

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.ccnaccreditation.org/>).

REVISED OCTOBER 2018

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INTRODUCTION TO THE DEPARTMENT OF NURSING

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 fully 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 18 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. Develop an awareness of nursing within the context of global health;
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

F.O. 05/10/2017

BSN CURRICULUM

Bachelor of Science in Nursing

Semester Hours

Liberal Arts and Sciences Core Requirements.....	31-57
Missouri Statute Requirement.....	1-3
Required Support Classes	28
BIOL 100 Biology**.....	4
BIOL 214 Anatomy and Physiology I.....	4
BIOL 215 Anatomy and Physiology II.....	4
CHEM 100 Chemistry for Contemporary Living**.....	4
NU 250 Life Span Development.....	3
PHRE 188 Ethics**.....	3
PSYC 166 General Psychology**.....	3
STAT 190 Basic Statistics**.....	3

**May be used to fulfill LSP requirements

Bachelor of Science Requirements 10

BIOL 204 Microbiology	4
BIOL 353 Pathophysiology.....	3
NU 311 Human Nutrition.....	3

Nursing Major Requirements 50

NU 185 Dimensions of Professional Nursing	3
NU 240 Assessment & Fundamentals I.....	3
NU 280 Assessment & Fundamentals II	3
NU 310 Pharmacotherapeutics.....	3
NU 350 Adult Health Nursing I.....	6
NU 351 Adult Health Nursing II.....	5
NU 375 Maternal/Neonatal Nursing	3
NU 385 Child/Family Nursing.....	3
NU 410 Introduction to Nursing Research – Capstone Experience.....	3
NU 425 Community Mental Health Nursing.....	5
NU 445 Clinical Elective	2
NU 475 Critical Care Nursing	3
NU 480 Professional Nursing Leadership	3
NU 485 Rural Public Health Nursing.....	5

BSN SUGGESTED PROGRAM OF STUDY

FALL

FRESHMAN

SPRING

Course	Course Title	Hours
NU 185	<i>Dimensions of Prof Nursing</i>	3
BIOL 100	<i>Biology #</i>	4
CHEM 100	<i>Chemistry %</i>	4
MATH 186	<i>156: College Algebra/157: Plane Trig or Pre-Calculus*</i>	3
	Truman Week	1

Total 15

Course	Course Title	Hours
BIOL 214	<i>Anatomy & Physiology I</i>	4
COMM 170	Fundamentals of Speech*	3
ENG 190	Writing as Critical Thinking*	3
HLTH	Personal Wellbeing*	2
PSYC 166	<i>General Psychology</i>	3

Total 15

SOPHOMORE

NU 240	<i>Assessmnt & Fundamentals I</i>	3
BIOL 215	<i>Anatomy & Physiology II</i>	4
NU 250	<i>Life Span Development</i>	3
NU 311	<i>Human Nutrition</i>	3
LL	Foreign Language Req.*	3

Total 16

NU 280	<i>Assessmnt & Fundamentals II</i>	3
NU 310	<i>Pharmacotherapeutics</i>	3
BIOL 204	<i>Microbiology</i>	4
BIOL 353	<i>Pathophysiology</i>	3
LL	Foreign Language Req.*	3

Total 16

JUNIOR

NU 350	<i>Adult Health Nursing I</i>	6
NU 375	<i>Maternal/Neonatal</i>	3
PHRE 188	<i>Ethics</i>	3
FA	Aesthetic: Visual & Perf Arts*Δ	3

Total 15

NU 351	<i>Adult Health Nursing II</i>	5
NU 385	<i>Child/Family</i>	3
STAT 190	<i>Basic Statistics**</i>	3
JINS 3xx	Junior Seminar - WE*	3
MO Statute		1

Total 15

SENIOR

NU 340	<i>NCLEX-RN Review</i>	1
NU 410	<i>Intro to Nursing Research</i>	3
NU 425	<i>Community Mental Health</i>	5
NU 445	<i>Clinical Elective</i>	2
LL	Aesthetic: Literature*Δ	3
Elective	Elective Course	1

Total 15

NU 440	<i>NCLEX-RN Review</i>	1
NU 475	<i>Critical Care Nursing</i>	3
NU 480	<i>Professional Nursing Leadership</i>	3
NU 485	<i>Rural Public Health</i>	5
HIST	Historical Mode of Inquiry*Δ	3

Total 15

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

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

*LSP requirements. Course choice is up to student and scheduling needs/interst.

Co-requisite or Prerequisite for Anatomy & Physiology

% Prerequisite for Anatomy & Physiology

Δ Must have 2 of these 3, course choice is up to student & scheduling needs/interest.

