evaluates patient-centered nursing care.	Designs, manages and coordinates patient-centered nursing care.

	1st Semester	2nd Semester	3rd Semester	4th Semester
Content Focus	**Introduction to Professional Roles & Responsibilities across the Health / Illness Continuum for Individuals & Families**	**Provider of Care for Individuals & Families Across the Health/Illness Continuum**	**Provider and Coordinator of Care for Individuals, Families, Groups and Populations in complex care environments Across the Health/Illness Continuum**	**Designer / Manager / Coordinator of Care for Individuals, Families, Groups, Communities, & Populations across the Health/Illness Continuum**
8. Uses information and technology to communicate, manage knowledge, mitigate error and support decision making.	Recognizes information and technology that can be used to communicate, manage knowledge, mitigate error and support decision making.	Effectively uses information and technology to communicate, manage knowledge, mitigate error and support decision making.	Integrates the use of information and technology to communicate, manage knowledge, mitigate error and support decision making.	Evaluates the use of information and technology to communicate, manage knowledge, mitigate error and support decision making.
9. Collaborates effectively as a member of the inter-professional team	Identifies the role of the nurse as an effective member of the inter-professional team	Collaborates with other members of the inter-professional team.	Collaborates with other members of the inter-professional team in the coordination of care.	Collaborates effectively as a member and leader of the inter-professional team.
11. Recognizes the impact of health care policy, finance and regulatory environments on the provision of patient care.	Demonstrates basic knowledge of health care policy and regulatory environments.	Demonstrates basic knowledge of the effect of health care policy and regulatory environments on vulnerable populations.	Evaluates the effect of health care policy, finance and regulatory environments in care coordination.	Evaluates the effect of health care policy, finance and regulatory environments as designer, manager and coordinator of care.
12. Uses theory and evidence-based knowledge from nursing and the sciences in the provision of care.	Recognizes theory and evidence-based practices that contribute to quality nursing care.	Identifies theory and evidence-based knowledge from nursing research.	Appraises theory and evidence-based knowledge from nursing and the sciences.	Uses theory and evidence-based knowledge from nursing and the sciences in the provision of care.

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 Undergraduate Catalog. They can also be found online at *https://www.missouriwestern.edu/catalog/.*

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 nursing faculty and their educational qualifications is available online at *www.missouriwestern.edu/nursing/.*

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

STUDENT RESPONSIBILITIES

Student Nurse's Code of Conduct

Student nurses are bound by the American Nurses Association Code of Ethics. A code of ethics is an integral part of nursing and serves three major purposes: 1) outlines the ethical obligations and duties of each nurse; 2) provides a nonnegotiable standard; 3) makes a commitment to individuals, families, colleagues, the profession, and society. Therefore, the School of Nursing and Health Professions has adopted the following Code of Conduct to which all nursing students will be held accountable. The Code of Conduct is derived from the principles in the ANA Code of Ethics and adapted from the National Student Nurses Association.

1. Academic honesty is required in all academic endeavors. Violations of academic honesty include any instance of plagiarism, cheating, seeking credit for another's work, falsifying documents or academic records, or any other fraudulent activity.
2. Advocate for the rights of all clients.
3. Maintain confidentiality of clinical health information and information from health care agencies.
4. Act to ensure the safety of self, clients, and others.
5. Provide quality care for the client in a timely, compassionate, and professional manner.
6. Communicate in a respectful, truthful, timely, and accurate manner.
7. Promote the highest level of moral and ethical principles and accept accountability for all actions.
8. Promote excellence in nursing by encouraging lifelong learning and professional development.
9. Treat others with respect and promote an environment that respects human rights, values, and cultural and spiritual beliefs.
10. Collaborate with the academic faculty and/or clinical staff to enhance learning and practice outcomes.
11. Refrain from performing any technique or procedure for which the students has not been adequately educated.
12. Refrain from any deliberate action or omission in the academic or clinical setting that creates and unnecessary risk to the client, self, or others.
13. Abstain from the use of alcoholic beverages or any substance that impairs judgment in the academic or clinical setting.
14. Strive to achieve and maintain an optimal level of personal health.
15. Uphold school policies and regulations related to academic and clinical performance, reserving the right to appeal according to university policy.

Standards-Based Nursing Practice

All nursing students are held accountable for the same standards and ethics of 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, the AACN Baccalaureate Essentials, QSEN Competencies and agency-specific policies and procedures serve as standards for the BSN program.

