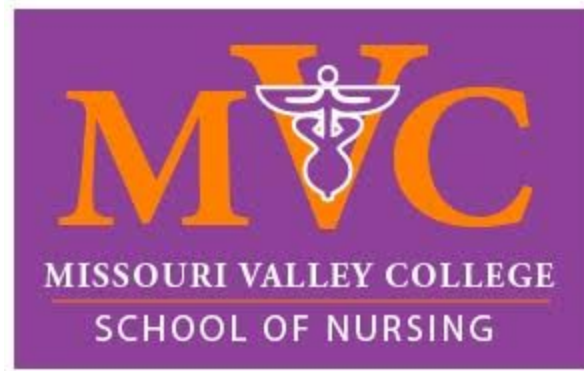# Missouri Valley College
School of Nursing

BSN
STUDENT HANDBOOK
Policies & Procedures

MISSOURI VALLEY COLLEGE - SCHOOL OF NURSING
BUILDING 109 FITZGIBBON CAMPUS
MARSHALL, MO

PHONE NUMBER: 660-831-4051

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Missouri Valley College Nursing Program

12. **POLICIES AND PROCEDURES**

WELCOME NURSING STUDENTS

Welcome to Missouri Valley College (MVC) School of Nursing. We share your excitement about entering the profession of nursing. We are also very pleased that you have chosen our nursing program to obtain your Bachelor of Science in Nursing.

At MVC, we believe in excellence in education. Our highly trained and dedicated nursing faculty and support staff are experts in their field of study and practice. While this program is demanding and will consume a great deal of your time and energy, with your commitment to becoming a registered nurse (RN), we will assist and prepare you to transition from a novice to a practicing professional.

This handbook has been designed to help guide you through the nursing program. Please read it carefully and refer to it if and when you have questions during your nursing education. It is always a great idea to avoid rumors and hearsay that place unnecessary stress and anxiety on both students and faculty. Therefore, if you have questions along the way, please discuss them early with your academic/faculty advisor. We will assist you in any way we can, as we also want you to be successful in completing the nursing program and passing the NCLEX Licensure Examination.

We encourage you to enhance your professional interests in nursing by joining the Student Nurses Association. To help you grow as a professional, a student, a leader, and a member of our educational and medical community, please check into the other activities, clubs, and organizations found on the MVC campus.

Best wishes as you begin this new journey in your life of becoming an RN!

Administration, Faculty, and Staff
MVC School of Nursing

MISSOURI VALLEY COLLEGE
NURSING PROGRAM

PURPOSE of the NURSING STUDENT HANDBOOK

The purpose of the Nursing Student Handbook is to provide the student with guidelines necessary to progress responsibly in the Nursing Program. The handbook contains general information and policies and procedures that guide the Nursing Program. Course requirements are outlined in detail in the course syllabus at the beginning of each semester. As a student it is critical that you read the handbook carefully and fully understand the contents. All students will be held accountable for information in the handbook. Using the handbook will help the student negotiate the many challenges in the nursing program. In addition, academic advisors and faculty are available to assist the student along the way.

The Nursing Student Handbook is to be used in conjunction with the MVC Undergraduate College Catalog and the MVC Student Handbook. Nursing students have the same rights and privileges provided to other college students. However, the policies in the Nursing Student Handbook may/can take precedence over some of the aforementioned college publications. For example, the grading policy and grade point average are/maybe different from those in other disciplines. However, all of the resources contain valuable information and should serve as a reference as the student progresses through the curriculum/program.

The contents of the Nursing Student Handbook are the most current information at the time of publication. Addendums/revisions may be added without prior notice to students. Therefore, students must keep updated by reading the handbook. Keep in mind, the handbook is not an irrevocable contract between the student and the School of Nursing.

Nursing faculty reserves the right to make changes in the curriculum. If or when this happens every effort will be made to notify students of the changes to allow for a smooth transition through the required nursing courses.

THE MISSION and PHILOSOPHY of the MVC NURSING PROGRAM

MISSION: Guiding nursing students to succeed in the acquisition of the theoretical knowledge and applied skills necessary to become a Baccalaureate-prepared nurse generalist.

PHILOSOPHY: The Philosophy of the Nursing Program is consistent with the mission, vision, values, and goals of Missouri Valley College. The aforementioned can be found in the MVC Undergraduate Catalogue.

SCHOOL OF NURSING GOALS:
1. Promote a campus culture that treats all nursing students with cultural sensitivity and respect for human dignity.
2. Advocate curricula that prepare students using nursing standards to become professionals.
3. Uses teaching-learning practices that promote scholarship, critical thinking, and clinical practice.
4. Prepare students to master PSLOs and to achieve licensure..
5. Retain qualified faculty to to assure high academic standards.
6. Prepare graduates that are satisfied with the nursing program and promote the SON within learning and health care communities.

NURSING FACULTY BELIEFS: Nursing is both an art and a science. The practice of nursing occurs in a dynamic and changing healthcare environment. Patient's individual needs are met by using the holistic approach and through the use of the nursing process. Practicing nurses must be caring and compassionate, have critical thinking skills, be competent, be self-directive, be ethical, practice within their scope, practice with cultural sensitivity, promote health and wellness across the lifespan, be a lifelong learner, and also be a patient advocate.

FACULTY COMMITMENT: The faculty is committed to academic and clinical excellence in preparing students to become professional nurses. Nursing educators are committed to a learner-centered process which uses knowledge gained from general education courses and knowledge and skills gained from nursing courses to prepare the nurse to practice safely and competently. Acquisition of knowledge and skills are achieved through various means such as the teaching-learning process, research, instructional design/methodologies, and internal and external resources. The faculty members are lifelong learners and instill this trait in their students. Lifelong learning increases knowledge, skills, professionalism, and is beneficial for medical communities in caring for diverse populations with complex needs in a variety of health care settings.

PROGRAM STUDENT LEARNING OUTCOMES (PSLOs)

The Missouri Valley College School of Nursing faculty designed the curriculum to encompass principles from both science and liberal arts. Students gain knowledge and skills in courses such leadership, mental health and community nursing, health-care delivery systems, health care technology, nursing research, and best practices to enter the healthcare arena as nurse generalists. The nurse is compassionate and demonstrates leadership skills, critical thinking skills, clinical reasoning, and utilization of best practices necessary to provide safe and quality care to diverse groups with chronic and acute needs in a variety of settings within a medical community. Upon graduation, students shall meet the following outcomes:

Nursing Program Student Learning Outcomes

1. Complete a solid base in liberal education which provides the cornerstone for the practice and education of nurses, with an emphasis on critical thinking, clinical reasoning, lifelong learning and healthy lifestyles.
2. Provide safe, competent care to diverse patients with complex needs including individuals, families, communities and populations.
3. Demonstrate leadership skills to promote/advance the nursing profession in theory, science, research, and practice.
4. Use current best practices/evidence to promote high-quality care and improve health outcomes.
5. Use information management and application of patient care technology in the management and delivery of quality, accessible, and cost effective health care.
6. Collaborate with other disciplines to develop/evaluate health care policies, including financial and regulatory, which directly and indirectly impact equity and diversity in health care and the profession of nursing.
7. Communicate effectively with health care professionals and other disciplines to promote the delivery of high quality care to achieve optimal patient health outcomes.
8. Use appropriate resources for health promotion and disease prevention at the individual and population level as necessary to improve population health outcomes across the lifespan.
9. Demonstrate professionalism and role model the inherent values of accountability, social responsibility, autonomy, compassion, integrity, and cultural humility which are fundamental to the discipline of nursing.

*Student Learning Outcomes were developed utilizing the Baccalaureate Essentials from the Commission on Collegiate Nursing Education (CCNE, 2008).

QUALITY & SAFETY EDUCATION FOR NURSES (QSEN) COMPETENCIES:

The goal of QSEN is to prepare nurses with the knowledge, skills, and attitudes needed to improve the quality of care and promote safe practices within all health care systems. These following competencies have been incorporated throughout the MVC Nursing Curriculum to educate and train safe and competent nurses.

1) Patient-centered Care
2) Teamwork & Collaboration
3) Evidence Based Practice
4) Quality Improvement
5) Safety
6) Informatics

ACCREDITATION/APPROVAL

The MVC College is accredited by the following organizations to award degrees at the college level:

Higher Learning Commission, A Commission of the North Central Association of Colleges and Schools
30 North Lasalle Street, Suite 2400 Chicago, Illinois 60602-2504
Telephone: 800-621-7440
www.ncahigherlearningcommision.org

The Missouri Department of Elementary and Secondary Education
205 Jefferson Street
Jefferson City, MO 65101
Telephone: 573-751-4212

The Commission on the Accreditation of Athletic Training Education
6850 Austin Center Blvd., Suite 100
Austin, TX 78731
Telephone: 512-733-9700

Commission on Collegiate Nursing Education (CCNE)
One Dupont Circle, NW, Suite 530
Washington, DC 20036
Telephone: (202) 887-6791
info@aacn.nche.edu
www.aacn.nche.edu/ccne-accredition

The MVC BSN Nursing Program received initial approval from the Missouri State Board of Nursing in July 2010 and full approval in June 2017.

Missouri State Board of Nursing
3605 Missouri Boulevard
Jefferson City, Missouri 65102-0656
Telephone: 573-751-0080
http://pr.mo.gov/nursing.asp
nursing@pr.mo.gov

Students successfully completing all requirements of the college and the program of study may be eligible to apply and sit for the National Council Licensure Examination.