See the Nursing Student Handbok for more information: <http://nursing.truman.edu>

Rev: 8.9.17

Accelerated Bachelor of Science in Nursing (ABSN) Suggested Program of Study

Completion of Pre-requisite courses is required to be admitted to the accelerated BSN program of study.

Pre-Requisite Courses		
COURSE	COURSE TITLE	HRS
BIOL 100	Biology	4
CHEM 100	Chemistry	4
BIOL 204	Microbiology	4
BIOL 214	Anatomy & Physiology I	4
BIOL 215	Anatomy & Physiology II	4
BIOL 353	Pathophysiology	3
MATH	156: College Algebra/157: Plane Trig OR 186: Pre-Calculus*	3
STAT 190	Basic Statistics	3
LL	Foreign Language	3

Pre-Requisite Courses		
COURSE	COURSE TITLE	HRS
PHRE 188	Ethics	3
NU 185	Dimensions of Prof. Nursing	3
PSYC 166	General Psychology	3
NU 250	Life Span Development	3
XXX	Missouri Statute	3
JINS 3xx	Jr. Seminar - Writing Enhanced	3
NU 310	Pharmacotherapeutics	3
NU 311	Human Nutrition	3
LL	Foreign Language	3

SUGGESTED PROGRAM OF STUDY

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 385	Child/Family OR <i>NU 375: Maternal/Neonatal</i>	3
NU 410	Intro to Nursing Research	3
Total		12

SPRING 1		
NU 351	Adult Health Nursing II	5
NU 375	Maternal/Neonatal OR <i>NU 385: Child/Family</i>	3
NU 475	Critical Care Nursing OR <i>NU: 480 Prof. Nursing Leadership</i>	3
Total		11

SUMMER 2		
NU 340	NCLEX-RN Review	1
NU 425	Community Mental Health	5
Total		6

FALL 2		
NU 440	NCLEX-RN Review	1
NU 445	Clinical Elective	2
NU 485	Rural Public Health	5
NU 480	Prof. Nursing Leadership OR <i>475: Critical Care Nursing</i>	3
Total		11

See the Nursing Student Handbook for more information: <http://nursing.truman.edu>

46 Nursing Credits in 18 Months

Rev. 04/25/2018

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.

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

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:**

BIOL 100	MATH 156 or 186
BIOL 204	NU 185
BIOL 214	NU 240
BIOL 215	NU 280
BIOL 353	NU 310
CHEM 100	NU 311
NU 250	PSYCH 166

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 cumulative GPA of less than 2.75. Admission for these students is probationary. 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 (traditional BSN students), 2.5 semester GPA (Accelerated BSN students) each semester for the duration of the program.

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; F.O. Rev. 05/06/2015; Rev. F.O. 09/18/2018

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 retains 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.

F.O. 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.

F.O. 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:

Code of Conduct - <http://www.truman.edu/wp-content/uploads/2014/08/2014-Student-Conduct-Code.pdf>

Sexual Harassment - <http://eoaa.truman.edu/sexual-harassment/procedures/>

Equal Opportunity/Non Discrimination - <http://eoaa.truman.edu/nondiscrim/index.asp>

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 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

Truman State University
Department of Nursing
Petition Form

Student Name: _____ Banner ID: _____

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

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.

F.O. 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.

F.O. 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).

F.O. 02/2006; Rev. 05/2015

COMPREHENSIVE NCLEX-RN® REVIEW PROGRAM

The Department of Nursing will incorporate a prescribed NCLEX-RN® review course in the last semester of the curriculum. The only exception will be for a student who has passed every junior HESI exam (obstetrics, pediatrics, medical/surgical) with a score meeting or exceeding 900 on version one of the identified specialty exams. These students may opt out of the prescribed NCLEX® review course. The NCLEX-RN® review course fee is the student's responsibility.

Approved by Nursing Faculty Organization on March 4, 2013 effective on May 15, 2013. Revised on May 8, 2013.

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>.

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.

Rev. 05/2015

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

SUMMARY OF STUDENT CONDUCT: RULES AND PROCEDURES

Department of Nursing Honor Code

Each member of the Department of Nursing community, whether student, faculty, or staff, holds himself/herself and others to the highest standards based on the values of excellence, respect, diversity, integrity, and accountability.

Students enrolled in the Truman State University Department of Nursing are expected to conduct themselves in a manner that upholds the values of this institution of higher education. Each student is obligated to maintain high standards of conduct and refrain from violating academic ethics. In addition, the Department of Nursing upholds the professional code of ethics established in the American Nurses Association (ANA) Code of Ethics for Nurses (www.nursingworld.org/codeofethics) and the ANA Nursing: Scope and Standards of Practice, Standards of Professional Performance, Standard 7, “the registered nurse practices ethically.” (ANA Scope and Standards of Practice, 2nd Edition, Nursesbook.org, 2010, p.11). Each student is held accountable for adhering to the American Nurses Association Code of Ethics and Scope and Standards of Practice.

