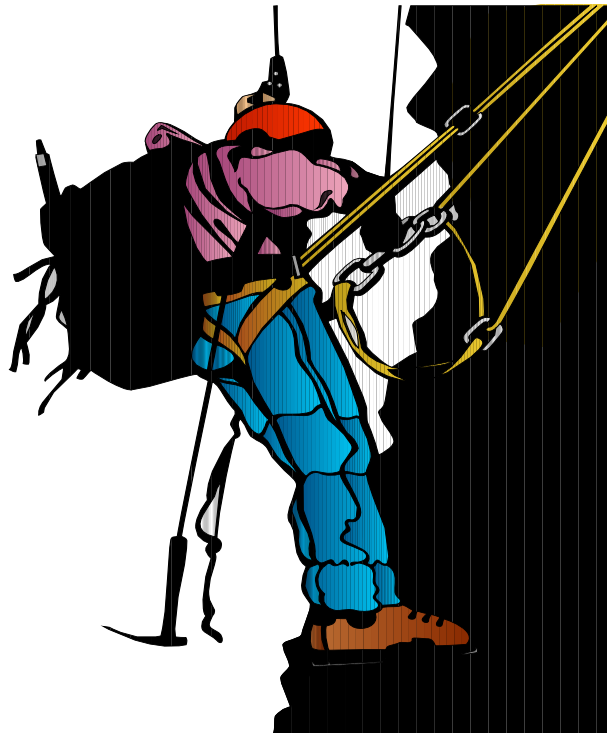


2020-2021 Student Handbook

Mississippi University for Women Associate of Science in Nursing Program

Rise to the Challenge



Revised 03/31/2020

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I. INTRODUCTION

PREFACE

This handbook has been developed by the ASN Faculty to inform students about the Department of Nursing and the Associate of Science in Nursing Program. It supplements the MUW University Bulletin and MUW Student Handbook (Campus Guide).

The rights, responsibilities, and regulations governing you as a student in the University are delineated in the MUW Catalog and MUW Student Handbook. This handbook contains specific facts and policies concerning the Associate of Science in Nursing Program. You will want to become familiar with all three of these publications. If you have comments and/or suggestions for additions to this handbook, please submit them to the chair of the Associate of Science in Nursing Program. Any changes to information in this handbook will be provided to you in writing as they arise.

It is the responsibility of students who have professionally diagnosed disabilities to notify the instructor so that necessary and appropriate modifications can be made to meet any special learning needs. Students needing accommodations for diagnosed disabilities need to contact the Student Success Center as soon as possible. The phone number is 662-329-7138. Once accommodations are put in writing, it is the responsibility of the student to bring the document to the department chair for her signature. Students must be able to perform all Department of Nursing Program Performance Standards as noted in this handbook.

The Associate of Science in Nursing Program prepares nurses to manage direct care to patients with commonly recurring illnesses in acute and long-term health care facilities. Graduates of this program will have the educational foundation to pursue a Bachelor of Science in Nursing degree through an advanced placement option for registered nurses.

Since its inception in 1971 with 135 students, the Associate of Science in Nursing Program at Mississippi University for Women has been committed to excellence in nursing education. Over 1,500 graduates are employed as registered nurses in acute and community health care settings throughout the United States.

The program has maintained Accreditation Commission for Education in Nursing (ACEN, 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, 1-404-975-5000, ext. 153, <http://www.acenursing.org>) and State of Mississippi Board of Trustees of State Institutions of Higher Learning (IHL, 3825 Ridgewood Road, Jackson, MS 39211, 601-432-6486, <http://www.ihl.state.ms.us>) Accreditation since the time of graduation of the first class in May, 1973. Overall pass rate on NCLEX-RN®, the licensure examination for registered nurses, has been maintained at 98.8%. Today the tradition of excellence continues with the inclusion of male students and adaptations to meet the changes in health care.

Applicants to the Department of Nursing are advised that individuals who have been convicted and/or pleaded no contest to certain felony crimes may be unable to participate in clinical experiences, resulting in the inability to complete program requirements and obtain employment in licensed health care agencies. For information on specific violations, please contact the program chair. Also, applicants are advised that they have to pass a drug screen and background check prior to beginning the program.

Also, applicants to the Department of Nursing are advised that upon completion of degree requirements the Mississippi Board of Nursing shall have power to ...deny an application for a license ... of any person who has been convicted of an offense that would constitute a crime as defined in Title 97 of the Mississippi Code of 1972.

It is the faculty's belief that your experiences as a nursing student will be rewarding. We are here to help you in your quest to become a nurse. **WELCOME TO THE ASSOCIATE OF SCIENCE IN NURSING PROGRAM!**

DEPARTMENT OF NURSING

The Department of Nursing is completely housed in Martin Hall, which was built in 1929 and is one of 23 campus buildings on the National Register of Historic Places. It was named in honor of John McCaleb Martin, sponsor of the legislation establishing the institution in 1884. The renovation of Martin Hall, which began in May of 2004 and was completed in December of 2005, cost approximately \$5.2 million. The three-story facility provides space for offices, classrooms, a skills laboratory, a dedicated simulation lab, and a Learning Resource Center, which includes a computer lab.

Located on the first floor in Room 122 is the office of the Dean and Executive Administrative Assistant. The Associate of Science in Nursing (ASN) Program is also housed on the first floor. The program office is in Room 100. The freshman classroom is in Room 116 on the east side of the building, as well as the freshman faculty offices. The sophomore classroom is located in Room 110 and is on the west side of the building, as well as the sophomore faculty offices.

The ASN student lounge, complete with refrigerator, microwave and coffee pot, is located on the first floor in Room 112. It is the responsibility of students who use the lounge to keep it clean. Food and drinks are allowed in the first floor halls and atrium area, as well as the student lounge. Food and drinks are not allowed in the classrooms, Skills Lab areas, or Learning Resource Center.

The second floor of Martin Hall houses the Skills Laboratory (SL) and the Bachelor of Science in Nursing (BSN) Program. The SL has ten practice rooms and two large demonstration areas that simulate hospital rooms.

The Learning Resource Center (LRC), including a computer lab, the Master of Science in Nursing (MSN) Program, Doctorate of Nursing Practice (DNP) and a dedicated simulation lab (DSL) are on the third floor. The LRC has four viewing rooms, a student resource room, and a faculty resource room. The computer lab has twenty-three stations and has its own server. The SDL houses two adult simulation models, 1 pediatric model and an obstetrical model with newborn.

Telephone numbers for the Department of Nursing are:

Dean's Office	329-7299
ASN Program	329-7311
BSN Program	329-7301
MSN Program	329-7323
Skills Lab	329-7749
Learning Resource Center	329-7367

Emergency Response Protocols

- All students, staff, and faculty are to be familiar with the telephone number for the MUW Police Department (662-241-7777). This number should be programmed into cell phones. Never hesitate to call the police if you feel threatened or if you see suspicious activity on campus.
- You can always dial 911 in an emergency. 911 calls placed locally will be relayed to MUW Police when appropriate.
- Emergency telephones are located around the campus. All are operational.
- You may call 241-7777 to request a safety escort after 6:00 p.m.
- To sign up for W Alert text and voice messaging go to Banner Web and click on “personal information”.

EMERGENCY PROCEDURES GUIDE

Refer to <http://web2.muw.edu/index.php/en/emergency-procedures.html>. This is the Emergency Operations Plan.

SCHOLARSHIPS AVAILABLE TO MUW ASN NURSING STUDENTS

Students seeking scholarships should begin by completing the standard application for admission and MUW financial aid application since scholarship eligibility is assessed at the time of initial enrollment at MUW. Nursing scholarship applications can be obtained in the program office. The ASN Scholarship Committee makes recommendations to the Office of Financial Aid. Please contact the Office of Financial Aid at MUW or review the MUW Bulletin for more information.

ASN Program Scholarships

1. Bosanko Scholarship

Eligibility

- a. Must be classified as a freshman in the associate nursing program at Mississippi University for Women
- b. Must have an overall GPA of 2.5
- c. Must show need for financial assistance
- d. Can only be used for tuition

2. Agnes E. Holleman Memorial Scholarship

Eligibility

- a. Must be a resident of either Lowndes, Monroe, Noxubee, Clay or Oktibbeha county in Mississippi or Pickens or Lamar county in Alabama
- b. Must be classified as a freshman in the baccalaureate or associate nursing program at Mississippi University for Women
- c. Must have a high school diploma and an overall GPA of "B"
- d. Must show need for financial assistance

Terms of Assistance

- a. May be used only for tuition, regular textbooks, lab fees and required uniforms for a total amount not to exceed \$2,000 per year
- b. May be granted to one recipient or multiple recipients as determined by the Selection Committee
- c. May not be granted for a period of time in excess of one academic year

Student Obligations

In consideration of the financial assistance received, each financial assistance recipient shall be encouraged to utilize their nursing skills in the Golden Triangle Region.

3. EM Stipend Fund

Eligibility

- a. Must be classified as second year student in ASN program
- b. Must have an exemplary academic record
- c. Must demonstrate commendable people skills with fellow students, faculty and nursing instructors
- d. Must have demonstrated excellent nursing skills during the first year in the ASN program

The Foundation director will notify the ASN department chair at the end of the spring semester of the number of stipends available and the stipend amounts for the upcoming fall semester. Stipends are to be awarded to assist with the purchase of textbooks and the costs of the program fees at the beginning of the student's second year in the program.

4. Lettie Pate Whitehead Foundation, Inc.

50 Hurt Plaza, Suite 1200
Atlanta, GA 30303
(404 522-6755

The Lettie Pate Whitehead Foundation is a charitable private foundation dedicated to the support of needy women in nine southeastern states. The foundation maintains a special interest in health education and a significant number of its scholarship grants support education in the medical, nursing and allied health care fields.

5. Hearin Nursing Scholarship

The Hearin Foundation is a charitable private foundation dedicated to the support of students in financial need. Hearin money is used to promote economic development in Mississippi and the Hearin Nursing Scholarships are intended to promote nursing in Mississippi by enhancing the state's medical workforce. The nursing scholarships are to be awarded to Mississippi residents with a maximum amount of \$2,000 a year.

6. The Ethel Ann Mitchener Scholarship

This scholarship from a private trust honors Mrs. Mitchener and is based on academic achievement. It is available to first and second year ASN students enrolled in at least 12 hours.

7. Board of Nursing Scholarship

Funds are provided by the Mississippi Board of Nursing to schools of nursing in the state in order to help nursing students be successful. Recipients are chosen by the ASN Scholarship Committee.

8. Vandergriff Scholarship

This scholarship from a private trust can be awarded to a second year ASN student with at least a 3.0/4.0 gpa.

An ASN Scholarship Form will be provided for you once accepted into the program for the above scholarships.

MUW Scholarships

1. McDevitt Community College Scholarship

Amount

Full scholarship covering general course fees, tuition and room and board.

Eligibility

Recipients must live on campus, be enrolled in 12 hours, and maintain a 3.5 QPA.

Contact the MUW Financial Aid office for more information.

2. Hazard Memorial Scholarships

Recommended by MUW faculty members

Criteria

- Superior scholarship record
- Sophomore or Junior standing

Contact the MUW Financial Aid Office for more information.

Local Community Scholarships

1. Rotary Scholarship

Amount: \$500 annually

Eligibility

Student in upper 10% of nursing students (3.5 QPA)

Resident of Lowndes County

Junior or senior standing

Non-traditional student

Demonstrated need

2. Exchange Club of Columbus MUW Scholarship Program

- The scholarships are for an amount equal to the cost of registering for one three-hour semester course at MUW
- Preference will be given to applicants who reside or are employed in Lowndes County
- Preference will be given to applicants who are older than the traditional undergraduate college students
- Each applicant must have a completed application form and two letters of recommendation mailed directly to the address shown on the application form.

3. American Legion Post 69 Scholarship

Amount: \$500 per semester

Eligibility

- Student must be a resident of Lowndes County
- Student must have an overall QPA of 2.0 and at least a "C" in any nursing, biological science and physical science course already taken.
- Financial need is documented
- Student must be freshman associate degree student or junior baccalaureate student

State Scholarships

1. M-OADN Bobbie Anderson Scholarship

General Information

- Each Associate Degree Nursing Program in Mississippi is eligible to participate in this project. Each program is limited to one application.
- Names must be submitted by the assigned deadline each year

- The scholarship will be presented at the annual M-OADN convention each year
- Statements submitted by honorees as part of the application for the award may be printed in issues of the M-OADN newsletter
- The Board of Directors of M-OADN may discontinue this project at any time

Criteria

- The applicant should be a student who has completed at least one semester of nursing and will be enrolled in nursing the following semester
- The applicant must have a 3.0 or above GPA
- The applicant should be one who has demonstrated leadership potential
- The applicant must submit a resume
- Two letters of reference from faculty are required

The ASN Scholarship nominee is recommended by the freshmen faculty.

2. Eliza Pillars Registered Nurse of Mississippi Scholarship

Criteria

- Verification of current status in a selected Mississippi accredited school of nursing
- Applicant should have at least one semester remaining in school
- Verification of completion of one (1) year of nursing courses is also required
- A minimum overall GPA of 3.0 on a 4.0 scale
- Submission of one (1) page double-spaced essay on “Why I Want To Be A Nurse”
- One completed acceptable reference letter (Dean, Instructor, Advisor) which is included in the application packet
- Membership for at least one (1) year in the Eliza Pillars organization after obtaining licensure is strongly encouraged
- Scholarship amounts will be determined by the availability of funds
- Recipients can receive the scholarship only once
- Application packets can be picked up in the ASN Program office in November

Contact the ASN Department Chair, for an application

V. National Scholarships

1. Naomi Brack Scholarship

Amount: \$500

- Student must be currently enrolled in a state approved ADN program
- Student must be currently enrolled or entering the second year of the ADN program
- Student must have earned a minimum GPA of 3.0 on a 4.0 scale
- Student must actively participate in the student nurse association

Applicants must submit a completed scholarship application, two letters of reference from nursing instructor addressing the student’s commitment to nursing, involvement, and leadership qualities, a typed, double- spaced statement on an assigned topic and a grade transcript.

Contact the ASN Department Chair for an application.

2. Pocahontas Nursing Scholarship

Amount: \$500/semester for fall and spring

Eligibility

- Must be a Native American studying in any field of medicine/nursing
- Must have completed a minimum of one year of college
- Must be currently taking a minimum of two classes leading to his/her degree with a minimum "B" average in those courses
- Must have at least a "B" cumulative average
- May be in any accredited school of their choice

Contact the ASN Department Chair for an application.

MISCELLANEOUS SCHOLARSHIPS

The following list of scholarships was obtained from a directory of women's organizations and the book, Scholarships and Loans for Nursing Education, located in the LRC. These scholarships may or may not apply to the associate degree student, but students are encouraged to write or call the prospective agency for details.

1. IORDS

Health Careers Scholarship Director
P.O. Box 1040
Chautauqua, NY 14722

2. United States Public Health Service

Scholarship Program, Indian Health Service
5600 Fishers Lane
Rockville, MD 20857
877-464-4772

3. United States Department of Health and Human Services

www.usa.gov/directory/federal/department-of-health-and-human-services

4. Air Force ROTC Nursing Scholarships

HQ AFROTC /DOR
60 West Maxwell Boulevard
Maxwell AFB, AL 36112-6501
719-333-3562

5. Alpha Tau Delta

National Fraternity for Professional Nurses
1904 Poinsettia Avenue
Manhattan Beach, CA 90266
909-980-3536

6. National Student Nurses Association Foundation

45 Main Street, Suite 606
Brooklyn, NY 11201

- 7. Marine Corps Scholarship Foundation, Inc.**
909 N. Washington St., Suite 400
Alexandria, VA 22314
703-549-9474
- 8. Caroline E. Holt Nursing Scholarship**
National Society, Daughters of the American Revolution
Office of the Committees-Scholarships
1776 D Street, NW
Washington, DC 20006-5392
202-628-1776
- 9. Chi Eta Phi Sorority**
3029 13th Street, NW
Washington, DC 20009
202-232-3858

Minority Scholarships

1. Association of American Indian Affairs, Inc.
Scholarship Program
245 Fifth Avenue, Suite 1801
New York, NY 10016-8728
240-314-7155
lw.aiaa@indian-affairs.org
2. Higher Education Grand Program for Indians
Branch of Post-Secondary Education
Office of Indian Education Programs
1849 C Street, NW—MS— 3512-MIB
Washington, DC 20240
202-208-6123
www.bie.edu
3. National Association of Hispanic Nurses
President, National Association of Hispanic Nurses
750 First Street NE, Suite 700
Washington, DC 20002
501-367-8616
4. Ildaura Murillo-Rohde Scholarships
750 First Street NE, Suite 700
Washington, DC 20002
501-367-8616
5. National Black Nurses Association
8630 Fenton Street, #330
Silver Spring, MD 20910
301-589-3200
www.nbna.org

6. The National Society of The Colonial Dames of America
Indian Nurse Scholarship Awards
Mrs. Alexander C. McLeod
203 Evelyn Avenue
Nashville, TN 37205-3307

7. New York Life Foundation Scholarship Program for Women in the Health Professions
Business and Professional Women's Foundation
Scholarships and Loans
1900 M Street, NW, Suite 310
Washington, DC 20036
202-293-1100

EXPENSES IN THE ASN PROGRAM

Generic Option

In addition to tuition and fees, your first semester will be expensive. You will need the following:

