TRUMAN STATE UNIVERSITY

DEPARTMENT of NURSING

STUDENT HANDBOOK

The baccalaureate degree in nursing at Truman State University is accredited by the Commission on Collegiate Nursing Education (http://www.aacn.nche.edu/ccne-accreditation).

REVISED JUNE 10, 2016
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Truman State University offers a four year program leading to the degree of Bachelor of Science in Nursing (BSN). The nursing program of study is approved by the Missouri State Board of Nursing. The baccalaureate degree in nursing at Truman State University is accredited by the Commission on Collegiate Nursing Education (http://www.aacn.nche.edu/ccne-accreditation). Courses in the nursing major are taken primarily in the junior and senior year. The accelerated BSN (ABSN, second baccalaureate degree) program includes 15 months of study following completion of pre-requisite courses.

The first two years focus on liberal arts and sciences coursework that provide the broad educational base the University philosophy values for each student. During these semesters, students also complete courses that provide foundation for professional nursing practice. The last two years of the program mainly consist of nursing courses that emphasize the client’s physical and psychosocial needs, and the nurse’s role in helping clients adapt to life changes that may occur. Concepts from courses taken in the liberal arts and sciences core are integrated throughout the nursing major and facilitate critical thinking, problem solving, and decision-making.

Jean Watson’s Theory of Human Caring provides the philosophical structure of the program. Throughout the curriculum, students are provided with opportunities to apply this holistic approach to client care situations.
Rev. 05/2015
DEPARTMENT OF NURSING PHILOSOPHY

The faculty believes that education is a life-long process whereby the individual develops as a critical thinker through individual journeys of discovery and participation in learning communities. Education in the discipline of nursing is grounded in the liberal arts and sciences, the unique body of nursing knowledge, and nursing praxis. Nursing education facilitates learning associated with human health, healing, and expert caring practices, as well as appreciation of aesthetics, values and diversity.

Baccalaureate nursing education is the entry level for practice and prepares the graduate to function as a generalist in the global community. The nursing curriculum is composed of the interactions that occur among students and teachers for purposes of personal and disciplinary growth and learning. By being educated as nurse scholars, nurses will be responsive to the needs of a global society for compassionate and professional nursing care. The goal of nursing education is to prepare graduates who are self-directed life-long learners grounded in nursing’s fundamental patterns of knowing.

Nursing is a human science with a caring morality. It is the application of the artist’s search for an understanding of the human condition. The practice of nursing involves caring relationships that attend to the holistic range of human experiences and responses to health and illness. Caring is the essence of nursing.

Health is self-understanding and acceptance developed in the pursuit of uniqueness and wholeness in the face of adversity and possibility. The person is a holistic being of mind, body, and spirit with autonomy, power, and responsibility for decision-making concerning health. Thus, nurses seek to develop partnerships with persons to create a vision and reality of health.

Nursing Faculty Organization (FO) 05/2015
MISSION STATEMENT

The mission of the Truman State University Department of Nursing is to offer an exemplary community-based baccalaureate nursing education grounded in the liberal arts and sciences to support and prepare caring nurse scholars to practice in a diverse and rapidly changing health care environment.

VISION STATEMENT

The vision of the Truman State University Department of Nursing is to be an exemplary baccalaureate nursing program in a public liberal arts and sciences environment.

DEPARTMENT GOALS

The program of study in nursing has two goals:

1. To prepare baccalaureate graduates who are able to function as generalists in entry-level positions in all areas of nursing.
2. To provide graduates with the basis for life-long learning and graduate-level study.

EXPECTED STUDENT OUTCOMES

At the completion of the program of study, the graduate will:

1. Utilize the human care nursing process to assess, diagnose, plan, implement, and evaluate culturally competent care of individuals, groups, and communities in a variety of health care settings with a diversity of clients;
2. Integrate knowledge from the discipline of nursing and the liberal arts and sciences to provide a basis for clinical decision-making;
3. Collaborate with individuals from a variety of disciplines to improve client care and health care systems;
4. Advocate for health care that is sensitive to the needs of patients, with particular emphasis on the needs of vulnerable populations;
5. Demonstrate leadership to design, coordinate, and manage nursing care;
6. Appreciate the global context of health care;
7. Utilize nursing research and the research process in evaluating and improving current practices for health and healing and for evidence-based practice;
8. Value life-long learning and scholarship;
9. Act accountably, ethically, and responsibly in personal and professional activities

FO 05/2015
**BSN CURRICULUM**

**Bachelor of Science in Nursing**

Semester Hours

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liberal Arts and Sciences Core Requirements</td>
<td>31-57</td>
</tr>
<tr>
<td>Missouri Statute Requirement</td>
<td>1-3</td>
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<tr>
<td>Required Support Classes</td>
<td>28</td>
</tr>
<tr>
<td>BIOL 100 Biology**</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 214 Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 215 Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 100 Chemistry for Contemporary Living**</td>
<td>4</td>
</tr>
<tr>
<td>NU 250 Life Span Development</td>
<td>3</td>
</tr>
<tr>
<td>PHRE 188 Ethics**</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 166 General Psychology**</td>
<td>3</td>
</tr>
<tr>
<td>STAT 190 Basic Statistics**</td>
<td>3</td>
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<tr>
<td><strong>May be used to fulfill LSP requirements</strong></td>
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</table>

**Bachelor of Science Requirements**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 204 Microbiology</td>
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</tr>
<tr>
<td>BIOL 353 Pathophysiology</td>
<td>3</td>
</tr>
<tr>
<td>NU 311 Human Nutrition</td>
<td>3</td>
</tr>
</tbody>
</table>

**Nursing Major Requirements**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>NU 185 Dimensions of Professional Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NU 240 Assessment &amp; Fundamentals I</td>
<td>3</td>
</tr>
<tr>
<td>NU 280 Assessment &amp; Fundamentals II</td>
<td>3</td>
</tr>
<tr>
<td>NU 310 Pharmacotherapeutics</td>
<td>3</td>
</tr>
<tr>
<td>NU 350 Adult Health Nursing I</td>
<td>6</td>
</tr>
<tr>
<td>NU 351 Adult Health Nursing II</td>
<td>5</td>
</tr>
<tr>
<td>NU 375 Maternal/Neonatal Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NU 385 Child/Family Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NU 410 Introduction to Nursing Research – Capstone Experience</td>
<td>3</td>
</tr>
<tr>
<td>NU 425 Community Mental Health Nursing</td>
<td>5</td>
</tr>
<tr>
<td>NU 445 Clinical Elective</td>
<td>2</td>
</tr>
<tr>
<td>NU 475 Critical Care Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NU 480 Professional Nursing Leadership</td>
<td>3</td>
</tr>
<tr>
<td>NU 485 Rural Public Health Nursing</td>
<td>5</td>
</tr>
<tr>
<td>FALL</td>
<td>SPRING</td>
</tr>
<tr>
<td>---------------------</td>
<td>----------------------</td>
</tr>
<tr>
<td><strong>FRESHMAN</strong></td>
<td><strong>SPRING</strong></td>
</tr>
<tr>
<td><strong>Course</strong></td>
<td><strong>Course Title</strong></td>
</tr>
<tr>
<td>NU 185</td>
<td>Dimensions of Prof Nursing</td>
</tr>
<tr>
<td>BIOL 100</td>
<td>Biology #</td>
</tr>
<tr>
<td>CHEM 100</td>
<td>Chemistry %</td>
</tr>
<tr>
<td>MATH 156: College Algebra/157:Plane Trig or 186:Pre-Calculus*</td>
<td>3</td>
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<td>Truman Week</td>
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<td>Total 15</td>
</tr>
<tr>
<td><strong>SOPHOMORE</strong></td>
<td><strong>JUNIOR</strong></td>
</tr>
<tr>
<td>NU 240</td>
<td>Assessmnt &amp; Fundamentals I</td>
</tr>
<tr>
<td>BIOL 215</td>
<td>Anatomy &amp; Physiology II</td>
</tr>
<tr>
<td>NU 250</td>
<td>Life Span Development</td>
</tr>
<tr>
<td>NU 311</td>
<td>Human Nutrition</td>
</tr>
<tr>
<td>LL</td>
<td>Foreign Language Req.*</td>
</tr>
<tr>
<td></td>
<td>Total 16</td>
</tr>
<tr>
<td><strong>JUNIOR</strong></td>
<td><strong>SENIOR</strong></td>
</tr>
<tr>
<td>NU 350</td>
<td>Adult Health Nursing I</td>
</tr>
<tr>
<td>NU 375</td>
<td>Maternal/Neonatal</td>
</tr>
<tr>
<td>PHRE</td>
<td>Ethics</td>
</tr>
<tr>
<td>FA</td>
<td>Aesthetic: Fine Arts*</td>
</tr>
<tr>
<td></td>
<td>Total 15</td>
</tr>
<tr>
<td><strong>SENIOR</strong></td>
<td><strong>SENIOR</strong></td>
</tr>
<tr>
<td>NU 340</td>
<td>NCLEX-RN Review</td>
</tr>
<tr>
<td>NU 410</td>
<td>Intro to Nursing Research</td>
</tr>
<tr>
<td>NU 425</td>
<td>Community Mental Health</td>
</tr>
<tr>
<td>NU 445</td>
<td>Clinical Elective</td>
</tr>
<tr>
<td>LL</td>
<td>Aesthetic: Literature*</td>
</tr>
<tr>
<td>Elective</td>
<td>Elective Course</td>
</tr>
<tr>
<td></td>
<td>Total 15</td>
</tr>
</tbody>
</table>

122 Total Hours

**Bolded** courses are major requirements. See Truman's Catalog for additional information. **Italicized** courses are required to start of the junior-level courses.

# Co-requisite or Pre-requisite for Anatomy and Physiology

% Pre-requisite for Anatomy and Physiology

**Pre-requisite for NU 410, Intro to Nursing Research**

*LSP requirements. These are suggestions. Course choice is up to student and scheduling needs/interest.

See the Nursing Student Handbook for more information: [http://nursing.truman.edu](http://nursing.truman.edu)
# ABSN SUGGESTED PROGRAM OF STUDY

## Accelerated Bachelor of Science in Nursing (ABSN)

<table>
<thead>
<tr>
<th>Pre-Requisite Courses</th>
<th>Pre-Requisite Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course</strong></td>
<td><strong>Course Title</strong></td>
</tr>
<tr>
<td>BIOL 214 Anatom &amp; Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 100 Biology</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 100 Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 215 Anatom &amp; Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>PHRE 188 Ethics</td>
<td>3</td>
</tr>
<tr>
<td>Math 186 156: College Algebra/157:Plane Trig or 186:Pre-Calculus*</td>
<td>3</td>
</tr>
<tr>
<td>JINS 3xx Jr. Seminar - Writing Enhanced</td>
<td>3</td>
</tr>
<tr>
<td>LL Foreign Language</td>
<td>6</td>
</tr>
<tr>
<td>HIST 298 American Inst. History</td>
<td>1</td>
</tr>
</tbody>
</table>

**Summer 1**

| NU 240 Assessment & Fundamentals I | 3 |
| NU 280 Assessment & Fundamentals II | 3 |
| **Total** | 6 |

**Fall 1**

| NU 350 Adult Health Nursing I | 6 | NU 351 Adult Health Nursing II | 5 |
| NU 385 Child/Family or Mat./Neonatal | 3 | NU 375 Maternal/Neonatal or Child/Family | 3 |
| NU 410 Intro to Nursing Research | 3 | NU 475 Critical Care Nursing | 3 |
| **Total** | 12 | NU 491 Directed Studies or elective | 1 |
| **Total** | 12 |

**Summer 2**

| NU 445 Clinical Elective | 2 |
| NU 340 NCLEX-RN Review or elective | 1 |

**Fall 2**

| NU 440 NCLEX-RN Review or elective | 1 |
| NU 425 Community Mental Health | 5 |
| NU 485 Rural Public Health | 5 |
| NU 480 Prof. Nursing Leadership | 3 |
| **Total** | 14 | 46 Nursing Credits in 15 months | 1 |

Bolded courses are major requirements. See Truman's Catalog for additional information.