The Department of Nursing Honor Code (Honor Code) is grounded in the following principles:

- Honesty, integrity, and a respect for truth
- Respect for self, faculty, staff, fellow students, clients, and members of the health team
- Respect for and protection of confidentiality of information
- Advocacy for patients’ best interest
- Respect for the diversity of persons encountered in all interactions
- Respect for property
- Respect for policies, regulations, and laws
- Fitness for duty in academic and clinical settings

I. The Honor Pledge

Students will sign the following Honor Pledge upon accepting a seat in the major. The Honor Pledge will be included in the Nursing Student Handbook and all nursing course syllabi.

Because I am endeavoring to enter a profession with high responsibility and accountability to the lives of others, I pledge to abide by the Department of Nursing’s Honor Code and to promptly report any known or suspected violations to faculty.

Nursing faculty will include the following statements regarding the Honor Code on all written and online examinations.

Written Examinations

I affirm with my signature that I have not received unauthorized help on this exam and will keep all contents confidential.

Online Quizzes and Exams

By proceeding with this quiz/exam, I affirm that I have not received unauthorized assistance with this quiz and will keep all contents confidential.

II. Academic Ethics

Violations of Academic Ethics include, *but are not limited* to the following examples:

Plagiarism

- Submission of the same or substantially similar work of another person, such as an author or classmate, while representing it as one's own original work
- Use of the results of another student's work (e.g., exam, papers, lab data, nursing care plan or other patient evaluation documentation) while representing it as one's own original work

Cheating on Examinations

- Use of unauthorized materials (e.g., devices, notes, books) during an in-class or take-home examination
- Consultation of unauthorized materials while being excused (e.g., on a bathroom break) from an examination room
- Copying answers from or providing answers to another student
- Unauthorized discussion of an exam's content during its administration
- Obtaining an examination or answers to an examination prior to its administration
- Acting as a substitute for another or utilizing another as a substitute during an academic evaluation of any type
- Knowingly accessing instructor resources or test banks

Improper Use of Internet

- Use of paper writing services or paper databases on the Internet
- Posting of patient/client data or photographs
- Accessing Internet during an examination without prior approval

Improper Use of Electronic Devices

- Transmittal of patient/client data or photographs

Unauthorized Collaboration

- Collaboration on homework assignments, papers, or reports unless explicitly assigned or approved by faculty

Alteration of Graded Assignments

- Submission of an examination or assignment for re-grading after making changes to the original answers

Forgery and Falsification

- Falsification or invention of data in laboratory experiments, data analysis, or patient evaluation
- Citation of nonexistent sources or creation of false information in an assignment
- Forgery of university documents, such as academic transcripts or letters of reference

Lying

- Request for special consideration from faculty or university officials based upon false information or deception
- Claiming falsely to have completed and/or turned in an assignment
- Falsely reporting an ethics violation by another student

Facilitating Academic Dishonesty

- Intentionally or knowingly aiding another student to commit a violation of academic conduct
- Allowing another student to copy from one's examination during administration of the exam
- Providing copies of course material whose circulation was prohibited (e.g., exams or assignments) to students enrolled in or planning to take that course

- Providing specific information about an exam to a student who has not yet taken the exam

Unfair Competition

- Willfully damaging the academic efforts of other students
- Stealing another student's academic materials (e.g. book, notes, assignment, flash drives, etc.)
- Denying another student needed resources in a deliberate manner, such as hiding library materials or stealing lab equipment

Dual submission

- Submitting substantially similar work in more than one class without the approval of the instructors

III. Professional Code of Ethics

In addition to the Academic Ethics outlined in in this document, each student enrolled in the Department of Nursing is expected to uphold the professional code of ethics established for and by the nursing profession and as defined by the Department. Ethics are foundational to the nursing profession. The nursing profession expresses its moral obligations and professional values through the American Nurses Association Code of Ethics for Nurses (www.nursingworld.org/codeofethics). It is expected that each student will read the American Nurses Association Code of Ethics (www.nursingworld.org/codeofethics) and be accountable for its contents.

Nursing students are expected not only to adhere to the morals and norms of the profession, but also to embrace them as part of what it means to be a nurse. The nurse recognizes that his/her first obligation is to the patient's welfare and that all other needs and duties are secondary; the nursing student adheres to this same value. A code of ethics makes the professional goals, values, and obligations of a nursing student more explicit, assisting the student in the development of his/her professional ethics.