Generic Option First Year Expenses	
Description	Cost
Uniforms and other required items (goggles, watch with second hand, stethoscope, scissors, etc.)	\$200.00
Name Badge Holder (Campus Book Store)	\$5.00
Malpractice Insurance (Liability) (included in tuition as a course fee)	\$25.00
Automobile Insurance (Liability)	Varies
Student Health Insurance	\$25.00
Nursing Books (Required)	Approx. 1,200.00
Physical Exam	Varies
MOSA Dues (Student Organization for Associate Degree Nursing) (optional)	\$20.00
Approximately 12 Scantron Sheets	\$3.00
Skills Kits – Nursing I (NU 115) (cash only)	Approx. \$75.00
Skills Kits - NU II (NU 125) for spring (cash only)	Approx. \$60.00
Examsoft Testing Services (included with tuition)	Each Semester \$45.00
ATI Testing Program & Skills Modules (included with tuition)	1 st sem. \$295.00
ATI Testing Program (included with tuition)	2 nd sem. \$135.00
Pharmacology Workshop (included in tuition as a course fee)	\$150.00
Criminal Background Check	\$100.00
Drug screens (cash only)	\$40.00
QuantiFERON Gold TB Test	\$45.00
Generic Option Second Year Expenses	
School Pin (optional)	\$80.00
Nursing Books	Approx. \$300.00
Graduation pictures	Varies
Licensure Exam	\$300.00
License Fee	\$100.00
Fingerprinting for Licensure Exam	\$100.00
Skills Kit for Nursing III (NU 215)	\$60.00
Malpractice Insurance Renewal (included in tuition as a course fee)	\$25.00
Automobile Insurance Renewal	Varies
Student Health Insurance	Varies
University Graduation Fee IF paid by December	\$50.00
University Graduation Fee IF NOT paid by December	\$100.00
Examsoft Testing Services (included with tuition)	Each Semester \$45.00
ATI Testing Program (included in tuition as a course fee)	1 st sem. \$190.00
ATI Testing Program (included in tuition as a course fee)	2 nd sem. \$145.00
Pharmacology Workshop (included in tuition as a course fee)	\$180.00
ATI NCLEX Review (included in tuition as a course fee)	\$375.00

LPN/RN Option Expenses (Summer)	
Nursing Books (Required)	Approx. \$1,200.00
Skills Lab Kits for NU 145/112 (purchased from Dept. of Nursing, cash only)	\$55.00
Drug Screen (cash only)	\$40.00
QuantiFERON Gold TB test (Cash only)	\$45.00
Criminal Background Check	\$100.00
LPN/RN Option Second Year Expenses	
MOSA Dues (Student Organization for Associate Degree Nursing – optional)	\$20.00
Physical Exam	Varies
Malpractice Insurance (included in tuition as a course fee)	\$25.00
Automobile Liability Insurance	Varies
Student Health Insurance	Varies
Uniforms and other required items (stethoscope, CPR mouth piece)	\$200.00
Name Badge Holder (Campus Book Store)	\$5.00
School Pin (optional)	\$80.00
Graduation Pictures	Varies
Licensure Exam	\$300.00
License Fee	\$100.00
Fingerprinting for Licensure Exam	\$100.00
Skills Kit for NU 215	\$30.00
University Graduation Fee IF Paid by December	\$50.00
University Graduation Fee IF NOT Paid by December	\$100.00
ATI Testing Program & Skills Modules (included in tuition as a course fee)	\$450.00
Pharmacology Workshop (included in tuition as a course fee)	\$150.00
Examsoft Testing Sources (included in tuition)	Each Semester \$45.00
ATI NCLEX Review (included in tuition as a course fee)	\$375.00

NOTE: ALL COSTS ARE APPROXIMATE

**AMERICAN NURSES ASSOCIATION CODE OF ETHICS
2016**

Provision 1

The nurse practices with compassion and respect for inherent dignity, worth and unique attributes of every person.

- 1.1 Respect For Human Dignity
- 1.2 Relationships with Patients
- 1.3 The Nature of Health
- 1.4 The Right to Self -Determination
- 1.5 Relationships with Colleagues and Others

Provision 2

The nurse's primary commitment is to the patient, whether an individual, family group, community or population.

- 2.1 Primacy of the Patient's Interests
- 2.2 Conflict of Interest for Nurses
- 2.3 Collaboration
- 2.4 Professional Boundaries

Provision 3

The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.

- 3.1 Protection of the Rights of Privacy and Confidentiality
- 3.2 Protection of Human Participants in Research
- 3.3 Performance Standards and Review Mechanisms
- 3.4 Professional Responsibility in Promoting a Culture of Safety
- 3.5 Protection of Patient Health and Safety by Acting on Questionable Practice
- 3.6 Patient Protection and Impaired Practice

Provision 4

The nurse has authority, accountability, and responsibility for nursing practice: makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.

- 4.1 Authority, Accountability, and Responsibility
- 4.2 Accountability for Nursing Judgments, Decisions, and Actions
- 4.3 Responsibility for Nursing Judgments, Decisions, and Actions
- 4.4 Assignment and Delegation of Nursing Activities or Tasks

Provision 5

The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.

- 5.1 Duties to Self and Others
- 5.2 Promotion of Personal Health, Safety, and Well-Being
- 5.3 Preservation of Wholeness of Character
- 5.4 Preservation of Integrity
- 5.5 Maintenance of Competence and Continuation of Professional Growth
- 5.6 Continuation of Personal Growth

Provision 6

The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work settings and conditions of employment that are conducive to safe, quality health care.

6.1 The Environment and Moral Virtue

6.2 The Environment and Ethical Obligation

6.3 Responsibility for the Healthcare Environment

Provision 7

The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.

7.1 Contributions through Research and Scholarly Inquiry

7.2 Contributions through Developing, Maintaining, and Implementing Professional Practice Standards

7.3 Contributions through Nursing and Health Policy Development

Provision 8

The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

8.1 Health Is a Universal Right

8.2 Collaboration for Health, Human Rights, and Health Diplomacy

8.3 Obligation to Advance Health and Human Rights and Reduce Disparities

8.4 Collaboration for Human Rights in Complex, Extreme, or Extraordinary Practice Settings

Provision 9

The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

9.1 Articulation and Assertion of Values

9.2 Integrity of the Profession

9.3 Integrating Social Justice

9.4 Social Justice in Nursing and Health Policy

UNIT PURPOSE

The purpose of the Associate of Science in Nursing Program is to prepare nurses to provide care to patients in the community with acute and chronic health care needs, where policies and procedures reflect current nursing standards of care and practice. This purpose relates to the Mission of the University by providing general and specialized education for a diverse population of students. The Associate of Science in Nursing Program functions within the College of Nursing and Health Sciences and the Department of Nursing to provide education which is facilitated by a personalized environment for entry level into professional nursing practice. This process prepares the graduates to assume responsibilities of a registered nurse as health needs change and research findings expand.

PHILOSOPHY

The Associate of Science in Nursing Program at Mississippi University for Women is cognizant of global health care needs and emphasizes the health needs of rural Mississippi. The program combines general and specialized education for a diverse population of students. The program for the associate degree nurse prepares the graduate for entry level into professional nursing practice and neither requires nor precludes further education.

The faculty believes that each person is a biological, psycho-social, cultural, spiritual, and intellectual being. This holistic nature is in part unique to the individual and in part shared with all humankind. The person's nature is basically good or neutral, and the individual strives to satisfy basic needs as well as to work toward self-actualization. Interaction between the individual and the environment occurs throughout the life span, and follows a sequential, orderly pattern of growth and development. The person is of value to self, family, community and the environment as an individual regardless of any innate abilities or differences. Therefore, the individual has the right to health care opportunities that promote healthy behaviors, create healthy environments, and increase access to high quality health care, which can lead toward the realization of that person's full potential as a human being.

Nursing is one of many professions providing health care to individuals within society as a whole. In its broadest sense, nursing is the application of arts and sciences in assisting the person to maintain or recover their optimum level of health or to accept death. The practice of nursing utilizes the nursing process and should be performed in a manner which reduces risk, prevents disease and promotes the patient's health, responsibility, freedom, awareness and dignity as an integral part of society.

Associate degree nursing practice combines nursing skills with selected principles from the biological, technological, and social sciences. The associate degree nurse utilizes these principles and skills to assess the individual's level of growth and development and potential assets along the wellness-illness continuum. Therapeutic nursing intervention and instruction are planned and evaluated to assist the person to achieve maximum health or to accept death. The associate degree nurse is prepared to provide care to patients in the community where policies and procedures reflect current nursing standards of care and practice.

Education is a change in individual behavior which evolves from organized learning experiences through the use of critical thinking. It is the process through which a student acquires knowledge, decision-making skills, and understanding of those facts, principles and concepts that underlie a field of endeavor. The student is assisted in integrating the knowledge, communication and psychomotor skills necessary to function effectively in the field of nursing in a complex, dynamic society.

Learning is a continuous and active process manifested by change reflected in behavior. Learning is best achieved when outcomes of learning are behaviorally defined and attainable through a sequential learning process from the simple to

the complex. With recognition of the dependent nature of the student body, the learner is encouraged toward progressive independence. The learning process is facilitated by a personalized environment which re-enforces individual strengths through technological instruction, written communication, oral presentations, individual conferences, small group discussions, and specific planned activities reflecting evidence-based practices.

Associate degree nursing is committed to ensuring program effectiveness through strategic planning and collaborative relationships within the community. Through provision of educational opportunities graduates are prepared to meet the Nurse of the Future Core Competencies in a changing and diverse society. The functions and responsibilities of the associate degree nurse will change as health needs within society change and research findings expand. In preparing for this change and expansion, a learning environment which emphasizes leadership, management, individual accountability, and the need for continued professional and cultural growth is provided.

Reviewed Spring 2013

Revised Spring 2018

Reviewed Fall 2020

END OF PROGRAM STUDENT LEARNING OUTCOMES

The Associate of Science in Nursing Program prepares individuals to:

1. Utilize the nursing process and Maslow's Hierarchy in providing patient-centered care to an individual or to a group of patients with acute and chronic health care needs.
2. Demonstrate leadership in order to provide therapeutic nursing intervention, including patient instruction, which reflects critical thinking, nutrition, pharmacology, communication theory, evidence-based research findings, and the assessment of patient needs.
3. Evaluate the interrelatedness between the patient's needs, family, community and cultural, ethnic, and social environment.
4. Utilize the patient's level of growth and development and strengths along the wellness – illness continuum in providing care and instruction.
5. Provide safe and effective care where policies and procedures reflect current nursing standards of care and practice utilizing quality improvement processes.
6. Collaborate with interdisciplinary teams in the community in managing patient-centered care.
7. Demonstrate personal accountability within the ethical and legal framework of nursing practice.
8. Demonstrate the responsibility of maintaining personal, professional, and cultural awareness.
9. Incorporate technology and informatics to plan, provide, and manage effective patient-centered care.
10. Demonstrate an awareness of the concept of systems-based practice in providing patient-centered care.

Revised Spring 2014

Revised Spring 2018

ORGANIZING FRAMEWORK

The curriculum leading to an associate of science degree with a major in nursing bases its design on the wellness-illness continuum. In the first semester of nursing, the student begins the study of promoting and maintaining the individual in a state of wellness and moves progressively toward a focus on the state of illness. In each successive semester, the learner becomes more involved in studying the individual in a state of illness by progressing from alterations in growth and development to more severe interferences. The student also becomes acquainted with the wellness state through support courses in the biological and social sciences. The vertical threads of basic needs, alterations, and interferences intersect with the eight horizontal threads identified by the faculty to form the structure of the curriculum. These are as follows: associate degree nurse's role, communication, community, nutrition, pharmacology, growth and development, Maslow's Hierarchy, and nursing process.

The associate of science curriculum is designed to provide opportunity for student experiences within the community. These experiences guide the student in promoting wellness and providing health care and education to an individual or group of clients with acute and chronic health care needs. This is accomplished within the context of the individual's needs and patterns of growth and development within the wellness-illness continuum. The student begins by dealing with the individual's basic need for self-preservation including the needs for oxygenation, fluid and electrolytes, nutrition, elimination, activity, comfort and rest, sex, physical safety, and psychological security. Each semester of nursing courses introduces a more complex level of nursing care for dealing with the patient's state of health progressing from maintenance of basic needs through alterations to interferences. In addition, academic support courses provide the student with a basis for understanding the biological, psycho-social, cultural, spiritual, and intellectual individual. The nursing process, which is introduced in the first semester of nursing, provides the student with a systematic approach for promotion of wellness and for assisting and educating the patient to maintain or recover an optimal level of health or to accept death. Each nursing theory course outline is organized according to the individual's needs based on Maslow's Hierarchy and within the framework of Erikson's Stages of Growth and Development. These concepts are also reflected and incorporated in each clinical nursing course.

Basic concepts in nutrition and pharmacology provide a foundation for complex application of knowledge in subsequent semesters. The student applies this expanded knowledge base along with current nursing interventions in order to address patient needs and improve quality care. In addition, the student becomes knowledgeable concerning the community in order to aid patients and families in dealing with specific health problems. The faculty view communication as an integral part of the nursing process and patient advocacy. Communication is presented on four progressive levels. The first three of these levels consist of assessment and implementation which are two phases of the nursing process. The last corresponds to the associate degree nurse's role in leadership.

The Nurse of the Future Nursing Core Competencies are inherent in the curriculum. Learning opportunities are provided which emphasize systems-based practice, collaboration, technology, professionalism, management of safe patient-centered nursing care in a systems-based work unit, and the individual accountability for ethical, legal, and evidence-based nursing practice.

Reviewed 2013
Revised Spring 2019
Reviewed Fall 2020

MUW DEPARTMENT OF NURSING

ASSOCIATE DEGREE PROGRAM

Threads of the Curriculum

FIRST YEAR

SECOND YEAR

	BASIC NEEDS	ALTERATIONS	INTERFERENCES	ILLNESS
WELLNESS				
Associate Degree Nurse's Role				
Communication				
Community				
Nutrition				
Pharmacology				
Growth & Development				
Maslow's Hierarchy				
Nursing Process				

**MUW DEPARTMENT OF NURSING
ASSOCIATE OF SCIENCE IN NURSING**

REQUIREMENTS AND PROCEDURES FOR APPLYING FOR ADMISSION

ADMISSION REQUIREMENTS

1. Prerequisite courses must be completed as follows:

Human Anatomy & Physiology I: Minimum Grade = C
Human Anatomy & Physiology II: Minimum Grade = C
College Algebra Minimum Grade = C

Science courses must have been completed within the last 6 years

2. MUW grade point average and overall grade point average on all work attempted must be = or >2.5. **Official** transcript of all college work attempted must be submitted to the Associate of Science in Nursing (ASN) Program office along with an application for admission to the ASN Program.
3. An official document showing National ACT score must be submitted with the application. A score on a high school transcript, a score sheet (or copy) from ACT.
 - a) Students must have an ACT composite score of 15 if taken before October 1989, or 18 if taken on or after October 1989
 - b) Students with less than the required ACT composite score must have completed a minimum of 12 semester hours with a 2.5 quality point average before being admitted. They must have made at least a grade of "C" in Anatomy and Physiology courses, which are included in the above 12 semester hours.
4. If the student has ever been enrolled in a Registered Nurse Program, a letter from the Nursing Program stating that the student is eligible for re-admission must be submitted with the application.

ALL ADMISSION REQUIREMENTS AND CURRENT ADMISSION APPLICATION MUST BE IN THE ASSOCIATE OF SCIENCE IN NURSING PROGRAM OFFICE BY JUNE 1ST TO BE CONSIDERED FOR ADMISSION. IT IS THE RESPONSIBILITY OF THE APPLICANT TO INSURE THAT ALL REQUESTED MATERIALS ARE RECEIVED BY THE ASSOCIATE OF SCIENCE IN NURSING PROGRAM OFFICE.

ADMISSION PROCEDURE

1. All students must be admitted to the University prior to applying to the ASN program. All applicants to the ASN program must meet University requirements for admission.
2. After June 1st, composite admission scores will be computed based on overall GPA and ACT scores. Each requirement will count ½ of the total composite admission score. Applicants will be notified of their admission status prior to July 1st.
3. Students having at least a 22 ACT (National) score, a 3.25 GPA, a "C" or above in A&P I and II, and College Algebra may be considered for provisional early selection. In order to be considered, the candidate must be admitted to the university and submit a completed application to the ASN Program to include all transcripts verifying the GPA, the A&P I, A&P II, and College Algebra grades and a copy of an ACT score of at least 20 by January 15th. Notification of provisional early admission will be approximately January 31st.

Revised Spring 2019

**MUW DEPARTMENT OF NURSING
ASSOCIATE OF SCIENCE IN NURSING
CURRICULUM**

Prerequisites

*BSB 141	Human Anatomy & Physiology I	4	
*BSB142	Human Anatomy & Physiology II	4	
MA 113	College Algebra	<u>3</u>	
	Hours		11

First Year

Fall Semester

NU 112	Pharmacology	3	
NU 114	Nursing I	5	
NU 115	Nursing I Clinical	2	
NU 116	Nursing Role I	1	
PSY 206	Human Growth and Development	3	
EN 101	English Composition	<u>3</u>	
	Hours		17

Spring Semester

NU 124	Nursing II	5	
NU 125	Nursing II Clinical	2	
NU 126	Nursing Role II	1	
*BSM 131	Microbiology	4	
FN 225	Nutrition	<u>3</u>	
	Hours		15

Second Year

Fall Semester

NU 214	Nursing III	5	
NU 215	Nursing III Clinical	4	
NU 216	Nursing III Role	1	
Elective	Humanities or Fine Arts	<u>3</u>	
	Hours		13

Spring Semester

NU224	Nursing IV	4	
NU 225	Nursing IV Clinical	3	
NU 228	NCLEX-RN Review	2	
NU 235	ASN Preceptorship	3	
** COM 101	Oral Communication	<u>3</u>	
	Hours		15

Total Credit Hours 71

UN 101, Freshman Seminar, is required of all entering MUW freshmen or transfer freshmen

*Science courses must have been completed within the last 6 years.