NURSING FACULTY and STAFF and RESOURCE INDIVIDUALS

Peggy Van Dyke DNP, RN, FNP-BC
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Nursing Program Director
Associate Professor, School of Nursing
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RESOURCE INDIVIDUALS

MVC Student Health Center
Ferguson Center
Contact Information
Casey Marcum, LPN
Susan Vogelsmeier DNP, FNP-BC
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Fax: 660-831-0975
E-mail: vogelsmeiers@moval.edu and/or marcumc@moval.edu

MVC Student Health Center
Teresa Ceselski, MS, Counselor
Off: 660-831-4139

Registrar's Office:
Marsha Lashley (Registrar): 660-831-4115
Joyce Clause (Schedules): 660-831-4122
Sandy Machholz (Transcripts): 660-831-4145

MVC NURSING STUDENTS AND ACADEMIC INTEGRITY

High ethical standards and academic integrity is necessary to promote and guide professional and personal conduct. All nursing students are expected to practice with high integrity and comply with the Academic Dishonesty Policy.

Academic Dishonesty
Missouri Valley College has a policy regarding academic dishonesty. The Nursing Program adheres to this policy. Refer to the Missouri Valley College Undergraduate Catalog.

Students at MVC Nursing Program will not participate in:
1. Copying from another student in a test or examination situation
2. Using unauthorized material or aids in the preparation of an assignment or project
3. Possessing unauthorized material or aids in a test or examination situation
4. Allowing another person to take a test or examination in one's place
5. Altering or falsifying academic records in any way
6. Submitting false medical, academic or other documentation required by the college
7. Improperly obtaining through theft, bribery, collusion, or otherwise any test or examination paper prior to the date and time for writing such test or examination
8. Aiding or abetting anyone in a cheating offense
9. Plagiarizing materials or works, in whole or in part, prepared by another person without citing appropriate reference credit
10. Copying and submitting, in whole or in part, the work of another in an assignment, report, project, etc as one's own
11. Claiming to have completed tasks that were, in fact, completed by another person
12. Failing to accurately document information, wording, or visual images contained on the World Wide Web
13. Violating federal copyright laws including unauthorized duplication of copyrighted material (See the MVC Undergraduate Student Catalog)

All students are required to take the Plagiarism Tutorial on the Moodle site.
Any student participating in academic dishonesty is subject to disciplinary action. The procedure for disciplinary action and the Academic Appeals Procedure can be found in the Missouri Valley College Undergraduate Catalog. All students must adhere to this policy.

Zero Tolerance for Violent Behavior
MVC Nursing Program forbids violent behavior of any kind. Any commission of an act that is forbidden and would make the student/offender liable for punishment under the law is strictly prohibited. These acts are taken seriously and will prosecuted to the fullest extent of the law. Acts can include but not limited to, acts of violence with or without guns/weapons, threats of any kind, sexual misconduct, and loss of self-control. All students acknowledge this and accept this responsibility when entering the Nursing Program.
Refer to MVC Undergraduate Catalog Section "Student Code of Conduct."

STANDARD OF CONDUCT/NURSING PRACTICE ACT

All nursing students enrolled in the Nursing Program at MVC will comply with legal, ethical, moral, and legislative standards/nursing practice act defining acceptable behaviors of the nurse. The laws and standards are designed to protect the public's safety from unsafe practitioners. Keep in mind, the nursing practice act is a very important piece of legislation that governs your ability to practice as a professional registered nurse. It is the student's/nurse's responsibility to become familiar with this legislation. Failure to comply with the aforementioned may result in ineligibility to sit for NCLEX licensure as a professional registered nurse. Please refer to the following websites for more details.

The Code of Ethics for Nurses from the American Nurses Association at
ANA Code of Ethics

The Missouri Nursing Practice Act is found in the state of Missouri Statutes RSMo 335. The statute can be found at **http://pr.mo.gov/nursing-rules-statutes.asp**

MISSOURI VALLEY COLLEGE

NURSING PROGRAM

ESSENTIAL FUNCTIONS/SAFETY STANDARDS FOR STUDENTS IN THE CLINICAL SETTING/NURSING PROGRAM

Missouri Valley College Nursing Program supports and endorses the Americans with Disability Act. In conjunction with the College policy, and if or when requested, reasonable accommodations for qualified individuals with temporary or permanent disabilities may be provided. If a student has a disability and requires special accommodation(s), the student must provide MVC-SON faculty with written documentation through the ADA Coordinator (Section 504). This should be done upon admission to the program and/or as soon as a need is identified. The MVC-SON will attempt to make reasonable modifications and/or accommodations for these students without compromising patient safety or placing an undue burden on the College. Any/all requests for special accommodation(s) will be evaluated by faculty in collaboration with the Program Director and the ADA Coordinator. Requests for reasonable accommodations should be directed to: ADA Coordinator located in the Student Success Center.

In order to perform safe and effective nursing care, the student must possess certain safety and technical standards such as physical, cognitive, psychomotor skills, and professional/social abilities. The student must be able to continually meet these essential functions with or without reasonable accommodations to successfully complete the nursing program. Nursing administration and faculty and/or agencies in which the student does a clinical rotation may identify additional essential requirements/safety standards. Therefore, the nursing faculty has the right to amend the essential functions/safety standards as deemed appropriate in order to assure safety in the workplace/clinical setting. Admission or progression in the nursing program may be denied if the student is not able to demonstrate the essential functions/safety standards with or without reasonable accommodations. If the student's status changes during the program, so that he or she can't meet the essential functions/safety standards with or without reasonable accommodations, the student will be withdrawn from the nursing program. Should the nursing faculty have concerns with the student's ability to perform the essential functions/safety standards, the faculty may request an additional medical examination at the expense of the college. The essential functions/safety standards are set forth by the MVC School of Nursing and thus may not be the same as for other/all health care employers.

The essential functions/safety standards are listed below and are necessary for admission, progression, and graduation from the nursing program. They include but are not limited to:

I. Visual
a**.** Seeing and noticing subtle changes in a patient condition and/or the environment
b. Seeing color changes ie on skin, breathing patterns, and color codes on supplies etc
c. Using peripheral vision
d. Seeing objects at least 20 inches away to read orders, see computer screen, and read fine print

e. Reading for extended periods of time and being able to see at least 20 feet to see the patient in a room or if walking in hallway
f. Reading cursive writing, data on monitors/equipment/EMRs. etc
g. Accurately drawing up and administering correct dose of medication

II. Auditory
a. Hearing normal speaking tones
b. Distinguishing origin of sounds
c. Interpreting/distinguishing between different monitoring/equipment/environmental sounds
d. Hearing and distinguishing different sounds through a stethoscope and assessment of tube placements
e. Hearing to effectively communicate with health team members/patients/family

III. Tactile
a. Feeling and distinguishing between physical characteristics such as tremors, pulses, textures, vibrations, shapes, sizes, skin and surface temperatures, veins, identify landmarks, etc

IV. Olfactory
a. Smelling body odors, alcohol breath, and detecting other odors in the patient's environment such as gases or other noxious smells

V. Communication/Interpersonal Skills
a. Communicating verbally, in writing, and on all electronic devices
b. Effectively communicating and showing respect to all health team members, patients and families with varying backgrounds such as cultural, ethnic, social, economic, emotional, and/or intellectual
c. Working effectively with other disciplines, groups, patients, and families
d. Working independently and consulting and negotiating with others
e. Picking up on verbal and nonverbal cues and expressing self clearly
f. Multi-tasking and adapting to changing environments while remaining calm

VI. Cognitive/Critical Thinking Skills
a. Effectively reading, writing, and understanding the English Language
b. Consistently demonstrating critical thinking skills necessary to provide safe and competent nursing care to complex patients in a variety of settings (Examples include prompt response to cardiac monitoring alarms, accurate patient/situational assessment, and prompt intervention; provide for patient safety, such as administer oxygen, suction as needed, record seizure activity, and call for help)
c. Understanding cause and effect relationships
d. Prioritizing workload/tasks
e. Explaining nursing procedures
f. Giving oral/shift report
g. Speaking via the telephone
h. Documenting clearly and accurately on the medical record

i. Clarifying non-verbal cues
j. Clarifying physician orders
k. Reading measurement markings
l. Using best practices to make decisions and deliver care
m. Assisting patients in making informed decisions when indicated
n. Demonstrating satisfactory performance on all written examinations including the ability to use accurate mathematical equations without a calculator to safely administer medication.
o. Satisfactorily meeting the program objectives
p. Possessing knowledge and skills necessary to operate all electronic equipment and reporting results

VII. Physical/Motor

a. Possessing sufficient energy and mobility to provide patient care to meet the course/program objectives
b. Moving, transferring, positioning patient or assisting others with same without injury to self, patient, or others while providing routine and emergency care
c. Standing, walking, bending, stooping, twisting, while providing/participating in patient care ranging from 6-12 hours in the clinical setting
d. Maintaining balance and standing on both legs with ability to abduct, rotate, and move all joints freely
e. Coordinating hand and eye movement
f. Handling small equipment/objects without harming self or others and/or damaging property
g. Lifting at least 25 lbs ie child or transfer patient
h. Pushing, pulling, or lifting heavy objects ie 25 lbs. without harming self or others and/or damaging property
i. Walking independently without use of cane, crutch, or walker
j. Transporting self and/or patient without use of electronic devices
k. Working, standing and/or moving in small areas
l. Responding to emergency/crisis situations and performing CPR and administering meds if needed
m. Possessing fine and gross motor skills to provide safe patient care
n. Calibrating and using equipment
o. Performing CPR
p. Squeezing to operate fire extinguisher
q. Performing physical assessments accurately and timely
r. Operating electronic devices such as computer/EMRs, etc

VIII. Professional Conduct

a. Demonstrating on a consistent basis caring, sensitivity, compassion, empathy, and respect to all health care members/disciplines, patients, and families
b. Portraying a healthy mental attitude and genuine concern toward others
c. Providing safe and effective nursing care in a caring manner
d. Comprehending and following the policies and procedures of the College and agency

e. Understanding the consequences of violating the policies and procedures of the College and agency

f. Maintaining professional behavior and demeanor when faced with challenging situations

g. Practicing using the nursing code of ethics

h. Supporting integrity and remaining free of any chemical stimulants

i. Arriving promptly and in appropriate attire for clinical setting

j. Accepting responsibility and accountability for ones' own actions or lack thereof

k. Maintaining patient advocacy at all times

l. Maintaining professional conduct/behavior to meet qualifications to sit for NCLEX Licensure Exam

*While every attempt will be made to accommodate the student with a disability, there are some circumstances where physical space will/may be limited and thus place the patient at risk for injury or unsafe practices.