A nursing student will strive to act in a professional, ethical manner in accordance with the Code of Ethics for nurses and this Honor Code. Each student will do the following:

- Read this Department of Nursing Honor Code Document and be accountable for its contents.
- Read the American Nurses Association Code of Ethics (www.nursingworld.org/codeofethics) and be accountable for its contents.
- Be responsible for his/her own learning and clinical practice and honor other students' right to learn and be successful in academic and clinical environments (i.e., develop own knowledge base through study and inquiry; recognize others' right to do well on their written work; have access to reserved material; and have access to their own preparation materials and supplies used in clinical areas).
- Demonstrate respect in verbal and non-verbal behaviors to all others in all clinical and academic settings (e.g., interact with others without using threats of, or commission of, physical harm, verbal abuse, unwanted sexual advances or contact, or other unwarranted physical contact. Arrive to class and clinicals on time; silence beepers and cell phones in class, etc.).
- Assess patient status carefully upon assuming responsibility for his/her care
- Provide safe, competent care, seeking assistance when personal knowledge and/or skill are not adequate. Avoid circumstances or the use of any substances that would impair clinical ability or judgment (e.g., prepare for clinical assignment to develop required knowledge and skill; review patient's medical record; seek assistance according to course and curricular objectives).
- Provide the same standard of care to all patients and families regardless of race, ethnicity, gender, age, sexual preference, disability, religion, economic status, employment status, or the nature of their health problem(s). Accept that others have the right to their own cultural beliefs and values and

respect their choices (e.g., demonstrate compassion and respect for every individual; provide the best quality of care possible to all patients; be non-judgmental of cultural differences).

- Provide patient care without expectation of, or acceptance of, any remuneration over and above salary (if applicable) (e.g., do not accept gratuities or personal gifts of monetary value).
- Document in a thorough, accurate, truthful, and timely manner data that reflects findings from one's own personal assessment, care, interventions, teaching, or the patient's and/or family's response to those activities (e.g., documentation errors are corrected in an acceptable manner, documentation is unaltered, vital signs are recorded at the time they are measured, and late entries are duly noted).
- Act in a manner that contributes to the development and maintenance of an ethical educational and practice environment. Recognize that the primary commitment in clinical practice is to the patient and that respectful interactions are expected (e.g., act as a role model for other students and colleagues; speak up if another student is speaking disrespectfully to classmates or faculty; work through appropriate organizational channels to share concerns about situations that jeopardize patient care or affect the educational environment; advocate patient safety).
- Complete legally required HIPAA training and University or clinical site requirements regarding confidentiality. Use patient data in all school work, papers, presentations, research findings and in the clinical setting in a manner that is accurate, truthful, and confidential. Students must have a justifiable reason to include patient data. Acknowledge real data gaps that may exist in written work.
- Refrain from unauthorized use or possession of school or clinical setting's equipment, patient's belongings, or items dispersed or intended for patient use (e.g., do not download University software onto a personal PC or mobile device; do not use a hospital computer terminal for personal use; do not take a patient's prescribed medication for personal use).

IV. Honor Code Policies and Procedures

A. Authority

Interim Suspension. Student discipline related to academic dishonesty and violations of the Professional Code of Ethics is the responsibility of the faculty of the Department of Nursing. Nothing herein prescribed, however, shall prevent the Dean of the Schools of Health Science and Education (Dean) from temporarily suspending a student from the nursing major where the conduct of that student unreasonably impairs or endangers his or her own safety or well-being or the safety and well-being of other students, faculty, staff, patients or clients or the preservation of University property, the maintenance of public order, or the effective continuation of the education process.

Any student who is suspended because the state of his or her emotional or mental health is considered a risk for harm to self or others should be referred to the Office of Student Affairs and to the Students of Concern Committee.

Any student temporarily suspended pursuant to this policy, shall have the right to a meeting with the Dean and Department Chair as soon as possible to show cause why the interim suspension is not merited.

If, after meeting with the student, the Dean declines to lift the interim suspension, the student has the right to a fair and timely hearing in accordance with these rules including written notice of the charges and opportunity to be heard, such hearing to occur not less than 10 days from the effective date of the interim suspension.

Unless the interim suspension is upheld and made permanent by clear and convincing evidence, the student shall be reinstated with reasonable opportunity to complete any work or assignments missed during the period of suspension, if practicable to do so.

B. Jurisdiction

The Department of Nursing faculty has jurisdiction over disciplinary matters involving nursing students in the traditional and accelerated baccalaureate of nursing programs. This jurisdiction may include, but is not limited to the following, all of which are deemed a form of academic dishonesty under Section 5.070 of the Code of Policies of the Board of Governors:

- i. Violations of this Department of Nursing Honor Code or the American Nurses Association Code of Ethics (www.nursingworld.org/codeofethics)
- ii. Violations of Department of Nursing Policies and Procedures (found in Nursing Student Handbook and Course Syllabi)
- iii. Violations of University Policies and Procedures
- iv. Violations of federal, state, or local laws

C. Reporting Academic or Professional Ethics Violations

Any member of the faculty, administration, staff, or any student who has reason to believe a violation has occurred is expected to notify the appropriate course faculty or the Chair promptly. Faculty members generally initiate academic or professional investigations, either by detecting violations themselves or by receiving reports from clinical site staff, students, alerts by exam monitoring services, and/or university staff members.