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

Academic Advisement

Students will be assigned a nursing faculty advisor. The student and the advisor will complete a major declaration form after acceptance into the program. Students are accountable for understanding and completing degree requirements as specified on the major declaration form. 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/handbook.*

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. Students who must miss class due to a university sanctioned event or who are acting as a representative of the university or department must communicate with their instructors as soon as they are aware of a need to miss class/clinical. Determinations related to make-up coursework or examinations will be based on academic standing, reason for missed coursework and feasibility to obtain required course content and/or clinical experiences. Faculty "are not required to prepare or give a make-up test. Consideration will be given to students in the case of genuine (documented) illness, emergency or when acting as a representative of the University" (*See the University Policy Guide, Instructional Policies, Section B).*

Class/Clinical Schedule

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 extracurricular activities. Nursing education is a full time, challenging commitment. 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.
NOTE: Students are responsible for their own transportation to clinical sites.

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. 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 Pg. 26 Management of Unprofessional or Unsafe Clinical Behavior*).

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.

Compliance with Clinical Agency Requirements

Students must complete all pre-admission and annual requirements as described in this handbook and outlined in the Clinical Compliance Checklist (found in the Student Nursing Orientation and Compliance Moodle) before being allowed in clinical areas. Students will also need to sign the *Release of Information* form which will allow the School of Nursing to release the above information to clinical agencies. Failure on the part of the student to satisfactorily complete these requirements will result in the student being denied placement in the clinical agency and will result in course failure. Note: clinical agency requirements may change after the student begins the nursing program. It is expected that students will remain compliant with all compliance requirements throughout the duration of the nursing program.

Computer Literacy

Students must have a MWSU email account and have basic computer skills including the ability to; type and edit a Word document, attach a document within an email, scan and upload documents and complete class assignments via Moodle, the online learning platform.

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.)

Health Information Portability and Accountability Act

The Health Information 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.

Conduct Report

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.

Conduct Reports should be initiated anytime the instructor deems it appropriate to document a students' 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:

- The event
- Plan for improvement/correction.
- Consequences for repeat behavior and/or failure to meet expectations of plan.
- Timelines for expected improvement.
- Signature of faculty member with date.
- Signature of student with date.

In addition, the Early Intervention process may be initiated through the Student Affairs department (see Early Intervention Policy in University Student Handbook).

CPR - 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) must be validated within three months of beginning the Nursing Program. The student will submit validation through the current immunization tracker portal via Project Nurse. 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 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 School 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 School 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 background check is conducted prior to beginning the Nursing Program through Validity see admission packet for additional information. Information is sent to the Chairperson 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 and to specific clinical agency requirements.

During the program any criminal or legal action that may impact clinical placement, licensure application or is a violation of the student code of conduct must be reported to the Department Chairperson as soon as possible. **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 according to standards established by the Center for Disease Control (CDC) and as outlined in the Clinical Orientation Manual (www.kchealthcareers.com). A list of required immunizations is provided in the Student Nurse Orientation and Compliance Moodle.

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.

Documentation of immunizations and health insurance must be submitted through the current immunization tracker portal via Project Nurse. Students who fail to submit all required documentation will not be permitted to register for clinical courses.

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 form 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.

Professional Appearance

Professional appearance promotes an image of a competent and knowledgeable individual. In addition to the requirements in this policy, MWSU students must comply with individual dress code requirements set forth by the clinical agency in which they are placed. Faculty members are responsible for ensuring that the dress code policy is followed in lab and clinical and will be the first line of communication with the student if violations occur. Violations to the Professional Appearance Policy may warrant a Conduct Report and possible removal from clinical (see Conduct Report, Page 15).

- **Uniform** - The uniform must be purchased from the campus bookstore. It will be clean and in good repair. The hem of the pants will not touch the floor. Undergarments should not be visible. A shirt may be worn under the tunic and it should be a solid color; white, gray or black. Insulated or thermal-type shirts are not allowed. A watch with a second hand, or digital mechanism to count seconds, is required. Cell phones are not permitted in the patient care or lab environment. Wrist watches should be free of embellishments and gem stones as this poses an infection control hazard.

- **Equipment** – A pen light, blood pressure cuff and a stethoscope with a bell and diaphragm is required.

- **Shoes** - Shoes will be white, black, gray or a combination of the three. The material should be leather, pleather or tight mesh. Solid color clogs with backs are permitted. No open back shoes will be allowed. Socks will be white, black, gray, or hose may be worn. Shoes will be clean and in good repair.