*Pre-requisite* courses are required to be admitted to the accelerated BSN program of study.

Suggested program of study; course choices are up to student.

See the Nursing Student Handbook for more information: http://nursing.truman.edu
PREREQUISITE COURSE REVIEW

These courses are to be completed by the end of the spring semester prior to entry into junior nursing major clinical courses.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Credit Hrs.</th>
<th>Semester Taken</th>
<th>Grade</th>
<th>Semester to Be taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 100</td>
<td>Chemistry</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>BIOL 100</td>
<td>Biology</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSYC 166</td>
<td>General Psychology</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MT 156 or MT 186</td>
<td>Math Requirement</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NU 185</td>
<td>Dimensions of Professional Nursing</td>
<td>3</td>
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</tr>
<tr>
<td>BIOL 214</td>
<td>Anatomy and Physiology I</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOL 215</td>
<td>Anatomy &amp; Physiology II</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NU 240</td>
<td>Assessment &amp; Fundamentals I</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NU 250 OR PSYC 377</td>
<td>Life Span Development</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NU 280</td>
<td>Assessment &amp; Fundamentals II</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOL 204</td>
<td>Microbiology</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOL 353</td>
<td>Pathophysiology</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>NU 310</td>
<td>Pharmacotherapeutics</td>
<td>3</td>
<td></td>
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</tr>
<tr>
<td>NU 311</td>
<td>Human Nutrition</td>
<td>3</td>
<td></td>
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</tr>
</tbody>
</table>

Rev. 03/2015
DEPARTMENT OF NURSING ACADEMIC POLICIES

GRADING POLICY

The grading scale for nursing (NU) courses is:
A = 92-100
B= 84-91
C = 75-83
D = 65-74
F = 64 or below

Faculty teaching non-clinical, lower level courses have the option to use the following grading scale:
A= 90-100, B = 80-89, C= 70-79, D = 60-69, F = 59 & below. See course syllabus for detailed information each semester.

CUMULATIVE AND NURSING MAJOR GPA

The following policies apply to all students who have been accepted to the nursing program of study (hereinafter referred to as program). Any reference to a class year refers to a student’s status within the nursing major, even though the student may have hours equaling a different class year at Truman.

In order to remain in the nursing program and progress within the nursing major, the student must have a cumulative grade point average (GPA) of 2.75 or above at the END OF THE FRESHMAN YEAR and EVERY SEMESTER THEREAFTER. (See Progression Policies.) An exception to this policy would be students admitted to the program with prior college work and a cumulative GPA of less than 2.75. These students’ GPA would be based on courses currently being taken for a BSN degree. These students must maintain at least a 2.75 semester GPA.

At the END OF THE SOPHOMORE YEAR and EVERY SUCCESSIVE END OF SEMESTER the student:

- MUST have a nursing major course cumulative grade point average of 2.50 or above (nursing major course cumulative GPA is computed using all courses completed with NU prefixes.)
- By May of sophomore year achieve a “C” or better in the following prerequisite courses:

<table>
<thead>
<tr>
<th>BIOL 100</th>
<th>MATH 156 or 186</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 204</td>
<td>NU 185</td>
</tr>
<tr>
<td>BIOL 214</td>
<td>NU 240</td>
</tr>
<tr>
<td>BIOL 215</td>
<td>NU 280</td>
</tr>
<tr>
<td>BIOL 353</td>
<td>NU 310</td>
</tr>
<tr>
<td>CHEM 100</td>
<td>NU 311</td>
</tr>
<tr>
<td>NU 250</td>
<td>PSYCH 166</td>
</tr>
</tbody>
</table>

Rev. 03/2015
PROGRESSION POLICIES

Policy Regarding Required Grade Point Average (GPA)
Progression is defined as the student's movement through the required sequence of courses for the nursing major. At the end of the freshman year, if a nursing student’s cumulative GPA falls below a 2.75 the student will be withdrawn from the program. At the end of the first semester of the sophomore year, and every semester thereafter, if a nursing student’s cumulative GPA falls below 2.75 the student will be placed on probation the subsequent semester and must raise the cumulative GPA to 2.75 by the end of that semester. If a 2.75 cumulative GPA is not attained by the end of the probationary semester, the student will be withdrawn from nursing. At the end of the sophomore year, and every semester thereafter, if the nursing major course cumulative GPA falls below 2.50, the student will be placed on probation the subsequent semester and must raise the nursing major cumulative GPA to 2.50 by the end of that semester. If a 2.50 nursing major cumulative GPA is not attained by the end of the probationary semester, the student will be withdrawn from nursing. A student who has been withdrawn from nursing because of a cumulative GPA lower than 2.75 must raise his/her GPA prior to application for readmission. A student who has been withdrawn from the program because of a nursing major GPA less than 2.50 may request readmission to the program after being out of the major at least one fall or spring semester. (See request for Readmission.)
Rev. 03/2015

Policy Regarding Withdrawal or Failure of Nursing Major Courses
Any student who fails, withdraws from, or does not complete a required nursing major course may remain in the program and retake the course a second time, depending upon space availability. Students requesting to repeat a course must complete a petition form and submit it to the Nursing office for review by the Student Affairs Committee (SAC). (See petition form.)

Upon successful completion of the previously failed course (or course from which the student withdrew), the student may resume the usual progression of courses. No more than two (2) different nursing courses may be repeated. If the student fails or withdraws from a repeated course, the student will be withdrawn from the program at the end of that semester. Any student withdrawn from the program as a result of this policy may request readmission after being out of the major at least one fall or spring semester. (See request for Readmission.) The policy regarding the required grade point average will supersede the policy regarding withdrawal from or failure of nursing major courses. The student should be aware that repeating courses will usually delay graduation and may result in a change of class status within the nursing major (see University policy for Repeat Courses.)
Rev. 03/2015

Policy Regarding Withdrawal from Truman State University
In accordance with Truman policy, if a student withdraws from a fall or spring semester, that student withdraws from Truman State University. Therefore, if a student withdraws from a fall or spring semester, that student has also withdrawn from Nursing and their seat will automatically be released.
Rev. 03/2015
SPECIAL CIRCUMSTANCES

An exception to the policy on cumulative GPA requirement would be students admitted to the program with prior college work and a cumulative GPA of less than 2.75. These students’ GPA would be based on courses currently being taken for a BSN degree and these students must maintain at least a 2.75 semester GPA.

Occasionally circumstances alter a student’s ability to achieve goals within a specified time frame. If a problem should occur, the student is to contact his/her advisor in order to explore the student’s options. A student should submit a petition to explain his/her special circumstances, and to request special consideration. Each student’s situation is considered on an individual basis. Students should meet with their advisor for assistance in directing their requests to the Student Affairs Committee for special consideration.

Students may petition to move between cohorts at any time with the understanding that petitions may be declined, deferred, or approved (see petition form). Students who, for any reason, wish to move between graduating classes within the nursing major are advised that space availability and each student’s pattern of achievement are major factors in the approval of such a change. Competition for space in each graduating class mandates that, as spaces become available, they are filled with those most qualified.

Rev. 03/2015; FO Rev. 05/06/2015

INCOMPLETE GRADE CONTRACT

In accordance with the University’s General Catalog, an Incomplete is to be awarded only when extraordinary circumstance beyond the student’s control (i.e., illness, military service, hardship, or death in the immediate family) have impeded the timely completion of requirements for a class. In order to receive a grade of “IC” (Incomplete), an agreement must be made between the student and instructor and its terms described in the “Incomplete Agreement” form. The form must be signed by both the student and the instructor and submitted to the Department Chair of record for the course for approval. A student receiving a grade of Incomplete is allowed a certain period of time (determined by the instructor, but no longer than the end of the subsequent fall or spring semester), in which he/she must complete the course requirements to receive credit. If the requirements are not met in that period, the grade will become what has been predetermined by the instructor and specified on the IC Agreement form. All IC grades must be resolved prior to graduation.

After the IC Agreement has been signed by the student, faculty, and Department Chair, a copy will be retained in the student’s file in the Department’s office. The Registrar’s Office does not need a copy of the agreement. It is strongly recommended the faculty and student retain a written contract to document the required work and deadline for the course work to be completed. If the Records Office does not receive a Grade Change form by the end of the following full semester (not including summer), then the “IC” grade will automatically be changed to an “F” grade.

FO 03/16/2015
REQUEST FOR READMISSION

Requests for readmission could occur for several reasons, such as withdrawal from the program due to grade point average, health reasons, etc. A student who requests to be readmitted to the program must submit to the Student Affairs Committee (SAC) the information listed below (see materials to be submitted to SAC). The SAC will review the submitted materials and will make decisions based on the applicant’s potential for success in the program and the nursing profession. The applicant’s submitted materials, performance in previous nursing classes (clinical and classroom), and performance in required support courses will be considered for readmission. The SAC is charged with selecting the most qualified applicants for the available spaces within the nursing major.

Requests for readmission may be forwarded to the full nursing faculty for consideration at the discretion of the SAC. Readmission to the program is not guaranteed. After having withdrawn from the program, students are eligible for consideration for readmission only once.

Materials to be submitted to SAC:
1. Complete Readmission Application.
2. Up-to-date transcript:
   a. Indicating cumulative GPA of 2.75 or higher;
   b. Indicating completion of required support courses with a grade of “C” or better or retake and successful completion of any required support course with a grade below “C”; 
   c. Indicating a calculated potential to raise nursing major course GPA to 2.50 or greater within one semester.
3. Letter regarding resolution of problem(s) that necessitated withdrawal. Additional information may be required to support problem resolution (i.e., letter of recommendation from an employer).
4. Three letters of affirmative recommendation for readmission as identified below:
   a. Freshman/sophomore students who were withdrawn from the program for cumulative GPA < 2.75 are required to submit a minimum of one letter from a nursing faculty member with remaining letters from a Truman faculty member, with preference for faculty members teaching nursing courses or required support courses;
   b. Sophomore students who were withdrawn from the program for nursing major GPA < 2.50 are required to submit a minimum of 2 letters from nursing faculty members, with the remaining letter from a Truman faculty member, with preference for faculty teaching nursing courses or required support courses;
   c. Students who were withdrawn from the program after entry into the junior or senior nursing major courses are required to have three (3) letters from program faculty members;
   d. If the student has been out of the program for more than 3 years, a letter of recommendation from a current or recent employer may substitute for one faculty letter of recommendation.

