CENTRAL METHODIST UNIVERSITY

COLLEGE OF GRADUATE AND EXTENDED STUDIES

RN – BSN STUDENT HANDBOOK

REVISED JUNE 2011

POLICIES AND PROCEDURES
FOR STUDENTS IN DEPARTMENT OF NURSING
COLLEGE OF GRADUATE AND EXTENDED STUDIES
CENTRAL METHODIST UNIVERSITY

UNIVERSITY POLICY

Students are responsible to read, understand, and abide by rules and regulations printed in the Central Methodist University College of Graduate and Extended Studies Student Handbook, the Nursing Student Handbook, and the Central Methodist University College of Graduate and Extended Studies Catalog.

It is the responsibility of all students to know the rules, regulations, and deadlines published in the University Catalog including the requirements for their courses of study. Students must assume final responsibility to register for the appropriate courses and to complete all degree requirements. Students are also responsible for knowing and adhering to all policies published in the College of Graduate and Extended Studies University Student Handbook for the University and the Nursing Student Handbook for the Nursing Department. Registration in the College of Graduate and Extended Studies confirms students' acceptance of these obligations. Students' degree requirements are generally governed by the catalog in effect when they matriculate for a degree so long as enrollment is continuous. Students may choose to meet the requirements of any subsequent catalog published during their enrollment but not an earlier catalog.

CENTRAL METHODIST UNIVERSITY MISSION STATEMENT

Central Methodist University prepares students to make a difference in the world by emphasizing academic and professional excellence, ethical leadership and social responsibility.

VALUES

Central Methodist University affirms its Wesleyan heritage and its unique place as the only United Methodist-related University in Missouri. The location of its main campus in a small, historic, rural community provides and opportunity for students to live and learn in a safe setting. The university values its strong liberal arts tradition, providing a foundation for excellent professional programs. CMU and its outreach activities foster an environment in which a diverse student body can develop intellectually, socially, and spiritually. University life emphasizes honesty, integrity, civility, and a strong sense of personal responsibility as integral elements of character and leadership. Central Methodist University nurtures a spirit of community and caring among students, faculty, and staff.

NURSING DEPARTMENT MISSION STATEMENT

The Nursing Department provides opportunities for qualified students to acquire the knowledge necessary to provide nursing care, which promotes adaptation of the person, family and community. This knowledge is acquired within a liberal arts experience, which emphasizes honesty, integrity, civility and a strong sense of personal responsibility.

NURSING DEPARTMENT PHILOSOPHY

The goal of the Bachelor of Science Degree in nursing program is to provide opportunities for qualified students to acquire the knowledge necessary to provide nursing care, which promotes adaptation of the person, family and community. This knowledge is acquired within a liberal arts experience, which emphasizes honesty, integrity, civility and a strong sense of personal responsibility. Professional preparation as a nurse includes promoting lifelong learning, social responsibility, and service.

The faculty believes persons are unique, holistic and developing beings with the process and capacity for thinking, feeling, reflecting and choosing. Persons respond to and act upon the constantly changing environment, which is everything that is within and around them. To adapt to this changing environment, people use coping processes, which are both innate and learned. Adaptation occurs as adaptive responses promote integrity and wholeness.

Health is a state and a process of being and becoming an integrated and whole person. Health is a continuum ranging from peak wellness to death. The adaptation level is that point where the person is able to respond positively. A whole person is one with the highest possible fulfillment of human potential.

Nursing assist persons, families and communities to examine life and environmental patterns, attach personal meaning to these patterns and choose adaptation. Nursing acts to enhance interaction with the environment by promoting meaningful life experiences, growth and adaptation. The profession of nursing is an integrated part of a system for health care delivery and shares responsibility for working collaboratively with other health care practitioners.

Nursing education is a process, which enables the learner to synthesize a body of knowledge obtained through courses in nursing, liberal arts, humanities, and the sciences. Because nursing is dynamic, the education is foundational for professional growth through nursing research and continuing education.

The faculty believes that the learner is best able to reach individual potential in an environment that is nurturing and promotes inquiry, dialogue, curiosity, creativity, the ethical ideal and assertiveness. The learner brings an attitude of commitment and motivation for achievement. The role of the

learner is to share in the responsibility of the teaching-learning process.

The teacher interacts with students as persons of worth, dignity, intelligence and high scholarly standards. The teacher's role is to provide the climate, structure, and dialogue that promote discovery of patterns and paradigms for practice. The teacher raises questions that require reading, observation, analysis, and reflection upon patient care. The teacher nurtures the learner, is available for dialogue, and promotes the use of research and critical thinking in the delivery of nursing care.