If an applicant is denied admission, or a student is dismissed from a program of study due to the inability to meet a performance standard/essential function, the student may request an appeal of the nursing administrative decision. **Refer to the Undergraduate Catalog for the Student Academic Appeal Process.**

THE APPEALS PROCEDURE INCLUDES, but not limited to:

1. The student (if needing help) contacts the academic advisor for assistance with the appeals process.
2. The student notifies, in writing, the appropriate faculty member(s), Dean/Program Director, and the ADA Coordinator indicating their initiation of the appeals process.
3. The student writes an appeal to the Faculty Committee, addressing the performance standard(s)/essential function(s) in question and ask to appear before the Faculty Committee at the next regularly scheduled meeting. The appellant shall also send the Dean/Program Director and ADA Coordinator a copy of this written appeal.
4. During the Faculty Committee executive session, the appellant shall be required to demonstrate the performance standard/essential function(s) in question. This demonstration may/will be done in the skills lab.
5. The Faculty Committee notifies the student of their decision within ten business days. The decision will assess compliance with the performance standard(s) in question and will include one of the following:
    a. The performance standard has been met/has reasonable chance of being met.
    b. Recommend accommodation be made to assist the student in meeting the performance standard.
    c. Recommend dismissal, the appeal is without merit/standard has no reasonable chance of being met.
    d. At any time, a student may refer to the Grievance Procedure as outlined in the MVC-SON BSN Student Handbook and also the MVC Undergraduate Catalog.

MISSOURI VALLEY COLLEGE BACCALAUREATE NURSING PROGRAM

Students requiring developmental Math or English upon entry to Missouri Valley should anticipate an additional year of prerequisite coursework prior to applying to the nursing program.

Missouri Valley College
2+2 School of Nursing Curriculum

Students requiring a developmental Math or English upon entry to Missouri Valley should anticipate an additional year of prerequisite coursework prior to applying to the nursing program.

Pre-Nursing (Year 1)
Fall Semester

€ BI104 Biology/Lab (core III-A)	4
€ EN130 Rhet & Comp (core I-A)	3
€ PY100 Intro to Psychology (core III-B)	3
€ *MA165 (Topics in Modern Math or Algebra) (core I-B)	3
(nursing requires a C or above in Algebra)	
* NU105 Intro to Nursing	1
GS150 Freshman Seminar	1
Medical Terminology (optional)	1

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Total   15 (w/out Medical Terminology)

(If considering an advanced degree Statistics is strongly advised, Algebra is a prerequisite for Statistics)

Spring Semester

*BI 275 ** Human A&P I	4
€ EN160 Lit & Comp (core I-A)	3
€ SP100 Public Speaking (core I-A)	3
€ MA200 Topics in Modern Math or Statistics (core I-B)	3
€ History (core III-C)	3

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Total   16

Pre-Nursing (Year 2)
Fall Semester

*BI320 ** Microbiology or CH111 Chemistry	4 or 5
*BI285 ** A&P II	4
€ AY102, AY105 or SC100 (core II-A)	3
€ PE221 Lifetime Wellness (core II-B)	2
€ PL110 Critical Thinking (core II-C)	3

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Total   16 or 17

Spring Semester

€ AY102 or AY105 or SC100 or RE100 (core II-A)	3
*PY225 Developmental Psychology	3
€ Creativity (HU or Fine Arts) (core III-D)	3
€ * Biomedical Ethics (core II-D)	3
*EX385 Nutrition	3
*HL 280 **Pathophysiology	3

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Total   18

Nursing Program (Year 3)

Fall Semester

NU250 Health Assessment	3
NU270 Pharmacology for nurses	4
NU280 Med Administration (w/ IV Admin + 8 hrs clinical)	2
NU230 Fundamentals of Nursing	3
NU231 Fundamentals Lab	1
NU232 Fundamentals Clinicals (40 hours)	1

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Total   14 credits (48 Clinical hours)

Spring Semester

NU310 Mental Health Nursing	3
NU312 Mental Health Nursing Clinical (40 hours)	1
NU440 Gerontological Nursing	2
NU320 Adult Health Nursing 1	5
NU322 Adult Health Nursing Clinical (120 hours)	3
NU365 Evidence Based Practice **WI**	3

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Total   17 credits (160 Clinical hours)

Nursing Program (Year 4)

Fall Semester

NU340 Nursing of Families	3
NU342 OB & Women's Health Clinical (40 hours)	1
NU332 Pediatric Nursing Clinical (40 hours) **SL**	1
NU350 Community & Public Health Nursing	3
NU352 Community & Public Health Nursing Clinical (40 hours)	1
NU450 Adult Health Nursing II	4
NU452 Adult Health II Clinical (40 hours)	1

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Total   14 (160 Clinical hours)

Spring Semester

NU480 Senior Seminar in Nursing **SL**	3
NU482 Senior Practicum (200 hours)	5
NU460 NCLEX Prep	3
NU 410 Management and Law	3

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Total   14 (200 Clinical hours)

All core coursework must be completed prior to admission into the program unless prior approval has been granted by nursing faculty. This approval granted on an individual basis.

** All science courses will be evaluated on an individual basis for the transfer of credit.

€ = core course   * = nursing prerequisite WI = writing intensive

SL = service learning

The Missouri State Board of Nursing approves the nursing curriculum.

MISSOURI VALLEY COLLEGE
NURSING PROGRAM

GENERAL INFORMATION

DISCRIMINATION
Missouri Valley College Nursing Program provides equal opportunity for all students seeking admission to the nursing program without discrimination on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, or status as a disabled veteran or veteran of the Vietnam-era. Every effort will be made to comply with the American Disability Act (ADA). However, the student must also comply with requirements of the ADA. This program also follows MVC Non-Discrimination Policy found in the MVC Undergraduate Catalog.

STUDENT APPLICATION AND ADMISSION
Requirements for admittance to the Nursing Program, include the following:
1. Application and admission to Missouri Valley College
2. Application and admission to the Missouri Valley Nursing Program (completed during the sophomore year).
3. Completion of the TEAS exam, achieving 'Proficient' level in all categories (Not achieving 'proficient' may be grounds for being designated as ineligible for admission. Students are allowed to retake the TEAS exam no more than three times in three years to improve scores.)
4. Submission of official transcripts from all colleges and universities attended and on file with the MVC Admissions and/or Registrar's Office
5. Completion of transcript review (to be on file in Registrar's office) with an academic plan of study completed by nursing and/or nursing-approved faculty
6. Obtaining a minimum cumulative GPA in core and prerequisite nursing classes of 2.75 (on a 4.0 scale).
7. Obtain a B in all nursing prerequisites.
8. Completion or enrollment in a Program of Study that will leave no more than one prerequisite course to take the summer prior to beginning the nursing program. Preference will be given to students who have completed all prerequisite courses. Special request forms must be completed and submitted with the application packet.
9. LPN's/Advanced placement must follow approved Board of Nursing articulation agreements. See School of Nursing website. moval.edu/nursing/
10. Satisfactory criminal background check prior to the first semester of nursing coursework.
11. Submission of required immunization record.
12. Nursing faculty base the admission into the program on, references, GPA(s), ACT, and TEAS. *TEAS score = 25%; ACT score = 5%, nursing pre-requisite/overall GPA(s) = 50%, whereas references make up 20% of each admissions score.*
13. An ACT Score of 20 or greater is preferred.
14. TOEFL Score of 90% or greater.

TOEFL
International students/students who have English as a second language must meet certain criteria prior to submission of application to the nursing program. They must also complete the following (regardless of country of origin):

Test of English as a Foreign Language (TOEFL) minimum score of 600 (paper-based), 250 (computer-based) or 100 (internet-based). TOEFL score 90% or above.

For additional information regarding TOEFL testing use the following website: http://testing.missouri.edu/cbt.html#TOEFL.

CURRICULUM PATTERN FOR STUDENTS
Missouri Valley College requires that all graduates complete a minimum of 124 hours to obtain a Bachelor's of Science degree. Transfer students must complete a minimum of 30 credit hours in residence at MVC to obtain a degree from this College. The length of the program depends on a student being part-time or full-time and the completion of necessary coursework prior to entering the program.

CREDIT by EXAMINATION
Refer to the Undergraduate College Catalog and/or the Resistor's Office for information on College-Level Examination Program (CLEP). At this time, MVC accepts CLEP credits but does not provide CLEP exams.

CREDIT TRANSFERS FROM OTHER COLLEGES/UNIVERSITIES:
Refer to the MVC Undergraduate Catalogue and/or the Registrar's Office.

WITHDRAWAL FROM THE COLLEGE:
Nursing students wishing to withdraw from MVC should contact their faculty or academic advisor. Students wishing to re-enter nursing must reapply and follow policies and current operational curriculum for course(s) wishing to enter. Refer to MVC Undergraduate Catalog.