Students granted readmission after being withdrawn from the program may be placed on probation at the discretion of the SAC. Students granted readmission with nursing major course, cumulative GPA, and nursing major GPA deficiencies will be admitted on probation and will be expected to correct the deficiency within one semester. Probation is limited to one semester and will be used only once in a student’s nursing academic career.

FO 02/08/10; Rev. 03/2015
GRADE APPEALS POLICY

The Department of Nursing utilizes the University’s Grade Appeals Policy (see Truman State University General/Graduate Catalog for current Grade Appeals Policy). The student seeking a grade appeal should refer to the Truman State University General/Graduate Catalog for more details regarding implementation of the current Grade Appeals Policy.

FO 05/2015

FORMAL COMPLAINTS

FORMAL COMPLAINTS PROCEDURE

The Department of Nursing defers to campus-wide policies regarding all forms of complaints. See University policies in the University Student Handbook online or University's Code of Conduct online regarding student conduct. See:

Sexual Harassment - http://eoaa.truman.edu/sexual-harassment/procedures/
Faculty Conduct - http://facultyhandbook.truman.edu/.
Rev. 06/2015

FORMAL COMPLAINTS NOT OTHERWISE ADDRESSED

Conflicts/complaints should be resolved at the point of origin, if possible. For complaints that cannot be resolved using one of the University policies listed above, the following procedure should be utilized. The individual initiating the complaint should submit a formal complaint, in writing, to the department chair as soon as possible following the incident. If the complaint is not resolved with the chair at the department level, the complaint should be submitted, in writing, to the dean of the School of Health Sciences and Education. Complaints not resolved with the dean at the school level should be submitted, in writing, to the Provost of the University.

F. O. 05/2015

TRUMAN STATE UNIVERSITY NON-DISCRIMINATION POLICY

Truman State University and its faculty are committed to supporting our students and fostering an environment that is free from bias, discrimination, and harassment. If you have encountered any form of discrimination which violates Truman’s Non-discrimination Policy, we encourage you to report this to the University. Potential violations include, but are not limited to, harassment, discrimination, sexual misconduct or assault. With the exception of a Confidential Reporter, all employees of the University who become aware of a potential violation of the University’s Non-Discrimination Policies are Mandated Reporters, regardless of whether the reported victim of the alleged conduct is a student, employee, volunteer, or visitor of the University. A Mandated Reporter must promptly report potential violations of the University’s Non-Discrimination Policies to the Administrative Officer, regardless of whether the reported victim of the alleged conduct requests confidentiality and regardless of how the Mandated Reporter becomes aware of the alleged conduct. If you would prefer to have a confidential conversation about an experience, the counselors at University Counseling Services are NOT mandated reporters and they can be reached at 660-785-4014. For after-hours crisis counseling, call 660-665-5621.

FO 04/04/16
DEPARTMENT OF NURSING PROBATION CONTRACT

Truman State University
Probation Contract

___________________________________________  __________________________________
Last Name                                      First Middle                      Banner ID

Street                  City                  State    Zip Code

I, ________________________________________, realize that I am on probation because of:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

and agree to the following terms of this contract.

I understand that in order to continue in the program that I must fulfill all the following:

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

by _______________.    ____________________________
                      Date          Student Signature

                      Date

                      Advisor Signature
                      Date

                      Department Chair Signature
                      Date

Rev. 03/2015
Truman State University
Department of Nursing
Petition Form

Student Name: _________________________________________________________________

Advisor’s Name: __________________________________________________________________

Current Graduation Date: ______________ Projected Graduation Date:___________________

Request: _______________________________________________________________________

______________________________________________________________________________

Please describe reason for request: _____________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Please explain plan/strategies for successfully completing the course: ________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Student Signature __________________________ Date ______________

FO 05/2015 Please complete this form and submit to the Nursing Office.
ENROLLMENT POLICIES

Enrollment in NU 240 and NU 280 courses is limited to sophomore nursing students and nursing majors with the potential for advanced placement into junior courses during the fall semester following completion of NU 240 and NU 280.

FO 05/2015

COMPREHENSIVE EXAMINATIONS-JUNIOR & SENIOR

Junior-Level Exam Policy: Students will take the junior level specialty exams and must achieve at a predetermined score. Students not achieving at the predetermined score will be required to complete a remediation program and retest as part of the student’s major clinical course requirements before the end of the student’s first semester of senior year nursing courses. Students will be given an IC grade in the student’s major clinical course until remediation and retesting is completed.

Procedure for Junior-Level Exam:
A. Junior testing will be scheduled prior to end of the fall and/or spring semesters of the junior year.
B. Students not scoring at the predetermined score will be required to enroll in NU 340: NCLEX-RN review course and complete the prescribed review course at the student’s expense.
   1. Students must successfully complete NU 340: NCLEX-RN review course in order to receive a grade in their major clinical course and progress to subsequent major clinical nursing course(s).
   2. A re-test (at the student’s expense) will be scheduled before the end of the student’s first semester of senior year nursing courses.
   3. Students will be given an IC grade in the student’s major clinical course until the specified review course is completed.

FO 02/2006; Rev. 05/2015

Senior-Level Exam: Students will take the senior-level exam during their last full semester of nursing major coursework and must score at a predetermined level. Students not achieving at the predetermined score will be required to complete a remediation program and retest as part of the major clinical course requirement.

Procedure for Senior-Level Exam
A. Initial senior testing using a nationally normed comprehensive exam will be scheduled prior to midterm break of the student’s last semester.
B. Students not scoring at the predetermined score will be required to enroll in NU 440: NCLEX-RN Review and complete the prescribed review course at the student's expense.
C. If needed, a re-test (at the student’s expense) will be scheduled near the end of the semester (after students have completed the required remediation).

FO 02/2006; Rev. 05/2015

COMPREHENSIVE NCLEX-RN® REVIEW PROGRAM

The Department of Nursing will incorporate a prescribed NCLEX-RN® review program during the junior and senior years. The NCLEX-RN® review program fee is the student’s responsibility.

FO 03/2013; Rev. 05/2013; 05/2014; 05/2015
GRADUATION REQUIREMENTS

The student must have a nursing cumulative GPA of 2.50 or above AND a cumulative GPA of 2.75 or above as calculated by the Registrar at the end of the semester prior to graduation.

Students admitted to the program are expected to complete course requirements as described in the *Truman State University General/Graduate Catalog* or *identified as the current nursing curricular plan* effective the year they entered the program or a subsequent catalog. The date of the catalog by which credits are checked may not be more than five years earlier than the date of the issuance of the degree.

Graduation application process and procedures are found on the Registrar’s website at [http://registrar.truman.edu](http://registrar.truman.edu).

PROFESSIONAL OBLIGATIONS

Students in a program of preparation for professional nursing practice have the professional and moral obligation to maintain the highest ethical and practice standards.

Students may be terminated from a course prior to completion of that course, if, in the judgment of the clinical instructor, the student’s conduct violates the current ANA Code for Nurses, Missouri Statute, Chapter 335 (Missouri Nursing Practice Act), and/or Department of Nursing policies.

Graduation from the nursing program does not guarantee eligibility to take the licensure exam.

Rev. 07/2015
ACADEMIC ADVISEMENT

Upon admission to the nursing major, each student is assigned a nursing faculty advisor in the program who works with the student throughout his/her total program. Advisees are required to meet with advisors at least once a semester prior to pre-registration dates. Self-direction is expected in the students’ academic planning, although advisors are available to assist advisees to identify and assess options for course offerings. Students are expected to contact their advisor for an appointment.

Senior students need to be aware of graduation and state board (NCLEX) deadlines to complete forms in a timely fashion. It is the student’s responsibility to be aware of her/his status and to meet with the academic advisor concerning problems that arise.

Academic advisors are available for planning schedules, academic problems, and other school related difficulties. Because each faculty member has many assignments and duties other than teaching, it may be difficult for a student to contact a faculty member at any one given time. Therefore, it is wise for the student to be aware of each faculty member’s posted office hours and office phone number and email.

Students who wish to see an advisor should plan ahead and make an appointment to do so. Drop-ins (except in cases of emergency) are discouraged because the advisor may not have the amount of time needed by the student. When communicating with your advisor, please leave a message, your full name, email address, and a phone number where you can be reached.

STUDENT REPRESENTATION

A standing invitation exists for students to bring issues to or to attend Faculty Organization meetings in order to identify and/or discuss problems, issues, and concerns. Students must submit issues in writing in advance to the Chair.

One representative from the sophomore class, two representatives from the junior class, two representatives from the senior class, and one ABSN representative shall be elected. Due to issues of confidentiality, student representatives may not attend closed sessions of faculty organization.

Rev. 05/2015
ACADEMIC INTEGRITY

According to the Scope and Standards of Practice, registered nurses are held to high standards of ethical practice. This expectation includes academic integrity. Students are expected to do their own academic work. Any student involved in cheating, plagiarism, or any other form of academic dishonesty will be subject to disciplinary action. Sanctions can be as serious as expulsion from the nursing major and/or the University.

See policies for Academic Integrity and the Student Conduct Code.
FO 05/2012; Rev. 05/2015
PROFESSIONAL ATTIRE

Because establishing a helping-trusting relationship with clients and developing sensitivity to self and others are processes central to Human Care Nursing, students are expected to be neat, clean, and professionally attired when representing the program. Clothing, make up, and jewelry should be conservative and neutral, as students will be working with clients from diverse cultural, religious, and socioeconomic backgrounds. Unless otherwise designated by the clinical instructor for specific experiences, the student uniform includes:

1. **Acute Care Agencies**
   1.1. An approved grape colored uniform (dress or top with slacks/skirt) with Truman Nursing insignia embroidered on left upper chest will be worn. Uniform must be of suitable thickness and length.
   1.2. Hose or socks are to be worn when in uniform.
   1.3. Clean white impermeable nursing shoes will be worn.
   1.4. The official patch will be worn on the left arm of the white lab coat.

2. **Community-Based Agencies**
   2.1. Designated polo shirt, with neat, simple, washable khaki-colored slacks or skirt (at least knee length).
   2.2. No jeans (of any color), sweatshirts, shorts, stirrup/tight pants, sleeveless/spaghetti strap or short tops, or see through materials.
   2.3. Hose or socks are to be worn.
   2.4. Shoes shall be clean and must have a heel or heel strap, no open toe, no cloth shoes. No sandals, boots or high heels.

3. Photo identification badges are worn at all times in all clinical agencies, unless alternative identification methods are deemed appropriate by faculty. Students will be informed of fees and the process of obtaining badges.

4. Hair shall be clean, away from the face and eyes, and when leaning forward, will not fall past the chin. Beards and mustaches must be neatly trimmed. Long beards are not acceptable.

5. No bracelets will be worn. Necklaces, if worn, are to be under clothing. A plain, smooth wedding band may be worn. No other rings are allowed. Pierced earrings (small, non-dangling) are the ONLY visible body pierced jewelry that will be allowed in the clinical area. Tongue jewelry is not allowed in the clinical setting. No visible tattoos. Nails must be clean and clipped short. No artificial nails or nail polish allowed. No heavy make up, perfume or cologne will be worn.