CONCEPTUAL FRAMEWORK

The adaptation model is the basis for the conceptual framework, premised on the belief that persons, as biopsychosocial beings, are interacting constantly with a changing environment. This environment is both internal, within the person, and external, around the person. To cope with the changing environment, the person uses innate and acquired coping mechanisms, which are manifested as behaviors. These behaviors are categorized into four modes, including the physiological, the self-concept, the role, and the interdependent. The physiological mode corresponds with the biological aspect of the person. The self-concept mode corresponds with the psychological and spiritual aspect of the person. The role and interdependent modes correspond with the sociological aspect of the person.

The behaviors manifested by the person are elicited by stimuli from the environment. These stimuli, also called influencing factors, are of three categories, the focal, the contextual and the residual. The focal stimulus is the one most immediately confronting the individual and which demands the greatest expenditure of energy. The contextual stimuli are those which contribute to the effect of the focal stimulus but are not the center of the person's attention. The residual stimuli are those which affect the person's response to the stimuli but cannot be validated. They may not even be in the awareness of the nurse or client. The behaviors manifested, as a result of these stimuli may be adaptive or ineffective, depending on the person's adaptation level. This adaptation level is always changing and is a sum of the demands of the situation and the person's internal and external resources. The changing point that represents the person’s ability to respond positively determines it.

To promote adaptation the nurse utilizes the nursing process. Level of adaptation and coping are identified in the four modes. First level assessment identifies responses or behaviors and the second level assessment identifies the focal, contextual and residual stimuli. Using this data the client/family and nurse formulate nursing diagnoses which reflect the state of health and nursing goals which promote adaptation. Nursing interventions enhance adaptive behaviors and change ineffective behaviors by altering stimuli. Nursing evaluation determines the degree to which goals are met and behavior is adaptive.

Communication is essential to utilization of the nursing process. Interactions with persons, families, and communities elicit the lived experience, identify personal meaning, and become the basis for

nurturing, caring, and skilled intervention which enhances adaptation.

UNIVERSITY GOALS AND NURSING DEPARTMENT OUTCOMES

Central Methodist University Goals	Outcomes for the Nursing Graduate
Academic Goals Demonstrate knowledge of the liberal arts and academic specialties as well as technical skills and professional competencies.	Demonstrate professional nursing leadership with technically proficient utilizing principles of management and leadership, evidenced in the care of clients, families, and communities including management of physical, fiscal, and human resources.
Think critically and conceptually and apply their knowledge and skills to the solving of problems.	Apply critical thinking and problem solving to provide nursing care, which promotes holism and adaptation by discovering research questions, critically analyze research, and apply research to practice.
Communicate accurately and effectively through listening, speaking, and writing.	Incorporate the principles of communication, client education, and client advocacy into practice.
Character Goals Continue to develop self-knowledge, confidence, and a sense of honor and commitment by assuming responsibility and leadership in the service of others.	Exhibit a commitment to individual and professional growth as a lifelong learner, evidenced by continuing formal education, informal education, and reading referred professional journals and participating in shaping the health care delivery system.
Seek an understanding of ideas, issues, and events within and beyond their immediate community and appreciate the gifts of diversity.	Provide, delegate and/or supervise nursing care based on current knowledge, theory, and research to promote holism and adaptation as evidenced by the ability to: a. Assess and diagnose the health status of diverse individuals, families, and communities; b. Plan, implement, and evaluate the care for diverse individuals, families, and communities in structured and unstructured settings who require nursing at restorative, maintenance, or promotional levels.
Evaluate their personal strengths and abilities, and explore appropriate career choices in a changing world.	Evaluate career choices within the nursing profession based on emerging skills and personal strengths and abilities.

Central Methodist University Goals	Outcomes for the Nursing Graduate
Have the courage to make decisions based on considerations of ethical, aesthetic, economic, and environmental consequences.	Display behaviors as a member of the profession of nursing based on standards of practice and professional codes of ethics to: a. assume accountability for own nursing practice b. practice within ethical and legal frameworks
Commit themselves to a life exemplifying values in relationships with self, family, church, university, and community	Demonstrate collaboration with other health care providers to promote the full human potential. (The liberal arts education provides opportunities for growth in knowledge, personal integrity, spirituality, and professional competence.)

Missouri Statute Chapter 335.006

335.066. Denial, revocation, or suspension of license, grounds for, civil immunity for providing information.

1. The Board may refuse to issue any certificate of registration or authority, permit or license required pursuant to sections 335.011 to 335.096 for one or any combination of causes stated in subsection 2 of this section. The Board shall notify the applicant in writing of the reasons for the refusal and shall advise the applicant of his or her right to file a complaint with the Administrative Hearing Commission as provided by chapter 161, RSMo.