- **Hair and Personal Hygiene** – It is expected that students practice good personal hygiene. Hair will be clean, of a natural hair color, and of sufficient length, pulled back from face and secured in a ponytail. Bangs will be secured, if below eye brow length, by plain bobby pins. Headbands will be white, gray, black, or Griffon gold. Facial hair will be clean and manicured close to the face. Facial hair will not extend beyond the mandible or chin. Hats will not be allowed.

- **Make-up and Nails** - Make-up will be conservative. No cologne or perfume will be allowed. Fingernails will be no longer than the tops of fingertips. No artificial nails, nail polish, gel nails, nail wraps or any nail adornment will be allowed.

- **Jewelry, Tattoos and Piercings** – One ring per hand is allowed. Facial piercings will be limited to one piercing or button in each of the lower lobes of the ear. Earrings or gauges will be round and no larger than 6 mm in diameter. Other piercings will be removed during lab and clinical, or covered by flesh colored tape or earring covers/caps. No necklaces or bracelets are permitted. Tattoos must be covered.

- **Food and Drink** – Food and drink, including chewing gum and candy, are not permitted in patient care areas or the Nursing Simulation Lab. All food and drink will be kept in designated dining areas in the clinical facility.

Social Media Policy

Web-based tools that allow interactive and highly accessible communication between individuals are broadly referred to as social media. Social media and the use of electronic devices have the potential to improve and strengthen the knowledge and understanding of the student, instructor and client. Health professions students have the responsibility to understand the benefits, responsibilities and potential consequences of their participation in social media. The use of social media by health professions students reflect on his/her individual professional self-image and that of the global image of health care professionals.

Social Network Communication

• Online social networking includes blogs, journals, Facebook, MySpace, Twitter, Instagram, LinkenIn, Tumblr or any other social networking tools or websites.

• Students may not post comments or digital images that would compromise another person's or organization's privacy (HIPAA), or comments that do not conform to state and federal laws.

• Students should also be aware that postings on social networking sites may be viewed by potential employers and reflect negatively on the individual and /or the university.

The School of Nursing and Health Professions suggests that nursing students observe the following tips for online behavior endorsed by the American Nurses Association:

http://nursingworld.org/FunctionalMenuCategories/AboutANA/Social-Media/Social-Networking-Principles-Toolkit

Videotaping/Audio Recording

Students may be expected to participate in the use of videotaping as learning experiences or as a validation of clinical experiences. Students must notify the faculty if they intend to use recording devices (tape recorders, recording pens, etc..) in class. Students will not be permitted to use recording devices during clinical post-conferences due to the sensitive nature of information being shared.

Workshops - Annual School of Nursing/Omicron Nu Workshop

The DON and the Omicron Nu Chapter of Sigma Theta Tau International Honor Society sponsor an annual workshops 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 OPPORTUNITIES/ORGANIZATIONS

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 School of Nursing encourages nursing students to belong to the Student Nurses Association (SNA). The purpose of this organization is to help prepare student nurses for professional responsibilities. Members of this organization consist of pre-nursing students and 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.

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 School of Nursing, students are also eligible to compete for over 20 specific nursing scholarships.

Applications and information are available online at www.missouriwestern.edu/Finaid/.

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 School 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 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 of Rights and Responsibilities.* It is the responsibility of the student to initiate and proceed through the grade appeal process as outlined in the *MWSU Student Handbook of Rights and*

Responsibilities at *http://www.missouriwestern.edu/handbook/index.pdf*.

Student Complaints/Concerns

Students who wish to file a grade appeal follow the process as outlined in the MWSU Student Handbook of Rights and Responsibilities www.missouriwestern.edu/handbook/index.pdf) and DON Student Nurse Handbook www.missouriwestern.edu/nursing). Open, direct, honest and respectful communication is expected of both students and faculty.

If other concerns arise, the student is expected to discuss these concerns openly and honestly with the appropriate faculty member using the designated chain-of-command. The student may also seek guidance from their academic advisor and/or Chairperson. If resolution cannot be reached, the student may file a Formal Complaint and follow the designated process.

FORMAL COMPLAINT

Formal complaints are defined as complaints from internal or external stakeholders that cannot be addressed by existing due process policies. The process for management of such complaints includes:

- Complaints must be submitted to the SNHP Chairperson in written format and signed by the complainant.
- Anonymous submissions will not be acknowledged, nor will written comments provided on behalf of an anonymous source.
- The SNHP Chairperson will respond to all complaints within ten working days to attempt resolution of the complaint.
- If satisfactory resolution is not or cannot be reached, the complainant may appeal to the Dean of Professional Studies.
- The Dean will respond in writing to the complainant within ten working days. A copy of the written response will be forwarded to the SNHP Chairperson.
- If satisfactory resolution is not reached at the Dean's level, the appeal may be submitted to the Provost and Vice President of Academic Affairs. A written response to the complainant will be completed within ten working days. The decision of the Provost is final. A copy of the decision will be forwarded to the SNHP Chairperson.
- The SNHP Chairperson will maintain a file on all formal complaints.
- The SNHP Chairperson will provide a summary report at the Annual Program Evaluation Meeting of each academic year's formal complaints received/resolved with recommendations, as indicated, for program improvement.