LATE REGISTRATION:
No nursing student will be permitted to register in any course after one week following the first day of class in regular session.

PETITIONING TO ADD/DROP A CLASS
Refer to the MVC Undergraduate Catalog.

ACADEMIC ADVISEMENT
All nursing students enrolled in the nursing program will meet with and complete academic advisement with their assigned Faculty Advisor before registering for the next term. Students selecting nursing as a major will be advised by staff at the MVC Advising Center during their freshman and sophomore year. Staff at the advising center work closely with the nursing faculty in the sophomore year.

ACCOUNTABILITY

1. Students are responsible for maintaining accurate personal and/or professional information.
2. Students shall notify the Nursing Administrative Assistant and Admissions Office of any changes in name, address, and telephone numbers.
3. Students shall not receive personal calls during class or clinical. Students must turn off cell phones during class, skill labs, clinical, and exams, unless permission has been granted by the instructor/professor. Emergency calls shall be made to the Nursing Administrative Assistant during daytime office hours at **660-831-4051**. **Students must identify themselves and the nature of the call. Emergency calls will be given immediately to the student. If not an emergency, the call will be given to the instructor/professor to relay to the student at the end of the class.**
4. Students must provide copies of their yearly physical examination(s), CPR cards, any professional licensure, current immunization records, and professional liability insurance. These copies will be kept in the School of Nursing. Once the copies are on file, the student will not be allowed to copy or retrieve these documents.

COLLEGE ENVIRONMENT

1. MVC School of Nursing is not responsible for damage, loss or theft of private property of any person on this campus.
2. MVC School of Nursing is a crime free and drug free environment. All nursing students accept this responsibility when admitted to the College.

Failure to comply with these policies will be reported to designated authorities and will be prosecuted to the fullest extent of the law.

COMPREHENSIVE TESTING PROGRAM(S)

Diagnostic testing is used to help serve as predictors for student success. They can also be used in identifying specific areas of weaknesses and strengths. This allows faculty to work with students to study smarter and to improve test scores. Test scores also allow faculty to use group profile data to help strengthen the nursing curricula.

All nursing students will participate in a comprehensive testing program using nationally-normed exams (ATI) throughout the program. There are fees associated with the computerized test package (paid with course lab fees) which are not refundable. Students having to repeat a course will also have to repeat the testing. The non-refundable fees are due at the time of registration. The exam(s) will be taken during assigned times.

A program comprehensive pre-test will be given in Fundamentals to assess the student's general knowledge regarding the field of nursing. The same exam will be given again at the end of the program, in the senior practicum, to evaluate the student's didactic and clinical knowledge and skill upon completion of the program. This data will be used to evaluate program effectiveness.

SCHEDULING PRIORITIES
1. Students assigned to the normal sequence of the curriculum will have priority for nursing courses.
2. Students requesting a change or are off-sequence will be considered on an individual basis and only if space and faculty available.
3. Students needing to repeat a course will be re-enrolled on an individual basis and only if space and faculty are available. This may result in extending their program of study.

PROBATION, SCHOOL DISMISSAL, AND READMISSION WITH SPECIFICITY TO PRE-NURSING MAJOR STUDENTS
The faculty of Missouri Valley College has established criteria governing probation, dismissal, and readmission. (Please see MVC Undergraduate Catalog).

Pre-nursing major students who do not meet the College GPA requirements for satisfactory academic standing will be placed on special academic probation in the MVC Nursing Program. These students must obtain the cumulative GPA required for the nursing program (as specified, within two semesters), or they will be dismissed from Missouri Valley College. Students who have been dismissed may not apply to the Nursing Program until requirements for the clinical major application (including minimum GPA) have been met.

COPYING SERVICES
Students needing material/information copied should contact the copying center in the Ferguson Building.

PARKING
See the Nursing School Website.

SMOKING
Smoking is prohibited on the MVC campus and the Nursing Program property. Normally, hospitals and other healthcare premises also have a no smoking policy.

COURSE SYLLABI
Students will be provided with necessary syllabi in Moodle at the beginning of each semester. The syllabi outlines information and requirements of the course. It is the student's responsibility for reading and understanding each course syllabus. The student must also agree to abide by the policies and requirements within each syllabus. Failure to meet the requirements can/will result in a failing grade for the course.

CPR
All nursing students must be CPR certified before being assigned to a clinical facility. Preferable certification is from the American Heart Association's Basic Life Support for Healthcare Providers. See the CPR policy.

HEALTH INSURANCE
Students are required to carry their own health insurance. Any medical expenses incurred on campus or clinical site is the responsibility of the student.

DRUG SCREENING (Initial and Readmission)
All nursing students must submit to drug screening test BEFORE they are allowed in the clinical facility. The student will be responsible for the cost of this test. This also applies to any nursing student being readmitted to the program. Students reapplying to the program due to dismissal from clinical or classroom setting must provide proof of completion of an approved State Board of Nursing rehabilitation program and a negative substance abuse screening. The student will be subject to random drug screen with fees paid by the student. If the student refuses to submit to this test, the student will be dismissed from the program. ALL students must know that failure to pass this test may/will hinder their progression in the nursing program. If this occurs, the student will not have fees or monies paid to the college refunded.

CRIMINAL BACKGROUND CHECKS (Initial and Readmission)
All nursing students must submit to a criminal background check
BEFORE they are allowed in the clinical facility. This also applies to any nursing student being readmitted to the program. The student will be responsible for the cost of this service.

COMPUTER
All nursing students are required to have a working laptop computer.

STUDENT FEES
All nursing students are required to pay fees for approved testing, liability insurance, drug screening, and criminal background checks, along with tuition, books, and supplies. Tuition costs can be found in the MVC Undergraduate College Catalog. At present Nursing books are rented from the bookstore. In addition, students will be required to purchase approved uniforms/attire, and a stethoscope to be used throughout the program.

HEALTH AND ATTENDANCE
A completed physical examination is necessary and must be submitted to the AA at the Nursing Program prior to being allowed into the clinical facility. This is the responsibility of the student to make sure it has been completed and approved by the Program Director. If a student has a chronic health concern, becomes pregnant, or visits the emergency room or is admitted to the hospital while in the nursing program, the student MUST follow the policy and procedure outlined in this handbook on Health and Attendance.

ID CARDS
All nursing students are required to have identification cards. They may be obtained during the registration period in the Student Support Services located in the Malcolm Center. ID cards must be worn at all times while on the campus. Students in the clinical
setting must wear their Nursing ID badge.

TEXTBOOKS AND SYLLABI
Students may purchase/rent textbooks at Missouri Valley College bookstore located in the Ferguson Building. Syllabi for all online courses are available from the class web site. Syllabi for courses with an online component may also be available on-line per instructor's preference. Students should secure the syllabus prior to the first day of classes each semester if it is available on-line. The syllabus is used as the basis for evaluating achievement in the course and includes objectives/behaviors that students must achieve to be successful in the course. The faculty outline expected levels of performance in each course at the beginning of the semester. Syllabi not available online will be distributed and reviewed during the first on-campus class date.

Since nursing information and skills build over the entire curricula, it is strongly encouraged to keep all nursing text, etc to use for references when needed.

COURSE EVALUATION/FEEDBACK
The nursing faculty encourage and need feedback from students to help improve the curriculum, individual/group teaching strategies, skills lab experience, and campus concerns for future students. Evaluations may occur via Survey Monkey or by forms provided by nursing faculty. Take some time to reflect on the course and the instructor/professor and constructively fill out the survey(s) so that we can improve the nursing program.

CLASS PHOTOS
All students will be required to wear their MVC SON cap and a white professional uniform, including white pantyhose, socks, and shoes.

MISSOURI VALLEY COLLEGE
NURSING PROGRAM

POLICY and PROCEDURE: ADVISEMENT, REGISTRATION, and ACADEMIC FEES/PAYMENT PLANS

POLICY: All nursing students currently enrolled in the nursing program will be assigned a nursing faculty advisor. Nursing faculty and the Registrar staff will work collaboratively when assigning advisors. Advisors will post their office hours on the intranet and posted on their office doors.

PROCEDURE:
1. Consult the MVC web site for financial aid status prior to registration.
2. Seek input from assigned nursing faculty advisor/registrar's office.
3. Students are responsible for adhering to the program of study.
4. Register early for courses to secure classes.
5. Pre-registration can be accomplished using the Course Offerings link at the follow website: https://www.collegeregister.com/7220/crmain.cgi?01 (on MVC website)
6. Regular registration can be accomplished using the Course Offerings link at the following website: https://www.collegeregister.com/7220/crmain.cgi?01 (on MVC website)
7. If not pre-registering/registering online, make an appointment with the College Registrar.
8. The use of the Registration Access Code (obtained from your advisor) is required for registration.
9. For late registration and petitioning to add or drop a class, refer to the MVC College Catalog.
10. Students are advised to pay early for registered courses. Refer to the MVC College Catalog for Academic Fees and payment plans.
11. Federal aid is available as is assistant from employers. Google http://www.fafsa.ed.gov for federal assistance.
12. Check MVC (SON) http://www.moval.edu/academics/departments/Nursing/scholarship.asp for nursing opportunities.
13. Continuation in a course is dependent of fees being paid and/or posting of financial aid. Students are not allowed to attend class if they are not on the course roaster(s).

POLICY and PROCEDURE: AUDIO/VIDEO TAPING/PHOTOGRAPHY

POLICY: All/any person(s) wishing to make audio/video tapes or use cameras in the classroom or skills lab for any purpose, must first seek written and/or verbal approval of the individual(s) being taped or photographed. The Nursing Faculty must also be made aware of the taping/photographing activity.