2. The Board may cause a complaint to be filed with the Administrative Hearing Commission as provided by chapter 161, RSMo, against any holder of any certificate of registration or authority, permit or license required by sections 335.011 to 335.096 or any person who has failed to renew or has surrendered his or her certificate of registration or authority, permit or license for any one or any combination of the following causes:

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

   (2) The person has been finally adjudicated and found guilty, or entered a plea of guilty or nolo contendere, in a criminal prosecution under the laws of any state or of the United States, for any offense reasonably related to the qualifications, functions or duties of any profession licensed or regulated to sections 335.011 to 335.096, for

any offense an essential element of which is fraud, dishonesty or an act of violence, or for any offense involving moral turpitude, whether or not sentence is imposed;

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

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

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

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

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

(8) Disciplinary action against the holder of a license or other right to practice any profession regulated by sections 335.011 to 335.096 granted by another state, territory, federal agency or country upon grounds for which revocation or suspension is authorized in this state;

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

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

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

(12) Violation of any professional trust or confidence;

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

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

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

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

4. An individual whose license has been revoked shall wait one year from the date of revocation to apply for relicensure. Relicensure shall be at the discretion of the board after compliance with all the requirements of sections 335.011 to 335.096 relative to the licensing of an applicant for the first time.

5. The board may notify the proper licensing authority of any other state concerning the final disciplinary action determined by the board on a license in which the person whose license was suspended or revoked was also licensed of the suspension or revocation.

6. Any person, organization, association or corporation who reports or provides information to the board of nursing pursuant to the provisions of sections 335.011 to 335.259* and who does so in good faith shall not be subject to an action for civil damages as a result thereof.

ADMISSION REQUIREMENTS

CRITERIA PRIOR TO ADMISSION

B.S.N. requirements for admission

1. Must meet the admission requirements of the College
2. Current unrestricted Missouri R.N. license needed prior to beginning clinical courses.
3. One year work experience within the previous 3 years (this requirement may be waived at faculty discretion).
4. Entering students receive 34 hrs. credit for associate degree level nursing.

CRITERIA UPON ACCEPTANCE

Students are required to show proof of the following prior to first class:

- Health history (form included)
- Rubella titer and/or immunization
- Current DT immunization
- Hepatovax injection series

Students are required to show proof of the following prior to clinical coursework:

- Montaux/PPD within the last year
- Current CPR certification
- Malpractice insurance

NON-DISCRIMINATORY POLICY

Central Methodist University does not discriminate on the basis of race, color, religion, sex, national origin, age, or federally defined disability in its recruitment and admission of students. The University's educational programs, activities, financial aid, loan, and scholarship programs are made available to all qualified students without regard to race, color, religion, sex, national origin, age, or federally defined disability. The University complies with all federal and state non-discrimination requirements.

ADVISOR

Your advisor is the Nursing Program Advisor, Nursing Program Coordinator, or the Dean.

ENROLLING IN CLASSES

When you and your advisor have selected your class schedule and it has been processed through the Registrar's office, you are then enrolled in those selected classes and your name will appear on the class roll. You will be held responsible for attendance in those classes. Be sure to know what, when, and where the classes are and attend them.

DEGREE PLAN

A completed degree plan serves as an order for a diploma. It identifies the courses and when you took or will take them to meet the requirements for the desired degree. The name you have on the degree plan is the name that will be on your diploma. You are ultimately responsible for knowing and completing the degree requirements in a timely manner. In the spring of the junior year the advisor will submit the form to the Registrar who will review and approve the plan and send a copy to you. KEEP YOUR COPY and refer to it each time you enroll for classes. Notify your advisor if any change from the approved plan is necessary.

WITHDRAWAL FOR THE UNIVERSITY

If you must withdraw from the university before the end of the year, talk with your advisor and the Nursing Department Chair. The student is to state the reason for his withdrawal and this will become a part of his primary or permanent record. An exit interview with the advisor and is required. Withdrawing without notification to necessary offices will result in grades for all courses in which you are enrolled being recorded as "F" on your permanent record. Protect your GPA and your academic future.

STUDENT RE-ADMISSION TO THE UNIVERSITY

A student who has been out of the University one semester or longer must re-apply for admission to the University.

STUDENT ATTENDANCE

Students are expected to attend all classes. It is the University Administration's assumption that all instruction has substance and that students cannot do acceptable work unless their normal pattern is one of class attendance. All policies regarding attendance will be enforced. Attendance in class is mandatory. Repeated absences will have significant negative effect on grades. Excessive absences will result in failure.

CARDIO-PULMONARY RESUSCITATION (CPR)

Students must be currently certified in cardio-pulmonary resuscitation for health care providers, when scheduled for the clinical portion of the nursing program. Current CPR certification must be maintained throughout the program.