D. Both students and faculty should follow these procedures:

- Violations of the Honor Code that are well substantiated should be referred directly to the Chair.
- In the case of a suspected academic ethics violation, the faculty member should meet with the student or students involved in the incident to discuss the accusation. If the faculty member believes the accusation has no merit, the issue can be dismissed, but documentation of the conversation should be placed in the student's Department of Nursing file and forwarded to the Chair. The student shall receive a copy of this documentation.
- If, after meeting with the student(s) involved, the faculty member believes the situation has merit, he/she should provide the Chair with documentation of the incident and details of the meeting with the student(s) involved. The student shall receive a copy of this documentation. **This action must occur before a penalty for the violation is assigned.**
- The Chair will provide this documentation to the Dean of the School of Health Sciences and Education (Dean). The Dean may forward documentation to the Vice President for Academic Affairs (VPAA). If deemed appropriate or necessary, the VPAA will forward documentation to the office of Student Affairs.
- The Chair will report if this is the student's first offense, a fact that may affect the resolution of the case.
- If the student has no prior offense, a discussion occurs between the faculty member and the Chair to determine whether there are grounds for calling a closed meeting of the Faculty Organization or whether a settlement can be reached between the individual faculty member and student(s) involved.
- For a first offense, after faculty consultation with the Chair, the faculty member and student(s) may agree upon a settlement without any Faculty Organization meeting. The resolution must be recorded in writing and signed by both the faculty member and the student. A copy of this document will be kept in the student's file and a copy must be provided to the student and sent to the Dean and the VPAA. The faculty member may impose a warning or grade adjustment for an Honor Code violation. Any Honor Code violation warranting failure of a course or dismissal from the major will require a closed meeting of the Faculty organization.
- The Chair will convene a closed meeting of the Faculty Organization and provide written notification of the scheduled meeting to the student(s) involved. The student(s) has the opportunity to attend the Faculty Organization Honor Code Meeting.
- The written notice of the meeting must state the charges against the student with sufficient particularity to allow the student full notice of the student's alleged transgressions and to allow the student to fully respond to the charges.

- The written notification of the scheduled meeting with the charges must be provided to the student sufficiently in advance of the meeting to allow the student a reasonable time in which to prepare his or her response to the charges.

E. Faculty Organization Honor Code Meeting

The faculty liaison for the student(s) will be his/her nursing advisor. If the student's advisor is the faculty member involved, the Chair will appoint another faculty member to serve as the faculty liaison. The liaison will communicate process and expectations to the involved student(s) and may accompany the student in the Honor Code Meeting at the student's request.

Students and faculty can submit documentation directly to the Chair and Faculty Organization or indirectly through the faculty liaison.

The Faculty Organization will convene for the Honor Code meeting within ten working days of receiving the request for a meeting. In the event that the student is subject to an interim suspension, this time frame must be adjusted to comply with section IV, subsection A, of this policy.

The Faculty Organization Honor Code meeting is a closed meeting consisting of nursing faculty members, the party initiating the complaint, and the alleged Honor Code violator(s) and his or her designated advisor and any witnesses whose presence is needed for oral testimony. (No other individuals are permitted to attend the meeting). The Honor Code meeting will proceed in an orderly manner as described:

- The Chair will preside over the meeting.
- The purpose of the meeting and process will be reviewed and roles of each participant clarified.
- The party initiating the complaint will present an account of the events leading to the charge of academic or professional ethics violation.
- Witness statements will be reviewed. Faculty Organization members, initiating parties, the alleged Honor Code violator(s), and the faculty liaison may ask questions. Relevant facts regarding the allegation will be provided.
- The alleged Honor Code violator(s) may refute the charges and provide additional evidence relevant to the allegation and may call witnesses in support of his or her defense.
- The initiating party and the alleged Honor Code violator will be allowed to make a closing statement.
- Minor variations in these established hearing procedures can be approved on an ad hoc basis by the Chair as long as they do not materially impact the fairness of the proceedings
- At the conclusion of the meeting, all parties except for Faculty Organization members will withdraw, and the deliberations of the Faculty organization will be held in closed session.
- The Chair shall, as soon as possible after the meeting, prepare minutes of the meeting to include the following information:
 - Date, time, and place of the meeting.
 - The names of all persons present at the meeting.
 - A short statement of the charges against the student(s).
 - A summary of the findings of fact and conclusions made by the Faculty Organization.
 - A statement of the findings and recommendation of the Faculty Organization.
 - The sanction recommended by the Faculty Organization, if applicable.
- If the Faculty Organization finds that the student has violated this policy and recommends the imposition of any sanction, these minutes will be forwarded to the Dean who shall review the minutes, the findings of fact and conclusions made by the Faculty Organization and all the materials considered in the Faculty Organization Honor Code Meeting. The Dean will then determine whether the student has committed violations of this policy and, if so, what sanctions, if any, will be imposed on the student.
- The alleged Honor Code violator and the initiating party when appropriate will be informed in writing by the Chair of the Faculty Organization's Honor Code Meeting decision within five days of the Faculty Organization's decision.