6. When representing the Department of Nursing in any other setting, students will wear professional attire consistent with criterion #2. This includes checking on assignments at the clinical agency, meeting with a clinical preceptor, touring a facility. White laboratory coats with an official patch on the left arm will be worn in designated areas.

**NOTE:** The student will be dismissed from the clinical area if not properly attired.

FO 05/2001; Rev. 05/2015
CONFIDENTIALITY GUIDELINES

The Patient/Client has the right to:
1. Considerate and respectful care.
2. Every consideration of privacy concerning their health care program. Case discussions and documentation of consultation, examination, and treatments are confidential and should be conducted discreetly.
3. Expect that all communications and records pertaining to their care will be treated as confidential.

In order to protect these rights, the student will:
1. Use only means of identification as designated by clinical faculty on all papers/materials related to the client care assignment. Course material includes, but is not limited to care plans, assessment tools, drug cards, email journals and all personal notes pertaining to the client’s care. Client name or agency ID will not be used.
2. Maintain security of client information by preventing access to papers/materials/electronic files by anyone not directly involved with client care (papers/materials/electronic files are not to be left unattended in public areas, e.g. cafeteria, patient rooms, classrooms, homes, offices, dorm or apartment room, computer drives, discs, flash drives, PDAs or any other portable electronic medium, etc.).
3. Password protect all electronic files
4. Discuss clients and their care only in the presence of the instructor and/or personnel in direct contact with client and for the express purpose of contributing to client care on a “need to know” basis or to enhance the educational process.
5. Meet all additional agency requirements where students are assigned. This includes but is not limited to completion of criminal background check and agreement to sign agency confidentiality statement.
6. Not use any identifiable information about staff, agencies, or health care providers in any mechanisms of communications about clinical experiences or patient care.
7. Purge all identifying information, including but not limited to age, sex, initials, course ID, etc., (even those approved by the course faculty during the course) at the completion of each course on all materials being saved. If not being saved for future use, all clinical paperwork (e.g., journal entries and care plans etc.) will be destroyed upon completion of the course.
8. Not submit patient information for campus or local community wide exposure (including but not limited to the University Senior Portfolio, Student Research Conference, and other presentations).
9. Acknowledge their understanding and acceptance of this policy through their signatures on clinical accountability contracts.

Breach of this department’s confidentiality policy will result in disciplinary action.

Rev. 09/2007; 05/2015
The nursing student is held to the Scope & Standards of Practice (ANA, 2010), and to the Code of Ethics for Nurses (ANA, 2015). The student must meet legal requirements regarding patient/client confidentiality (HIPAA, Health Insurance Portability & Accountability Act of 1996).

According to the Scope and Standards of Practice (ANA, 2010), the nursing student will meet the following standards.

- Ethics: The registered nurse practices ethically.
- Collaboration: The registered nurse collaborates with the healthcare consumer, family, and others in the conduct of nursing practice.

The student is expected to report concerns about patient/client care to the clinical instructor (if present), clinical preceptor, or designated staff person.

The student is expected to follow a chain of notification with patient/client care concerns, starting with the clinical instructor (if present), clinical preceptor, or designated staff person. If needed, the student, instructor or preceptor may communicate with the unit’s supervisor.

If the concern remains unresolved, the clinical instructor, clinical preceptor, designated staff person, and/or unit’s supervisor will advise the student about how to proceed within the facility’s chain of notification.

The student should consult the clinical instructor, clinical preceptor, or designated staff person prior to contacting the physician for the patient/client unless an emergency situation exists (the patient/client faces eminent demise). In the event the patient/client faces imminent harm, the student will call for emergency assistance.

In summary, the student should discuss questions or concerns with the clinical instructor, clinical preceptor, or designated staff person unless an emergency situation requires immediate action.

The student will sign the student accountability contract (at least annually) to indicate understanding of this policy. Violation of these expectations could result in the removal of the student from the Department of Nursing.

FO 9/2004; 05/2015
All documentation for health assessment, vaccinations, and TB testing should be submitted as directed by Department of Nursing faculty in spring of sophomore year. Costs which students incur to meet the health policy requirements and to submit documentation are the sole responsibility of the student.

Health Assessment and Vaccination Documentation
Students are required to furnish evidence of attainment of a state of health that enables them to carry out the function of a professional nurse. No sooner than six months prior to starting Junior level clinical courses, students must meet the following requirements:

- Obtain a physical exam indicating clearance from a nurse practitioner, a physician, or a physician's assistant. The Health Assessment form is available on the Nursing website.
- Demonstrate current immunization status to include the following:
  - Completion of Hepatitis B vaccine (HBV) series
  - Mumps-measles-rubella vaccine (MMR) (must have two doses after age 12 months)
  - Varicella (chickenpox) must have evidence of immunity to varicella. Evidence of immunity to varicella includes any of the following:
    - Laboratory evidence of immunity (varicella titer) or laboratory confirmation of disease.
    - Documentation of varicella vaccination-2 doses at least 28 days apart.
  - Standard childhood immunizations: Polio (OPV/IPV) and DTP/DT
  - TdaP/Td (Students who have not had a Td within the past two years will need a TdaP vaccine. TdaP is valid for ten years.)

Students absent from the program for more than one year are required to provide updated evidence of health status by submitting results of a current physical exam. A release from the health practitioner is required to return to clinical experience after any serious illness, hospitalization, childbirth, or surgery.

Tuberculosis Screening
Students in the junior and senior years of nursing are required to submit proof of annual tuberculosis (TB) results. Students will need an initial “two-step” Tuberculin Skin Test (TST) or two TB skin test done, at least one week apart, within one year. Annual TB testing is required and students must provide evidence of two tests within one year. An interferon-gamma release assay (IGRA) such as QuantiFERON-TB Gold test or T-Spot TB test is acceptable in place of the TB skin test. In order to prevent unnecessary retesting, TB testing should be completed after May 1.

If the student has or has had a positive skin test, an initial chest x-ray is required before beginning the clinical experience in the junior year. In lieu of annual testing, after the initial chest x-ray in the junior year, students testing positive will submit the Annual Statement for Tuberculin Reactors (available in the Nursing Student Handbook). The Truman State University Department of Nursing follows guideline for Tuberculin reactors as established by the Missouri Department of Health and Senior Services or as required by clinical facilities.

Influenza Vaccine
Influenza vaccine is required during the fall semester of each junior and senior clinical year and is highly recommended for freshman and sophomore nursing students. Students must submit documentation of influenza vaccination by November 1 or as directed by Department of Nursing.
HEALTH AND SAFETY REQUIREMENT DEADLINE

In order to participate in clinical, students must complete required health and safety requirements in a timely manner. All requirements (except for a drug screen and the seasonal influenza immunization) must be completed by September 1 for a student to continue in the clinical course. Students not meeting the deadline for completion of clinical health and safety requirements will be withdrawn from clinical courses.

EXEMPTION FROM NURSING HEALTH POLICIES

Request for a Medical Exemption
A student may request an exemption from a health requirement for medical reasons. The student should prepare a letter describing the reasons for the student’s request for an exemption. The student should include a letter from a primary care provider with appropriate documentation regarding medical reasons for delaying a health test or immunization. The student’s letter, the provider’s letter, and appropriate documentation should be submitted in hard copy to the attention of the Chair of the Department of Nursing at Truman State University.

Request for a Religious Exemption
A student may request an exemption from a health requirement for religious reasons. The student should prepare a letter describing the reasons for the student’s request for an exemption. The student’s letter and appropriate documentation regarding the request for a religious exemption from a health test or immunization should be submitted in hard copy to the attention of the Chair of the Department of Nursing at Truman State University.

Depending on verbal and written communications with a clinical agency, the student may or may not be able to participate at a clinical site. Patients, families, and health care personnel have greater risk for exposure to disease when students have not been vaccinated or screened for disease. An agency may permit a student to participate in clinical, but the agency may require additional personal protective equipment, such as wearing a facemask when the student is present in patient care areas. If a student is unable to meet the requirements specified by a clinical site, the student will be unable to successfully complete the requirements of a course and a BSN degree.

FO 04/04/16; Rev 05/2015
TRUMAN STATE UNIVERSITY
DEPARTMENT OF NURSING

**Must be completed no more than six months prior to starting junior level courses.**

HEALTH ASSESSMENT/PHYSICAL EXAMINATION

PAGE ONE AND TWO TO BE FILLED OUT BY THE STUDENT

Name ____________________________

Last                      First                      Middle

Other

Date of Birth____/____/____ Weight_______Height_______ Sex: F______M_______

Name of nearest relative__________________________________________________________

Relationship_____________________________Telephone______________________________

Address of nearest relative _______________________________________________________

Street

City                                           State

Zip code

Primary care provider____________________________ Telephone______________________________

Address ________________________________________________________________

1) Required Immunizations/vaccinations  (Upload documentation to CertifiedBackground.com)

<p>| | |</p>
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Mumps/measles/rubella (MMR)</td>
<td>Two (2) vaccinations OR positive antibody titer for all three components.</td>
</tr>
<tr>
<td>(2 doses after age 12 months)</td>
<td></td>
</tr>
<tr>
<td>Varicella (Chickenpox)</td>
<td>Two (2) vaccinations or positive antibody titer.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>Series of 3 vaccinations or positive antibody titer.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Polio</td>
<td>Completion of primary series (at least 3 vaccinations).</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>DTP</td>
<td>Completed primary series of at least 4 vaccinations.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>TdaP</td>
<td>TdaP booster within past 10 years unless a Td booster within the past 2 years.</td>
</tr>
</tbody>
</table>

2) Documentation of a two-step Tuberculin Skin Test is required.  (Upload documentation to CertifiedBackground.com)

Students will need an initial “two-step” Tuberculin Skin Test (TST), or two TB skin tests done at least one week apart within one year. Annual TB testing is required and
3) Students must provide evidence of two tests within one year. An interferon-gamma release assay (IGRA) such as QuantiFERON-TB Gold test or T-Spot TB test is acceptable in place of the TB skin test. *In order to prevent unnecessary retesting, TB testing should be completed after May 1.*

If the student has or has had a positive skin test, an initial chest x-ray is required before beginning the clinical experience in the junior year. *In lieu of annual testing, after the initial chest x-ray in the junior year, students testing positive will submit the Annual Statement for Tuberculin Reactors.*

4) **Health History**

Do you have a present or past history of the following conditions? (Check all that apply)