PROCEDURE:
1. Explain to the individual(s) being taped and/or photographed the purpose of the activity. Obtain written and/or verbal approval prior to the procedure. Seek approval from the instructor/professor.

VIOLATION OF POLICY AND PROCEDURE:
1. Failure to adhere to this policy and procedure will be in violation of the policy and procedure as stated above.

Students in violation will:
1. Submit tapes, videos, and/or photos to the School of Nursing Faculty/Staff immediately for further action.
2. Attend a pre-arranged meeting set by the Nursing Faculty to determine an appropriate course of action.

POLICY and PROCEDURE: CARDIOPULMONARY RESUSCITATION CERTIFICATION (CPR)

POLICY: Students enrolled in the Nursing Program must attend and pass an approved CPR certification course. The course must include Adult and Child CPR.

PROCEDURE:
1. Arrange and complete an approved CPR training course, including the ones listed above.
2. Students can contact medical facilities (usually staff development offices) or the American Heart Association for times and dates of classes.
3. MVC School of Nursing may provide classes if needed but must first check with clinical coordinator.
4. Present a copy of a current certification to the Administrative Assistant for the MVC School of Nursing.
5. The student must keep their original copy to be presented each semester.
6. Students planning to participate in a clinical must be must be certified in adult and child CPR prior to enrollment in nursing classes.
7. It is the student's responsibility to maintain current certification in both the adult and child CPR.
8. If the CPR certification expires at any time during a course or clinical, the student must present current proof of recertification. The student will be removed from the clinical setting until proof can be established.

VIOLATION OF POLICY AND PROCEDURE:
Failure to submit a copy of a current and acceptable CPR certification card will necessitate the student being removed from the clinical component of the course. Clinical absences will be counted as stated in the course syllabus and may/can result in failure of the course.

APPROVED PROVIDERS:
Basic Cardiac Life Support (BLS for health providers)
American Heart Association (AHA) Health-Care Provider

POLICY and PROCEDURE: FINANCIAL AID FOR NURSING STUDENTS

POLICY: Students enrolled in the Nursing Program are candidates for scholarships, awards, and loans to help pay for tuition while advancing their education.

PROCEDURE:
1. Students interested in applying for federal assistance must complete a Free Application for Federal Student Assistance (FAFSA) available in the Admissions Department located in the Ferguson Building or by applying online at **http://www.fafsa.ed.gov/.**
2. Students can also contact the Financial Aid Office to see if they qualify for federal loans that are granted on a need by need basis. Refer to the MVC Student Handbook for other opportunities available to students with financial needs/concerns.
3. Students can also check with employers and community organizations regarding educational assistance and scholarship opportunities.

MVC Nursing Program offers scholarship opportunities. Visit the website at:
http://www.moval.edu/academics/departments/Nursing/scholarship.asp

POLICY and PROCEDURE: COMMUNICATION CHANNELS

POLICY: Faculty and administration strive to have professional relationships with students while creating positive learning environments. Students enrolled in the Nursing Program shall follow the chain of command when voicing concerns, conflicts, or problems.

PROCEDURE:
1. If it involves a course, contact the faculty member teaching the course and ask for help or voice concern.
2. If the issue(s) cannot be resolved between student and faculty member, make an appointment with the Program Director.
3. All communication/forms/documentation will be kept in the student's file.
4. If the issues can't be resolved using the aforementioned steps, then follow the Policy and Procedure on Appeals/Grievance found in the MVC Student Handbook/MVC Undergraduate Catalogue.

POLICY and PROCEDURE: COMMUNICATION WITHIN THE MVC NURSING PROGRAM

POLICY: The official method of communication in the Nursing Program is via Missouri Valley College email.

PROCEDURE:
1. Students must check their email a minimum of twice weekly for communication from faculty/staff.
2. Students must also check course syllabi for faculty expectations of communication for the course.
3. For online courses, students are required to check email a minimum of three times weekly, or as required by instructor/professor.
4. Students must also check syllabus for online learning courses (ie the online learning platform) for communication requirements.
5. Students are encouraged to check emails at a minimum of once weekly while on break.

MISSOURI VALLEY COLLEGE
NURSING PROGRAM

POLICY and PROCEDURE: DRESS CODE FOR CLASSROOM SETTING

POLICY: Professional dress/attire is required for the classroom setting at MVC. Students must be clean, well groomed, and dressed appropriately at all times.

PROCEDURE:
Females:
1. Shirts, blouses, etc cannot be backless or strapless.
2. Spaghetti strap, midriff, or low cut shirts or blouses are not allowed.
3. Dresses or skirts cannot have slits above the knee.
4. Pants must be worn at the waistline with no flesh or undergarments showing.
5. Shoes must be clean and well-fitting.
6. Hats/caps may not be worn in the classroom, unless permission granted by instructor/professor.
7. No excessive makeup or strong smelling perfume.
8. Hair clean and combed.

Males:
1. Shirts must be worn at all times and must be below the waistline covering the midriff, and buttoned within 3 inches of the neck.
2. Pants same as female.
3. Shoes same as female.
4. Hats and caps same as female.
5. ID badges same as female.
6. No strong smelling cologne.
7. Hair clean and combed.

VIOLATION OF POLICY/PROCEDURE
Students coming to class dressed inappropriately will be sent home. When or if this happens, students will be held accountable to the Policy on Tardiness/Absences/Early Dismissals from class or clinical.

PROFESSIONAL DRESS/ATTIRE CODE CLINICAL SETTINGS

Students must meet standards of professional dress/attire while representing MVC Nursing Program in participating/attending clinical experiences.

PROCEDURE: (Failure to comply with policy will result in student being sent home)

1. **Uniforms:** Uniforms scrubs must be clean, ironed, and worn at the waist level. The length must not touch the floor or ground. The top must cover the student's hips. Neutral or white undergarments are to be worn under uniform scrubs. Colors and designs are not to show through uniform scrubs. White or black knit tops can be worn under the uniform.
2. **Identification:** MVC nursing students must include the school photo ID badge and/or badges from other agencies on the school uniform.
3. **Shoes/Hosiery:** Hose may be white or neutral in color. White socks may also be worn with the uniform/scrubs. Shoes must be enclosed at both the heel and the toe. Students may select either nursing or athletic shoes, but shoe must be solid white or black (logo - if present - must be same color as shoes). Shoelaces must be clean, tied and the same color as the shoes.
4. **Lab Jackets/Coats:** When indicated, an approved lab jacket may be worn.
5. **Nails:** Nails must be clean and trimmed to a length that will not interfere with procedures/care and not scratch or injury the patient. Clear nail polish may be acceptable in certain areas, please check on hospital policy first. No acrylic/artificial nails are to be worn in the hospital setting as they can harbor germs that can cause infections and place patients at risk.
6. **Hair:** Hair is to be off the shoulders, clean, and styled for the work setting. Mustaches, sideburns, and/or beards must be neatly trimmed and clean.
7. **Jewelry:** No hoop-or dangling earrings are allowed. One small stud or post earring per ear is allowed. No visible body piercing, including tongue rings are allowed. Necklaces, bracelets, pendants, or large watches are not allowed. Med alert bracelets are allowed.
8. **Body Art:** Body art or tattoos must be covered by professional clothing. A professional white T-Shirt maybe worn to cover tattoos extending down the arms/or to the wrists.
9. **Make-Up/Perfume:** Make-up must be professional and kept to minimum. No perfume, cologne, or aftershave is to be worn in the patient care areas and worn in moderation in non-patient care areas.
10. **Miscellaneous:** Students are to be bathed and smell clean, including tobacco smoke. Fragrance-free deodorant is to be worn at all times unless have note from provider that unable to do so due to health reasons. Teeth are to be clean and breath free from odor including tobacco products. Contact lenses should be a natural eye color.

MISSOURI VALLEY COLLEGE
NURSING PROGRAM

POLICY and PROCEDURE: CELL PHONES, IPODS, AND OTHER ELECTRONIC DEVICES

POLICY: The MVC Nursing Program does not allow the use of cell phones, IPods or other electronic devices in the classroom.

PROCEDURE:
1. Students will need to turn off cell phones, IPods, or other electronic devices while in the classroom.
2. If the student needs a laptop for note taking, the student must seek approval of the instructor/professor.

VIOLATIONS OF POLICY AND PROCEDURE:
      Students utilizing electronic devices in the classroom without special permission will be asked to leave the classroom and any point(s) associated with the course work ie exams, quizzes, will be forfeited.

POLICY & PROCEDURE:GRADING SYSTEM FOR NURSING COURSES

POLICY: MVC Nursing Program uses a grading system of A, B, C, D, and F to evaluate the student's performance and achievement. Nursing courses, or an identified minor, can't be taken on P/F basis. Refer to the MVC Undergraduate Catalogue for more information on P/F grading.

PROCEDURE:
The nursing student must achieve the following as a minimum grade requirement in all nursing course(s) to pass the class and progress in the nursing program. Extra credit is not allowed in any courses.
Minimal overall grade of 80/B in theory/didactic.
Minimal overall grade of 80/B in the clinical setting.

Grading Scale: Grades are not rounded. Example: 89.9% is a B and will not be rounded to 90% which is an A.

90-100	A
80-89	B
79-70	C
69-60	D
59 and below	F

Grades below a B must be removed by successfully repeating the course(s) by following the policy on Progression and Readmission in Nursing. The grade of an "F" may be given to a student that does not meet class attendance requirements and does not follow College procedure(s) for withdrawing from course(s). The grade of an "I" incomplete may be given when a student has failed to successfully complete all requirements of the course. The student will not be allowed to progress to the next nursing course until the "I" has been removed by successfully meeting all course requirements. Failure to have the "I" removed by the end of the next semester will result in the student receiving an "F" for the course.