SCHOLASTIC STANDARD

The grading scale for the Department of nursing is based on 78% as the minimum percentage for a "C" grade. Students must maintain a grade of "C" in all nursing courses and must have a minimum cumulative grade point average of 2.0 on a 4.0 scale to graduate. To successfully complete a nursing course, students must obtain a grade of "C" in the didactic portion and obtain a "P" (Pass) in the laboratory or clinical portion of the course. While the students in the RN-BSN Program do not have direct patient contact they are still responsible for meeting the clinical outcomes through indirect means as described in the syllabi of the clinical courses, NU320 and NU450. Should students receive less than a "C" grade in any nursing course, they may be allowed to repeat the course one time. The nursing course must be taken the next time the course is taught but can only be taken if there is space available. *Should a student receive less than a "C" grade in a second nursing course, the student will be dismissed from the nursing program.*

ASSESSMENT OF STUDENT LEARNING OUTCOMES: NURSING

I. Outcomes

The Bachelor of Science nursing graduate will be able to:

1. **Demonstrate professional nursing leadership with technical proficiency. Graduates demonstrate use principles of management and leadership, evidenced in:**
   a. The care of clients, families, and communities
   b. Management of physical, fiscal, and human resources.

2. **Apply critical thinking and problem solving to provide nursing care, which promotes holism and adaptation by:**
   a. Discovering research questions
   b. Critically analyzing research
   c. Applying research to practice.

3. **Incorporate the principles of communication, client education and client advocacy into practice.**

4. **Exhibit a commitment to individual and professional growth as a lifelong learner, evidence by:**
   - Continuing formal education, informal education
   - Reading refereed professional journals
   - Participating in shaping the health care delivery system.

5. **Provide, delegate and/or supervise nursing care based on current knowledge, theory, and research to promote holism and adaptation as evidenced by the ability to:**
   a. Assess and diagnose the health status of diverse individuals, families, and communities.
   b. Plan, implement, and evaluate the care for diverse individuals, families, and communities in structured and unstructured settings who require nursing at restorative, maintenance or promotion levels.

6. **Evaluate career choices within the nursing profession based on emerging skills and personal strengths and abilities.**

7. **Display behaviors as a member of the profession of nursing based on standards of practice and professional codes of ethics to:**
   a. assume accountability for own nursing practice
   b. practice within ethical and legal frameworks

8. **Demonstrate collaboration with other health care providers to promote the full human potential.** (The liberal arts education provides opportunities for growth in knowledge, personal integrity, spirituality, and professional competence.)

II. Assessment Methods

The Portfolio and employer surveys are the primary method of assessment.
Students are required to maintain a portfolio during the Nursing Program through Foliotek, an online portfolio system. They must write a summary at the end of each nursing course analyzing how the course met one or more of the Outcomes. At the end of each courses and at the end of the program students complete a survey identifying how well the course and program design assisted the student in meeting the Program Outcomes, assignments that helped in meeting the Program Outcomes, and suggestions for program and course improvement. Students will also complete a self-evaluation based on the program outcomes.
The employer surveys identify how well graduates perform based on the Program Outcomes.

III. Review

Portfolios are reviewed periodically and after the end of the program. The student is to evaluate whether the courses content helped them meet the program outcomes.
The employer surveys are sent and reviewed after one year of employment.

IV. Feedback

In the summer workshop the faculty will review and evaluate portfolio and employer information. Evaluations result in changes to improve courses and clinical experiences for students as documented in the faculty workshop minutes.

ACADEMIC CONDUCT POLICY

Central Methodist University believes that adhering to acceptable professional practices throughout life is a significant foundation of character and personal integrity. The University's Academic Conduct Policy applies to all forms of academic work, including but not limited to quizzes and examinations, essays and papers, lab reports, oral presentations, surveys, take-home tests, etc. Every student is responsible for understanding this policy. By registering at the University, every student accepts the obligation to abide by this policy. Students also are responsible for understanding the particular policy applications required by each of their instructors and to ask instructors to clarify any areas of uncertainty.

Academic Conduct requires that each person accept the obligation to uphold professional standards in all academic endeavors. Any conduct that unprofessionally represents a student's academic performance violates CMU's Academic Conduct Policy. Unprofessional practices include but are not limited to the following:

1. **CHEATING** in any form (e.g., ghost-written papers; cheat sheets or notes; copying during exams, quizzes, or other graded class work; allowing anyone access to your courseware account to misrepresent their coursework as yours, or your coursework as theirs, etc.);
2. **UNAUTHORIZED COLLABORATION** with others on work to be presented in ways contrary to the stated rules of the course or the specifications of a particular assignment;
3. **STEALING** or having unauthorized access to examination or course materials,
4. **FALSIFYING INFORMATION** (records, or laboratory or other data);
5. **SUBMITTING WORK PREVIOUSLY PRESENTED IN ANOTHER COURSE** without the advance consent of the second instructor;
6. **ASSISTING ACADEMIC MISCONDUCT** (intentionally or unintentionally)—This includes allowing any other student to use or submit your academic work or performance, or other academic work supplied by you, under a name different from the author of the work; and
7. **PLAGIARISM**. Plagiarism includes but is not limited to (1) representing as your own work a paper, speech, or report written in whole or in part by someone else (from the un-credited use of significant phrases to the un-credited use of larger portions of material), including material found on the internet, (2) failing to provide appropriate recognition of the sources of borrowed material through the proper use of quotation marks, proper attribution of paraphrases, and proper reference citations. Always provide appropriate recognition of all borrowed materials and sources.

The University will discipline students for infractions of the Academic Conduct Policy with various sanctions which it deems appropriate, up to and including suspension or expulsion from the University. Penalties internal to a course, including grades and expulsion from the course, are at the discretion of the instructor. Students can appeal instructors' internal course penalties to the Extended Studies Committee (undergraduate petitions) or the Graduate Studies Committee (graduate petitions); the decision of either committee is final. Instructors must report all penalties which they impose for academic misconduct, with a brief account of the offense, to the Dean of the University, so that all violations are recorded. For serious or repeated offenses, the Dean may impose further penalties beyond the course penalty. These penalties include but are not limited to

notations in the student's file, notations on the student's transcript, probation, suspension, and expulsion. A decision by the Dean of the University can be appealed to the Extended Studies Committee (undergraduate petitions) or the Graduate Studies Committee (graduate petitions); the decision of either committee is final.

STUDENT GRIEVANCE PROCEDURE

In the event that a problem arises or a grievance occurs between a nursing student and a nursing faculty member, the student should confer with that faculty member in an attempt to resolve the problem or grievance within five (5) working days following the initial incident. If unable to resolve the conflict, the student and faculty member will confer with the Nursing Department Chair within five (5) working days following conference. The Department Chair will act as arbitrator, maintaining a written record of the conference.

If the conflict persists, the student, faculty member, and the Department Chair will confer with the Dean of the University within five (5) working days following the joint conference to resolve the differences. All grievances should be resolved within fifteen (15) working days of occurrence.

GENERAL COPYRIGHT INFORMATION

Copyright exists for three reasons: to reward authors for their original work; to encourage availability of the works to the public; and to facilitate access and use of copyrighted works by the public in certain instances.
Copyright is a statutory privilege extended to creators of works that are fixed in a tangible medium of expression. "Fixation," as a term, is the "act of rendering a creation in some tangible form in which, or by means of which, other people can perceive it." (Strong, 1993).

Copyright involves five separate rights:

1. The right to reproduce or copy the work.
2. The right to prepare derivative works.
3. The right to distribute copies of the work to the public.
4. In the case of an audiovisual work, the right to perform the work publicly.
5. In the case of a literary, musical, dramatic, or choreographic work, pantomime, or a pictorial, graphic, or sculptural work, the right to display the work publicly.

"Fair Use" limits the copyright owner's monopoly by reserving to others the right to make reasonable use of copyrighted materials without the specific consent of the author. Fair use applies to making both single and multiple copies (if the parties have specifically agreed to a written contract governing the library's or educator's use of copyrighted

material, the terms of such an agreement will prevail, and fair use usually will not be relevant).

A single copy may be made for a teacher upon individual request for use in scholarly research, teaching, or preparation to teach a class.

GRADUATION INFORMATION

B.S.N. Curriculum Requirements

1. A 2.0 cumulative G.P.A. must be maintained and a grade of "C" or above must be obtained in all divisional courses.
2. Nursing 300, 301, 303, 315, 320, 325, 450, 455, and Allied Health 316 and 330 must be completed within two consecutive academic years.
3. The B.S.N. program must be completed within five years of enrollment