** Strongly recommended that Oral Communication be taken prior to last semester if at all possible to better accommodate ASN Preceptorship scheduling.

Revised Spring 2020

LPN/RN OPTION REQUIREMENTS AND PROCEDURE FOR APPLYING FOR ADMISSION CURRICULUM

REQUIREMENTS:

1. All applicants must have verification of at least one year's work experience as a Licensed Practical Nurse prior to admission to the Advanced Placement Option. Documentation from employer(s) must be submitted with application.

2. Prerequisite courses must be completed as follows:

Human Anatomy & Physiology I:	Minimum Grade = C
Human Anatomy & Physiology II:	Minimum Grade = C
College Algebra:	Minimum Grade = C
Human Growth and Development:	Minimum Grade = C
English Composition 101:	Minimum Grade = C
Microbiology:	Minimum Grade = C
Nutrition:	Minimum Grade = C

3. MUW grade point average (GPA) and overall grade point average on all work attempted must be = or > 2.5. Official transcript(s) of all college work attempted must be submitted to the Associate of Science in Nursing (ASN) Program office along with an Application for Admission to the LPN/RN Advanced Placement Option.

a. Students must have a National ACT composite score of 15 if taken before October 1989, or 18 if taken in October 1989 or after.

b. Students with less than the required National ACT composite score must have completed a minimum of 12 semester hours with a 2.5 grade point average before being admitted. They must have made at least a grade of a "C" in Physiology and Anatomy courses, which are included in the above 12 semester hours.

4. An official document showing National ACT score must be submitted with the application. A score on a high school transcript, a score sheet (or copy) from ACT.

5. A copy of LPN license must be submitted with the application.

6. If the student has ever been enrolled in a Registered Nurse program, a letter from that nursing school stating that the student is eligible for readmission into that nursing program must be submitted with the application.

ALL ADMISSION REQUIREMENTS AND CURRENT ADMISSION APPLICATION MUST BE IN THE ASSOCIATE OF SCIENCE IN NURSING PROGRAM OFFICE BY MAY 15TH TO BE CONSIDERED FOR ADMISSION. IT IS THE RESPONSIBILITY OF THE APPLICANT TO INSURE THAT ALL REQUESTED MATERIALS ARE RECEIVED BY THE ASSOCIATE OF SCIENCE IN NURSING PROGRAM OFFICE.

ADMISSION PROCEDURE

1. All students must be admitted to the University prior to applying to the ASN program. All applicants to the ASN program must meet University requirements for admission.

2. After May 15th, the admission committee will select applicants for admission. This selection will be based on overall GPA and ACT score. Each requirement will count ½ of the total composite admission score. Applicants will be notified of their admission status prior to June 1st.

Revised Spring 2014

**MUW DEPARTMENT OF NURSING
ASSOCIATE OF SCIENCE IN NURSING FOR LPN's
CURRICULUM**

PREREQUISITES

BSB 141	Human Anatomy and Physiology I	4
BSB 142	Human Anatomy and Physiology II	4
MA 113	College Algebra	3
PSY 206	Human Growth and Development	3
EN 101	English Composition	3
BSM 131	Microbiology	4
FN 225	Nutrition	3
	Hours	24

SECOND SUMMER TERM

NU 112	Pharmacology	3
*NU144	Nursing Transition	4
*NU 145	Nursing Transition Lab	1

SECOND YEAR

Fall Semester

NU 214	Nursing III	5
NU 215	Nursing III Clinical	4
NU 216	Nursing III Role	1
Elective	Humanities or Fine Arts	3
	Hours	13

Spring Semester

NU 224	Nursing IV	4
NU 225	Nursing IV Clinical	3
NU 228	NCLEX-RN® Review	2
NU235	ASN Preceptorship	3
**COM 101	Oral Communication	3
	Hours	15
	Total Credit Hours	60

UN 101, Freshman Seminar, is required of all entering MUW freshmen and transfer freshmen.

- * After successful completion of NU 144 & 145, the student is awarded credit for the freshman courses NU 114, 115, 116, 124, 125 and 126 (16 credits) in place of NU 144 and 145 (5 credits).
- **Strongly recommended that Oral Communication be taken prior to last semester if at all possible to better accommodate ASN preceptorship scheduling.

Revised Spring 2020

COURSE DESCRIPTIONS

ELECTIVE COURSES:

The first number in parenthesis denotes the credit hours for the course and the second number denotes actual contact hours. A ratio of one credit for three hours of laboratory is used to calculate credits for clinical time.

NU 105 PRE-NURSING SEMINAR. (1) (15) Nursing Elective. Open to non-nursing majors. Spring Semester. This elective course is designed to provide the pre-nursing student with an overview of the nursing school experience. The student will participate in weekly one hour seminars to explore the realities of nursing school and help develop skills for success.

NU 106 LEARNING STRATEGIES FOR NURSING. (1) (15) Nursing Elective. Prerequisites: BSB 141, 142, MA 113. Concurrent enrollment: NU 112, 114, 115, 116.

This course is designed to help the beginning student adapt to the nursing curriculum and to facilitate learning in NU 112, 114, 115, and 116. Provides the beginning nursing student an opportunity to improve reading and study skills and practice critical thinking.

NU 110-111 BASIC LIFE SUPPORT. (1) (15) Prerequisite: None. NU 110 for certification and NU 111 for Recertification. Open to ASN students only in the fall. Open to any student on Campus in the spring. This course is designed to provide basic information about the incidence, risk factors, and emergency care of cardiac and non-cardiac sudden death. Students will learn one and two rescuer CPR, foreign body airway obstruction management and pediatric resuscitation.

NU 230 EKG INTERPRETATION. (3) (45) Nursing elective open to ASN sophomore nursing majors. Prerequisites: BSB 141, 142, MA 113, PSY 206, EN 101, BSM 131 w/lab, FN 225, Humanities/Fine Arts elective, NU 112, 114, 115, 116, 124, 125, 126, or NU 144 and 145. Concurrent enrollment: NU 214, 215 or 216. This elective course presents the student nurse with an introduction to the principles and criteria utilized in basic cardiac rhythm interpretation. The course will focus on the necessary foundation needed to understand the normal electrical system of the heart, the systematic interpretation approach to dysrhythmias, and the different topics related to the heart including pacemakers and 12-lead ECG interpretation.

NU 291 MEDICAL TERMINOLOGY FOR THE HEALTH PROFESSIONS. (3) (45) Nursing elective open to pre-nursing and nursing majors. This elective course is an introduction to the interchangeable word parts that are used in different combinations to build medical terms. It utilizes online methodology and a structured textbook and CD-ROM in teaching the most commonly used medical terms for the

body systems; anatomical, physiological and pathological conditions; terms for special procedures, laboratory and pharmacology; and selected medical abbreviations. This course is targeted for those planning careers in one of the health professions as well as those who desire to better understand terms used by health professionals.

NU 353 Nurse Externship. (3) (320) Nursing elective. Prerequisite: Open only to students who have completed their first year of nursing. This course is designed to enhance the clinical development of students. Students are enrolled in the course of study and may participate as either an employee or a non-employee in a Mississippi hospital. This experience provides the student the opportunity to practice learned skills repetitively, enhance interpersonal skills, and develop organizational skills. The student receives guidance, supervision and evaluation from a registered nurse preceptor in conjunction with nursing faculty.

REQUIRED ASN PROGRAM COURSES:

For each theory nursing course with an accompanying clinical course (NU 114/115, 124/125, 144/145, 214/215, 224/225) a grade of a "C" or above is required in the theory course and in the associated clinical course in order to progress. If this does not occur, both courses must be retaken.

NU 112 PHARMACOLOGY AND DRUG THERAPY IN NURSING. (3) (45) Prerequisites for Generic Program: BSB 141, 142, MA 113. Prerequisites for LPN/RN Option: BSB 141, 142, MA 113, PSY 206, EN 101, BSM 131 w/lab, FN 225. Concurrent enrollment for Generic Program: NU 114, 115, 116, PSY 206, EN 101. Concurrent enrollment for Advanced Placement Program: NU 144/145.

A course designed to prepare the student for medication administration. Content includes classification of drugs, indications for groups of drugs, side effects, nursing measures, systems of measurement for drugs and calculation of dosages and solutions.

NU 114 NURSING I. (5) (75) Prerequisites: BSB 141, 142, ma 113. Concurrent enrollment: NU 112, 115, 116, PSY 206, EN 101.

A basic course designed to familiarize the student with the nature of nursing and the nurse's role in meeting the health needs of society. Emphasis is placed on the study and practice of the basic techniques of nursing care and the application of scientific principles.

NURSING I NU 115 CLINICAL. (2) (90) Prerequisites: BSB 141, 142, MA 113. Concurrent enrollment: NU 112, 114, 116, PSY 206, EN 101.

Clinical course for NU 114. Designed to familiarize the student with the nature of nursing and the nurse's role in meeting the health needs of society. Clinical focus is fundamental skills of nursing care.

NU 116 NURSING ROLE I. (1) (15) Prerequisites: BSB 141, 142, MA 113. Concurrent enrollment: NU 112, 114, 115, PSY 206, EN 101.

The focus of this course is to delineate the role of the nurse as a member of the profession and a provider of care.

NU 124 NURSING II. (5) (75) Prerequisites: BSB 141, 142, MA 113, PSY 206, EN 101, and NU 112, 114, 115, and 116.

Concurrent enrollment: NU 125, 126, BSM 131 w/lab, FN 225.

This course introduces the student to the health-illness continuum and to the psychological and pathophysiological mechanism which cause alterations in homeostasis of individuals.

NU 125 NURSING II CLINICAL. (2) (90) Prerequisites: BSB 141, 142, MA 113, PSY 206, EN 101, and NU 112, 114, 115, and 116. Concurrent enrollment: NU 124, 126, BSM 131 w/lab, FN 225.

Clinical course for NU 124. Focuses on the human needs common to all persons. Experiences include patients with psychological and pathophysiological alterations with one or more basic needs.

NU 126 NURSING ROLE II. (1) (15) Prerequisites: BSB 141, 142, MA 113, PSY 206, EN 101, NU 112, 114, 115, 116. Concurrent enrollment: NU 124, 125, BS 131 w/lab, FN 225.

The focus of this course is to promote and facilitate the nurse's accountability and responsibility related to the role and member of profession and provider of care in various health care settings.

NU 144 NURSING TRANSITION. (4) (60) Prerequisites: BSB 141, 142, MA 113, PSY 206, EN 101, BSM 131 w/lab, FN 225. Concurrent enrollment: NU 112, 145.

Designed to facilitate the Licensed Practical Nurse's skills and role transition to that of registered nurse. Includes content on the registered nurse's role and function that was not part of the student's LPN education and serves as a basis for entry into the second year nursing courses.

NU 145 NURSING TRANSITION Lab. (1) (45) Prerequisites: BSB 141, 142, MA 113, PSY 206, EN 101, BSM 131 w/lab, FN 225. Concurrent enrollment: NU 112, 144.

Clinical course for NU 144. Selected skills from NU 115 and NU 125 are validated for entry into the third semester clinical course. Experiences focus on the human needs common to all persons and introduces the student to pathophysiological mechanism which cause alterations in homeostasis in all individuals.

NU 214 NURSING III. (5) (75) Prerequisites for Generic Program: BSB 141, 142, MA 113, PSY 206, EN 101, BSM 131 w/lab, FN 225, NU 112, 114, 115, 116, 124, 125, 126. Prerequisites for LPN/RN Option: BSB 141,142, MA 113, PSY 206, EN 101, BSM 131 w/lab, FN 225, NU 144, 145. Concurrent enrollment for Generic Program: NU 215, 216, Humanities or Fine Arts Elective. Concurrent enrollment for LPN/RN Option: NU 215, 216, Humanities or Fine Arts Elective. This course continues to focus on the health-illness continuum in relation to alterations and interferences in homeostasis of individuals. Emphasis is given to the relationship(s) that exist between the pathological aspects of physiological and/or psychological conditions.

NU 215 NURSING III CLINICAL. (4) (180) Prerequisites for Generic Program: BSB 141, 142, MA 113, PSY 206, EN 101, BSM 131 w/lab, FN 225, NU 112, 114, 115, 116, 124, 125, 126. Prerequisites for LPN/RN Option: BSB 141, 142, MA 113, PSY 206, EN 101, BSM 131, w/lab, FN 225, NU 112, 144, 145. Concurrent enrollment for Generic Program: NU 214, 216, Humanities or Fine Arts Elective. Concurrent enrollment for LPN/RN Option: NU 214, 216, History or Fine Arts Elective. Clinical course for NU 214. Experiences focus on utilization of the nursing process involving pathological aspects of physiological and psychological alterations and interferences.

NU 216 NURSING ROLE III. (1) (15) Prerequisites for Generic Program: BSB 141, 142, MA 113, PSY 206, EN 101, BSM 131 w/lab, FN 225, NU 112, 114, 115, 116, 124, 125, 126. Prerequisites for LPN/RN Option: BSB 141, 142, MA 113, PSY 206, EN 101, BSM 131 w/lab, FN 225, NU 112, 144, 145. Concurrent enrollment for LPN/RN Option: NU 214, 215, Humanities or Fine Arts Elective. The focus of this course is to integrate and synthesize concepts related to the role of member of profession and provider of care in various health care settings.

NU 224 NURSING IV. (4) (60) Prerequisites for Generic Program: BSB 141, 142, MA 113, PSY 206, EN 101, BSM 131 w/lab, FN 225, Humanities or Fine Arts Elective, NU 112, 114, 115, 116, 124, 125, 126, 214, 215, 216. Prerequisites for LPN/RN Option: BSB 141, 142, MA 113, PSY 206, EN 101, BSM 131 w/lab, FN 225, Humanities or Fine Arts Elective, NU 112, 144, 145, 214, 215, 216. Concurrent enrollment: NU 225, 226, 235, com 101.

A continuation of NU 214, this course provides further content in relation to alterations and interferences in homeostasis of individuals and pathological aspects of physiological and/or psychological conditions.

NU 225 NURSING CLINICAL IV. (3) (135) Prerequisites for Generic Program: BSB 141, 142, MA 113, PSY 206, EN 101, BSM 131 w/lab, FN 225, Humanities or Fine Arts Elective, NU 112, 114, 115, 116, 124, 125, 126, 214, 215, 216. Prerequisites for LPN/RN Option: BSB 141, 142, MA 113, PSY 206, EN 101, BSM 131 w/lab, FN 225, Humanities or Fine Arts Elective, NU 112, 144, 145, 214, 215, 216. Concurrent enrollment: NU 224, 226, 235, COM 101

Clinical course to NU 224. Continues to focus on utilization of the nursing process involving pathological aspects of physiological and psychological alterations and interferences. Then emphasis is placed on application of knowledge learned from all previous nursing courses which includes providing patient care through management/leadership in a variety of health care settings.

NU 228 NCLEX-RN REVIEW (2) (30) Prerequisites for Generic Program: BSB 141, 142, MA 113, PSY 206, EN 101, BSM 131 w/lab, FN 225, Humanities or Fine Arts Elective, NU 112, 114, 115, 116, 124, 125, 126, 214, 215, 216. Prerequisites for LPN/RN Option: BSB 141, 142, MA 113, PSY 206, EN 101, BSN 131 w/lab, FN 225, Humanities or Fine Arts Elective, NU 112, 114, 145, 214, 215, 216. Concurrent enrollment: NU 224, 225, 235, COM 101. This course emphasizes a comprehensive review of content learned throughout the program through use of classroom review and computer testing.

NU 235 ASN PRECEPTORSHIP. (3) (135) Prerequisites for Generic Program: BSB 141, 142, MA 113, PSY 206, EN 101, BSM 131 w/lab, FN 225, Humanities or Fine Arts Elective, NU 112, 114, 115, 116, 124, 125, 126, 214, 215, 216. Prerequisites for LPN/RN Option: BSB 141, 142, MA 113, PSY 206, EN 202, BSM 131 w/lab, FN 225. Humanities or Fine Arts Elective, NU 112, 144, 145, 214, 215, 216. Concurrent enrollment: NU 224, 225, 226, COM 101.

This course provides the student the opportunity to synthesize and utilize knowledge learned during the program in a health care agency of their choice.

Alpha Delta Nu Honor Society for Associate Degree Nursing Program

The ASN program has established Beta Omega Chapter of Alpha Delta Nu Honor Society for Associate Degree Nursing Programs.

The objective of the National Organization for Associate Degree Nursing (N-OADN) is to recognize the academic excellence of students in the study of Associate Degree Nursing. The society encourages the pursuit of advanced degrees in the profession of nursing, as well as continuing education as a life-long professional responsibility. Additionally, the society participates in the recruitment of qualified individuals into the profession of nursing.