<table>
<thead>
<tr>
<th>Condition</th>
<th>Condition</th>
<th>Condition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol Abuse</td>
<td>Epilepsy</td>
<td>Pneumonia</td>
</tr>
<tr>
<td><em>Anemia</em> (specify)</td>
<td>Eye Disease/Problems</td>
<td>Polio</td>
</tr>
<tr>
<td><em>Asthma</em></td>
<td>Gallbladder Trouble</td>
<td>Psychological Counseling</td>
</tr>
<tr>
<td><em>Back Problems</em></td>
<td>Heart Disease/Problems</td>
<td>Sickle Cell Trait/Anemia</td>
</tr>
<tr>
<td><em>Cancer</em></td>
<td>Hepatitis/Jaundice</td>
<td>Sinus Trouble</td>
</tr>
<tr>
<td><em>Chicken Pox</em></td>
<td>Hernia/Rupture</td>
<td>Skin Problems (chronic)</td>
</tr>
<tr>
<td><em>Colitis</em></td>
<td>High Blood Pressure</td>
<td>Sleep Problems</td>
</tr>
<tr>
<td><em>Convulsions/Seizures</em></td>
<td>Injuries</td>
<td>Smoking</td>
</tr>
<tr>
<td><em>Cough (chronic)</em></td>
<td>Joint Disease/Injury</td>
<td>Stomach/Intestinal Trouble</td>
</tr>
<tr>
<td><em>Depression</em></td>
<td>Measles (Rubeola)</td>
<td>Suicide Attempt</td>
</tr>
<tr>
<td><em>Diabetes</em></td>
<td>Mental Illness</td>
<td>Surgery</td>
</tr>
<tr>
<td><em>Disability/Handicap</em></td>
<td>Migraine Headache</td>
<td>Thyroid Disease</td>
</tr>
<tr>
<td><em>Drug Abuse</em></td>
<td>Mononucleosis, Infections</td>
<td>Tuberculosis</td>
</tr>
<tr>
<td><em>Ear Trouble/Hearing Loss</em></td>
<td>Mumps</td>
<td>Urinary Tract Infection</td>
</tr>
<tr>
<td><em>Eating Disorders</em></td>
<td>Paralysis</td>
<td>Other</td>
</tr>
</tbody>
</table>

If none of the above applies, check here __________

If any “yes” answers, please explain: ____________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

5) **Medication(s)** (Include prescription and over-the-counter) ____________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

6) **Employment:**

Type __________________________________________ Hrs/Week ___________________

7) I attest that the information provided on this health assessment form is complete and accurate.

Student signature ___________________________ Date __________________
Student, please take your personal health history (pages 1 & 2) with you when you obtain your physical examination from your primary care provider. Primary care provider must complete page 4 and sign page 5.

After completion, upload documentation of your health assessment with your health history and physical examination to CertifiedBackground.com.
STUDENT NAME: _________________________________________________________

To Be Completed By Health Care Practitioner.

This assessment may be completed by either a physician, an NP, or PA

ASSessment Findings

Blood Pressure __________ Temperature _______ Pulse _______ RespiRations ______

Eyes ___________________ Ears ___________________ Nose ____________

Throat __________________ Mouth __________________ Teeth/Gums __________

Sinuses __________________ Skin ____________________

Thyroid __________________ Lymph nodes__________________________

Heart:

Rate ______________ Rhythm __________________________ Murmurs ____________

Comments _________________________________________________________

Chest:

Lungs: ____________________________________________________________

Comments _________________________________________________________

Abdomen:

Scars __________________ Tenderness __________________ Masses ______

Comments _________________________________________________________

Back:

Posture ___________________________________________________________

Comments _________________________________________________________

Genitourinary:

Comments _________________________________________________________

Extremities:

Color __________________ Temperature __________________ PulsEs________

Varicosities _______________________________________________________

Comments _________________________________________________________

Neurological:

CN II-XII ___________________________________________________________

Comments _________________________________________________________

Mental and Emotional Status:

Comments _________________________________________________________

Additional Comments: _____________________________________________

This assessment may be completed by either a physician, an NP, or PA.

__________________________________________________________________

__________________________________________________________________

__________________________________________________________________

__________________________________________________________________

__________________________________________________________________
STUDENT NAME: ________________________________

Based on the provided history and my examination, I find no apparent physical or mental evidence that would limit ________________________________ from performing the identified cognitive, sensory, affective, and psychomotor functional abilities.

For limitations check here and attach a memo □.

Signature of practitioner __________________________ Date __________

Printed name of health examiner ________________________________

Address _______________________________________________________________________

Phone __________________________

FO 05/2003; Rev. 05/2015
ANNUAL STATEMENT FOR TUBERCULIN REACTORS

Name: _________________________
DOB: __________________________

☐ I am tuberculin positive. I have had the recommended course of treatment for tuberculosis infection or disease.

☐ I am tuberculin positive. I have had one negative chest x-ray since becoming tuberculin skin test positive.

This statement is to confirm that I DO NOT have symptoms consistent with pulmonary tuberculosis such as:

- Cough lasting longer than three (3) weeks
- Unexplained fever
- Night sweats
- Unexplained weight loss
- Coughing up blood
- Chest pain

If none of these symptoms are present, a chest x-ray is NOT NECESSARY.

If I develop any of these symptoms, I agree to seek immediate medical attention.

________________________________________  __________________
Signature                                           Date

F. O. Rev. 5/2015
EMERGENCY HEALTH ISSUES

Students are responsible for all health costs incurred while participating in any activities required in the nursing program. If a student becomes ill or sustains a minor injury, the student may contact the Student Health Center (if during clinic hours) at 660-785-4182. Please see the Truman State University student handbook for more information on the Student Health Center. The student may also see a health care practitioner of his/her choice. If the Student Health Center is closed, or if the student has a more serious illness or injury, the student should proceed to the emergency room of the local hospital. If the illness or injury is severe or life-threatening, emergency medical services should be contacted by dialing 911.

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

FO 02/2004; Rev. 05/2015

DRUG AND ALCOHOL POLICY

The Department of Nursing adheres to the Truman State University’s Policy for a Drug-Free and Alcohol-Free Campus and the Drug and Alcohol Abuse Prevention Program. (See Truman State University General/Graduate Catalog)

DRUG AND ALCOHOL TESTING PROGRAM FOR NURSING CLINICAL ROTATIONS

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

The Truman State University Department of Nursing reserves the right to conduct a program of testing for students in nursing clinical courses for the illegal use of drugs and alcohol. For this purpose, any student participating in a nursing clinical course will be tested:
1. As a condition for entrance into clinical courses (drug testing);
2. Upon reasonable suspicion (drug and/or alcohol testing);
3. As required by clinical agencies; and
4. In the fall semester prior to beginning clinical courses (juniors and seniors)

Confidentiality: All information and records relating to a student’s participation in the testing program under this policy shall remain confidential and shall be maintained in a separate file from the student’s academic file. If required by agency contract, a list of students who have tested negative will be provided.

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

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

Selection: Junior and senior nursing students will be tested for drugs in the fall semester prior to the beginning of clinical courses, and as required by clinical agencies. Refusal to participate in testing will result in the nursing student’s immediate dismissal from the program. A clinical faculty member with reasonable suspicion that a student is under the influence of drugs or alcohol is authorized to request a test. Students
may be required to have alcohol or drug testing (alone or in combination). Reasonable suspicion may include, but not be limited to accidents and injuries caused by human error, unusual or serious violations of rules, disappearance of secured drug supply, irrational or extreme behavior, unusual inattention, unusual personal behavior, or odor of alcohol.

**Testing:** The nursing student assumes full costs of testing. Appropriate steps will be taken to respect the privacy of students while at the same time preventing falsification of the testing. Testing shall be conducted according to the procedures designated by the testing facility to ensure the integrity and chain of custody of the specimen. Test results will remain confidential and will be released only on a need to know basis in accordance with applicable law.

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

**Consequences:** A positive test result on the confirming test without appropriate documentation will result in immediate dismissal from the program. Any student dismissed following a positive drug or alcohol test will be removed immediately from all nursing courses. A grade of “W” will be transcribed if prior to the university withdrawal date. A grade of “WF” will be transcribed if the student is removed from courses following the university withdrawal date.

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

**Appeals:** A student may appeal the decision for dismissal. Each student has an academic advisor who is the first resource for assisting the student in resolving problems and will work with the student to facilitate identification of discipline and university policies and other options for solving the problem. It is important that the process of problem resolution proceeds as rapidly as possible. Observance of some time lines is critical.

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

Following these steps, the student may utilize the School of Health Sciences and Education University appeals processes if dissatisfied with the outcome.

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

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

**Requests for readmission** must meet the requirements of the Nursing Student Handbook (See Request for Readmission). If the student is readmitted, he/she will have an individualized contract listing any additional requirements for admission and progression. Consistent with the University’s policy, the Department of Nursing adheres to the Americans with Disabilities Act (See the *Truman State University General/Graduate Catalog*). These requirements may include, but are not limited to, the following items:

   - an individual’s commitment to discontinue substance use;
• a plan for follow-up treatment for a period recommended by the treatment professional;
• regular reports of progress from the treatment professional;
• authorization for release of information regarding progress to the Department of Nursing;
• agreement to submit to random drug testing;
• documentation of attendance at counseling and self-help groups;
• other reports of activities as recommended by the treatment professional or as specified in contract
  with the Department of Nursing.

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

FO 12/2003; Rev. 05/2015
I, the undersigned, hereby authorize laboratory testing of my blood, urine, and/or breath for the presence of drugs, or alcohol prior to the start of and for the duration of my clinical nursing courses in the nursing program of study at Truman State University. I give consent for the release of test results to the Department of Nursing Chair, Truman State University, Health Sciences 3206, Kirksville, MO 63501, for appropriate review and action as described in the rules and policies of the nursing program.

I acknowledge that I have read the policies governing drug and alcohol testing for nursing students at Truman State University, and I have access to a copy of this policy in the Nursing Student Handbook at http://nursing.truman.edu.

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

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

_________________________________  ____________________
Signature of Student                  Date

_________________________________  ____________________
Signature of Witness                 Date
SOCIAL MEDIA POLICY
DEPARTMENT OF NURSING
TRUMAN STATE UNIVERSITY

PURPOSE:
The Department of Nursing supports the use of social media to reach audiences important to the University such as students, prospective students, alumni, faculty and staff. This policy applies to Department of Nursing students who engage in internet conversations for school-related purposes or school-related activities such as interactions in or about clinical and didactic course activities. Distribution of sensitive and confidential information is protected under HIPAA and FERPA whether discussed through traditional communication channels or through social media.

GENERAL INFORMATION:
Social media are defined as mechanisms for communication designed to be disseminated through social interaction, created using highly accessible and scalable publishing techniques. Social media include Internet-based applications that are built on the ideological and technological foundations of the web that allows the creation and exchange of user-generated content. Examples include but are not limited to LinkedIn, Wikipedia, Second Life, Flickr, blogs, podcasts, RSS feeds, Allnurses.com, Twitter, Facebook, YouTube, MySpace, and Tumblr.

While this policy may need to be modified as new technologies and social networking tools emerge, the spirit of the policy will remain the protection of sensitive and confidential information. Social media often spans traditional boundaries between professional and personal relationships and thus takes additional vigilance to make sure that one is protecting personal, professional, and university reputations.

As students you will want to represent the University and the Department in a fair, accurate and legal manner while protecting the brand and reputation of the institution.