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 Graduation Committee (APG) describing the reasons

for and dates of the anticipated leave.

- APG 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 & Graduation Committee in writing during the semester preceding 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 limited to the program by the Missouri State Board of Nursing.
- A student may request a leave of absence one time.

Remediation Policy

Students who do not meet academic requirements as outlined by the School of Nursing and Health Professions' Progression and Probation Policies, will be required to participate in remediation activities outlined by nursing faculty and approved by the BSN Pre-licensure Coordinator. An approved Remediation Plan will specify required dates of completion. Students who fail to complete required remediation activities will not be allowed to progress in the nursing program.

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, 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 Graduation Committee. The APG Committee will review this recommendation and forward their recommendation to the Chairperson of the School of Nursing and Health Professions. 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 School of Nursing and Health Professions 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.

Nursing 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 with an approved remediation plan. All students on nursing academic probation will be required to enroll in NUR 300 – Strategies for Success – during the probationary semester. (Note: Remediation plans will be approved by the Student Retention & Success Coordinator in collaboration with the Chairperson. Students placed on probation after the spring semester may require remediation in the summer months).
- Students on academic probation must participate in an approved remediation plan and successfully complete NUR 300 with a grade of C or better. Failure to participate and complete the approved remediation plan and/or NUR 300 may result in dismissal from the Nursing Program.

Dismissal Policy

The nursing student may be dismissed from the nursing program for the following reasons:

- Grade below "C" (D, F, W-withdrawal, or AU-audit) in one or more nursing courses.
- Failure to participate in and complete an approved remediation plan implemented during nursing academic probation
- Failure to successfully complete NUR 300 with a grade of C or better during nursing academic probation.

- Inability to meet course or clinical objectives due to a physical or mental impairment (see Impaired Student Policy).
- 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.

Student Appeal of Recommendation for Dismissal

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

1. Submit a request to the Chairperson of the School of Nursing and Health Professions within 5 university working days of receipt of letter of dismissal. The appeal should be presented in writing detailing rationale for why the appeal should be considered. The letter should include a description of the circumstances that led to the student's poor performance and strategies for improved performance if readmitted. Readmission decisions will consider the following factors:
    a. Documentation of circumstances beyond the student's control.
    b. Documentation that the circumstances leading to poor performance have been alleviated.
    c. Past academic performance (e.g. grades in nursing courses, repeats and withdrawals, ATI test scores in nursing program)
2. The Chairperson will consult with the Admission, Progression and Graduate Committee. The Chairperson's decision will be provided in writing to the student within 5 university working days following receipt of the appeal.
3. If the student 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 and the Chairperson of the School of Nursing and Health Professions of the decision within 5 University working days.
4. If the student disagrees with the Dean's decision, an appeal may be made to the Provost. The Provost will notify the student and Chairperson of the decision within 5 University working days. The decision of the Provost is final.

Readmission Policy

Readmission decisions will consider the following factors:

- Documentation of circumstances beyond the students' control
- Documentation that the circumstances leading to poor performance have been alleviated
- Past Academic Performance [e.g. grades in nursing courses, repeats and withdrawals, standardized test scores (ATI) in nursing program]
- Written communication or Conduct Reports on file related to student performance

Written confirmation of physical and/or mental well-being from the appropriate health care

professional may be required before readmission to the nursing program is considered (See *Impaired Student Policy*)

Readmission is not guaranteed, however, all requests for readmission will be considered. If a student is readmitted to the program, their continued progression will be provided on a 'space available basis.' Class size will not exceed the number limited to the program by the Missouri State Board of Nursing. Readmitted students will be subject to the same requirements, grading systems, and policies which govern the class to which they are readmitted. Students who are readmitted after dismissal will be placed on nursing academic probation and required to enroll in NUR 300. **A student may be readmitted to the nursing program only one time.**

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. Students with an approved accommodations plan will work with nursing faculty to schedule standardized testing each semester.

ADDITIONAL POLICIES

STUDENT INPUT/PROGRAM EVALUATION

The School 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.