Membership is offered after the first two semesters of the program to students who have maintained a cumulative GPA of 3.0 or above and have earned a grade of “B” or better in each nursing course with no previous failures in any nursing course. Students are invited to provisional membership at the beginning of the third semester of the core curriculum. Full membership is granted if the student maintains the cumulative 3.0 GPA and earns a grade of “B” or better in all nursing courses in the third semester of study. Students must demonstrate conduct on campus and in the clinical areas that reflect integrity and professionalism. An LPN APO student is offered membership if he or she has a 3.0 or above in nursing courses with letter grades of “B” or higher and a cumulative GPA of 3.0 or above in the semesters prior to the fourth semester of the program.

A program application fee of \$30 is required. This is a one-time fee unless the chapter is suspended and applies for re-establishment. A nominal student fee will be assessed to cover the pin and honor cord. Each society chapter is required to sponsor one educational or recruitment project during the provisional membership period. The project must be approved by the chapter’s advisor. An induction ceremony takes place during the fourth semester of the program.

II. ASN PROGRAM POLICIES

ATTENDANCE

CLASSROOM: Students are expected to be diligent in pursuit of their studies, regular in class attendance and active participants in classroom activities which will facilitate learning. **NO FOOD OR DRINKS ARE ALLOWED IN CLASSROOMS.** Students are expected to arrive for class on time. If the door is closed the student must wait until break to enter the classroom. If a student is late for a test, the student will not be allowed to enter the classroom. The student will have to make up the test on the designated make-up test day. Students are accountable for all materials presented in class and are responsible for making arrangements to secure any materials presented in their absence. At no time is employment an acceptable reason for absence or tardiness for classroom or clinical activities.

SKILLS LABORATORY: Skills lab activities are considered clinical experience. Skills lab attendance is necessary for the student to demonstrate learned skills prior to clinical assignments. Skills check-offs are scheduled by the instructor. If a student is absent or late for a scheduled skills check-off, she/he will be counted absent and will have one less opportunity to pass the skill.

CLINICAL: Clinical courses have a no cut policy regarding **unexcused** absences. These courses include NU 115, 125, 145 (simulation only), 215, 225, and 235. Students are provided a well-rounded selection of experiences. All students are expected to secure transportation to their clinical sites. The faculty believes that advantage should be taken of all the clinical opportunities within the program and that excessive absences can be detrimental to a student's progress in meeting course outcomes. Throughout the program some clinical experiences may occur in the evening and on weekends. Students are expected to make arrangements to attend. Every student is expected to exercise an appropriate level of professional judgment in determining whether it is necessary for her/him to be absent from a clinical laboratory. ***ANY STUDENT WHO MISSES MORE THAN 15% OF THE ALLOTTED CLINICAL PRACTICE IN ANY SEMESTER, FOR UNEXCUSED ABSENCES, WILL BE EXCLUDED FROM THE COURSE.**

Illness must be verified by healthcare provider or Student Health Center. If **excused** absences occur, for family death and/or personal illness, a contingency plan can be established that could include case studies, simulations, makeup clinical, or other faculty-chosen clinical-based activity; an incomplete can also be given until hours can be obtained. **IN ALL CASES OF EXCUSED ABSENCES, NO MORE THAN 15% OF CLINICAL CAN BE MISSED WITHOUT A CONTINGENCY PLAN ESTABLISHED.**

Alternate clinical assignments will be required for absences from other clinical activities (i.e. simulations, lab, seminars, health, etc.). The alternate clinical assignment will be determined by the faculty. All alternate assignments must be completed in order to successfully complete the course. Clinical practice includes clinical orientation and practice in health care agencies. Faculty consider clinical an application experience and progression toward clinical competency must be demonstrated.

When the student has failed any component of clinical, as defined by the clinical course criteria, the student is unable to meet the terminal objectives and is excluded from the course.

*Special circumstances will be reviewed and handled by the department chair as needed.

CLINICAL RELEASE: In order to return to clinical after the event of a medical illness, musculoskeletal condition, pregnancy or surgery, the student must submit a release statement from his/her physician staging that he/she is able to return to clinical and perform clinical duties without any restrictions. The Medical Release Form can be found on page 75 of this handbook.

ADVISEMENT: The Chair of the Associate of Science in Nursing Program is the initial contact person for all prospective majors. She advises prospective students regarding admission requirements, transfer of credit, curriculum requirements, and costs. Once a student meets all admission requirements and is enrolled in nursing courses, he/she is assigned a freshman faculty advisor. A sophomore faculty advisor will be assigned in the second year. Early registration for each semester is scheduled by the Office of the Registrar and announcements are posted throughout the campus. It is the student's responsibility to contact his/her academic advisor for an appointment for pre-scheduling of classes for the following semester. The student is given a registration access pin number (RAP#), which will allow the student access to preschedule classes via

Banner Web. The student is responsible for inputting courses into the computer. If the student does not follow through with this process, the Department of Nursing cannot guarantee placement in needed courses.

COUNSELING AND TESTING CENTER: The Office of Student Development offers assistance with many personal and academic matters. A full description is found in the MUW Student Handbook. It may be accessed at web3.muw.edu/centers/counseling. The Counseling Center’s phone number is 329-7748.

Mississippi University for Women Policies

Non-Discrimination Policy

Mississippi University for Women does not discriminate on the basis of race, color, religion, gender, age, sexual orientation, national origin, disability, or veteran status in admission, treatment, in employment, or in access to its programs and activities.

The University complies with Section 504 of the Rehabilitation Act of 1973 and Public Law 101-336 (American Disabilities Act). The University provides academic adjustments and auxiliary aids to individuals with disabilities (as defined under the law) who are otherwise qualified to meet the University’s academic and employment requirements. Those needing assistance may contact the Student Success Center, 102 Reneau Hall, 1100 College Street MUW-1633, Columbus, MS 39701-5800.

—The Honor Code

Mississippi University for Women is known for high academic standards, ideals and traditions. Each student who enrolls as a student at MUW is expected to uphold this code.

“I pledge myself to uphold the highest standards of honesty in all phases of university life both alone and with many and accept my responsibility for helping others to live up to such standards. All this I will do that my University may become greater, better and more beautiful than when I entered it.” (MUW Student Handbook, web3.muw.edu/images/sa/studentlife/forms/2013-2014_student_handbook.pdf).

ACADEMIC INTEGRITY POLICY

7.2 Academic Integrity Policy

Academic Integrity is engaging honestly and responsibly in academic work. Students enrolled at Mississippi University for Women agree to abide by the MUW Honor Code, which is “to uphold the highest standards of honesty in all phases of university life,” and, therefore, they agree to refrain from any dishonest academic behavior. Violations of Academic Integrity can lead to severe penalties, from a zero grade for a test or

assignment to expulsion from the University. Violations of Academic Integrity include cheating, plagiarism, fabrication, falsification, or other actions that violate commonly accepted intellectual and ethical standards within academic and scientific communities. Academic Integrity applies to work in progress as well as completed work.

Cheating is taking credit for work which has been completed by another person, or assisting others in the misrepresentation of their academic work. Examples include, but are not limited to, the following:

1. giving or using prohibited written and/or oral information during tests, quizzes, or examinations;
2. stealing, buying, selling or in any way distributing an examination before it has been administered;
3. copying ideas or facts from another's paper during an examination or quiz;
4. submitting the same paper multiple times in different classes, even if the paper is the student's original work;
5. obtaining or providing previously undisclosed test questions or information pertinent to an exam that has not yet been administered;
6. willfully altering any assignments or any of the instructor's markings in order to obtain a higher grade;
7. copying from or writing computer programs for another student;
8. substituting for another person during an examination or allowing such substitution for oneself;
9. engaging in an unauthorized collaboration with another student on tests or assignments;
10. misappropriating privileged information or making use of information in breach of confidentiality;
11. interfering in any way with the research or academic performance of another student;
12. violating any federal, state, university, or program policy or regulation governing research and academic procedures, integrity, and conduct;
13. obstructing the investigation into academic dishonesty.

Plagiarism is defined as the appropriation of ideas, facts, phrases, or additional materials (such as maps, charts, artwork, or computer programs) from any source without giving proper credit or offering appropriate documentation. Any material in a paper, report, artwork, or computer program which is not acknowledged is understood to be the original work of the author, unless such material is considered general knowledge. The rules against plagiarism extend to work completed in online courses in addition to those offered in a traditional format. *Students who are unsure whether they have used and documented source material correctly should consult with their instructor before submitting the assignment.*

Fabrication and falsification include the following:

1. fabricating and/or falsifying laboratory and clinical experiences, internship records, attendance records, research data, survey results, research methods, research results, research conclusions, or any other information and/or process used in the collection and presentation of academic, scientific, or professional materials.
2. misrepresenting, falsifying, or withholding information concerning admission requirements, university enrollment or status, financial aid applications, health records, or other materials required by the university.

Consequences of Academic Dishonesty:

1. A student who violates university, college, program, and/or course policies regarding academic integrity will receive one or more penalties selected by the course instructor from the following list:
 - a. an oral reprimand

- b. a written reprimand
- c. an assignment to repeat the work, to be graded on its merits, for full or partial credit
- d. a lower or 0 grade on the test, project, or assignment
- e. a lower grade in the course
- f. a failing grade in the course
- g. referral to academic and/or behavioral counseling
- h. the successful completion of an online course on academic integrity
- i. other options as called for by special circumstances (e.g. lab, internship, travel, etc.), with the department chair's approval.

Faculty members will publish on their course syllabi a statement of the consequences for academic dishonesty, as well as the link to the full Academic Integrity Policy.

2. When a faculty member determines that academic dishonesty has occurred, the faculty member will request a meeting with the student to discuss the incident and proposed penalty and to give the student the right to defend or explain the student's actions. The faculty member will contact the student using the university's email system, the university's official means of communication. The meeting may take place in person, by phone, or over video conference. If the student does not respond to the faculty member's request for a meeting within three working days, then the faculty member will note the student's failure to respond to the meeting request in the Academic Integrity Incident Report. The student maintains the right to appeal to the chair and/or dean whether or not a meeting with the instructor takes place.
3. For sanctions beyond an oral or written reprimand, the faculty member will file an Academic Integrity Incident Report online describing the event and the sanctions to be imposed, and uploading any supporting documentation necessary. This report will be sent to the student, department chair, dean, and Office of the Chief Academic Officer (CAO) for their records. This notification will remain confidential in compliance with policies protecting student privacy.
4. For instances of Academic Dishonesty that are especially egregious, such as purchasing essays that are submitted as the student's own work, cheating with other students on an exam, or falsifying or misrepresenting student records, the faculty member, department chair, and/or dean may ask the CAO to review the case to refer it to the Academic Standards Board to consider additional sanctions, such as 1) placement on disciplinary probation; 2) removal of the student from the course; 3) suspension from the university; 4) expulsion from the university. A student dismissed for this reason will not be eligible for readmission to the University.
5. The student has the right to appeal the allegations of academic dishonesty and/or the suggested penalties before they are imposed. The student may only appeal for the following reasons: 1) failure to follow proper procedure; 2) the assigned penalties are unreasonably harsh; or 3) new evidence comes to light. The student may appeal a faculty member's decision to the department chair, in writing, within five working days of the date of the faculty member's Academic Integrity Incident Report. The student's rights are as follows:
 - a. During the course of the appeal process, the student shall maintain full academic and student standing in the course.

- b. If a student is given the sanction of an “F” grade or “no credit” for the paper/assignment, the student has the option to withdraw from the course if it is done by the published withdrawal deadline. The faculty member may choose to assign the grade of WF, if applicable.
 - c. If a student is given the sanction of a failing grade for the course, the student may not withdraw from the course in order to avoid the sanction.
 - d. If the student is not satisfied with the decision of the department chair, the student may appeal to the dean within five working days of the decision of the department chair. If the student is not satisfied with the decision of the dean, the student may appeal to the CAO for a hearing before the Academic Grievances Committee. Policy #3523 governs the appeals process to the Academic Grievances Committee.
6. The Office of the Chief Academic Officer will maintain records of Academic Integrity Incident Reports and the sanctions imposed. If a student receives a third incident report, the CAO will review the cases and may refer the student to the Academic Standards Board to consider additional penalties, such as 1) placement on disciplinary probation; 2) suspension from the university; 3) expulsion from the university.
7. For any case that the CAO sends to the Academic Standards Board for review, the CAO will notify the student that the case has been submitted to the Board and will notify the student of the results of the review. The student may appeal the decision of the Academic Standards Board to the Academic Grievances Committee. Policy #3523 governs the appeals process to the Academic Grievances Committee.

Reviewed: June 2013

Revised: Spring 2018

**MISSISSIPPI UNIVERSITY FOR WOMEN
COLLEGE OF NURSING AND HEALTH SCIENCES
DEPARTMENT OF NURSING
DRUG & ALCOHOL ABUSE POLICY**

Department of Nursing Drug and Alcohol Abuse Policy
Policy Statement regarding the chemically impaired student.

In compliance with Mississippi Statute 43-11-13, the Department of Nursing requires that all applicants must submit to a criminal background check and drug/alcohol screen prior to entering or returning to the nursing program. Failure by the applicant to indicate suitability on the background check or to present a clear finding on the drug/alcohol screen will result in prohibition from entering the nursing program. There is a zero tolerance for illegal substance use/abuse and misuse of legal substances.

1. Any current student who exhibits signs of impaired thinking or behavior that indicates the student may be under the influence of mind altering substances will be required to have a drug or alcohol “Test Panel to Screen and Confirm” performance immediately. The student will assume charges for the drug screening. If the student refuses to have a screening, he/she is immediately excluded from the program. Lab results must be submitted to the Mississippi University for Women Department of Nursing. If the test is positive, the student will be initially evaluated by the appropriate Department Chair, who will determine the need for further evaluation. The student will be subject to disciplinary action, including possible dismissal from the program. The office of the Provost/Vice President for Academic Affairs will be notified. Normal university procedures for student misconduct will be followed if the student decides to continue enrollment in the university. Failure to provide a specimen or deliberately interfering with the substance testing procedure also results in immediate program exclusion.
2. Once admitted to the nursing program any student who exhibits signs of impaired thinking or behavior during a campus or clinical laboratory session, will be relieved of further program activities until a decision is made regarding the drug screening.

4. Students are required to pay for all substance testing. The program assumes no liability for transportation of the student.
5. Students enrolled in nursing courses are required to submit to drug and alcohol testing prior to clinical experiences each semester/summer term. Students agree for any drug/alcohol test results by a participating clinical agency be released to Department of Nursing officials.
6. If excluded from the Department of Nursing, the student may apply for a probationary readmission to the Program of Nursing upon completion of a chemical dependency program listed as approved by the Mississippi Board of Nursing. The Program of Nursing will require any such applicant for readmission to the Department of Nursing to meet the same standards as any current applicant for initial admission to the Program of Nursing, as well as any additional standards and conditions the Program may impose related to assurance that the applicant is not chemically dependent, a chemical abuser, or in violation of any law.

7. If probationary readmission is granted, after-care monitoring will be required for the duration of the student's course of study.
8. Failure to abide by after-care monitoring requirements and/or evidence of continued chemical abuse or dependency shall be grounds for permanent dismissal from the Department of Nursing.

The student should refer to the "Drug and Alcohol Policy" and the Code of Student Conduct in the online Student Handbook (<http://www.muw.edu/handbook/handbook>) for the current academic year for information on University policies and procedures that are in addition to those of the Department of Nursing.

Adopted 5/97
 Revised 12/98
 1/09; 5/11; 5/13
 8/2019

STUDENT EVALUATIONS OF FACULTY: ASN students will have the opportunity to formally evaluate the faculty at the end of each course. This evaluation process is completed through Canvas. Instructions will be given prior to the start of the evaluation period. Further opportunities are provided for students to evaluate clinical facilities, each course, the program, and the resources and facilities of the Department.

GRADING SCALE: The Associate Degree Program uses the following grading scale for all examinations:

A	92 – 100
B	83 – 91
C	74 – 82
D	65 – 73
F	64 and below

The cover sheet to each course syllabus describes the course, pre-requisites, co-requisites, credit hours, evaluation, and attendance. Test dates for each course are published in course schedule calendars given to students at the beginning of each semester. **Students unable to take a scheduled test at the scheduled time should notify the ASN Program prior to the test.** All missed unit tests will be made up on one day designated by the faculty at the end of the semester. Test review for unit and make-up tests will be at the scheduled time ONLY and only by those students who have taken the test.

A GRADE OF AT LEAST A "C" MUST BE MADE IN THE THEORY COURSES, THE ACCOMPANYING CLINICAL COURSE, AND THE NURSING ROLE COURSE IN ORDER FOR THE STUDENT TO PROGRESS.

Grading policies for NU 112, 116, 216, 228, 235 and the elective courses will be described in the course syllabus for each specific course.

ROUNDING POLICY: Test grades and test averages are rounded to the nearest 10th. The final average is carried out two decimals and rounded to the nearest whole number. (Example: 73.49 = 73, 73.50 = 74)

RELEASE OF GRADES: All unit test grades will be posted on Canvas. Students will check Canvas for their grades following each test. Final course grades for all nursing courses will be posted on Banner Web.