Common Core: **35-41 hrs.**

Foundations			15 hrs.	
	English Composition I		3 hrs.	
	English Composition II		3 hrs.	
	Oral Communication		3 hrs.	
	Technical Writing		3 hrs.	
	College Algebra		3 hrs.	
Understanding Human Nature			12 hrs.	
	Religion and the Human Adventure		3 hrs.	
	Constitution		3 hrs.	
	Introduction to Literature		3 hrs	
	General Sociology		3 hrs.	
Exploring the Nature of the Universe			8-14 hrs.	
	Science		8-14 hrs.	
Additional General Ed for BSN				**9 hrs.**
Humanities or Fine Arts			3 hrs.	
	Humanities or Fine Arts		3 hrs.	
Social Sciences			6 hrs.	
	General Psychology		3 hrs.	
	Advanced Psychology/Sociology		3 hrs.	
Nursing credit granted for ADN or diploma education				**34 hrs.**
Program Requirements:				**21 hrs.**
Nursing	300	Adaptation Nursing Model	2 hrs.	
Nursing	301	Physical Assessment	2 hrs.	
Nursing	303	Research in Nursing	3 hrs.	
Nursing	315	APA Format and Research Databases	1 hr.	
Nursing	320	Adaptation Nursing in the Community	4 hrs.	
Nursing	325	History/Trends of Nursing	3hrs.	
Nursing	450	Integrated concepts in Adaptation Nursing Practicum	6 hrs.	
Nursing	455	Professional Issues, Leadership, & Management In Nursing	3 hrs.	
Allied Health	316	Data Analysis for Nursing Practice	3 hrs.	
Allied Health	330	Business Concepts in Health Care /Case Management	3hrs.	
Electives as needed to equal 124 hours				
Electives as needed to equal 36 hours of upper level credit				
Total hours required for degree				**124 hrs.**

INTERLIBRARY LOAN POLICY
HOW TO GET MATERIALS THAT CENTRAL METHODIST DOES NOT OWN

There are three methods for identifying and ordering materials that do NOT belong to Smiley Memorial Library. Any student, faculty, staff or emeriti faculty of Central Methodist who are patrons in good standing are eligible for loans via these methods. To be a patron in good standing, there can be no fines of over $5 and no overdue books.

1. Quest Catalog—Central Methodist is a member of the Quest Catalog, along with Central Missouri State University, Missouri Valley College, and State Fair Community College. The library materials for all four schools can be found in the Quest Catalog. Any student, faculty, emeriti or staff member can order materials online from the Quest WebPages—Quest.Missouri.Edu. Before ordering books, patrons should sure that a copy is not readily available in Smiley Memorial Library. Most materials are delivered to Smiley Library within 3 working days.

2. MOBIUS Catalog—Over 50 institutions of higher education in the state of Missouri have formed a consortium called MOBIUS. The library collections of all schools are in one catalog—MOBIUS.Missouri.Edu. Any available material can be ordered from that webpage—by faculty, students, staff and emeriti in good standing. Before ordering, patrons should be sure that a copy is not available in Smiley Memorial Library or Quest. Most materials are delivered to Smiley Library within 3 working days.

3. Traditional ILL—Any magazine or journal articles can be ordered through the traditional interlibrary loan system. Books not available through Quest or MOBIUS can also be ordered through this system. Request forms for ILL are available at the circulation desk of the library. The information required consists of the title, author, publisher and date of publication for books. Title, author, journal title, date of journal, and page number for journal articles. Patrons are also asked to provide an ID #, phone number and advisor name—to facilitate contact once the material arrives. Most ILL materials arrive at Smiley Library within 5-7 working days. Before ordering magazine/journal articles are ordered, patrons should verify that they aren't available in full-text on one of the online databases.

There are rarely any costs associated with ordering library materials from other libraries. There are NO costs associated with Quest and MOBIUS. Occasionally there are costs associated with ILL, the library staff with discuss this with the patron before ordering the materials. Payment will be expected before the materials are picked up.

Limits of the Loan System: There are limits attached to the Quest and MOBIUS systems—10 requests per patron. The limits for the ILL system are 5 requests per week.

U.S. Copyright Law governs the ILL system. All copyright restrictions are adhered to (specifically, no more than 30 pages copied from a book and no more than 5 articles requested from a single journal title in a calendar year.)

Renewals are allowed in all three loan systems. These can be initiated by the patron from the web page of Quest, by email to the library's email account (library@centralmethodist.edu), phone call to the circulation desk or in person at the circulation desk. For ILL loans, the request must be made 3-4 days before the due date.

If a patron fails to return an item borrowed through Quest, MOBIUS or ILL, the replacement costs, plus a processing fee and billing fee will be assessed to the patron's library account—note, the replacement cost for a MOBIUS loan is $120 per volume!

Patrons who are NOT faculty, student, staff or emeriti of Central Methodist are free to use the MOBIUS catalog to identify resources. Such patrons are encouraged to print out a reference and request it through the loan process at a local public library.

NURSING PROGRAM EMERGENCY HEALTH ISSUES

Students are responsible for all health costs incurred while participating in any activities required in the nursing program.

Students who become ill or are injured in a clinical area should report to the clinical instructor as soon as possible. The ill or injured student may be seen in the emergency department; however the student is responsible for all costs incurred.

NURSING PROGRAM DRUG AND ALCOHOL POLICY

The Nursing Program adheres to the Central Methodist University's *Governance Policy*. (See Central Methodist University CLAS Catalog 2005-2006 and CGES Catalog 2005-2006 p.8)) Students who have had drug testing at place of employment need only have a letter stating negative results.