- Depending on the severity and type of infraction, the student may be removed from the classroom, clinical, or laboratory setting immediately after a decision has been reached; such decisions will be communicated verbally to the student(s) by the Chair. Written confirmation will follow.

Any student found not in violation is exonerated of all charges and allowed to make up any missed assignments or clinical time.

F. Honor Code Violation Sanctions

Students found in violation face the following potential sanctions, based on the Faculty Organization's determination of the severity of the infraction:

1. Warning-
 - a. Notice to the student, orally or in writing, that continuation or repetition of the conduct found wrongful, or participation in similar conduct, shall be a cause for disciplinary action.
2. Academic-
 - a. Grade adjustment- including a reduction in grade or failure on any assignment.
 - b. Failure of course.
3. Suspension-
 - a. From the program for a specified time not to exceed one semester.
4. Dismissal-
 - a. Permanent termination of student's status as student in the nursing major.

G. Appeals Process

In cases where one or more sanctions are imposed, a student may request an appeal of the Dean's decision. The appeal will be directed to and decided by the VPAA. Any request for an appeal must be in writing and submitted to the VPAA with all supporting statements and arguments no later than 7 days after notification of the Dean's decision has been delivered to the student, unless an extension is granted by the Dean. Normally, sanctions will take effect at the time of imposition, but the Dean has discretion to suspend sanctions during the appeal process.

The sole grounds for review are as follows:

- a. New information, unavailable at the time of the hearing, is now available and could materially affect the Dean's decision;
- b. The process was not conducted according to the procedures described in this policy and the process failure influenced the decision;
- c. The evidence is not sufficient to support the decision; and/or
- d. The sanctions are too severe given the circumstances of the violation and the student's conduct in the matter and his or her prior record

In general, the VPAA will conduct the appeal by a review of the entire record and will not conduct a new hearing, hear additional testimony or receive new evidence unless the specific facts and circumstances of the appeal require it. The VPAA has discretion to remand the matter to the hearing board for further investigation or clarification, when needed. The VPAA's decision will be final. Every reasonable effort will be made to conclude the appeal process in a timely manner.

H. Miscellaneous Provisions

1. Records

The confidential records of the Faculty Organization Honor Code meeting will be held in the office of the VPAA. Any student who is the subject of any proceeding under this policy may review his or her record and is entitled to a copy of the record upon request.

2. Protection for Student Reporting Honor Code Violation

A student reporting an Honor Code violation may do so confidentially subject, however, to the right of all students to review their own education records. If any student's testimony, either written or oral is relied upon in the hearing process, the accused student will have the right to know the identity of that reporting student and question him or her in the course of the hearing process.

In addition, any form of retaliation against a student reporting an Honor Code violation will not be tolerated. Student participation in retaliation of any form is considered disrespect for fellow students, and is a violation of the Professional Code of Ethics and a serious violation of this policy.

3. Student Experience

Being accused of an ethics violation is a stressful process for students. Students are encouraged to be completely honest in all discussions associated with this process and to take advantage of University resources.

The faculty liaison will provide an overview of the process and procedures of the Faculty Organization Honor Code meeting and advice about preparing for the Honor Code meeting.

The student(s) may contact University Counseling Services to help with any personal difficulties that arise during this process.

4. Faculty Experience

Faculty members should enforce academic ethics and professional ethics equally and consistently. All suspicions of academic misconduct, no matter how minor, must be investigated.

Faculty must contact Chair BEFORE any penalty is assigned.

Faculty members are expected to compile evidence and to present their account of the violation during a Faculty Organization Honor Code meeting.

Faculty members are encouraged to contact the Chair to discuss concerns and questions about the meeting.

5. University's Student Conduct Code

Student Conduct not involving academic or professional ethics is handled through a university-wide process by Student Affairs. Please see the Truman State University non-academic [Student Conduct Code](#) for policy and procedures. Any matter implicating the University's discrimination policy, sexual misconduct policy or Title IX policies must be referred to the University's Compliance Officer.