POLICY:
• Protect confidential, sensitive, and proprietary information: Do not post confidential or proprietary information about the university, staff, students, clinical facilities, patients/clients, or others with whom one has contact in the role of a Truman State University nursing student.
• Respect copyright and fair use. When posting, be mindful of the copyright and intellectual property rights of others and of the university. For guidance, visit http://copyright.truman.edu/.
• Do not use Truman State University or Department of Nursing marks, such as logos and graphics, on personal social media sites. Do not use Truman’s name to promote a product, cause, or political party or candidate.
• Use of the Department of Nursing marks (logos and graphics) for School sanctioned events must be approved (posters, fliers, postings) by administration.
• During clinical, PDAs and other devices employed for social media will be used only as authorized by faculty. If a PDA is combined with a cell phone, it is expected that the cell phone aspect of the device is silenced.
• No personal phone conversations or texting are allowed at any time while in patient/client areas or in the classroom. If the student needs to respond to an emergency text or phone call during class, the student is asked to leave the classroom and respond as deemed necessary.
• Use of computers (PDAs, Notebooks, etc.) during class shall be restricted to note taking and classroom activities. Use otherwise is distracting for not only the student involved in the activity but those in the immediate area/vicinity.
• No student shall videotape professors or fellow students for personal or social media use without the express written permission of the faculty or fellow student. At NO time shall patients/clients be videotaped or photographed without written permission of the patient/client and of the facility.
• At the end of each course, students are provided an avenue to evaluate course materials/faculty. Therefore, social media vehicles are considered inappropriate locations to provide this feedback.

• Be aware of your association with Truman State University in online social networks. If you identify yourself as a student, ensure your profile and related content is consistent with how you wish to present yourself to colleagues, clients, and potential employers. Identify your views as your own. When posting your point of view, you should neither claim nor imply you are speaking on Truman’s behalf, unless you are authorized to do so in writing.

• HIPAA guidelines must be followed at all times. Identifiable information concerning clients/clinical rotations must not be posted in any online forum or webpage.

• Ultimately, you have sole responsibility for what you post. Be smart about protecting yourself, your and others’ privacy, and confidential information.

PROCEDURE/CONSIDERATIONS:

• There is no such thing as a “private” social media site. Search engines can turn up posts years after the publication date. Comments can be forwarded or copied. Archival systems save information, including deleted postings. Once posted, content immediately leaves the contributive individual’s control. If you feel angry or passionate about a subject, it’s wise to delay posting until you are calm and clear-headed. Think twice before posting. If you are unsure about posting something or responding to a comment, ask your faculty. If you are about to publish something that makes you even the slightest bit uncertain, review the suggestions in this policy and seek guidance.

• Future employers hold you to a high standard of behavior. Employers are increasingly conducting Web searches on job candidates before extending offers. Ensure that content associated with you is consistent with your professional goals.

• Nursing students are preparing for a profession, which provides services to a public that also expects high standards of behavior.

• Respect your audience.

• Adhere to all applicable university and departmental privacy and confidentiality policies.

• You are legally liable for what you post on your own site and on the sites of others. Individual bloggers have been held liable for commentary deemed to be proprietary, copyrighted, defamatory, libelous or obscene (as defined by the courts).

• Monitor comments. You can set your site so that you can review and approve comments before they appear. This allows you to respond in a timely way to comments. It also allows you to delete spam comments and to block any individuals who repeatedly post offensive or frivolous comments.

• Don’t use ethnic slurs, personal insults, obscenity, pornographic images, or engage in any conduct that would not be acceptable in the professional workplace.

• You are responsible for regularly reviewing the terms of this policy.

CONSEQUENCES:

• Violations of patient/client privacy with an electronic device will be subject to HIPAA 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 if individual postings include confidential or copyrighted information (music, videos, text, etc.).

FO 11/2012 - Credit to Vanderbilt and Purdue University Schools of Nursing; Rev. 05/2015
GENERAL INFORMATION FOR STUDENTS

AUTOMOBILE
The student is expected to have access to an automobile since clinical assignments involve traveling to various health and community facilities in the area.

PROFESSIONAL LIABILITY INSURANCE
Professional liability insurance is required for all clinical nursing students. The University’s insurance policy includes a provision for students in the clinical setting. Students are not required to purchase a separate policy.

HEALTH INSURANCE
Some clinical agencies will require students to show proof of health insurance. Students must submit documentation of health insurance coverage at the beginning of the junior clinical year.

CITATION STYLE
The Publication Manual of the American Psychological Association (APA) (current edition) is the program’s standard for citations, reference lists, and class papers. All nursing majors are expected to be familiar with this style manual.

CURRICULUM
The Department of Nursing reserves the right to change the curriculum and program requirements as deemed necessary.

DEPARTMENT OF NURSING BULLETIN BOARDS
Bulletin boards are located throughout the Department’s office areas with relevant information for nursing students. The Nursing Student Association (NSA) bulletin board provides information about NSA activities.

NURSING SIMULATION CENTER
The Nursing Simulation Center (NSC) provides an environment for students to practice nursing skills. Students are required to demonstrate skills in each nursing course before performing those skills in the clinical agency. A fee is charged to students in nursing courses for use of supplies and equipment. The NSC is open to nursing students to use during scheduled day, evening, and weekend hours.

REQUIRED RESOURCES
It is highly recommended students purchase and retain all required textbooks for the nursing major and required prerequisite courses, as nursing major courses are designed to build on the student’s previous learning. During the sophomore year students will be required to acquire a dual-headed stethoscope, sphygmomanometer, penlight, watch with capability to count seconds, and centimeter ruler. At the beginning of the junior year clinical courses, students are expected to meet the dress policy as outlined in the Professional Attire Policy. Students will need to acquire an appropriate
uniform, lab coat, nursing patch, shoes, and other items as required. Verification of completion of a Basic Life Support (BLS) for Healthcare Providers course is required by the beginning of the junior nursing year.

Anticipated expenses include:
- Professional attire (scrubs, polo shirt, khaki pants, lab coat, nursing patches, shoes, nametag)
- Equipment (bandage scissors, forceps, sphygmomanometer, stethoscope, watch, penlight)
- Testing fees
- Background check
- Documentation of health requirements
- Textbooks (Documentation software)
- Other items (Nurse Advocacy Day registration, etc.)

**GRADUATION RECOGNITION CEREMONY**

A graduating student recognition event is held each May on the evening preceding the Truman State University commencement ceremony. Those students completing their BSN degree in May are eligible to participate. Students anticipating completion of degree requirements in August or December, and who are in good standing, may select the recognition ceremony in which they wish to participate.

The ceremony is a public program to honor all graduating seniors in the nursing major. A reception for graduates and guests follows the ceremony. Undergraduate students, members of the university community, and the public are welcome and encouraged to attend.

Rev. 05/2015
EDUCATIONAL RIGHTS and PRIVACY
(RE: FERPA)

GENERAL INFORMATION

The Family Educational Rights and Privacy Act (FERPA) sets forth requirements regarding the privacy of student records and governs the release and access to education records maintained by an educational institution.

TRUMAN’S FERPA POLICY

Truman State University’s FERPA Policy Statement may be found on-line at http://fedinfo.truman.edu/. In general, Truman State University will disclose information from a student’s education records only with the written consent of the student. However, under certain circumstances, the University may disclose information without a student’s consent.

Additional information on FERPA and on Truman’s FERPA policy may be obtained from the Registrar’s Office (660-785-4143).

PARENTS’ REQUESTS FOR STUDENT GRADES

“FERPA requires that students provide written permission for the institution to release any non-directory information to parents or that the institution determine that the student is legally a dependent of the parents before releasing the information” (AACRAO 2012 FERPA Guide, p. 53). Faculty and staff should refer all such requests to the Registrar’s Office.

LETTERS OF RECOMMENDATION

The Department of Nursing follows FERPA guidelines for providing letters of recommendation for students. If personally identifiable information such as, but not limited to, class rank, grades, GPA are required, it is the responsibility of the student requestor to provide a completed Release of Information form.

Rev. 05/2015
I give permission for _________________________________ to write a letter of recommendation to:

____________________________________

____________________________________

____________________________________

____________________________________

____________________________________

_______________________________ has permission to include my class rank, grades and GPA in this letter.

I (must check one) □ Waive  □ Do Not Waive my right to review a copy of this letter at any time in the future.

____________________________________

Signature

____________________________________

Date

Rev. 05/2015
SCHOLARSHIPS AVAILABLE FOR NURSING STUDENTS

ENDOWED SCHOLARSHIPS & UNIVERSITY ADMINISTERED SCHOLARSHIPS

A number of needs-based and competitive scholarships are available for nursing majors. Applications are available online from the Financial Aid Office (typically at the start of the Spring semester). Students will be notified by email when the application process begins. (See Financial Aid for current information.)

OTHER SCHOLARSHIP OPPORTUNITIES

Scholarship chair and Student Affairs Committee (SAC) will have information on these as they become available. Special eligibility requirements may be set for some scholarships.

Rev. 05/2015
NURSING STUDENTS ASSOCIATION

TRUMAN STATE UNIVERSITY NURSING STUDENTS ASSOCIATION – (NSA)

NSA has been active on the Truman State University campus since 1961. The primary purpose of NSA is to promote socialization into the nursing profession through education, leadership, and service. The organization provides the opportunity for development of collegial and mentoring relationships among nursing students of all levels. NSA supports professional development by bringing in speakers that offer education related to future careers. Campus and community activities that NSA members are involved in include, but are not limited to, blood pressure booths, non-smoking booths, Homecoming, Activities Fair, Health Awareness Week, and tutoring/mentoring services. Students involved in NSA have the opportunity to meet and get to know other nursing students and faculty in all levels of the program, as well as students from other schools through student conventions.

Any inquiries about NSA should be addressed to: President, Nursing Students Association, Truman State University, Kirksville, MO 63501. The NSA Bulletin Board in the Department of Nursing provides current information about NSA.

MISSOURI NURSING STUDENTS ASSOCIATION – (MONSA)

Truman State University has been consistently active at the state level since 1976, having the maximum number of Board of Directors members allowed at a single school in 1984-85. (Dues paid to NSNA include state membership.) The annual convention is an extremely valuable experience for learning about nursing and health issues and organizational procedures. The local NSA generally plans fund raising activities in order to send members to state and national Conventions.

NATIONAL STUDENT NURSES ASSOCIATION – (NSNA)

An annual membership fee includes all levels (local, state, and national). Dependent to the local membership number, Truman State University may send a delegate to the annual NSNA Convention and House of Delegates.

Rev. 05/2015
I. Course Description
   A. The purpose of a directed studies course in nursing is to provide the student an opportunity to develop in-depth knowledge in a specific area of interest that must be oriented to nursing. A directed study should be negotiated with a faculty mentor with expertise in the area of study and assumes student accountability for his/her own learning and meeting contracted guidelines in order to maximize achievement of course objectives. The course is to be completed in one semester unless otherwise specified in the initial contract. The faculty member will give an incomplete grade only in special circumstances and as negotiated with the student. This course is generally available to senior students, but other highly motivated students may wish to negotiate plans for a directed study.

II. Course Objectives (will be proposed and negotiated by the student)

III. Course Requirements
   A. Identify and initiate a contract with an identified faculty member prior to registration in the class.
   B. Contract for directed study course is to be finalized by the end of the second week of the semester. The Contract should include the course objectives proposed by the student, methods for meeting the objectives, proposed meeting dates with the faculty mentor, proposed due dates for projects, and methods for evaluation of the student outcomes.
   C. The hour requirements for the course will include at least 30 contact hours for each hour of credit.