Students are responsible for checking their final grades to determine their status in the ASN program. **If a student makes below a “C” in any required course, the student must make an appointment with the Chair of the ASN Program, prior to the end of the semester, in order to receive career counseling. It is the responsibility of any student, who is not eligible to progress, to drop all nursing classes from their schedule on Banner Web.** The ASN Readmission and Progression Policies are outlined in the ASN Student Handbook. NO GRADES WILL BE GIVEN TO ANYONE OVER THE PHONE.

PERMISSION TO GIVE OUT INFORMATION (RELEASE): In the Fall semester of the Freshman year the student will obtain the ASN Student Handbook which will include policies and procedures pertaining to associate degree nursing students. During orientation a form will be given to each student for his/her signature verifying understanding of policies and procedures in the ASN Student Handbook. Included on this form will be an authorization for the Associate of Science in Nursing Program and MUW Department of Nursing to release information to prospective employers and/or institutions of higher learning for the purpose of references and verification of enrollment and graduation. The student’s signature on this form will give the Associate of Science in Nursing Program and the Department of Nursing that authority.

GENERAL COMPLAINTS:

Complaints are considered as written concerns addressing dissatisfaction with the program. The complaint must be submitted in writing within two weeks following the concern.

GRIEVANCES:

Grievances are written statements to the Department of Nursing Undergraduate Grievance Committee regarding the student’s perception of inequitable treatment in reference to the program’s policies and procedures.

Undergraduate Student Grievance Committee Guidelines

Membership: Five (5) faculty members appointed by the Dean
 Two (2) from the ASN Program
 Two (2) from the BSN Program
 One (1) additional member from the program of the appointed Chair.

 Two (2) students selected by the department chair
 One (1) ASN Sophomore
 One (1) BSN Senior

Chairperson: Appointed by the Dean from the selected faculty committee members. According to Robert’s Rules of Order, the chair votes only in the event of a tie vote.

I. Purpose

1. To consider student academic grievances concerning possible violation of due process which have not been resolved to student satisfaction at the program level. An academic grievance is defined as written statement submitted by a student claiming that a specific academic action or decision applied to the student is perceived as unfair or inequitable in

comparison to similar treatment of peers related to current policies or practices governing nursing students.

2. To make recommendations regarding the student's written complaint.
3. To annually review this policy and submit recommendations to the Department of Nursing when changes are indicated.

II. Procedure

- A. The student must begin the process for resolution of the problem within five (5) working days of the faculty written notification of the incident so the student's academic progress is not hindered. In order to receive due process in relation to his/her grievance, the student must proceed through all proper channels of communication in sequence as outlines below.
 1. **Faculty** – The student must initiate an appointment with the specific faculty involved in the grievance. The student and involved faculty will complete and sign the form "Student Documentation of Channels of Grievance Procedure." This form must be completed prior to any further grievance proceedings by the student.
 2. **Department Chair** – The student must initiate an appointment with the department chair if the student was unable to resolve the grievance to his/her satisfaction with the involved faculty. The involved faculty will be allowed to respond to the grievance at this meeting with the department chair. The student, involved faculty, and department chair will complete and sign a second "Student Documentation of Channels of Grievance Procedure" form. This form will be filed in the student's private folder. This form must be completed prior to any further grievance proceedings by the student.
 3. **Student Grievance Committee** – The student must submit a written letter to this committee requesting a hearing. The student must also submit copies of the "Student Documentation of Channels of Grievance Procedure" forms that were completed during the student's meetings with the involved faculty and department chair respectively. This petition for a hearing **must** be submitted within five (5) working days following an unsatisfactory resolution at the program level.
 - a. If the grievance involves any member of the Committee, that member will abstain from participation on the Committee while that particular grievance is being considered. The Dean will then appoint another person to take the member's place.
 - b. The Committee Chairperson will send written notification to the involved department chair and faculty within three (3) working days after receipt of the student's letter requesting a hearing.
 - c. Evidence and background material concerning a grievance should be submitted to the Committee Chairperson by the department chair and

faculty within three (3) class days after notification of a request for a grievance hearing.

- d. The Committee Chairperson will set the earliest hearing date that does not conflict with the class schedules of any Committee member, student, or faculty involved. All persons involved shall be notified prior to the hearing date. The petitioning student will be notified in writing by registered mail or another written means of communication acceptable to the student at least three (3) days prior to the date of the hearing. The student will validate receiving notification.
- e. On the day of the hearing, the Committee will meet at least one (1) hour prior to the time of the student hearing to review all submitted evidence and documents concerning the grievance.
- f. At the time of the hearing, the student and involved faculty will be present. The committee may request to have the faculty and student present separately or together. The student and faculty each will be given full and equal opportunity to present evidence and witnesses who are relevant to the grievance. Only the involved faculty, student, witnesses, and Committee members are permitted to speak during the hearing. All discussion and evidence introduced at the hearing must be confined to the student's grievance that was written on the "Student Documentation of Channels of Grievance Procedure" form. The Buckley Amendment of 1974, protecting student privacy, prohibits any discussion of other students during a grievance hearing.
- g. If the student introduces another grievance issue at this hearing, he/she must take this new grievance through all the proper channels of communication in sequence as outlines in "Section A."
- h. The decision of the Committee must be based on sufficient and credible evidence. The decision will be made by the Committee in closed session per written ballot. All persons involved in the grievance will be notified in writing of the decision of the Committee within one (1) week of the hearing. The involved student will be notified in writing. A copy of this letter will be placed in the student's permanent file.
- i. Decisions made by the Committee must be complied with immediately by both faculty and student; however, both student and faculty have the "right of appeal." The next level of appeal in the grievance process is a written appeal to the Dean, initiated by the student or the faculty within 5 working days of notification of the decision.

*all underlined words are the essential elements of due process (Fiehe v. R.E. Householder Co. 125 So.2, 7 (FL 1929) & Black's Law Dictionary 6th ed.)

May 1995
September 1999
March 2005
October 2006
January 2007
October 2008
January 2009
May 2010
May 2013

Mississippi University for Women
Department of Nursing
Student Documentation of Channels of Grievance Procedure

I, _____, have attempted to resolve the following
(Student)

Grievance with _____. (Give details of
(Faculty/Department Chair)

Grievance below. May continue on back if needed.)

We have been able/unable to resolve the issue to my satisfaction at this time.

Signed,

Date

Student

Faculty

Department Chair

(Revised 10/06)

Reviewed: January 2007, January 2009, May 2010

PROGRESSION AND READMISSION:

PROGRESSION POLICY – ASN PROGRAM

Once admitted to the Department of Nursing:

1. All non-nursing co-requisite courses must be passed with a grade of a “C” or above before proceeding to the next semester. The biological science courses may be failed only once.
2. A grade of “C” or above is required in each required nursing course (NU 112, 114, 115, 116, 124, 125, 126, 144, 145, 214, 215, 216, 224, 225, 228, and 235). A student who makes a “D” or lower in any nursing course is automatically excluded from the ASN program and must petition for readmission. A student may be readmitted only once to the ASN program. If only one course component is failed it is considered as one failure. If more than one course is failed concurrently (in the same semester) it is also considered as one failure. A student who fails to make a “C” or above on any required nursing course, following readmission, is permanently excluded from the ASN program and is ineligible for readmission. See readmission policy for exception.
3. For each theory nursing course with an accompanying clinical course (NU 114/115, 124/125, 144/145, 214/215, 224/225, or NU 235) a grade of a “C” or above is required in the theory course and the accompanying clinical course in order to progress. If this does not occur, both the theory and the clinical course must be retaken together. If only one course component (theory or clinical) is failed it is considered as one failure; if both theory and clinical components are failed concurrently it is also considered as one failure.

4. A “WF” in a nursing course or in a biological science course is considered as a failure in that course.
5. A student who fails a nursing course for unsafe practice, unethical or illegal conduct will be dismissed from the program and will not be eligible for readmission to any program in the Department of Nursing.

Reviewed May 2012

READMISSION POLICY – ASN PROGRAM

Students may be readmitted to the ASN Program only once. Students who are ineligible to return to the Department of Nursing due to two nursing failures and who have become Licensed Practical Nurses with a current unencumbered Mississippi license and at least 2 years work experience as an LPN may be considered for a second readmission into the Associate Degree Program.

1. Students must petition in writing to the ASN Readmission Committee.
2. The Readmission Committee will meet as needed on a date determined by the committee.
3. Students must obtain an MUW and an overall grade point average of 2.5 prior to readmission to the Associate Degree Program.
4. Students who have been dismissed from the program for unsafe practice, unethical or illegal conduct will be excluded from the Associate Degree Nursing Program and will be ineligible for readmission to any program in the Department of Nursing.
5. Generic students who are ineligible for readmission in the BSN nursing program are ineligible for readmission into the Department of Nursing and therefore ineligible for admission into the ASN Program.
6. The transcript, clinical record, and letter of petition for each student will be reviewed by the Readmission Committee. Within three (3) working days after review, the committee will make recommendations and notify each student. The Readmission Committee chairperson will then inform the program chair of the committee’s recommendations.
7. Students who are unsuccessful in NU 114 and/or NU 115 (Generic 1st semester) or NU 144 and/or NU 145 (LPN-APO Summer) will have to reapply to the program for the next year and compete for a spot in the program. Students who are unsuccessful in NU 112 and/or NU 116 **only** will be eligible to return the following fall semester. Readmission to the 2nd, 3rd, or 4th semesters will be conditional on a space available basis according to the number of faculty and availability of clinical facilities.
8. Students will be readmitted under requirements of the current catalog.
9. Students petitioning for readmission who have been out of the ASN nursing program for two (2) or more academic years will be considered for readmission to the ASN program on a case by case basis by the Department Chair.

Revised Spring 2017

TESTING PROCEDURES/MAKE-UP POLICY:

1. Testing times are listed on all course schedules.
2. If paper testing, students will be responsible for purchasing Scantron answer sheets for the semester and submitting them to the faculty prior to Test 1 EACH SEMESTER.
3. Books, notebooks, purses, and technological devices (i.e. cell phones, watches, computers etc.) are to be placed in a designated area.
4. Students who choose to wear earplugs during testing must only use foam earplugs or ones without wires.
5. No hat/cap may be worn during testing.
6. Tests are administered at the time scheduled. If a student is late for a test, the student will not be allowed to enter the classroom or testing center. The student will have to make up the test on the designated make-up test day. Also, if a student fails to bring or have charged their laptop Needed for test-taking, the student will have to makeup the test on the designated makeup test day.
7. If a student is late for a final exam, the student may take the exam with no additional time allotted. The student must call and notify the program office that he/she is going to be late in order to enter the exam.
8. All faculty will be present for their level tests.
9. If paper testing, answer sheets and test booklets will be distributed by the faculty.
10. The amount of time allotted for each test will be announced prior to the test.
11. Students should raise their hand if they have any clerical questions. Only questions related to typographical errors will be answered by faculty.
12. Students are to keep both hands on the top of the table during testing.
13. Following the test, students should leave the test area quietly.
14. Grades will be posted on Canvas within one week of the test date.
15. Tests will be reviewed according to the test review procedure.
16. Students unable to take a test at the scheduled time should notify the ASN Program (329-7311) or the Department of Nursing (329-7299) **prior** to the test. Notify the ASN program by voice messaging if unable to speak with someone directly **and** e-mail to asn@muw.edu so we can have written documentation.
17. All missed tests will be made up on one day designated by the faculty at the end of the semester. The make-up test will not be the same test that was missed. The format of make-up

tests may be multiple choice, discussion, or short answer. Make-up tests may have more or less questions than the test missed.

18. Due to Covid-19, any **excused** absence allows the student the option to test online via our ExamSoft proctoring system or take a makeup test on the scheduled date. Faculty must be notified by 5pm the day before the test. If testing online, students must complete the test at the scheduled time on the syllabus calendar. Also, other testing policies as listed here apply.
19. For online proctoring systems and testing, the following guidelines apply:
 - a. Students consent to both video and audio recording when they participate in remote testing.
 - b. Test results are unofficial until faculty are able to fully review all videos, recordings, and/or artificial monitoring reports.
 - c. All students must log into their test no later than 15 minutes after the assigned testing time. If not, faculty can hold the student to the university policy for Academic Integrity and penalize the student accordingly.
 - d. Disruptions in the video, audio, and/or issues determined by the artificial review results will be reviewed by faculty, and decisions regarding the integrity of the testing submission will ultimately be decided by faculty. Any abnormal findings can result in the faculty dismissing the test submission and penalizing the student at the faculty members' discretion. This can include receiving a zero on the test submission.

Revised Spring 2020

TEST REVIEW:

PURPOSE: Identify correct responses for each test item. Give rationale for the correct and incorrect responses. Test review is a learning experience and all students are encouraged to participate.

1. Test review will be held outside class time and only for students who have taken the test. Times will be listed on class schedules. This will be the only structured time the tests will be reviewed. Roll will be taken. All students must remain for the entire review period.
2. All faculty will be present.
3. If paper testing, original answer sheets will be given to the students along with the test booklet. All books, papers, purses, pencils and pens and technological devices (i.e. cellphones, watches, computers etc.) will be placed in a designated place in the classroom. No tape recorders may be present. If computer testing, students will be allowed to view their test form at a scheduled time.
4. Faculty will review and clarify the most frequently missed questions and other questions as requested.
5. Students are encouraged to assist each other to think through correct responses for all items causing question or disagreement for paper testing test review. For computer testing test review, students must remain quiet but can seek instructor feedback as needed.
6. Faculty will further clarify questions students ask.

7. Questions that are challenged will be dealt with on an individual basis outside of the review with the content instructor.
 8. If paper testing, answer sheets and test booklets will be taken up and filed in the program office.
 9. Students not attending the scheduled review are not eligible for an individual review with the instructor. Students may review their tests independently with a proctor present. Failing students may review their tests independently with a faculty member present in order to assess their test taking skills. A make-up test review day will be scheduled on one day designated by the faculty at the end of the semester, if needed.
- * If completing in a remote environment, all procedures noted above still apply.

Revised Spring 2020

TECHNOLOGY POLICY

1. All students will own a portable laptop.
2. The computer needs to have a copy of (and be able to run) the most current version of Firefox, Chrome, and Microsoft Office.
3. The computer should meet the minimum requirements of the programs, testing system, Examsoft (exemplify.com).
4. The laptop should also have the latest virus protection as directed by the university information technology department.
5. Laptops should always be physically secured in all settings. The nursing program cannot be held responsible for any loss or damage.
6. No patient information should be stored.

Created Spring 2019

REMEDIATION POLICY

If a student makes 77 or less on a unit test, he or she will be required to attend test review and complete a remediation assignment. The remediation assignment is determined by faculty and must be completed within (1) one hour following test review. Absence of test review must be pre-approved by the department chair and/or the level coordinator. If an approved absence is granted, the student must re-schedule a time to review the test and complete the remediation assignment at that time. Refusal to participate in the remediation assignment will result in violation of the Civility Policy. If a 77 or less is made on the first test, an "Individual Plan for Success" (IPS) will be initiated by the student and faculty. At midterm, faculty will conference with the student concerning progress.

TUTORIAL HELP:

1. Students with questions about lecture may ask the faculty member responsible for that class.
2. Each student is responsible for seeking academic assistance from his/her clinical instructor by appointment. Guidance and suggestions about study habits and assistance with course content will be provided if requested.

3. Tutorial help in non-nursing courses can be sought in the appropriate department or in the Student Success Center.
4. Students will be referred to appropriate sources of help when they identify themselves as having difficulty with testing, anxiety or a learning disability.
5. Elective courses (NU 105 and NU 106) are offered to assist students to adapt to the ASN Program.

Revised Spring 2014

ASN RETENTION PLAN
“Apply, Succeed, and Progress”
(ASAP)

The ASN faculty is committed to helping the student succeed and progress during the program. The student’s success is the faculty’s ultimate goal. ASAP is a multiple approach plan to aid in the student’s progression from the first semester through the fourth semester.

I. APPLY

- A. Application of prior knowledge and skills is an essential element in completing the ASN program. The ASN program requires Human Anatomy & Physiology I and II with labs, and College Algebra, which supply students with the knowledge needed to enter the program. Subsequently, students are able to apply the knowledge, skills, and attitudes gained in these courses to enhance nursing knowledge.
- B. Aside from the required prerequisites, the ASN offers and recommends one course for incoming freshmen during the first semester in the program. Learning Strategies is a one-hour elective that serves to introduce the students to the nursing profession by teaching strategies useful for nursing school. Successful students will then **apply** the knowledge, skills, and attitudes gained throughout this course to achieve success throughout the program.
- C. Learning how to **apply** the course material is a vital part of being successful in the ASN program. ATI NurseLogic Tutorial is encouraged to be used by students in an effort to help them better understand how to **apply** the learned knowledge. NurseLogic consists of 5 tutorial sessions: critical reading, strategy techniques, nursing guidelines, prioritizing questions, and mastering alternative item formats. These tutorials assist the student in being able to use the nursing process, problem solving skills, and prioritization in taking the unit tests. Students also learn how to **apply** their knowledge when completing alternative format items on tests. After reviewing tutorials and completing practice tests in NurseLogic, students are able to apply the learned skills throughout the ASN program.

II. SUCCEED

- A. In order to **succeed**, barriers to student success in nursing programs, such as lack of academic preparation and basic skills, job responsibilities while in school, family responsibilities, student attitude, and financial issues and responsibilities are assessed. Each student will complete a

“Barriers to Success” (BTS) form prior to the beginning of the first semester of the program or prior to the beginning of NU 144/145. When applicable, the clinical adviser and/or academic advisor will complete an “Individualized Plan for Success” (IPS) form, which includes identified barriers and recommended actions. If necessary, this may be done after the first tests of the semester. Recommended actions may include appropriate referrals, such as academic support and counseling services. Each student will be encouraged to develop academic goals during faculty/student conferences. Twice a semester (mid-term and end of semester) the clinical and/or academic advisor will update the IPS form with test scores and other assessment data.