*Adapted, with permission, from Johns Hopkins University, School of Nursing, Honor Code.
September 13, 2017*

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 the following:

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 (ankle length slacks or at least knee length skirt). Uniforms will be clean and neat (not faded, wrinkled, or frayed).
 - 1.2. White or nude colored hose or socks are to be worn when in uniform.
 - 1.3. Clean white impermeable nursing shoes with a closed back or heel strap will be worn.
 - 1.4. If desired, a plain, long sleeved black or white tee shirt may be worn under the uniform top.
 - 1.5. Lab coat may be worn over the uniform. No hoodies or fleece to be worn over the uniform.
 - 1.6. Clinical attire should cover cleavage, midriff, and underwear during patient care activities.
2. Community-Based Agencies
 - 2.1. Designated polo shirt, with neat, simple, washable, ankle length khaki-colored slacks or skirt (at least knee length) will be worn. Clothes will be clean and neat (not faded, wrinkled, or frayed).
 - 2.2. No jeans (of any color), sweatshirts, shorts, leggings/tight pants, sleeveless/spaghetti strap or short tops, or see through materials are to be worn.
 - 2.3. Hose or socks are to be worn.
 - 2.4. Shoes shall be clean and will have a closed back or heel strap, no open toe, no cloth shoes. No sandals, boots or high heels.
 - 2.5. Attire should cover cleavage, midriff, and underwear during patient care activities.
3. White lab coat
 - 3.1. Will be worn as assigned.
 - 3.2. The lab coat must be white, long sleeved without cuffs and hip length.
 - 3.3. The official patch will be sewn or ironed on the upper left arm of the white lab coat.
 - 3.4. The white lab coat will be clean and neat (not faded, wrinkled, or frayed).
4. Photo identification badges are worn at all times in all clinical agencies, unless alternative identification methods are deemed appropriate by faculty. Identification badges must be worn above the waist. Students will be informed of fees and the process of obtaining badges.
5. Hair shall be neat, clean, away from the face and eyes, and when leaning forward, will not fall past the chin. No headbands, bows, scrunchies, or ribbons will be worn. No messy buns. Plain, neutral barrettes and bobby pins are acceptable. Only natural hair colors are allowed. Beards and mustaches must be neatly trimmed. Long beards are not acceptable. No visible razor stubble.
6. Appropriate personal hygiene will be utilized (bathing, hair washing, oral care). Use of deodorant is expected. No perfumes, colognes, or scented products will be worn. No heavy makeup will be worn.
7. 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, post type) are the ONLY visible body pierced jewelry that will be allowed in the clinical area. No bars or cuffs allowed. If gauges are present and ½ inch in diameter or less, they must have a solid neutral colored plug in place. If gauges are present that are greater than ½ inch in diameter, they must be taped. Tongue jewelry is not allowed in the clinical setting. The University and/or clinical facility is not liable for any injury that may be received by the student in the clinical area related to piercings. No visible tattoos. Nails must be clean and clipped short. No artificial nails or nail polish allowed.
8. 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.

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

FO 05/2001; Rev. 05/2015, Rev. 5/2018

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

CHAIN OF NOTIFICATION IN STUDENT/FACULTY CLINICAL COMMUNICATION

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.

F.O. 9/2004; 05/2015

HEALTH POLICY

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. Rev. 09/2007; Rev. 05/2015

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.

F.O. 07/2013; Rev 05/2015

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.

F.O. 04/04/16

STUDENT NAME: _____

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

Zip code

State

Primary care provider_____ Telephone_____

Address _____

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

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

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

STUDENT NAME: _____

- 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)