IV. Suggested Experiences (Combinations of the following items may be negotiated with the selected faculty mentor; contact hours for each experience shall be specified in the Contract for Directed Studies.)
   A. Professional paper or other professional product as negotiated (professional paper to utilize 10-15 sources per credit hour; annotated bibliography of 25-30 sources per credit hour).
   B. Development of standardized nursing care plans
   C. Development and/or implementation of patient education materials
   D. Development of multimedia programs
   E. Attendance at professional seminars or classes.
   F. A systematic program of review for the NCLEX-RN that is above and beyond that required for other coursework or other contracts. If an official NCLEX-RN Review course is part of the negotiated contract, the student may be required to work with the faculty member coordinating that experience for that particular semester, and will be required to meet certain generally negotiated expectations for that portion of the credit.

V. Evaluation Methods
   A. The student shall submit a self-evaluation related to the negotiated objectives of the course, including self-rating of objectives, strengths of the project, and potential opportunities for improvement.
   B. All other documents as contracted with the faculty mentor (please specify evaluation criteria in advance as indicated on the Contract for Directed Studies).

F. O. Rev. 05/2015
I, __________________________________________, Nursing Student, contract with __________________________________________, Faculty Mentor, for ______ hours of credit in NU 491 Directed Studies in Nursing, for the ________________semester, on the topic of _________________________________________________.

I understand that failure to meet parts or the entire contract will result in failure of the course as determined by the faculty mentor.

**Course Objectives:**

1. __________________________________________________________

2. __________________________________________________________

3. __________________________________________________________

**Methods for meeting Objectives (with due dates):**

1. __________________________________________________________

2. __________________________________________________________

3. __________________________________________________________

**Methods for Evaluation of the Student Outcomes:**

1. __________________________________________________________

2. __________________________________________________________

3. __________________________________________________________

________________________________________  ________________________________
STUDENT SIGNATURE                       DATE

________________________________________  ________________________________
FACULTY MENTOR SIGNATURE                  DATE

Rev. 05/2015
PROTOCOL FOR STUDENTS EXPOSED TO BLOOD AND BODY FLUIDS

Purpose: To provide guidelines for the care of students who have sustained a significant blood borne pathogen exposure.

Policy: Nursing students are expected to follow standard (or universal) precautions at all times. All blood and/or body fluid exposures will be evaluated for the risk of exposure to infectious diseases. Follow-up testing or prophylaxis will be provided (when indicated) at the student’s expense. Mucous membrane exposures, non-intact skin exposures, and the like will be treated in the same manner as a sharps injury.

Cost for testing and prophylaxis will be the student’s responsibility.

Procedure:
In the event of a blood or body fluid exposure, the student shall follow the steps as outlined in this policy:
1. **Immediately clean the site.** Parenteral, cutaneous, and mucous membrane site exposures should be thoroughly flushed or washed with soap and water immediately following the exposure. Exposures to the nose or mouth should be flushed with water. Eyes should be irrigated with clean water, saline, or sterile irrigants.
2. **Notify the clinical instructor for the course immediately.** If the student’s clinical instructor is not immediately available, the student should notify the clinical supervisor at the agency. The student should notify the clinical instructor as soon as possible.
3. **Call the Post Exposure Prophylaxis (PEP) Hotline (1-888-448-4911) or go to the emergency department if the injury is serious.** The Post Exposure Prophylaxis Hotline is available for clinician/student consultation regarding the need for post exposure prophylaxis.
4. **Decide on plan of care.** The student will decide whether or not to seek further health services. If PEP is suspected to be indicated, an emergency department may be the most appropriate service point. Options for treatment include these possibilities:
   - Emergency Department
   - Private healthcare provider of student’s choice
   - Student Health (on an appointment basis only)
   - No follow up care
5. **Follow the appropriate agency procedure** for reporting, documenting, and investigating the source and nature of the exposure.

In addition, the clinical instructor will document the incident with details of the exposure and follow-up care, and report it to the Department of Nursing Chair as soon as possible. The clinical instructor will also communicate with the clinical site. The incident report will be kept in a secure, separate file by the Department of Nursing Chair and will be reviewed by the Student Affairs Committee (SAC).

Occupational Exposure to HIV, Information for Health-Care Workers: [www.cdc.gov/hiv/risk/other/occupational.html](http://www.cdc.gov/hiv/risk/other/occupational.html)
Clinician Consultation Center (CCC) Post Exposure Prophylaxis Hotline (PEP line.) See [http://nccc.ucsf.edu](http://nccc.ucsf.edu) (phone: 888-448-4911)


FO 10/2005; Rev. 02/2015; Rev. 05/2015
LATEX RESPONSE PLAN

Purpose: When working in the clinical setting or Nursing Simulation Center (NSC), students and faculty may be exposed to latex and/or other allergens. This plan is to provide guidelines for care of students and faculty who may have latex or other allergy.

Procedure:
- **For students with known sensitivity/allergy to latex** or any other element in the lab or clinical environment, it is recommended that you:
  - Obtain consultation from your health care provider about your sensitivity/allergy, risks, and treatment. Request the health care provider’s recommendations be forwarded to the Truman State University Nursing Department, NSC Coordinator. Cost for consultation will be the student’s responsibility.
  - Inform the NSC coordinator and your clinical instructor of your sensitivity.
    - Latex-free gloves will be provided. However, the lab environment and clinical facilities may not be latex free.
  - Inform your faculty member and the NSC coordinator of your ‘plan’ to prevent/respond to a reaction in writing.

- **Faculty and staff with known sensitivities** are to inform the NSC Coordinator and nursing department chair.

- **In case of a life-threatening latex reaction in the NSC:**
  - Any faculty member or student may dial 911, state that you have a life threatening “latex emergency” and need an ambulance. Epinephrine may be needed.
  - After calling 911, notify Truman Public Safety by dialing 4176. Public Safety will notify the Health Center.
  - Do not handle the victim with any latex products.
  - The victim will be transferred to an acute care facility via ambulance. It is helpful for the ambulance personnel to know the victim’s allergies, current medications, and any medical conditions.

ADDITIONAL INFORMATION:


Reference: This policy was adapted from sample policy at:  
The nursing program requires students to participate in learning activities in classroom, laboratory, and clinical settings. In order to successfully complete these activities students must be able to meet certain technical standards (or essential functions). Students are expected to meet these technical standards, with or without reasonable accommodations, in order to provide safe and competent nursing care.

<table>
<thead>
<tr>
<th>Ability</th>
<th>Standard</th>
<th>Examples</th>
</tr>
</thead>
</table>
| Sensory      | The student must possess use of the senses of vision, hearing, touch, and smell. All data received by the senses must be integrated, analyzed, and synthesized in a consistent and accurate manner. This includes data obtained in the classroom, online, in the laboratory, or in clinical settings through observation. Includes auscultation, palpation, and other measures. | • Detect monitor alarms, emergency signals  
• Detect auscultatory sounds, cries for help  
• Observe client responses  
• Read monitors, scales, computer screens  
• Prepare and administer medications  
• Perform palpation  
• Detect temperature changes  
• Perform functions of physical examination  
• Perform therapeutic interventions (e.g. starting IV)  
• Smell smoke and/or noxious odors |
| Motor        | The student must possess sufficient motor capabilities to execute the movements and skills required to provide safe effective nursing interventions. This includes strength, mobility, flexibility, and coordination. Both fine and gross motor skills are necessary to perform safe effective nursing care in routine and emergency situations. Must possess endurance to attend to cognitive and psychomotor tasks for up to 12 hours. | • Move around in client’s room, work spaces, and treatment areas  
• Administer cardiopulmonary resuscitation  
• Reach above shoulders (e.g. IV poles)  
• Move quickly (e.g. respond to emergency)  
• Sit, stand, squat, and maintain balance  
• Push, pull, lift (e.g. positioning or transferring clients)  
• Grasp and manipulate small objects (e.g. medication packages, syringes, vials)  
• Complete assigned clinical care for entire shift |
| Communicative | The student must be able to communicate effectively with both spoken and written communication in real time with a primarily English-speaking population. The student must be able to utilize effective communication with peers, faculty, clients and their families, and other health care providers to safely carry out assignments and provide care. This includes the ability to read, write, | • Accurately elicit information from client, others, and medical record.  
• Legibly record data in a timely manner.  
• Perform self-care teaching.  
• Communicate clinical status changes. |
and comprehend the English language. Must be able to access information and document both electronically and in writing; and to recognize, interpret, and respond to nonverbal behavior.

| Cognitive       | The student must be able to gather information, think critically and abstractly, assess, analyze, problem solve, and make sound clinical judgments in a timely manner. | • Perform mathematic computations for medication dosage calculations  
• Retain, recall, and apply information  
• Display logical reasoning in planning and prioritizing care to safely meet client needs  
• Interpret data and diagnostic tests  
• Actively examine own thinking and the thinking of others |
|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Behavioral      | The student must be able to interact professionally and compassionately with individuals, families, and groups regardless of social, emotional, cultural, or intellectual background. Must be able to work collaboratively with clients, classmates, instructors, and health care personnel in rapidly changing or emotionally stressful circumstances while maintaining professional demeanor. Must be able to act with integrity and compassion in classroom, online, laboratory, and clinical settings. | • Establish rapport with diverse clients and colleagues whose appearance, condition, beliefs, or identity may challenge the student’s own  
• Work collegially as a team member for the therapeutic benefit of clients  
• Demonstrate safe and timely performance of clinical responsibilities  
• Dress appropriately for varied settings  
• Accept accountability for own actions  
• Maintain therapeutic boundaries  
• Handle conflict effectively and safely |

FO 12/10/2014; Rev. 01/2015; Rev. 05/2015
License, application for--qualifications for, fee--hearing on denial of license.

335.046. 1. An applicant for a license to practice as a registered professional nurse shall submit to the board a written application on forms furnished to the applicant. The original application shall contain the applicant's statements showing the applicant's education and other such pertinent information as the board may require. The applicant shall be of good moral character and have completed at least the high school course of study, or the equivalent thereof as determined by the state board of education, and have successfully completed the basic professional curriculum in an accredited or approved school of nursing and earned a professional nursing degree or diploma. Each application shall contain a statement that it is made under oath or affirmation and that its representations are true and correct to the best knowledge and belief of the person signing same, subject to the penalties of making a false affidavit or declaration. Applicants from non-English-speaking lands shall be required to submit evidence of proficiency in the English language. The applicant must be approved by the board and shall pass an examination as required by the board. The board may require by rule as a requirement for licensure that each applicant shall pass an oral or practical examination. Upon successfully passing the examination, the board may issue to the applicant a license to practice nursing as a registered professional nurse. The applicant for a license to practice registered professional nursing shall pay a license fee in such amount as set by the board. The fee shall be uniform for all applicants. Applicants from foreign countries shall be licensed as prescribed by rule.