- B. Learning Strategies (NU 106) is offered as a one hour elective course taken concurrently with NU 112, NU 114, and NU 116 to help facilitate the transition into the nursing program and help the student succeed throughout the entire program. This helps enhance the learning experience by addressing anxiety, stress, study habits, and test taking skills. The student will determine his/her learning style by the You Are Smarter Than You Think Learning Inventory. Based on the student’s results, faculty will recommend study and test taking strategies. Focus will be given to NCLEX style questions.
- C. Faculty are committed to helping students **succeed** and realize that a variety of teaching/learning methodologies are necessary for student success. The following is a list of methods used in the ASN program to promote success:
- Internet search engines in the classroom to present evidence-based practice
 - Patient scenarios
 - Games
 - Props
 - Lecture
 - Group work
 - Change up
 - Simulation
 - Double note taking
 - Trivia
 - Flashcards
 - Think Tank
 - Grab bag play
 - Concept mapping
 - NCLEX type questions throughout lecture
 - NCLEX type questions on bulletin boards
 - ATI (Assessment Technology Institute, Inc.) Learning Systems RN Tutorial, Practice and Proctored ATI Tests
 - Focused Workshops: Charting/Assessment
 - Flipped Classroom
 - Self-Assessment
- D. In order for a student to **succeed**, it is important that the student understand content in questions missed on each unit test. Faculty will provide a test review after each unit test. Test review will be scheduled outside of class time. Most missed questions will be discussed as well as other requested questions. If a student makes 77 or less on a unit test, he or she will be required to attend test review and complete a remediation assignment. The remediation assignment is determined by the faculty and must be completed within one (1) hour following

test review. Absence of test review must be pre-approved by the department chair and/or the level coordinator. If an approved absence is granted, the student must re-schedule a time to review the test and complete the remediation assignment at that time. Refusal to participate in the remediation assignment will result in violation of the Civility Policy. If a 77 or less is made on the first test, an IPS plan will be initiated by the student and faculty. At mid-term, faculty will conference with the student concerning progress.

- E. To further help the student to **succeed**, any student may make an appointment with faculty responsible for test content for a more focused review. A Content Review Form (CRF) may be completed at this time and filed in the student's permanent file.
- F. Once the first semester of the program begins for a new student, a faculty member will be assigned as the student's advisor. Advising for semester course scheduling is mandatory and will take place according to the Registrar's designated time period. It is the student's responsibility to make an appointment with his/her advisor for course scheduling each semester. Faculty will monitor student course progression and record grades on the Progress Check Sheet (PCS). Faculty will be available for additional appointments concerning university policies and procedures. (i.e. Add/Drop, Withdrawal, Academic Second Chance, etc.)
- G. Early advising based on admission ranking is also completed (BTS). Focused remediation (ATI) is also completed for low CTA scores.
- H. At any time during a semester an academic or clinical advisor may conference with a student concerning class content, grades, and/or clinical performance. However, at midterm, if a student's test average is 77 or below, the student is considered high risk and is required to meet with his/her clinical advisor. At this time, the student will reflect upon his/her classroom and/or clinical performance. Academic goals may be written or rewritten and learning strategies discussed. The clinical advisor will record pertinent information, including test scores, on the IPS twice a semester (Mid-term and end of semester). After the conference has occurred, the advisor may refer the student to the program chair for further counseling.

III. PROGRESS

- A. A grade of "C" must be achieved in each course required in the curriculum, in order for the student to **progress** to the next semester in the program. Refer to each course syllabus for specific evaluation methods related to each course.
- B. It is important that the student have an understanding of content presented in each course in order to **progress** to the next semester in the program. In an effort to emphasize the importance, the ATI Comprehensive Assessment and Review Program will be utilized. The ASN ATI Policy is as follows:
 - 1. At the beginning of the semester students will receive a set of ATI content resource books for use during each semester. Computer codes will be given to students for testing access.
 - 2. There will be thirteen (13) proctored mastery assessment tests given throughout the program as listed below:

1 st Semester	2 nd Semester	Summer APO	3 rd Semester	4 th Semester
Critical Thinking (Pre-test) Pharmacology Self-Assessment	Maternal/ Newborn Fundamentals	Maternal/ Newborn Fundamentals Pharmacology	Fundamentals Retake at end of 3 rd semester	NU 224: Med/Surg Pediatrics Mental Health NU 228: Community Nutrition Critical Thinking (Post- test)

3. Students may prepare for each mastery test by assessing their knowledge through use of two practice assessment tests prior to taking each proctored mastery test. Both practice tests will generate a report for the student identifying strengths and weaknesses and will provide content references in the ATI Resource Books for questions missed. The practice tests will be available online and can be taken at any time and as many times as the student would like.
4. Proctored mastery content tests will be scheduled during each semester as noted above and the date will be designated in each course syllabus in the class. Students may use their own laptop computers in the classroom or utilize computers in Martin Hall's Learning Resource Center or in McDevitt computer lab as assigned by faculty.
5. Students will have two opportunities to pass a mastery test. Students must score at Proficiency Level II in order to pass the test. Proficiency Level II consists of a range of scores which indicates recommended student performance.
6. If a student must take a second ATI mastery test, he/she is required to remediate between the 1st and 2nd tests. In order to take the 2nd test, students must have completed the ATI focused review for each missed content area. Failure to turn in the required remediation work will result in the student forfeiting the 2nd ATI mastery test attempt, receiving the 1st attempt's score, therefore missing the opportunity to improve.
7. If a student misses an ATI mastery test for any reason, the student will have to complete the test on the scheduled ATI Test Make-Up day. Remediation requirements, if applicable, are the same if the student does not score at Proficiency Level II on the 1st make-up mastery test as the first ATI mastery test.
8. NU 124 unit tests will be averaged and will count 95% of the overall unit test average. ATI mastery tests will count 5% of the overall unit test average. The overall unit test average will count 2/3 of the final course grade and the final exam grade will count 1/3 of the final course grade. If more than one ATI mastery test is given in the same semester, the number of tests will be divided into the 5 points. Example – if two tests are given, each test will count 2.5 points each. If three tests are given, each test will count 1.67 points. The student must score at Proficiency Level II in order to get the points added to their unit test average.

Examples: Computation of ATI Score in Unit Test Average

Example #1

Student has unit test average of 80. Student met benchmark(s) of ATI mastery test(s), which entitles student to get 5 points (which is 5% of overall average) added to unit test average. The unit test average counts 95% of overall unit test average ($.95 \times 80 = 76$). Add $76 + 5 = 81 =$ overall average of unit test average (95%) and ATI points (5%). Student's final exam grade is 76. To calculate final grade for the course:

$(81 + 81 + 76) / 3 = 79$ (Overall unit test average counts 2/3 and exam grade counts 1/3 of final grade.)

Example #2

Student has unit test average of 74. Student met benchmark(s) of ATI mastery test(s), which entitles student to get 5 points added to unit test average. The unit test average counts 95% of overall unit test average ($.95 \times 74 = 70.3$). Add $70.3 + 5 = 75.3 =$ overall unit test average (95%) and ATI points (5%). Student's final exam grade is 69. To calculate final grade for the course:

$(75.3 + 75.3 + 69) / 3 = 73.2 =$ final grade

Example #3

Student has unit test average of 76. Student did not meet benchmark for ATI mastery test(s). Therefore no points will be added to unit test average. $76 \times .95 = 72.2 =$ overall unit test average. The final exam grade is 79. To calculate final grade for the course:

$(72.2 + 72.2 + 79) / 3 = 74.46 =$ final grade

Example #4

Student has unit test average of 86. Student does not meet (Proficiency Level II – ATI benchmark) of 1st ATI mastery test and student chooses NOT to do remediation. Student forfeits opportunity to take 2nd ATI master test and the final exam. $86 \times .95 = 81.7 + 0$ (no points for ATI) = 81.7 = overall unit test average. The final exam grade is zero (0). To calculate final grade for the course:

$(81.7 + 81.7 + 0) / 3 = 54.46 =$ final grade

NU 224

The student will be required to complete the ATI RN-Psych, RN-Nursing Care for Children and Rn-Medical Surgical Mastery Tests. Students may prepare for each mastery test by assessing their knowledge through the use of two practice assessments tests prior to taking each proctored mastery test. All practice tests will generate reports for the student identifying strengths and weaknesses and will provide content references in the ATI Resource Books/DVDs for questions missed. The practice tests will be available online and can be taken at any time and as many times as the student would like. Students do not have to verify use of practice exams. The student will have two opportunities to obtain

a Proficiency Level II on the three ATI mastery tests. The first attempt will result in the following grading score: Proficiency Level III 93, Proficiency Level II 83, and Proficiency Level I 73 and Proficiency Level below Level I 63. The second attempt will result in the student being able to add five points to the first grade by achieving a proficiency level higher than the first attempt. If the student makes lower on the second attempt, no penalty is given. The average of the three mastery ATI tests will count as one unit test grade.

- C. Students who are not successful in a nursing course will be conferenced by the program chair. A plan will be developed to help the student achieve readmission into the program and progress to graduation. The process for readmission into the ASN program will be discussed.
- D. A required NCLEX-RN® Review course is taught during the last semester of the ASN curriculum. The goal of this course is to continue to develop the students' clinical problem solving skills to enhance future success on NCLEX-RN® and to help develop professional accountability. The students will take a designated number of ATI proctored focused assessment tests and the proctored assessment tests. Students will also take an NCLEX-RN® Predictor test. These tests will enable the students to identify their strengths and weaknesses and readiness for NCLEX-RN®. The students will also utilize the Lippincott Prep-U course to enhance their preparation for NCLEX-RN®. Faculty will consider a combination of factors to identify students at risk for failure on the NCLEX-RN®. These factors which have been identified as predictors of success are the results of all focused assessment tests, proctored assessment tests, RN Comprehensive Exam, the NCLEX-RN® Predictor test, course averages, readmission to the ASN program, ACT scores, and entering GPA. Based on the results of these predictors, the faculty will meet with identified high risk students to determine a success plan for the NCLEX-RN®. The developed plan should help guide the students toward progression of becoming registered nurses.
- E. To enhance the students' knowledge in pharmacology for preparation for NCLEX-RN®, first and fourth semester students will be required to participate in a four-hour Pharmacology Workshop, which will be held in the fall and spring semesters respectfully.
- F. In an attempt to provide the best preparation for NCLEX-RN®, fourth semester students will be required to participate in a three-day live NCLEX-RN® Review Course presented by a national reviewer on the MUW campus. The review will take place after and prior to graduation.

Revised Spring 2019

CELL PHONES

Cell phones are not allowed to be accessible (visibly and/or audibly) for use during class or clinical time. Cell phones may only be used during break times during class. Students are to give the program office number (662-329-7311) to anyone who may need to contact them in case of an emergency. Cell phones are not to be used in the LRC or Skills Lab.

CHILDREN IN CLASS

Children are not allowed in the classroom, LRC or Skills Lab. Children should not accompany students for scheduled appointments with faculty.

Civility Policy

The purpose of the Civility Policy is to provide guidelines for the expected behavior of students enrolled in nursing programs at Mississippi University for Women (MUW). MUW nursing students are expected to maintain standards of professionalism and personal integrity and act in a manner that demonstrates civility and respect for others' welfare, both inside and outside the classroom.

The American Nurses Association's Code of Ethics (2001) states that a nurse "practices compassion and respect for the inherent dignity, worth, and uniqueness of each individual." Nurses are also expected to collaborate and communicate with peers and patients effectively (ANA, 2010). The Mississippi Board of Nursing Administrative Code also outlines unprofessional conduct that could require sanction or punishment (2012). Therefore, our nursing students are held to the same standard of professionalism and personal conduct.

Students are not to engage in disruptive behaviors. Disruptive behavior is defined as any disrespectful or uncivil conduct that interferes with teaching, learning, or classroom/clinical activities. This type of behavior makes teaching and learning difficult for others.

Such behavior can result in disciplinary warning, being removed from the classroom/building by the MUW campus police, dismissal from the program, and/or other appropriate authorized penalty in accordance with local, state, and federal law. **The instructor has the authority to determine which behaviors are disruptive to the learning environment.**

Types of disruptive behavior in the learning environment may include, but are not limited to, the following:

- Making distracting noises
- Persistent speaking without being recognized
- Repeated interruption
- Personal insults
- Physical threats
- Sarcasm
- Rudeness
- Taunting
- Profane, disrespectful, or threatening language
- Harassing, demeaning, or degrading behavior (name calling, eye rolling, heavy sighing, slurs)
- Inappropriate physical contact (pushing/shoving, finger pointing, bumping into an individual)
- Outbursts of anger, yelling, bullying
- Throwing objects
- Refusal to answer questions
- Leaving class early without justification
- Leaving and re-entering the classroom once class has begun
- Studying or working on an assignment for another class during class time
- Sleeping in class
- Passing notes
- Inattention
- Apathy
- Talking while others are talking
- Use of cell phone or other electronic device not approved for use during class time
- Refusal to comply with faculty or staff direction

Persistent and unreasonable demands for time and attention both in and out of class
Unwillingness to cooperate when a solution is being sought
Use of laptop computer during class for reasons other than classroom related activities
(Facebook, e-mail, surfing the Internet, etc.)
Inappropriate/unprofessional dress (tight or revealing clothing, etc.)
No-Show for scheduled appointment and failure to notify instructor
Coming to class under the influence of alcohol or illicit substances
Refusal to participate in class activities (group work, games, clicker use, etc.)
Challenging faculty knowledge and/or credibility
Arguing

*The above behaviors apply to not only face-to-face contact, but they also refer to phone calls, email, or electronic dialogue.

Failure to comply with the Civility Policy will jeopardize continuation within the nursing program.

By signing this document, you acknowledge that you are held to the above mentioned standard and may be subject to penalty if violations occur.

Student Signature: _____

Date: _____

Adopted Spring 2014
Revised August 2015

Procedure for Handling Violations of the Civility Policy

Major Violations (i.e. violations in accordance with the unprofessional conduct outlined in the Mississippi Board of Nursing Administrative Code, violations in accordance with the university Academic Dishonesty Policy, or any other repeated minor disruptive behavior violations) may be documented by the instructor on the “Documentation of Uncivil/Disruptive Behavior” form. This documentation will be discussed with the student and signed by persons involved. This documentation will become a permanent part of the student’s file.

The documentation of the event will then be reviewed by the program director for the program in which the violating student is enrolled. The program director will review the documentation and decide the appropriate course of action. Action may range from verbal discussion to dismissal from the program.

Mississippi University for Women
College of Nursing
Documentation of Uncivil/Disruptive Behavior Form

Student Name _____

Instructor Name: _____

Nursing Course: _____ Date: _____

Description of Incident (to include specific behaviors noted): _____

By signing below, I acknowledge that I have been informed of this documentation, and I realize the potential implications for my continuation in the nursing program.

Student Signature: _____

Instructor Signature: _____

Lockdown Plan for ASN Program

Definition – A lockdown is designed to prevent people from entering or leaving a building. Additionally, movement inside the building is restricted. The term “lockdown” will be used to indicate a possible or imminent threat from an armed or dangerous person(s) on campus or in Martin Hall.

Shooter on Campus

1. Lock all outside doors – First floor staff
2. If class is occurring, faculty are to lock classroom doors, turn out lights, close blinds, silence all cell phones, and have all students go to the front of the classroom and huddle on the floor. If there is not enough room students are to get under first row of desks. Faculty should do the same.
3. If faculty are not in a classroom with students, faculty, and staff are to go to the safe room. The program office door and the safe room door should be locked. All lights should be turned off.
4. If possible faculty should shut off office lights in their offices and close the doors before going to the safe room.
5. If students are in the halls they should go to the safe room or find a place to hide, preferably in a room that can be locked and out of plain sight. Blinds should be closed and all should stay close to the floor away from the window.
6. Faculty, staff, and students should move quickly; don't wait for others to validate your decision. Leave your belongings behind.
7. Once everyone is in the safe room, call or text Executive Assistant or Dean of your status and notify 911.
8. Faculty and staff are to stay in the safe room until notified all clear.

Shooter in Martin Hall

1. Once the lockdown is declared, all doors leading to the outside should be locked.
2. Immediately find a safe place. If students are in class lock and barricade doors, close blinds and get students close to the floor, away from the doors and silence all cell phones. Use desks and chairs for protection.
3. If faculty are in their offices, immediately lock and barricade the door, turn out the lights, close blinds, silence cell phones, and get under the desk.
4. If faculty and students are in the hall, immediately move out of the hall to the nearest safe place, preferably a room that can be locked and barricaded, close blinds and get behind furniture or equipment.
5. If you are in a room that cannot be locked try to barricade or block the door with a table or other heavy object. Turn out the lights, close blinds, and silence cell phones.
6. Be as quiet as possible.
7. Notify 911 if possible.
8. Remain calm.
9. If shooter's intentions are lethal, develop survival mindset. Do whatever it takes to stay alive.
10. Stay in safe area until notified all clear.