Withdrawals: The student is required to see the course faculty and/or academic advisor if planning to withdraw from a course. Proper procedure must be followed. Once the student withdraws from the course, he or she can't attend class/lab or clinical rotations.

MISSOURI VALLEY COLLEGE
NURSING PROGRAM

PROGRESSION AND READMISSION IN THE NURSING PROGRAM

PROGRESSION POLICY: Students in the nursing program meet with faculty on a monthly basis during their junior and senior years to assure a timely progression to graduation. An action plan will be implemented for students with identified concerns.

Progression requirements include the following:
1. Completion of a criminal background check and drug testing for students who have been out of the program for one or more semesters.
2. Random drug screens and background checks can/will be done at the discretion of the nursing faculty.
3. Achieving a grade of a "B" or better in all nursing courses. Any grade lower than a "B" is considered a course failure for purposes of the Progression Policy.
    a. One nursing course failure is allowed but must be repeated at the MVC School of Nursing at the next available opening. A Special Request Form must be completed prior to retaking the course. A course failure has the potential to delay the graduation date, because some courses are prerequisites for others and not every course is offered in every semester.
    b. A total of two failed course attempts in the nursing program will result in the student being dismissed from the program without a chance for readmission at any point in the future.
    c. Some nursing courses have both a didactic and clinical section. A student must achieve a "B" or higher in both sections to be successful in the course. If the student fails one or both sections of the course, it is counted as one course failure. If it is a student's first course failure, the student will be required to take both the clinical and didactic sections. If it is the student's nursing second course failure, he or she will be dismissed from the program in accordance with subsection (C).
    d. If a student receives an academic alert for a grade below a B on an exam and/or an overall class average of less than a B, he or she must contact their adviser to set up an action plan that includes a minimum of 2 hours weekly for tutoring/study sessions with a nursing professor in the School of Nursing. Tutoring/study sessions will be required until the grade received is a B or higher.
4. Every student must complete the clinical section of the courses. While the College will work with the student and clinical agencies to ensure placement, clinical agencies have the ultimate authority whether to accept a student.
5. Maintaining continual ability to meet the essential functions/safety standards for nurses with or without reasonable accommodations.
    a. A student with disability who believes he/she may need an accommodation while in the nursing program should contact Debbie Coleman 660-831-4170. The College will engage in an interactive process with the student to determine what reasonable accommodations are available, if any.

6. Maintaining current certification in Basic Life Support/CPR provided by the American Heart Association's at the health care provider level. The health care provider level is required by hospitals and other clinical agencies.
7. Maintaining professional liability insurance throughout the duration of the program and providing proof of such insurance.
8. Using standardized exams are not the sole basis for program progression or graduation.
9. Achieving a 90% chance of passing or above on the comprehensive predictor exam for ATI in NU460. This must be accomplished on the first or second attempt. Ninety percent chance of passing equals an individual score of 69.3%.
10. Achieving a score of 80% or above on the comprehensive course final exam in NU460. This must be accomplished on the first or second attempt.

READMISSION POLICY FOLLOWING MEDICAL LEAVE OF ABSENCE OR WITHDRAWAL FOR PERSONAL REASONS:

Below is the process and guidelines that govern the potential readmission of a student to the nursing program following a medical leave of absence or withdrawal for personal reasons when the student has not been in attendance at the College for greater than one year but not more than three years.

Due to the College's yearly cohort system, certain classes are only offered on a yearly basis. Accordingly, students who take a medical leave of absence or a personal leave a of absence for less than one year will be considered for readmission as if they had been absent for more than one year. Upon readmission, such students will be considered part of the following year's cohort.

PROCESS
1. Students requesting readmission for a fall term must make the request by April 1st of the academic year.
2. A student requesting to be readmitted to the nursing program after an absence of not more than three years must submit the following information to the Dean of Nursing/Program Director.
   a. Complete application/registration process, found on the School of Nursing website at Moval.edu.
   b. The student, if on medical leave of absence, must provide a signed letter of medical clearance.
   c. Two letters of support for readmission from program faculty members for students withdrawing in their junior or senior year.
   d. If the student, has been absent from the program for more than one year a letter of support from a current or recent employer may substitute for one faculty member's letter of support.
   e. If a Special Request Form is required it must be submitted at the time of leave and/or application. Examples for special request include, take class out of order, retake class, take leave of absence (including medical or personal) and other circumstances.
3. Students applying for readmission after an absence of three or more years will be required to apply through the College's regular admissions process and must meet the general admission requirements determined by the Registrar's Office.
4. The nursing faculty reviews the submitted materials and makes the final decision based on the student's potential for success in the nursing profession, in light of the guidelines listed below. The nursing faculty selects the most qualified applicants for the available positions in the nursing program.

GUIDELINES
1. A student must have a 2.75 cumulative GPA at the time of readmission.
2. The student's prior performance in clinicals, classroom, and required nursing prerequisite/core classes are considered during the readmission analysis.

3. The College does not guarantee readmission into the nursing program. All readmission applications are done on a case by case basis.
4. A student requesting readmission must comply with drug and background screening according to nursing program policy.
5. All nursing program admission standards must be met prior to readmission.
6. A student may only be readmitted one time to the nursing program. Readmission is contingent on available space and instructors.
7. If a student has extenuating circumstances that contributed to medical leave or withdrawal, he or she may request a special hearing before the Nursing Faculty Forum prior to a readmission decision being made.
8. Students withdrawing due to medical necessity must be able to demonstrate that they continually meet, with or without accommodations, the Essential Functions/Safety Standards For Students In The Clinical Setting/Nursing Program prior to readmission into the nursing program.
9. The College maintains the right to request independent evaluation of the student prior to a student's return to the nursing program. The evaluation will be done on a case by case basis, and the cost of the evaluation will be borne by the institution.
10. Students who are readmitted are required to complete the same requirements for graduation as other students of the cohort for which they are admitted.
11. Students applying for readmission into the nursing program must have taken their nursing prerequisite courses within the last five years. Students may be required to provide proper documentation as part of the reapplication process.
12. Nursing courses will be evaluated on a case by case basis.
13. Students granted readmission privileges may be placed on probation at the discretion of the full nursing faculty. In cases where probation is required, probation will last no longer than one semester.
14. Readmission to the nursing program is voted on by the nursing faculty forum.
    (Policy revised with recommendations from MVC legal consultants)

MISSOURI VALLEY COLLEGE
NURSING PROGRAM

POLICY and PROCEDURE: DOSAGE CALCULATION PROFICIENCY

POLICY: All nursing students must demonstrate proficiency in dosage calculation skills to safely administer medication(s) in the clinical setting.

PROCEDURE:
Math proficiency is a critical component in dosage calculation. To demonstrate proficiency, the nursing student will:
1. Obtain a 90% or above on all dosage calculation exams, beginning with second semester of the nursing program.
2. Maintain proficiency in medication safety by taking dosage calculation questions included on exams in other courses, such as Nursing of Families, Adult Health I and II by achieving a 90% or better on dosage calculation questions on all exams.
3. Failure to maintain proficiency (90% as explained above) on the dosage calculation questions or medication safety in general will result in students having to take one more dosage calculation examination. Two unsuccessful attempts will result in a course/class failure and delay timely graduation.

Preparation for exams include but not limited to, text books, lecture notes, and ATI online products.

MISSOURI VALLEY COLLEGE
NURSING PROGRAM

POLICY and PROCEDURE: EXAMINATION GUIDELINES

POLICY: All nursing students are required to maintain academic honesty and integrity during test taking.

PROCEDURE:
1. Students are not allowed to take a test/examination without showing the faculty member a photo ID such as in a (driver's license, MVC Student ID, this maybe at the discretion of the faculty, etc). Failure to do this will result in the student not being allowed to sit for the exam and also forfeiting the first attempt at passing the exam.
2. Seating may be arranged by the course instructor/professor.
3. All personal items (keys, jackets, sweatshirts, hats, IPods/mp3, books, and book bags) must be left at the front of the classroom.
4. All cell phones will be silenced and/or given to the instructor prior to starting the exam. Students caught with cell phones will be dismissed from class and will be given a zero for the exam.
5. No food or drink is allowed in any testing area(s) unless approved by the course instructor/professor.
6. Calculators are allowed at the discretion of the instructor, excluding cell phones. Paper and pencil are allowed but will be collected by course instructor/professor before leaving the classroom.
7. No talking is allowed during test taking. Students caught doing this will receive a zero for the exam.
8. Students will be held accountable to the MVC and the Nursing Program's Academic Dishonesty Policy.
9. Cheating on a national standardized exam is grounds for dismissal from the nursing program.

MISSOURI VALLEY COLLEGE
NURSING PROGRAM

POLICY and PROCEDURE: COMPREHENSIVE TESTING PROGRAM

POLICY: All nursing students are required to participate in comprehensive testing (not nationally normed exams) during and at the end of the nursing program.

PROCEDURE:
1. All students are required to take exams in the nursing program.
2. Content exams will be administered throughout various nursing courses. The course syllabus will provide dates, weight of exams, and desired scores for passing the exams. Students must be prepared to take the exams.
3. Students repeating a course will be required to retake any/all comprehensive test(s).
4. Students must obtain an overall 80% (B) cumulative test score in addition to the 80% (B) overall course grade.
5. The final exam is worth 35% of the total course grade.