<input type="checkbox"/> Alcohol Abuse	<input type="checkbox"/> Epilepsy	<input type="checkbox"/> Pneumonia
<input type="checkbox"/> Allergies (specify)	<input type="checkbox"/> Eye Disease/Problems	<input type="checkbox"/> Polio
<input type="checkbox"/> Anemia	<input type="checkbox"/> Gallbladder Trouble	<input type="checkbox"/> Psychological Counseling
<input type="checkbox"/> Anxiety	<input type="checkbox"/> Hay Fever (Recurrent)	<input type="checkbox"/> Rheumatic Fever
<input type="checkbox"/> Arthritis	<input type="checkbox"/> Head Injury	<input type="checkbox"/> Rubella (German measles)
<input type="checkbox"/> Asthma	<input type="checkbox"/> Headache (Recurrent)	<input type="checkbox"/> Scarlet Fever
<input type="checkbox"/> Back Problems	<input type="checkbox"/> Heart Disease/Problems	<input type="checkbox"/> Sickle Cell Trait/Anemia
<input type="checkbox"/> Cancer	<input type="checkbox"/> Hepatitis/Jaundice	<input type="checkbox"/> Sinus Trouble
<input type="checkbox"/> Chicken Pox	<input type="checkbox"/> Hernia/Rupture	<input type="checkbox"/> Skin Problems (chronic)
<input type="checkbox"/> Colitis	<input type="checkbox"/> High Blood Pressure	<input type="checkbox"/> Sleep Problems
<input type="checkbox"/> Convulsions/Seizures	<input type="checkbox"/> Injuries <input type="checkbox"/> Smoking	
<input type="checkbox"/> Cough (chronic)	<input type="checkbox"/> Joint Disease/Injury	<input type="checkbox"/> Stomach/Intestinal Trouble
<input type="checkbox"/> Depression	<input type="checkbox"/> Measles (Rubeola)	<input type="checkbox"/> Suicide Attempt
<input type="checkbox"/> Diabetes	<input type="checkbox"/> Mental Illness	<input type="checkbox"/> Surgery
<input type="checkbox"/> Disability/Handicap	<input type="checkbox"/> Migraine Headache	<input type="checkbox"/> Thyroid Disease
<input type="checkbox"/> Drug Abuse	<input type="checkbox"/> Mononucleosis, Infections	<input type="checkbox"/> Tuberculosis
<input type="checkbox"/> Ear Trouble/Hearing Loss	<input type="checkbox"/> Mumps	<input type="checkbox"/> Urinary Tract Infection
<input type="checkbox"/> Eating Disorders	<input type="checkbox"/> Paralysis	<input type="checkbox"/> Other

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 NAME: _____

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](https://www.CertifiedBackground.com).

STUDENT NAME: _____

To Be Completed By Health Care Practitioner.

This assessment may be completed by 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: _____

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 _____

F.O. 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.

F.O. 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, and disappearance of secured drug supply, irrational or extreme behavior, unusual inattention, unusual personal behavior, or odor of alcohol.

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

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

Consequences: A positive test result on the confirming test without appropriate documentation will result in immediate dismissal from the 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.

F.O. 12/2003; Rev. 05/2015

**STUDENT ACKNOWLEDGEMENT AND CONSENT FORM
DRUG AND ALCOHOL TESTING POLICY
DEPARTMENT OF NURSING
TRUMAN STATE UNIVERSITY**

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.).
- F.O. 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) set forth requirements regarding the privacy of student records and govern 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

**LETTERS OF RECOMMENDATION
TRUMAN STATE UNIVERSITY DEPARTMENT OF NURSING
RELEASE OF INFORMATION FORM
(RE: FERPA)**

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

NU 491 DIRECTED STUDIES IN NURSING

- 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

NU 491 STUDENT FACULTY MENTOR CONTRACT

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

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

Clinician Consultation Center (CCC) Post Exposure Prophylaxis Hotline (PEP line.) See <http://nccc.ucsf.edu> (phone: 888-448-4911)

Kuhar, D. T., Henderson, D. K., Struble, K. A., Heneine, W., Thomas, V., Cheever, ... Panlilio, A. L. (2013). Updated US Public Health Service Guidelines for the Management of Occupational Exposures to Human Immunodeficiency Virus and Recommendations for Postexposure Prophylaxis. *Infection Control and Hospital Epidemiology*, 34, 875-892. doi: 10.1086/672271

F.O. 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:

CDC DHHS (NIOSH) Publication Number 98-113. *Latex Allergy: A Prevention Guide.*
<http://www.cdc.gov/niosh/docs/98-113/>

NIH Medline Plus. (2012). *Latex Allergy.*
<http://www.nlm.nih.gov/medlineplus/latexallergy.html>

Reference: This policy was adapted from sample policy at:
<http://www.inacsl-web.org/public/index.php?page=tools>

TECHNICAL STANDARDS, DEPARTMENT OF NURSING

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.

Ability	Standard	Examples
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.	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • 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	<p>The student must be able to communicate effectively with both spoken and written communication in real time with a primarily English-speaking population.</p> <p>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,</p>	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • 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

F.O. 12/10/2014; Rev. 01/2015; Rev. 05/2015

MISSOURI NURSING PRACTICE ACT
MISSOURI REVISED STATUTES

Chapter 335
Nurses **Section 335.046.1**

August 28, 2014

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.

(L. 1975 S.B. 108 § 8, A.L. 1981 S.B. 16, A.L. 1995 S.B. 452, A.L. 1999 H.B. 343)

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.

(L. 1975 S.B. 108 § 12, A.L. 1981 S.B. 16, A.L. 1995 S.B. 452, A.L. 1999 H.B. 343, A.L. 2007 H.B. 780 merged with S.B. 308, A.L. 2013 H.B. 315)

*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*

Data File Available from Missouri General Assembly Web site,
<http://www.moga.mo.gov/mostatutes/stathtml/33500000461.html>