**Mississippi University for Women
College of Nursing and Speech-Language Pathology
Student Background Check Policy**

I. Applicability

The College of Nursing and Speech Language Pathology (CON&SLP) Student Background Check Policy applies to all students admitted to the programs in CON&SLP at Mississippi University for Women (MUW) that includes, or may include at a future date, assignment to a clinical healthcare facility. MUW CON&SLP programs that require a criminal background check include:

- Associate of Science in Nursing
- Bachelor of Science in Nursing
- Masters of Science in Nursing
- Doctorate of Nursing Practice
- Masters of Science in Speech-Language Pathology

II. Policy Statement

All CON&SLP students must submit to and satisfactorily complete a criminal background check after selection and prior to enrollment into a nursing or speech-language pathology program. Admission may be rescinded and reversed based on the findings of the student's criminal background check.

Students who refuse to submit to a criminal background check or do not provide satisfactory findings will be dismissed from the program.

III. Rationale

- A. Healthcare providers are entrusted with health, safety and welfare of patients, have access to controlled substances and confidential information, and operate in settings that require good judgment and ethical behavior. An assessment of a student's suitability to function in such a setting is necessary to promote the highest level of integrity in healthcare services.
- B. Clinical facilities are increasingly required by accreditation agencies, such as "The Joint Commission", to conduct background checks for security purposes on individuals who provide services within the facility and especially those who supervise care and render treatment. To meet this requirement, MUW will conduct criminal background checks for students and faculty.
- C. Clinical rotations are an essential element in nursing and speech-language pathology programs. Students who cannot participate in clinical rotations due to criminal or other "disqualifying events as defined in state law" revealed in a background check are unable to fulfill program requirements. Additionally, most healthcare licensing agencies require individuals to pass a criminal background check as a condition of licensure or employment.
- D. MUW is obligated to meet contractual requirements contained in affiliation agreements between the University and various healthcare facilities.

- E. MUW is obligated to meet Mississippi State Law as stated in § 43-11-13, Mississippi Code Annotated:

“If the fingerprinting or criminal history record checks disclose a felony conviction, guilty plea or plea of nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section § 45-33-23(g), child abuse, arson, grand larceny, burglary, gratification of lust or aggravated or felonious abuse and/or battery of a vulnerable adult that has not been reversed on appeal or for which a pardon has not been granted, the student shall not be eligible to be admitted to the healthcare professional/vocational technical academic program of study.”

- F. Based on the above rationale and if any clinical agency refuses to accept a student for clinical experience, the student will be excluded from the program.

IV. **Background Check Report**

- A. Obtaining a Background Check Report (**All background checks must be obtained from MUW Police Department**)

MUW Police Department will conduct criminal background checks through the Mississippi State Department of Health (MSDH). Students complete all required paperwork and pay the designated fee through University Accounting. Students will present in person for fingerprints and will provide valid ID(s) according to the police department’s requirements. The MSDH will report back to the MUW Police Department any findings in regard to the background check. The MUW Police Department will forward the letter from MSDH to the student. The student is responsible for submitting a copy of the letter to the program office according to the program requirement. The letter will state either “No disqualifying events” or “The student may have a disqualifying event.”

- Students who complete the criminal background check with no disqualifying event(s) or exclusion(s) identified by contracted clinical affiliates will receive a two-year, notarized letter from the MUW Police Department.
- If a student’s letter states that a “disqualifying event” is apparent, the student must submit a “rap sheet” report to the program chair and to each contracted or assigned clinical site with full explanation of the conviction(s) or disposition of charge(s). The Department of Human Resources from each facility will notify the program’s department chair in writing if the student may or may not attend the facility for clinical experience. If a student is denied clinical experience at any one facility the student will be informed by the program department chair that he/she is excluded from the program.

Background check results from an agency other than MSDH will not be accepted.

All students will be required to have a criminal background check, including students currently employed in local and regional clinical affiliates. “Employer Letter” from human resource managers, clinical affiliates, etc., will not be accepted in lieu of a current background check. Students are responsible for payment of all fees charged for the background check prior to the fingerprinting.

B. Scope for Criminal Background Check

A comprehensive criminal history search will be conducted of all state and federal databases. Noted will be all convictions, deferred adjudications or judgments, expunged , and pending criminal charges. The student will be responsible for providing any necessary documentation showing disposition of charges.

V. Confidentiality and Recordkeeping

- A. Background check reports and other submitted information are confidential and may only be reviewed by University officials and contracted clinical facilities in accordance with the Family Education Records and Privacy Act (FERPA).
- B. Background check reports and other submitted information of students will be maintained in program offices until graduation. Graduate files are maintained in the Dean's office or other designated areas.

VI. Other Provisions

- A. A background check will be honored for two years of enrollment if the student is continuously enrolled. A student who has a break in enrollment is required to complete a new background check. A break in enrollment is defined as non-enrollment of at least one semester in the approved curriculum of the degree program. Retention/repeating students will be required to submit another background check once readmitted in the program.
- B. After admission into any program in the CON&SLP, students must report any arrests or disqualifying events that occur after their initial criminal background check. The student must report such events to the appropriate department chair. Failure to report is grounds for dismissal from the degree program.
- C. In the event a clinical site requires an additional background check, students are required to comply. Payment is the responsibility of the student.
- D. Falsification of information, including omission of relevant information concerning a criminal background check will result in dismissal from the degree program.

Mississippi University for Women
College of Nursing and Health Sciences
Attestation Form

I _____ attest to the following (select one):

_____ I have not been charged with, or convicted of, a criminal offense nor have I become the subject of any criminal proceedings in any manner whatsoever.

_____ I have disclosed in writing to the Program Director any charges or convictions that I have been the subject of, and any instance in which I have been the subject of any criminal proceeding.

Furthermore, I attest that I am a student in good standing at Mississippi University for Women.

I understand that I must inform the Program Director in writing within 48 hours if at any time I am convicted/charged with a criminal offense, have become the subject of any criminal proceedings or if I am no longer considered a student in good standing at Mississippi University for Women.

I understand agencies and clinical facilities may refuse my access to patients based on information obtained in my background screening reports or my status as a student at Mississippi University for Women. The agencies and clinical facilities' criteria for students may differ from the criteria of the College of Nursing and Health Sciences.

I release Mississippi University for Women, the Institutions of Higher Learning Board of Trustees, and their officers, directors, employees and agents from any liability or damage in connection with the release of a criminal background check.

If at any time during the course of my participation in the Nursing program, I am either arrested, charged, or convicted, I must disclose such event to the Program Director in writing regardless of the nature or the seriousness of the offense for which I am arrested, charged, or convicted no later than 48 hours after such an event. Failure to do so may result in my dismissal from the program.

Student Signature

Student Name (Print)

Date

III. PRE-CLINICAL REQUIREMENTS

CPR (BASIC LIFE SUPPORT): Certification in American Heart Association's Basic Life Support (BLS) Health Care Provider will be required for freshmen students (NU 115) entering clinical courses. Sophomore students will be required to have current CPR certification for both fall and spring semesters. Certification is good for two years.

HEALTH INSURANCE: Students will be required to show proof of medical health insurance, which is current prior to attendance of the first clinical experience. A copy must be submitted to the clinical instructor for the student's file. Coverage needs to remain in effect for the length of the program.

CRIMINAL BACKGROUND RECORD CHECKS: Students are required to have a criminal background check in accordance with Mississippi Statue 43-11-13 regarding health care workers. This is to be done through the MUW Police Department at a specified time. If a student has any felonies or disqualifying events, he/she will be subject to exclusion from the Department of Nursing. More information can be obtained from the program chair's office. After admission to the nursing program, students must report any arrests or disqualifying events that occur after their initial background check. The student must report such events to the program chair. Failure to report is grounds for dismissal from the nursing program.

DRUG SCREEN: Students are required to have and pass a drug screening test done by a designated facility at a specified time. The program chair will have access to results; therefore it will not be necessary to provide proof.

MALPRACTICE AND LIABILITY INSURANCE: You must have malpractice insurance in order to participate in clinical experiences. You will be covered under the school's Blanket Professional Liability Policy. The cost is \$25 per year and will be included in your tuition as a course fee. Therefore, it is not necessary for you to purchase an individual policy.

AUTOMOBILE INSURANCE: Students will be required to show proof of purchase of automotive liability insurance which is current prior to attendance at the first clinical experience each semester. A copy must be submitted to the clinical instructor for the student's file. Auto insurance must provide proof that coverage remains in force for the length of the clinical experience. Students who do not own a vehicle and are not planning to drive to clinical must submit a written notarized statement attesting to that fact.

DRIVER'S LICENSE: A valid license is required and must be kept current.

PHYSICAL EXAMINATION: Students must have a complete physical examination prior to the beginning of clinical each year. Blank forms may be obtained from the Associate Degree Program office. Written proof of Immunizations (copy of original record), QuantiFERON Gold TB skin test and an influenza vaccination are required. You must have proof of two MMRs if born after January 1, 1968, proof of a Tdap within the last 10 years, Hepatitis B immunization, and varicella immunization or proof of immunity (titer).

Copies of all pre-clinical requirements **MUST** be submitted to the student's clinical instructor prior to clinical on a designated date. These forms will be filed in the student's folder.

Students who are not in clinical courses for more than one semester must submit an updated physical exam, a background check, and a drug screen prior to readmission into the program.

THE ABOVE CLINICAL REQUIREMENTS MUST BE SUBMITTED ON THE DESIGNATED DATE DETERMINED BY THE FACULTY.

NURSING PROGRAM PERFORMANCE STANDARDS:

Following are performance standards reflecting knowledge and skills needed by registered nursing students. Students must possess the knowledge and skills listed in order for perform in the clinical facilities.

**Knowledge and Skills of a Registered Nursing Student
Nursing Program Performance Standards**

Standard	Examples	
Mobility	Physical abilities sufficient to move independently from room to room, walk in hallways, maneuver in small places such as patient rooms, and medication rooms. <i>List any devices or accommodations which assist student in meeting this standard:</i>	Moves independently with patients from department to department, around the patient room, down the corridor, from one patient room to another, to take care of all patients on a team, and to assist in the transport of all patients from bed to bed, bed to chair. Walking, standing, sitting for long periods of time, stooping, lifting patients weighing over 40 pounds, squatting, reaching, twisting, bending, pushing, pulling, dragging, and climbing. Any other necessary mobility skills necessary to adequately perform safe nursing care.
Motor Skills	Gross and fine motor skills to practice safe and efficient patient care. Sufficient manual dexterity to manipulate equipment in the patient care setting. <i>List any devices or accommodations which assist student in meeting this standard:</i>	Manual dexterity to start a patient’s intravenous line, set alarms on monitors, draw up and give injections to patients without extraneous movements. Any other necessary motor skills necessary to adequately perform safe nursing care
Hearing	Auditory ability sufficient to monitor and assess health needs. <i>List any devices or accommodations which assist student in meeting this standard:</i>	Auscultation of breath sounds, heart sounds, blood pressure, bowel sounds, hearing alarms, call bells, telephones in patient care, converse with patients, family and staff from varying distances with varying audible sounds. Any other necessary hearing skills necessary to adequately perform safe nursing care.
Visual	Visual ability sufficient for observation and assessment necessary to provide safe patient care. <i>List any devices or accommodations which assist student in meeting this standard:</i>	Reading patient charts/flow sheets/monitors, drawing up and administering medications, assessing patient skin tones, reading thermometers, assessing wound status, non-verbal behaviors. Any other necessary visual skills necessary to adequately perform safe nursing care.

Tactile	Tactile ability sufficient for physical assessment and to provide safe patient care. <i>List any devices or accommodations which assist student in meeting this standard:</i>	Perform palpation, giving injections, starting IV's, sterile and non sterile dressing changes, urinary catheterization, assess skin temperature and texture, and assist with patient care activities. Any other necessary tactile skills necessary to adequately perform safe nursing care.
Communication	Communication abilities sufficient for interaction with others in coherent and concise oral and written form. <i>List any devices or accommodations which assist student in meeting this standard:</i>	Follow spontaneous verbal and/or written instructions, able to effectively communicate when teaching patients and/or families. Communicate the patient's response to therapy to other members of the health care team, document patient responses to therapy on health care forms utilizing various forms of media, consult with health care team members in a professional manner. Any other necessary communication skills necessary to adequately perform safe nursing care.
Interpersonal	Interpersonal skills sufficient for interaction with patients, families and groups from diverse backgrounds (cultural, emotional, intellectual) in a variety of health care settings. <i>List any devices or accommodations which assist student in meeting this standard:</i>	Converse effectively in stressful situations with patients, families and groups (codes, emergencies). Discharge teaching. Must be amendable to change behavior and be situationally adaptable upon faculty, staff, patient, or coworker recommendations. Be able to positively respond to constructive criticism. Any other necessary interpersonal skills necessary to adequately perform safe nursing care.
Critical Thinking	Critical thinking sufficient for clinical decision making. <i>List any devices or accommodations which assist student in meeting this standard:</i>	Competent assessment of a patient in a timely manner, correct interpretation of assessment, readily respond with appropriate nursing interventions, treatment plans, works in isolation independently and with groups for positive patient outcome. Any other necessary critical thinking skills necessary to adequately perform safe nursing care.

nursing program performance standards..doc

UNIVERSAL PRECAUTIONS:

POLICY AND PROCEDURE REGARDING UNIVERSAL PRECAUTIONS, AIDS, AND HEPATITIS B PREVENTION:

Objectives:

1. Student will be knowledgeable of Universal Precautions, including AIDS and Hepatitis B Prevention.
2. Student will understand his/her responsibility for obtaining the Hepatitis B vaccination.
3. Student will understand his/her responsibility if exposure occurs and the possible health hazards that can result from an exposure in the clinical setting.
4. Student will understand that MUW will not be financially responsible for the actions of the student that results in exposure to blood borne pathogens.

Procedures:

1. Purchase Medcom Book.
2. Pre-test (to be kept in student permanent record).
3. Review video – Universal Precautions.
4. Post-test (to be kept in student permanent record).
5. Receive instruction in the event of exposure in the clinical setting – review exposure plan.
6. Sign MUW Department of Nursing Documentation of Training Regarding Universal Precautions and Exposure to Blood borne Pathogens.
7. Student will take responsibility for obtaining:
 - a. Hepatitis B vaccination (presenting proof to program Chair and to be kept in student permanent record).
 - b. Students can no longer sign a declination form.
8. In the event of an exposure the following is to be recorded and filed in the student's permanent record:
 - a. An incident report filled out by the student's clinical instructor at the time of the incident.
 - b. The type and nature of follow-up done following the initial medical evaluation.
9. Student will understand that he/she is responsible for the cost of any follow-up and/or medical care resulting from exposure to blood borne pathogens.

**MUW DEPARTMENT OF NURSING
DOCUMENTATION OF STUDENT INSTRUCTIONS REGARDING
UNIVERSAL PRECAUTIONS, AIDS, AND HEPATITIS B**

1. I received instructions in Universal Precautions, AIDS, and Hepatitis B by means of the film, "UNIVERSAL PRECAUTIONS, AIDS, AND HEPATITIS B PREVENTION FOR HEALTHCARE WORKERS."
2. I understand the significant and possible health hazards that can result from exposure to blood borne pathogens.
3. I am knowledgeable of the use of Universal Precautions and the prevention of AIDS and Hepatitis B in the clinical setting.
4. I accept responsibility to be aware of the post exposure plan of each clinical setting and to report immediately to my clinical instructor any exposure to blood borne pathogens.
5. I accept responsibility for my actions in the clinical setting and understand that I am financially responsible for any costs resulting from exposure to blood borne pathogens.
6. I will be responsible for obtaining my own vaccination for Hepatitis B.
7. I release MUW of any responsibility in the event of exposure to blood borne pathogens.

Student
Signature _____ Date _____

Instructor
Signature _____ Date _____

Immediate Sharps Post-exposure Incident Policy

Although preventing blood borne pathogen exposure is the primary means of preventing occupationally acquired infections, preventing HIV seroconversion becomes an imminent goal following an exposure incident.

The Center for Disease Control (CDC) is the primary reference for guidelines to manage healthcare worker and healthcare student exposures to HIV and recommendations for HIV post-exposure prophylaxis (PEP). If the student or faculty is exposed at a clinical site which has an exposure policy, follow the facility's policy and procedure for follow-up. If the student or faculty is at a clinical site without an exposure policy, the following will apply.

Procedure:

- A. Cleanse the exposed area immediately with soap and water. Eye exposure should be cleaned only with water or normal saline.
- B. **Immediately report the incident** to the immediate supervisor (or clinical faculty, if a student).
- C. A report of the incident should be completed to include date and time of exposure, route of exposure, fluids exposed to and circumstances under which the exposure incident occurred.
- D. Exposure reports should be maintained in a confidential manner in the office of the Dean in the College of Nursing and Speech Language Pathology.
- E. The exposed individual should be encouraged to seek immediate treatment at the nearest Emergency Department.
- F. The exposed individual will be responsible for all expenses incurred.

The faculty or healthcare student involved in the incident will be responsible for all expenses incurred.

IV. CLINICAL PROTOCOL

1. A student should notify the instructor if an emergency delay in arrival at the clinical facility occurs and give the instructor her/his expected time of arrival.
2. The student who does not notify the instructor prior to clinical absence will receive an "F" in accountability and responsibility and must meet with the ASN Program Chair before admission to the next clinical assignment.
3. **The individual instructor specifies expectations for weekly clinical papers.**
4. Students with frequent violations of the above protocol are subject to dismissal from the program.