DRUG AND ALCOHOL TESTING PROGRAM FOR NURSING CLINICAL ROTATIONS

For the purpose of this policy, students entering clinical courses will be required to adhere to the Drug and Alcohol Testing Program.

The Central Methodist University Nursing Program reserves the right to conduct a program of testing for students in nursing clinical courses for the illegal use of drugs and alcohol. For this purpose, any student participating in a nursing clinical course will be tested:

1. Upon reasonable suspicion (drug and/ or alcohol testing), and
2. As required by clinical agencies.

Confidentiality: All information and records relating to a student's participation in the testing

program under this policy shall remain confidential and shall be maintained in a separate file from the student's academic file. If required by agency contract, a list of students who have tested negative will be provided.

Consent: Nursing students in clinical agencies are subject to the policies of the Nursing program and must also abide by the policies of the agency in which they are assigned as nursing students. One signed consent form will be sufficient for all nursing clinical courses. Refusal to participate in testing will result in the nursing student's immediate dismissal from the Nursing Program.

Medication: Students who have been or are taking prescription medication must provide verification of legal use upon request to the Nursing Program. (A copy of the prescription or a written health care provider's statement will be sufficient.) Students who refuse to provide information required for verification of legal use and who test positive will be subject to the consequences specified for positive test results.

Selection: A clinical faculty member with reasonable suspicion that a student is under the influence of drugs or alcohol is authorized to request a test. Students may be required to have alcohol or drug testing (alone or in combination). Reasonable suspicion may include, but not be limited to accidents and injuries caused by human error, unusual or serious violations of rules, and disappearance of secured drug supply, irrational or extreme behavior, unusual inattention, unusual personal behavior, or odor of alcohol.
Testing: The nursing student assumes full costs of testing. Appropriate steps will be taken to respect the privacy of students while at the same time preventing falsification of the testing. Testing shall be conducted according to the procedures designated by the testing facility to ensure the integrity and chain of custody of the specimen. Test results will remain confidential and will be released only on a need to know basis in accordance with applicable law.

Positive Test: If a student's test result is positive, a second test will be conducted on the original sample to confirm the initial results. If the second test result is negative, no further action will be taken. If the second test result is positive, the student will be notified.

Consequences: A positive test result on the confirming test without appropriate documentation will result in immediate dismissal from the Nursing Program. Any student dismissed following a positive drug or alcohol test will be removed immediately from all nursing courses. A grade of "W" will be transcribed.

Illegal Drug or Alcohol Conviction: Students must report any adult conviction under a criminal drug statute for violations occurring on or off University premises. A conviction must be reported within five (5) days after the conviction. Students convicted of involvement in a criminal drug offense will be dismissed immediately from the Nursing Program.

Appeals: A student may appeal the decision for dismissal. Each student has an academic advisor who is the first resource for assisting the student in resolving problems and will work with the student to facilitate identification of discipline and university policies and other options for

solving the problem. It is important that the process of problem resolution proceeds as rapidly as possible. Observance of some time lines is critical.

a) The student has seven business days from the positive drug/alcohol test to submit an appeal, outlining the problem and proposing options for resolving it to the Nursing Program Director or designee.
b) The Nursing Program Director will respond to the student's appeal within seven business days from receipt o the student's appeal.

Following these steps, the student may utilize the University appeals processes if dissatisfied with the outcome.

Students dismissed under this policy should be aware that any application for readmission to the Nursing Program will not be considered without evidence of successful completion of treatment program.

Re-Entry: The individual may not apply for re-admission for at least one year, and should be aware that the successful recovery period may vary by individual. The recovering person will be asked to provide documentation of the course of specialized treatment, together with the treatment professional's written assessment of the ability of the individual to perform school duties following treatment, and should include any restrictions regarding the person's activities (AACN, 2002). Treatment should be provided by an organization specializing in substance abuse.

Requests for readmission must meet the requirement of the Nursing Student Handbook (See Readmission Policy). If the student is readmitted, he/she will be provided an individualized contract listing any additional requirements for admission and progression. Consistent with The University's policy, the Nursing Program adheres to the Americans with Disabilities Act (See CLAS Catalog, 2005-2006, p. 22; and CGES Catalog 2005-2006, p.9). These requirements may include, but are not limited to, the following items:

- An individual's commitment to discontinue substance use;
- A plan for follow-up treatment for a period recommended by the treatment professional;
- Regular reports of progress from the treatment professional;
- Authorization for release of information regarding progress to the Nursing program;
- Agreement to submit to random drug testing;
- Documentation of attendance at counseling and self-help groups;
- Other reports of activities as recommended by the treatment professional or as specified in contract with Nursing Program.