SCHOOL OF NURSING PINNING CEREMONY

The Pinning Ceremony will precede Commencement Ceremony and is an opportunity for the faculty to welcome the graduates into professional nursing practice. The School of Nursing presents a school pin to graduates at a special Pinning Ceremony in conjunction with Commencement. Student purchase of the Missouri 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 School 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 335.066 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

SCHOOL OF NURSING AND HEALTH PROFESSIONS

MANAGEMENT OF UNPROFESSIONAL OR UNSAFE 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.

Conduct Reports 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:

- The event
- Plan for improvement/correction.
- Consequences for repeat behavior and/or failure to meet expectations of plan.
- Timelines for expected improvement.
- Signature of faculty member with date.
- Signature of student with date.

MANAGEMENT OF UNPROFESSIONAL OR UNSAFE BEHAVIOR

- Identification and documentation of problematic behaviors.
- Complete conduct report. Discuss with the student and obtain student's signature.
- Copies of conduct report to student's permanent file and to chairperson.

Is student's behavior an immediate and severe threat to patient or public

→ **YES** →

- Remove student from clinical.
- Notify chairperson of action as soon as possible.
- Verbal and written description of consequences for student completed and discussed with student and chairperson prior to the next clinical session.

NO →

But student's behavior fails to meet clinical objectives. →

- Discuss the behavior and stipulate necessary changes with the student prior to the next clinical session.
- Student will sign conduct report.
- Notification of chairperson and semester faculty members.

Problem recurs?

← **NO** ← **No further action.**

YES →

Is student's behavior an immediate and severe threat to patient or public safety or welfare?

YES →

- Recommendation for course failure and/or program dismissal made by faculty member.
- Program dismissal recommendation is forwarded to the chairperson and Admission, Progression & Retention Committee. The committee reviews and forwards their recommendation to the chairperson. The chairperson' decision is communicated to the student in writing.
- Student may appeal using established appeal process outlined in the Nursing Program Student Handbook

NO ← But student's behavior continues to fail to meet clinical objectives. ←

- Continue documentation.
- Discuss with semester faculty members.
- Discuss with chairperson.
- Written and verbal warning to student describing problem, recommendation for improvement, and timetable.
- Copies of written documentation to student's permanent file and to chairperson.

- Remove student from clinical.
- Notify chairperson of action as soon as possible
- Verbal and written description of consequences for student, completed and discussed with student and chairperson prior to the next clinical session.

Student effort to change behavior.

Successful → **No further action.**

Unsuccessful → Student unwilling or unable to change behavior.

Policy Statement Regarding the Impaired Nursing Student

Students in the School 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 person's 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 one 's 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 l 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 relived 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 School 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)

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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.

Project Nurse and the Student Nurse Orientation and Compliance Moodle

Project Nurse and *Moodle* are two separate systems that are utilized by the School of Nursing to communicate and collect information from nursing students. All nursing students are expected to access Project Nurse and Moodle on a regular basis.

Project Nurse is a secure database that allows the School of Nursing to monitor and track all required documentation. All required clinical compliance documentation will be uploaded and maintained on Project Nurse. Instructions for uploading documents to Project Nurse can be found on the Student Nurse Orientation and Compliance Moodle. A scanner can be found in the computer lab in Murphy Hall Room 312 and in the MWSU Library. To log in to Project Nurse go to: https://secure.projectnurse.com/missouriwestern/.

Moodle is an online learning management system that is linked to all courses at MWSU. In addition to course-specific Moodles, each nursing student will have access to the Student Nurse Orientation and Compliance Moodle (SNOC). Important information regarding the School of Nursing and all required forms and documents can be downloaded from this Moodle site. To gain access to Moodle go to https://mwsu.mrooms3.net/login/index.php and log in with your MWSU user name and password. You may also access Moodle by clicking on "Students" at the top of the MWSU homepage.

VERIFICATION OF STUDENT SIGNATURE

Students are expected to read the regulations and policies in the University Undergraduate catalog, University Student Handbook, and the School 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.

After reading the policies contained in this handbook, students should download from the Student Nurse Orientation and Compliance Moodle the *Verification of Student Signature* form and sign it acknowledging that all policies have been read. The form will then be uploaded into Project Nurse.

Missouri Western State University
College of Professional Studies
School of Nursing and Health Professions

Conduct Report Form

Student Name_____ Date:_____

Description of Problem / Incident:

Plan for correction / improvement:

Consequences for repeat behavior:

Timeline for expected improvement:

Signatures:

Faculty: _____ Date: _____

Student: _____ Date: _____

Chairperson: _____ Date: _____

A copy of this completed record will be retained in the student's permanent file.

6/29/16