2. An applicant for license to practice as a licensed practical nurse shall submit to the board a written application on forms furnished to the applicant. The original application shall contain the applicant's statements showing the applicant's education and other such pertinent information as the board may require. Such applicant shall be of good moral character, and have completed at least two years of high school, or its equivalent as established by the state board of education, and have successfully completed a basic prescribed curriculum in a state-accredited or approved school of nursing, earned a nursing degree, certificate or diploma and completed a course approved by the board on the role of the practical nurse. Each application shall contain a statement that it is made under oath or affirmation and that its representations are true and correct to the best knowledge and belief of the person signing same, subject to the penalties of making a false affidavit or declaration. Applicants from non-English-speaking countries shall be required to submit evidence of their proficiency in the English language. The applicant must be approved by the board and shall pass an examination as required by the board. The board may require by rule as a requirement for licensure that each applicant shall pass an oral or practical examination. Upon successfully passing the examination, the board may issue to the applicant a license to practice as a licensed practical nurse. The applicant for a license to practice licensed practical nursing shall pay a fee in such amount as may be set by the board. The fee shall be uniform for all applicants. Applicants from foreign countries shall be licensed as prescribed by rule.

3. Upon refusal of the board to allow any applicant to sit for either the registered professional nurses' examination or the licensed practical nurses' examination, as the case may be, the board shall comply with the provisions of section 621.120 and advise the applicant of his or her right to have a
hearing before the administrative hearing commission. The administrative hearing commission shall hear complaints taken pursuant to section 621.120.

4. The board shall not deny a license because of sex, religion, race, ethnic origin, age or political affiliation.

Chapter 335
Nurses Section 335.066.1
August 28, 2014

Denial, revocation, or suspension of license, grounds for, civil immunity for providing information—complaint procedures.

335.066. 1. The board may refuse to issue or reinstate any certificate of registration or authority, permit or license required pursuant to chapter 335 for one or any combination of causes stated in subsection 2 of this section or the board may, as a condition to issuing or reinstating any such permit or license, require a person to submit himself or herself for identification, intervention, treatment, or rehabilitation by the impaired nurse program as provided in section 335.067. The board shall notify the applicant in writing of the reasons for the refusal and shall advise the applicant of his or her right to file a complaint with the administrative hearing commission as provided by chapter 621.

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

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

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

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

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

(5) Incompetency, gross negligence, or repeated negligence in the performance of the functions or duties of any profession licensed or regulated by chapter 335. For the purposes of this subdivision, "repeated negligence" means the failure, on more than one occasion, to use that degree of skill and learning ordinarily used under the same or similar circumstances by the member of the applicant's or licensee's profession;

(6) Misconduct, fraud, misrepresentation, dishonesty, unethical conduct, or unprofessional conduct in the performance of the functions or duties of any profession licensed or regulated by this chapter, including, but not limited to, the following:
(a) Willfully and continually overcharging or overtreating patients; or charging for visits which did not occur unless the services were contracted for in advance, or for services which were not rendered or documented in the patient's records;

(b) Attempting, directly or indirectly, by way of intimidation, coercion or deception, to obtain or retain a patient or discourage the use of a second opinion or consultation;

(c) Willfully and continually performing inappropriate or unnecessary treatment, diagnostic tests, or nursing services;

(d) Delegating professional responsibilities to a person who is not qualified by training, skill, competency, age, experience, or licensure to perform such responsibilities;

(e) Performing nursing services beyond the authorized scope of practice for which the individual is licensed in this state;

(f) Exercising influence within a nurse-patient relationship for purposes of engaging a patient in sexual activity;

(g) Being listed on any state or federal sexual offender registry;

(h) Failure of any applicant or licensee to cooperate with the board during any investigation;

(i) Failure to comply with any subpoena or subpoena duces tecum from the board or an order of the board;

(j) Failure to timely pay license renewal fees specified in this chapter;

(k) Violating a probation agreement, order, or other settlement agreement with this board or any other licensing agency;

(l) Failing to inform the board of the nurse's current residence;

(m) Any other conduct that is unethical or unprofessional involving a minor;

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

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

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

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

(11) Assisting or enabling any person to practice or offer to practice any profession licensed or regulated by sections 335.011 to 335.096 who is not registered and currently eligible to practice pursuant to sections 335.011 to 335.096;
(12) Issuance of a certificate of registration or authority, permit or license based upon a material mistake of fact;

(13) Violation of any professional trust or confidence;

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

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

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

(17) Failure to successfully complete the impaired nurse program;

(18) Knowingly making or causing to be made a false statement or misrepresentation of a material fact, with intent to defraud, for payment pursuant to the provisions of chapter 208 or chapter 630, or for payment from Title XVIII or Title XIX of the federal Medicare program;

(19) Failure or refusal to properly guard against contagious, infectious, or communicable diseases or the spread thereof; maintaining an unsanitary office or performing professional services under unsanitary conditions; or failure to report the existence of an unsanitary condition in the office of a physician or in any health care facility to the board, in writing, within thirty days after the discovery thereof;

(20) A pattern of personal use or consumption of any controlled substance unless it is prescribed, dispensed, or administered by a provider who is authorized by law to do so;

(21) Habitual intoxication or dependence on alcohol, evidence of which may include more than one alcohol-related enforcement contact as defined by section 302.525;

(22) Failure to comply with a treatment program or an aftercare program entered into as part of a board order, settlement agreement, or licensee's professional health program.

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

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

5. An individual whose license has been revoked shall wait one year from the date of revocation to apply for relicensure. Relicensure shall be at the discretion of the board after compliance with all the requirements of sections 335.011 to 335.096 relative to the licensing of an applicant for the first time.
6. The board may notify the proper licensing authority of any other state concerning the final disciplinary action determined by the board on a license in which the person whose license was suspended or revoked was also licensed of the suspension or revocation.

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

8. The board may apply to the administrative hearing commission for an emergency suspension or restriction of a license for the following causes:

   (1) Engaging in sexual conduct ** as defined in section 566.010, with a patient who is not the licensee's spouse, regardless of whether the patient consented;

   (2) Engaging in sexual misconduct with a minor or person the licensee believes to be a minor. "Sexual misconduct" means any conduct of a sexual nature which would be illegal under state or federal law;

   (3) Possession of a controlled substance in violation of chapter 195 or any state or federal law, rule, or regulation, excluding record-keeping violations;

   (4) Use of a controlled substance without a valid prescription;

   (5) The licensee is adjudicated incapacitated or disabled by a court of competent jurisdiction;

   (6) Habitual intoxication or dependence upon alcohol or controlled substances or failure to comply with a treatment or aftercare program entered into pursuant to a board order, settlement agreement, or as part of the licensee's professional health program;

   (7) A report from a board-approved facility or a professional health program stating the licensee is not fit to practice. For purposes of this section, a licensee is deemed to have waived all objections to the admissibility of testimony from the provider of the examination and admissibility of the examination reports. The licensee shall sign all necessary releases for the board to obtain and use the examination during a hearing; or

   (8) Any conduct for which the board may discipline that constitutes a serious danger to the health, safety, or welfare of a patient or the public.

9. The board shall submit existing affidavits and existing certified court records together with a complaint alleging the facts in support of the board's request for an emergency suspension or restriction to the administrative hearing commission and shall supply the administrative hearing commission with the last home or business addresses on file with the board for the licensee. Within one business day of the filing of the complaint, the administrative hearing commission shall return a service packet to the board. The service packet shall include the board's complaint and any affidavits or records the board intends to rely on that have been filed with the administrative hearing commission. The service packet may contain other information in the discretion of the administrative hearing commission. Within twenty-four hours of receiving the packet, the board shall either personally serve the licensee or leave a copy of the service packet at all of the licensee's current addresses on file with the board. Prior to the hearing, the licensee may file affidavits and certified court records for consideration by the administrative hearing commission.

10. Within five days of the board's filing of the complaint, the administrative hearing commission shall review the information submitted by the board and the licensee and shall determine based on that information if probable cause exists pursuant to subsection 8 of this section and shall issue its
findings of fact and conclusions of law. If the administrative hearing commission finds that there is probable cause, the administrative hearing commission shall enter the order requested by the board. The order shall be effective upon personal service or by leaving a copy at all of the licensee's current addresses on file with the board.

11. (1) The administrative hearing commission shall hold a hearing within forty-five days of the board's filing of the complaint to determine if cause for discipline exists. The administrative hearing commission may grant a request for a continuance, but shall in any event hold the hearing within one hundred twenty days of the board's initial filing. The board shall be granted leave to amend its complaint if it is more than thirty days prior to the hearing. If less than thirty days, the board may be granted leave to amend if public safety requires.

(2) If no cause for discipline exists, the administrative hearing commission shall issue findings of fact, conclusions of law, and an order terminating the emergency suspension or restriction.

(3) If cause for discipline exists, the administrative hearing commission shall issue findings of fact and conclusions of law and order the emergency suspension or restriction to remain in full force and effect pending a disciplinary hearing before the board. The board shall hold a hearing following the certification of the record by the administrative hearing commission and may impose any discipline otherwise authorized by state law.

12. Any action under this section shall be in addition to and not in lieu of any discipline otherwise in the board's power to impose and may be brought concurrently with other actions.

13. If the administrative hearing commission does not find probable cause and does not grant the emergency suspension or restriction, the board shall remove all reference to such emergency suspension or restriction from its public records. Records relating to the suspension or restriction shall be maintained in the board's files. The board or licensee may use such records in the course of any litigation to which they are both parties. Additionally, such records may be released upon a specific, written request of the licensee.

14. If the administrative hearing commission grants temporary authority to the board to restrict or suspend the nurse's license, such temporary authority of the board shall become final authority if there is no request by the nurse for a full hearing within thirty days of the preliminary hearing. The administrative hearing commission shall, if requested by the nurse named in the complaint, set a date to hold a full hearing under the provisions of chapter 621 regarding the activities alleged in the initial complaint filed by the board.

15. If the administrative hearing commission refuses to grant temporary authority to the board or restrict or suspend the nurse's license under subsection 8 of this section, such dismissal shall not bar the board from initiating a subsequent disciplinary action on the same grounds.

16. (1) The board may initiate a hearing before the board for discipline of any licensee's license or certificate upon receipt of one of the following:

(a) Certified court records of a finding of guilt or plea of guilty or nolo contendere in a criminal prosecution under the laws of any state or of the United States for any offense involving the qualifications, functions, or duties of any profession licensed or regulated under this chapter, for any offense involving fraud, dishonesty, or an act of violence, or for any offense involving moral turpitude, whether or not sentence is imposed;

(b) Evidence of final disciplinary action against the licensee's license, certification, or registration issued by any other state, by any other agency or entity of this state or any other state, or the United States or its territories, or any other country;
(c) Evidence of certified court records finding the licensee has been judged incapacitated or disabled under Missouri law or under the laws of any other state or of the United States or its territories.

(2) The board shall provide the licensee not less than ten days' notice of any hearing held pursuant to chapter 536.

(3) Upon a finding that cause exists to discipline a licensee's license, the board may impose any discipline otherwise available.


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

**Word "in" appears here in original rolls.

For more information, please see the following:

Missouri General Assembly. (2014). *Missouri Revised Statutes: Chapter 335 Nurses*