The contract will extend through the completion of all clinical courses.

American Association of Colleges of Nursing. (2002). Policy and guidelines for prevention and management of substance abuse in the nursing education community. Accessed electronically on 7/28/03 at htt://www.aacn.nche.edu/Publication/positions/subabuse.htm.

Central Methodist University
Nursing Program

NURSING DEPARTMENT'S POLICY BOOK ACKNOWLEDGEMENT

I, _____, have reviewed and understand the Central Methodist's Nursing Department's Policy Book.

_____ _____
Printed Name Student's ID #

_____ _____
Signature Date

Central Methodist University
Nursing Program

BLOODBORNE PATHOGEN RULE

I, _____, understand OSHA's bloodborne pathogen rule as it applies to nursing. As a registered nurse, currently practicing, I follow OSHA guidelines in my practice.

_____ _____
Printed Name Student's ID #

_____ _____
Signature Date

Central Methodist University
Nursing Program

DRUG AND ALCOHOL TESTING POLICY
STUDENT ACKNOWLEDGEMENT AND CONSENT FORM

I, the undersigned, hereby authorize laboratory testing of my blood, urine, and/or breath for the presence of drugs, or alcohol drugs for the duration of my clinical nursing courses in the Nursing Program at Central Methodist University. I give consent for the release of test result to the Program director, Nursing Program, Central Methodist University, 411 Central Methodist Square, Fayette, MO 65248, for appropriate review and action as described in the rules and policies of the Nursing Program.

I acknowledge that I have read the policies governing drug and alcohol testing for nursing students at Central Methodist University, and I have access to a copy of this policy in Nursing Student Handbook.

I understand that this testing is not part of any medical treatment, treatment for illness, or therapy, I agree to hold harmless and release from all liability all physicians, employees and agents, who work to perform the testing or the disclosure of results from and against any claim, actions, or losses that arise as a result of the testing or disclosure of test results.

I agree to pay full costs of drug and alcohol testing.

You may submit drug test results to the CMU Nursing Office via letter from employer:_____

_____ _____
Signature of Student Date

_____ _____
Signature of Witness Date

EXHIBIT A

Central Methodist University
Nursing Program

STATEMENT OF CONFIDENTIALITY

As the undersigned, I hereby acknowledge my responsibility under federal and other applicable law to keep confidential any information regarding patients of any and all faculties utilized by the University, as well as all confidential information of the facilities. I agree, under penalty of law, not to reveal to any person or persons, except authorized clinical staff and associated personnel, information regarding any patient; and further agree not to reveal to any third party confidential information of the individual facilities.

_____ _____
Print Name Student ID#

_____ _____

Nursing Program

IMMUNIZATION WAIVER

I, _____, respectfully decline the _____

vaccination(s) for the following reason: _____

_____

_____ _____
Printed Name Student's ID #

_____ _____
Signature Date

CENTRAL METHODIST UNIVERSITY
DEPARTMENT OF NURSING
CONFIDENTIAL FOR OFFICE USE ONLY

To be completed by the student. If you are not certain of some of the medical information, consult your physician.

NAME: Last, First, Middle			Home Address, City, State		
Home Phone:	Social Security #	Sex	Single Married	Widowed Divorced	Date of Birth
Name, Relationship, and Address of Next of Kin:					
Date of Entrance:					

PAST OR CURRENT ILLNESSES OR PROBLEMS: HAVE YOU EVER HAD OR HAVE YOU NOW?					
Yes	No	(Check each item)	Yes	No	(Check each item)
		Scarlet Fever			Diabetes
		Diphtheria			Epilepsy or Seizures
		3-day Measles (Rubella)			Tumor, Growth, Cancer
		German Measles (Rubeola)			Eye Trouble
		Mumps			High Blood Pressure
		Chickenpox			Back Trouble
		Tuberculosis			Paralysis
		Rheumatic Fever			Dizziness or Fainting
		Polio			Sugar in Urine
		Jaundice/Hepatitis or contact with either			
		Bled Excessively after Injury or Tooth Extraction			

FULLY EXPLAIN ALL ITEMS CHECKED YES IN SPACE FOR COMMENTS BELOW

COMMENTS:

_____

_____

_____

Do you have any drug allergies, or have you ever reacted unfavorably to any drug, medicine, or other substance? If Yes, **Explain Fully and List Drugs**

_____

_____

_____

LIST ALL CURRENT MEDICATIONS:

_____

_____

I CERTIFY THAT I HAVE REVIEWED THE FOREGOING INFORMATION SUPPLIED BY ME, AND THAT IT IS TRUE AND COMPETE TO THE BEST OF MY KNOWLEDGE.

_____ _____

Signature of Applicant Date