MISSOURI VALLEY COLLEGE
NURSING PROGRAM

POLICY and PROCEDURE: CRIMINAL BACKGROUND CHECK

POLICY: All students attending the Nursing Program will be required to complete a criminal background check (at the student's expense) before entering the clinical setting. This is also applicable to students who have not been in the program for one or more semesters and are readmitted to the course(s) program. The completed check is to be turned into the AA at the MVC Nursing Program.

PROCEDURE:
1. All nursing students will have completed and on file in the MVC Nursing Program the completed criminal background check.
2. The criminal background checks will be conducted by a private vendor approved by the College. Failure to use approved vendors will result in background checks not being approved.
3. If the student has lived in multiple states, additional fees may apply.
4. If the criminal background check is not on file in the MVC Nursing Program, the student may not participate in the clinical setting.
5. The clinical agency/Nursing Program retains the right to accept or reject a student based on the background check.
6. The student is responsible for clearing up any reports that may be conflicting in nature.

VIOLATION OF POLICY AND PROCEDURE:
1. Failure to comply with the above policy and procedure will prohibit the student from attending the clinical rotation.
2. The student will be advised to withdraw from the course to avoid receiving a failing grade for the course.
3. Refusal of the clinical agency to accept the student for the clinical experience will necessitate the student withdrawing from the course.
4. The inability of the student to resolve denials to participate in learning experiences at the clinical agency must withdraw from the course.

POLICY and PROCEDURE: HEALTH AND ATTENDANCE

POLICY: The student is responsible and accountable for his/her health status. The student must be physically and emotionally fit to meet the demands of the nursing schedule and related activities. The student is expected to have a medical examination and be able to perform the essential functions/safety standards of a student nurse before entering the Nursing Program.

If at any time the nursing faculty determines the student is not able to provide safe patient care or meet the course/clinical objectives, the faculty member may/will remove the student from the classroom or clinical setting. Absentees are subject to the Tardiness/Absence from Classroom/Lab/Clinical Setting Policy.

PROCEDURE:
1. The student's medical examination (student responsible for the cost) is to be given to the Administrative Assistant (AA) before the first day of nursing classes.
2. If removed from class/clinical/and/or the lab setting, the student must:
3. Provide a "medical release" from the health care provider (student is responsible for the cost) stating that he/she can perform the essential nursing functions/safety standards and are free from contagious disease/infections.

MISSOURI VALLEY COLLEGE
NURSING PROGRAM

POLICY and PROCEDURE: TARDINESS/ABSENCE FROM CLASSROOM/LAB/CLINICAL SETTING

POLICY: Students are required/expected to be punctual and participate/attend classroom/lab and clinical experiences as scheduled. Tardiness and absences will be counted on the first classroom/lab/clinical day. If the student is more than 10 minutes late to class/lab or clinical (without approved notification), he/she will be sent home and it will be counted as an absence.

The students will be required to complete make-up assignments. The course instructor/professor is responsible for supervising the make-up work.

Students should refer to the individual instructor course syllabi for more information regarding tardiness/absences in the classroom/lab or clinical setting.

PROCEDURE:
1. If the student is going to absent or tardy to the classroom/lab setting, please call the Nursing Department office and provide your name, your instructor and class, reason for absence or tardiness, and if tardy what is the expected arrival time. If the call occurs after the absence or tardiness, it will not be excused.
2. If the student is going to be absent or tardy from the clinical setting, please call the clinical setting and let the preceptor/or clinical instructor know you will be absent or tardy and if tardy what is the expected arrival time; also obtain the name of the person in the clinical setting that you spoke with; also call the Nursing Department Office and provide the same info as given the clinical site individual.
3. Students will miss no more than twice the number of days a week a course meets within a single semester (example no more than two classes if the class meets once a week, no more than six classes if the class meets three times a week). This applies to both excused and unexcused absences.
4. Excused absences include hospitalization, military leave, jury duty, approved school events with prior written notification from the student and approved by the course instructor, personal illness or child illness with a doctor's note, and family funeral attendance.
5. Students absent from a clinical must make up the missed time according to directions in the course syllabus. The student is to meet with the course instructor within one week of the excused absence and provide a written plan for making up the clinical absence. The course instructor has the final say in approving the make-up time/assignments as he/she will be responsible for supervising the make-up time. Make-up time should be within one week of the absence.
6. Students taking online blended courses with mandatory face-to-face components are not allowed to miss class. Absence from this class may result in failure of the course.

7. Students taking an online course of two weeks during a semester (consecutive or nonconsecutive) and is absent without prior approval of the course instructor will result in a failure of the course.
8. Students missing classroom/lab/clinical time will be responsible for any fees associated with the make-up time.
9. Students missing classroom/lab/clinical time will be responsible for developing a written plan for making up the absences and deliver them in person on via email. Email is the preferred method of communication with the Nursing Program at MVC. Failure to provide a written plan for the excused absence within one week will result in an unexcused absence for the time missed.
10. If a course instructor/professor determines that tardiness and/or absences has resulted in the student missing too much course material, the student is notified that he/she is subject to failure regardless of the excused or unexcused absence(s). Failure of the course related to absences will count as a failure for the course.

MISSOURI VALLEY COLLEGE
NURSING PROGRAM

POLICY and PROCEDURE: CLINICAL REQUIREMENTS/EXPECTATIONS for BSN NURSING STUDENTS

POLICY: All students participating in clinical experiences will be required to meet expectations set forth by the nursing faculty. These expectations must be met before starting in the nursing program.

PROCEDURE: Students must comply with the following expectations:
1. Provide proof of two measles and one Rubella vaccination and/or positive antibody titers for those born after 1951.
2. Provide proof of Varicella immunization or positive antibody titer.
3. Provide proof of Hepatitis B vaccination or positive antibody titer. If refusal medical waiver must be submitted to Administrative Assistant before starting course work/clinical setting.
4. Provide proof of polio vaccination.
5. Provide proof of Diphtheria/Tetanus (DT) within the last ten years.
6. Provide proof on annual intradermal tuberculin (TB) skin test; if have had positive reaction, must have a negative chest x-ray. Some hospitals require the TB test to be valid until the end of a semester. If the test expires before the end of the semester, the student must obtain a new TB skin test by May 1, for the fall semester and by December 1, for the winter semester. Follow clinical site guidelines.
7. Immunizations and/or chest x-rays (student's expense) may be completed at the student's health care provider or the Saline County Health Office.
8. Provide proof of professional liability insurance with a minimum of $1,000,000 per occurrence and $3,000,000 aggregate.
9. Accept responsibility for their own meals during clinical hours.
10. Accept responsibility for their own transportation to and from the clinical site.
11. Accept responsibility for personal illness/treatment/other costs that might occur during clinical hours and traveling to and from clinical site.
12. Accept responsibility and accountability for all policies/procedures/guidelines of the college and the clinical agency.
13. Accept responsibility for performing the essential nursing functions/safety standards.
14. Wear acceptable MVC SON attire (uniform/ID) during the clinical experience.
15. Abide by HIPAA legislation, and understand that any breach of patient confidentiality will necessitate immediate removal from the clinical site and further disciplinary action by appropriate nursing faculty/program director.
16. Abide by OSHA and CDC guidelines related to Blood-Borne pathogens.
17. Abstain from reviewing medical records of patients they are not assigned. These records are confidential and contain privileged information not needed by the student.

18. Provide proof of a negative drug screen and be willing to submit to random drug screening at their expense. This applies to readmit students and for those students being out of the program for one or more semesters.
19. Provide proof of a completed criminal background check. This applies to readmit students and for those students being out of the program for one or more semesters.
20. Not represent themselves as nursing students or engage in patient care as nursing students except when in the clinical setting and with an assigned patient(s). Nursing attire shall not be worn outside the clinical/classroom setting.

TRAVEL AND LODGING:
Students are responsible for their own traveling and lodging expenses to and from clinicals.

VIOLATIONS:
Students in violation of this policy will not be allowed to start classes or advance in the nursing program.

MISSOURI VALLEY COLLEGE
NURSING PROGRAM

POLICY and PROCEDURE: HEALTH FORMS-PHYSICAL EXAMINATION-CONSENT-REFUSAL FOR HEPATITIS B VACCINE

POLICY: The student must have on file required health forms in order to be admitted into the nursing program. Forms are to be submitted to the Administrative Assistant (AA). Students can view their files, but they must be viewed in the Program Director's office under supervision. **NO** files can be removed from the premises.

PROCEDURE:
1. The student will receive the designated forms from the AA.
2. The student must maintain the original document and submit a copy to the AA.
3. Students who are immune or medically at risk from the Hepatitis B vaccine must present a medical waiver stating why the student is exempt from having the vaccine. The waiver/statement becomes part of the student's permanent file in the Nursing Office.
4. Nursing personnel will not release health/medical information to anyone nor will they provide copies of the submitted records to the student.
5. The student will be responsible for all costs needed to complete the forms.

VIOLATION OF POLICY AND PROCEDURE:
1. Failure to submit the Health Assessment Form(s) and the consent/refusal form for Hepatitis B and/or medical waiver, will result in the student not being permitted to participate in any clinical learning experience(s) or remain in the nursing program.

MISSOURI VALLEY COLLEGE
NURSING PROGRAM

POLICY and PROCEDURE: HEALTH INFORMATION PORTABILITY PRIVACY ACT (HIPAA) 1996

POLICY: All students will comply with the HIPAA laws/legislation in the classroom/lab/or clinical setting to protect the privacy and security of the patient's health information.