CLINICAL FACILITIES

Facilities utilized for undergraduate clinical nursing experiences include institutions and agencies within a sixty-mile radius from MUW. Students are responsible for supplying and paying for their own transportation for clinical and field experience. Students are not guaranteed an assignment in any one clinical area. Clinical experiences may include daytime, evenings, and/or weekend assignments.

STUDENT RESPONSIBILITIES AND ACCOUNTABILITIES

1. Arrives on time for clinical.
2. Notifies instructor of tardiness or absences.
3. Adheres to uniform dress code.
4. Turns in written assignments on time (to include a self-evaluation).
- 5.* Recognizes and reports errors.
6. Maintains confidentiality.
7. Respects the rights of patients, staff, and faculty.
8. Reports to instructor and/or staff when leaving assigned clinical area.
9. *Functions within limits of student nurse and seeks assistance as required.
10. Demonstrates awareness of legal implications.
11. *Complies with universal precautions.
12. Demonstrates behavior indicative of mental/emotional competence (based upon incidents which endanger either the student's or patient's safety).
13. Demonstrates honesty in interpersonal interactions.
14. Complete nursing responsibilities within allotted clinical time.
15. Demonstrates professional language and behavior.
16. Demonstrates the ability to cope with stressful situations and changes in the patient's plan of care.
17. Follows through with assigned tasks and tasks delegated to others.
18. Demonstrates initiative in the clinical setting.
19. Completes ASN Student Portfolio according to the correct format (freshmen).
20. Completes ATI testing assignments as designated.

*Critical Clinical Criteria violation results in a safety offense.

SKILLS LABORATORY POLICY

The Skills Lab Packet provides individual packets for each skill to be learned during the semester. Consult your Skills Lab calendar for practice and check-off dates. The Skills Lab will be open daily from 8:00 a.m. to 5:00 p.m. There will be demonstrations of skills by faculty prior to practice and help available for you as you practice your procedures. The Skills Lab Coordinator will be available for additional practice throughout each semester. However, she is not responsible for teaching skills. Please refrain from the use of cell phones during both practice and check-off times because this is considered clinical time.

Skills Packets must be completed, films viewed, and procedures practiced prior to scheduled check-off time. All skills must be passed for each clinical course prior to clinical experiences.

SKILLS LAB MAKE-UP

Failure of a Skills Lab check-off means that the student must recheck on that skill. All Skills Lab rechecks will be performed on one designated day at the end of regular Skills Lab check-offs. See clinical course syllabi for specific policies related to skills lab rechecks. There are additional opportunities given to pass each skill. If a student is absent or late for a scheduled skills check-off/demonstration, she/he will be counted absent and will have one less opportunity to pass the skill. If there is still a failure after designated attempts, the student will be excluded from the course and receive an "F" or a "WF", determined by the withdrawal schedule, as stated in the MUW Bulletin.

ALL SKILLS MUST BE SUCCESSFULLY COMPLETED PRIOR TO CLINICAL ATTENDANCE. STUDENTS HAVE A SHARED RESPONSIBILITY IN KNOWING THEIR SKILL PROGRESSION AND ACCOMPLISHMENT.

SKILLS LAB/SIMULATION CONFIDENTIALITY AGREEMENT

Confidentiality Agreement

I understand that clinical skills check-offs and patient simulations are conducted in an environment that is equivalent to a clinical setting. This is considered a professional learning experience and I will be expected to conduct myself accordingly. I understand that all patient information is confidential, even information developed for or as part of a simulation experience, and any inappropriate viewing, discussion, or disclosure of this information is a violation of the MUW Honor Code. I agree to promote an environment that is equally conducive to learning for all nursing students. I understand that simulated patient information and all simulation session information is privileged and confidential regardless of format – electronic, written, overheard, observed, or performed. No audio/video recording is allowed. There are also clinical scenarios often discussed in class, therefore no recording is allowed during class time as well.

Clinical Skills Check-Offs

I agree to hold in confidence my knowledge about all skills check-off scenarios. I will not discuss the simulated “patient’s” background information, the check-off assignment, my performance, or the instructor’s feedback with anyone except a nursing instructor. I will not ask another student to share their experience with me.

Nursing Simulation Activities

I agree to hold in confidence my knowledge about all nursing simulations. I will not discuss background information about the simulation “patient”, my performance, the performance of other students, and the debriefing experience with anyone except a nursing instructor. I understand that my responsible communication is essential to creating a safe environment for all students to experience real life clinical decision making. I understand that the simulation models are to be used with respect and treated as if they are living patients in every sense – legal, moral, and ethical.

Printed Student Name _____

Student Signature (in ink) _____ Date _____

Revised Spring 2019

PHARMACOLOGY DRUG CALCULATION SKILLS POLICY

NU 112, Pharmacology in Nursing, is required of all ASN students in the first semester. It must be passed with a "C" or above. In NU 112, you will be required to learn the mandatory "Rounding Rules" to be utilized for all drug calculation tests given during the program. Therefore, the "Rounding Rules" will be listed as part of your instructions on each test in NU 112 only. You will be required to know and utilize the "rounding rules" in NU 125, NU 215, and NU 225.

In NU 125 there will be three (3) drug calculation tests given with ten (10) questions per test, for a total of thirty (30) questions. The student must pass with at least a 77% (23 questions) total on the three drug calculation tests given during the semester in order to pass. Seventy-seven percent (77%) of the drug calculation test questions are required as terminal mastery. When more than 23% (7 questions) of the total possible questions are missed, terminal mastery is impossible and failure will occur prior to the end of the semester. Students will receive an "F" or a "WF" determined by the withdrawal schedule as stated in the MUW Bulletin. Drug calculation is only one criterion. Students must pass all clinical criteria in order to pass NU 125. Students who are absent for a drug calculation test will be required to take a make-up test at the end of the semester equal in number to the questions not taken previously.

In NU 215 and NU 225, a twenty (20) question drug calculation test will be given. Each student will have 3 attempts to make the required score or greater on the drug calculation test in order to pass NU 215 (90%) and NU 225 (95%). Each test will be different. Drug calculation test #1 and #2 will be given prior to the first clinical rotation in the Fall and Spring semesters. Test 3, if necessary, will be given prior to the second clinical rotation. If any student has not made the required score after the 3rd attempt/test, then terminal mastery is impossible and failure will occur prior to the end of the semester. Students will receive an "F" or a "WF" determined by the withdrawal schedule as stated in the MUW Bulletin. Drug calculation is only one clinical criterion. Students must pass all clinical criteria in order to pass NU 215 and NU 225. Students who are absent from the drug calculation tests will be required to take a make-up test on a date designated by the sophomore faculty.

Revised Spring 2017

SAFETY POLICY:

Any action or inaction on the part of the student which violates critical criteria identified as safety will be considered a violation of that patient's safety. This also includes violations in which the instructor intervenes in prevention of the error. These actions or this inaction will be dealt with as follows:

1. For all violations committed, an MUW Department of Nursing Associate of Science in Nursing Program Safety Violation Report will be filled out. One copy will be filed in the student's record. One copy will go to the student and one copy will go to the Program Chair. An incident report may be required according to the hospital policy.
2. Following each violation, the student will be notified that an error has occurred. The student will receive a failure for the day in each appropriate critical criteria.
3. A second violation with the same student will necessitate a conference between the Program Chair, the student, and necessary faculty members.
4. A third violation from the same student will necessitate a conference between the Program Chair, the student, and necessary faculty members.
5. A copy of the completed MUW Department of Nursing Associate of Science in Nursing Program Safety Violation Report will be filled out by the supervising instructor and given to the student within two school days following the error. The student will sign the report, indicating that she/he has received a copy of the report.
6. The conference with the Program Chair will be scheduled within five (5) school days following the receipt of the report.
7. Safeties can also be included in the Preceptorship experience.

Reviewed Spring 2011

Revised Spring 2019

MISSISSIPPI UNIVERSITY FOR WOMEN
DEPARTMENT OF NURSING
ASSOCIATE OF SCIENCE IN NURSING

SAFETY VIOLATION REPORT

Student: _____ Instructor: _____

Course Number*: _____ Facility: _____

Report #: _____ Date of Error: _____ Time of Error: _____

Description of the error, including location, causes, result of error (injury to person or damage of equipment), and statement of person injured, as applicable.

Student's Description of the Error (to include plans to prevent reoccurrence).

(Student's Signature)

(Date Received by Student)

(Instructor's Signature)

Signature does not necessarily signify agreement with the Safety Violation Report but does indicate that the student has been given a copy of the completed form.

*If repeating course, write "R" beside the number of the course.

Reviewed Spring 2011

UNIFORM POLICY

Any time the students are wearing the uniform, they are representatives of MUW and should act accordingly.

1. Must wear the required ASN uniform and have the required nursing patch on the right sleeve on both the top and lab coat.
2. The Uniform which includes pants, tops, and lab coats should be clean and pressed with no tears or stains etc.
3. The uniform is intended to be worn only in the clinical area, and only in the capacity of a nursing student.
4. Must wear solid white leather nursing shoes or tennis shoes. Shoes must be in good condition and clean. Open-toe shoes, slip-on shoes, clogs, and open-back shoes are not to be worn. Examples of shoes are available.
5. Be mindful of your undergarments since you will be wearing a white uniform. No color other than white should be visible through the uniform.
6. Solid white or navy cardigan sweaters may be worn for warmth. No sport sweaters are allowed.
7. Hands should be clean with no exposed open sores. Fingernails should not be seen past the tips of the fingers. Only clear nail polish is allowed.
8. Hair should be neat, clean, and worn in a length or style so as not to fall down into your face. No extreme hair styles should be worn, and no decorative barrettes or hair ribbons are acceptable.
9. Name badge is required and considered a part of your uniform. You will also need bandage scissors, black pen, watch with a second hand, goggles, stethoscope, and a pen light.
10. Body cleanliness and good oral hygiene are mandatory. Absolutely no colognes or perfumes may be worn.
11. Chewing gum is not permitted.
12. Jewelry - wedding set with an engagement ring is acceptable. Only one pair of small gold, diamond, silver or pearl stud earrings may be worn. One chain necklace that can be worn inside uniform is allowed. No other jewelry or body piercings are permitted.
13. Skin art (tattoos, Henna markings, etc.) will not be visible. All skin art must be covered by appropriate apparel as outlined in the uniform policy.
14. Students will also comply with the dress code of individual hospitals.
15. Failure to comply with these guidelines could result in the student being denied the experience in the clinical area.
16. If an alternate clinical event requires the student to wear the nave "W" nursing polo, all other uniform components must be followed. Black or khaki dress slacks should also be worn. Closed toed shoes are to be worn.

Revised Spring 2019

CLINICAL EVALUATION: The purpose of clinical evaluation is to provide the student with weekly feedback on clinical performance and monitor and evaluate progress toward achievement of clinical objectives. Advancement to the next clinical level is contingent upon satisfactory performance of critical clinical criteria.

CLINICAL EVALUATION TOOL:

1. The clinical evaluation tool contains critical clinical criteria on which to base evaluation for each nursing course (NU 115, 125, 145, 215, and 225). These are terminal behaviors expected of each student that need to be mastered for completion of the clinical course.
2. The weekly progress report reflects the critical clinical criteria based on the clinical evaluation tool for each clinical nursing course. The clinical instructor evaluates the student's weekly progress toward achievement of the clinical objectives. This provides written feedback to identify areas of strengths and weaknesses in order for the student to demonstrate improvement in any areas of concern. Each clinical week the student is responsible for reading and signing the progress report indicating understanding of areas of strengths and weaknesses. Also, the student will complete a self-evaluation each rotation to help identify strengths and weaknesses in the clinical area. New areas of evaluation in each clinical course are "pass/fail" indicating mastery by the end of the course. All areas previously covered must be passed with at least a 74% grade with the exception of the drug calculation test component. The drug calculation test component must be passed according to the percentages: NU 125 (77%), NU 215 (80%), and NU 225 (86.7%). These reports are then placed in the student's clinical file.
3. The formative evaluation is a summary of the student's progress toward achievement of clinical objectives based on critical clinical criteria and is presented to the student in a formal conference. These conferences are scheduled at mid-clinical (NU 115 and 145) or at the end of each clinical rotation (NU 125, 215, and 225).
4. The summative evaluation measures achievement of the clinical objectives based on satisfactory performance of critical clinical criteria. At the end of the semester, the clinical instructors for each clinical nursing course will compile the summative evaluations on each student and assign a summative grade of Pass or Fail. Students who pass all areas of the clinical criteria will be assigned a letter grade of A, B, or C based on established criteria and a system. Refer to each syllabus for computation of the clinical grade. The summative grade is presented to the student in a formal conference by the instructors. These evaluations are placed in the student's file. In grading, **A GRADE OF AT LEAST A "C" MUST BE MADE IN THE THEORY COURSE, THE ACCOMPANYING CLINICAL COURSE AND THE ACCOMPANYING ROLE COURSE IN ORDER FOR THE STUDENT TO PROGRESS.**

**Mississippi University for Women
College of Nursing and Speech-Language Pathology**

Medical Release to Participate in Clinical Activity

Students in the College of Nursing and Speech-Language Pathology Programs at Mississippi University for Women are required to participate in provision of direct patient care clinical facilities as well as perform clinical skills in a laboratory. Any student experiencing a change in health status (surgical procedure, injury, pregnancy, delivery, or disabling illness, etc.) is required to provide documentation from the attending healthcare provider which states the student is able to meet the physical requirements to attend and participate in clinical experiences. These requirements include:

- *Physical abilities sufficient to move from room to room and maneuver in small spaces
- *Gross or fine motor abilities sufficient to provide safe and effective health care
- *Auditory ability sufficient to monitor and assess health needs
- *Visual ability sufficient for observation and assessment necessary in health care
- *Tactile ability sufficient for physical assessment
- *See performance standards for other specifications

This is to verify that _____ Circle one (is) or (has been) under my care for the treatment of a surgical procedure, injury, pregnancy, delivery, or disabling illness.

I have determined that this student may Circle one (participate in) or (return to participate in) clinical experiences requiring the physical abilities as outlined above.

_____ with no restrictions

_____ with the following restrictions*

* _____

Signed: _____ Date: _____
(Attending Healthcare Provider)

Address: _____

For Confidential File

Return to: Mississippi University for Women
Department of Associate Nursing
1100 College Street MUW-910
Columbus, MS 39701-5800

**Mississippi University for Women
College of Nursing and Speech Language Pathology
Social Media Guidelines**

Social Media

Social media are defined as mechanisms for communication through social interaction, with highly accessible publishing techniques. Examples of social media include but are not limited to collaborative projects (Wikipedia), blogs/micro-blogs (Twitter), content communities (YouTube), social networking sites (Facebook), and virtual social worlds (Second Life). Content distributed through these platforms is immediately searchable and shareable; there are no “private” social media sites. Student nurses and speech-language pathology clinicians must be cognizant of their actions on social media. The College of Nursing and Speech Language Pathology, as well as future employers, holds you to a high standard of behavior.

American Nurses Association (ANA) Principles for Social Networking

- Nurses must not transmit or place online individually identifiable patient information.
- Nurses must observe ethically prescribed professional patient-nurse boundaries.
- Nurses should understand that patients, colleagues, institutions, and employers may view postings.
- Nurses should take advantage of privacy settings and seek to separate personal and professional information online.
- Nurses should bring content that could harm a patient’s privacy rights or welfare to the attention of appropriate authorities.
- Nurses should participate in developing institutional policies governing online conduct. (ANA, 2011)

College of Nursing and Speech Language Pathology Program Guidelines for Social Media

Students and employees are prohibited from disclosing through social media the following:

- Protected Health Information, as defined by the Health Insurance Portability and Accountability Act (HIPAA) – For example, individuals may not disclose patient names or otherwise refer to patients in any way that identifies them individually, including by their initials or by their location (e.g., hospital name or unit).
- Education Record Information, as defined by the Family Educational Rights and Privacy Act (FERPA) – Individuals may not disclose FERPA-protected information regarding any student.
- Confidential, non-public information about
 - Patient families, clinical facility staff or clinical institutions;
 - The College of Nursing and Speech Language Pathology, its employees and students;
 - Copyrighted or intellectual property belonging to the University.
- Comments that express or imply endorsement by the College of Nursing and Speech Language Pathology or the University, unless you are officially authorized to act in this capacity for this purpose on behalf of the University or the College.

College of Nursing and Speech Language Pathology Program Consequences for Violating Guidelines

- Violations of patient or student privacy with an electronic device or social media posting will be subject to HIPAA or FERPA procedures/guidelines and consequences.
- Students who share confidential or unprofessional information do so at the risk of disciplinary action including failure in a course and/or dismissal from the program.
- Each student is legally responsible for individual postings and may be subject to liability if individual postings are found defamatory, harassing, or in violation of any other applicable law. Students may also be liable in individual postings include confidential or copyrighted material.

Related References:

- HIPAA-<http://www.hhs.gov/ocr/privacy/hipaaunderstanding/index.htm>
- FERPA-<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>
- ANA-<http://nursingworld.org/MainMenuCategories/CertificationandAccreditation/Continuing-Professional-Development/NavigateNursing/Webinars/Fact-Sheet-Navigating-the-World-of-Social-Media.pdf>

I have read these social media guidelines and I understand that I am responsible for my own actions in relation to social media communication. I understand that if I violate these guidelines, I am subject to the consequences stated in the above guidelines.

Name (print)

Signature

Date