PROCEDURE:
1. Nursing faculty will instruct students on the HIPAA regulations to protect privacy and security of the patient's health information in the classroom/clinical setting.
2. Nursing faculty will provide adequate resources and support to students to help them fulfill their responsibilities.
3. Nursing faculty will conduct investigations into all reported incidents.
4. Nursing faculty will work with College administration to assure safety HIPAA rules and regulations are in place and working effectively.
5. Students must report real/potential violation of HIPAA laws to the faulty/agency representative.
6. Students must assume personal responsibility for their own actions with regard to HIPAA regulations.
7. Students must pass the HIPAA exam with 100%.
8. Students will not be allowed to enter the clinical setting without passing the exam.

VIOLATION of POLICY:
1. Failure to demonstrate compliance with the above policy will result in dismissal from the Nursing Course and/or the Nursing Program.

MISSOURI VALLEY COLLEGE
NURSING PROGRAM

POLICY and PROCEDURE: PROFESSIONAL LIABILITY COVERAGE

POLICY: All students are required to have liability insurance ($1,000,000 each claim-and $3,000,000 aggregate) when participating in academic or clinical learning experiences/opportunities. Students are not covered before or after any school related activity/requirement. Students will not be allowed in the clinical setting without proof of insurance. If the clinical agency requires more, the student will responsible for increasing the policy limits at his/her expense.

PROCEDURE:
1. Students enrolled in any Nursing Courses/Clinical must have proof of liability insurance submitted to the Administrative Assistant (AA) before the first day of class.

VIOLATION OF POLICY AND PROCEDURE:
1. Failure to present proof of liability insurance will/may result in the student being dismissed from the course and/or nursing program until proof is submitted.
2. Make-up work/assignments for classroom/skills lab/clinical setting will be completed as stated in the course syllabus.

MISSOURI VALLEY COLLEGE
NURSING PROGRAM

POLICY and PROCEDURE: NURSING IV SIMULATOR LAB

POLICY: Computerized equipment is necessary to promote student learning and gain technical skills necessary to become a safe professional/practitioner. Standard precautions to protect computer equipment is expected of all nursing students.

PROCEDURE:
IV Simulation Lab:
1. The student must sign in and out.
2. All printing is to be class related and subject to inspection by nursing personnel.
3. Don't turn computer off if program is running.
4. Software is not to be installed, re-installed, or reconfigured.
5. Food, drinks, and children are not permitted in the lab setting.
6. Don't add, delete, or rearrange any icons on the computer screen.
7. Work must be done without making noise and interfering with others.
8. Don't add passwords to computers.
9. Don't use for personal endeavors.
10. Don't use for computer games, music, etc.
11. Area must be clean before leaving.
12. CD ROMS and/or media for nursing related activities must not be removed from the premise.

Internet:
Wireless capabilities are available for nursing students. Students must have their own laptop that is equipped with a current virus protector/security program. The internet is for instructional/class assignments/testing and it not to be used for entertainment purposes. Information obtained from the internet is not to be used in any way for illegal purposes and/or for interference with or disruption of other users, services, or equipment.

VIOLATION OF POLICY AND PROCEDURE:
Violation of the policy will result in disciplinary action as deemed appropriate by the Skills Lab Coordinator and/or the Nursing Program Director.

MISSOURI VALLEY COLLEGE
NURSING PROGRAM

POLICY and PROCEDURE: TRANSFER OF CREDITS FROM
OTHER COLLEGES/UNIVERSITIES

POLICY: Nursing students must have current/evidence-based knowledge and skills to care for diverse populations with complex needs in a variety of clinical environments.

PROCEDURE:
1. Student's transfer credits must meet the requirements determined by the Registrar's Office.
2. Students transferring credit into the nursing program must have nursing prerequisite courses taken within the last five years completed with a grade of a B or above.
3. Students transferring in with an AA degree will have Missouri Valley College core classes waived, however, they must meet all nursing prerequisite course requirements prior to admission into the nursing program.
4. Students who have been dismissed/terminated from an outside nursing program within the last three years may be considered for admission into the nursing program on a case by case basis.
5. Nursing courses will be evaluated on a case by case basis.

MISSOURI VALLEY COLLEGE
NURSING PROGRAM

POLICY and PROCEDURE: SIMULATION SKILLS LAB

POLICY: Simulation equipment is necessary to promote student learning and acquisition of nursing technical skills necessary to become a safe professional/practitioner. Standard precautions to protect simulation equipment is expected of all nursing students

PROCEDURE:
Simulation Skills Lab:
1. The lab is for currently enrolled students.
2. The lab coordinator will schedule planned use of the lab and equipment.
3. The lab hours are posted outside the door each semester.
4. When the lab is not be using for coursework/assignments, students may practice assigned skills with permission of the skills lab coordinator.
5. If the student need additional assistance, please contact the skills lab coordinator.
6. At no time are students allowed to practice invasive procedures on each other even if one gives permission.
7. Students are responsible to let skills lab coordinator know when supplies are low or if they used the last item.
8. Students are responsible for letting the skills lab coordinator know if there is damaged equipment or if equipment is not working.
9. Students and faculty are responsible for restocking items and leaving the workplace clean and tidy.
10. No smoking, eating, drinking, playing allowed in the lab.
11. Students must adhere to all rules posted in the lab.
12. Refer to Simulation and Skills Lab Policy/Procedure Manual for further details.

MISSOURI VALLEY COLLEGE
NURSING PROGRAM

POLICY and PROCEDURE: GRADUATION

POLICY: The completion of requirements for graduation is the responsibility of the nursing student. The student must have successfully completed the program of study and maintain the departments minimal grade point average (GPA). Completion of the BSN program does not guarantee licensure or eligibility to sit for the NCLEX licensure examination. Students will need to review the regulations regarding the eligibility to sit for the examination prior to the testing date.

PROCEDURE:
1. The minimum course grade for nursing classes is a "B" with a minimum cumulative GPA of 2.75.
2. All credit hours required in the program of study/curriculum have been satisfactorily met.
3. Standardized exams are not used as the sole basis for program progression or graduation.
4. All financial obligations to the College have been met, including the graduation fees.
5. Obtains the approval of the MVC Nursing Program Faculty Forum Committee.

MISSOURI VALLEY COLLEGE
NURSING PROGRAM

POLICY and PROCEDURE: PROFESSIONAL CONDUCT CLINICAL SETTING

POLICY: The student's conduct in the clinical setting shall promote professionalism. The student will represent the College and the Nursing Program in a positive manner at all times.

PROCEDURE:
Nursing students will display professional behavior at all times in the academic and clinical setting.
The student is expected to:
1. Adhere to all policies of the clinical agency, including drug screening and criminal background checks
2. Adhere to HIPAA guidelines including electronic, written or verbal communication
3. Adhere to OSHA and Universal Precaution/Blood Borne Pathogen guidelines at all times
4. Comply with regulations/policies of the agency, including parking/nursing procedures
5. Arrive to the unit on time
6. Keep instructor/professor notified of patient's status at all times, especially if it changes
7. Provide a patient status report before leaving the assigned unit
8. Use your appropriate name and title while in the clinical facility
9. Adhere to the MVC Nursing Program policy on uniform/attire guidelines
10. Turn off cell phones/pagers during clinical rotation
11. Stay on the assigned unit unless granted permission to leave by the instructor/professor
12. Socialize only at lunch/break time and only in designated areas
13. Avoid physical contact with a peer
14. Address all patients, staff, and peers using appropriate name and title
15. Be free of alcohol and drugs
16. Avoid using offensive language, conduct, and expressions at any time in the clinical setting
17. Leave the clinical unit after the rotation has ended
18. Destroy all written material before leaving unit, unless it is needed for assignments, if so only use the patient's initials and let instructor know you have this material
19. Demonstrate patient advocacy at all times
20. Seek guidance and use feedback to promote professional/personal growth
21. Attend and participate in all clinical practice debriefings unless excused by the instructor

VIOLATION OF POLICY AND PROCEDURE:
Violation of this policy/procedure may/will result in disciplinary action(s) including but not limited to a verbal warning, written warning, reporting to the Compliance Officer, being sent home and/or failure for the day. Clinical make-up day/assignments will be required. See Policy on Tardiness/Absences. Also review student's right to Grievance and Due Process.

MISSOURI VALLEY COLLEGE
NURSING PROGRAM

POLICY and PROCEDURE: GRADE APPEAL PROCESS SPECIFIC TO NURSING

POLICY: Students are afforded the right to appeal a final course grade. Students should first attempt to resolve the issue with the instructor/professor of the course.

PROCEDURE:
1. A student who has evidence or believes that evidence exists to show that an improper grade has resulted from prejudge, caprices, or other improper issues such as mechanical error, grading inconsistent with grading of other students, or scholarly dishonesty can have his/her final course grade challenged/appealed. The appeal must first be discussed with the appropriate faculty member. If a resolution can't be reached, the student may appeal the grade to the Program Director within 30 calendar days of the grade assignment. The appeal must be made in writing and include:
    a. the course name and number in which the grade was received
    b. the instructor whose grade is being challenged
    c. the semester in which the grade was received
    d. specific facts showing why the student considers the grade to be arbitrary and unfair
    e. the outcome sought
    f. the signature, address and local phone number of the student.
2. The appeal will be reviewed and investigated by the Program Director. The Program Director will provide a written response to the student within 15 working days of the date of the appeal request.
3. If the student is not satisfied with any/all decision by the Program Director, he or she may follow the appeal process found in the MVC Undergraduate Catalog.

MISSOURI VALLEY COLLEGE
NURSING PROGRAM

POLICY and PROCEDURE: SAFETY

POLICY: Nursing students are to comply with the Standards of Conduct outlined in the Missouri Board of Nursing Administrative Code/American Nurses Association Provision Three, Code of Ethics for Nursing. An action/inaction on the student's part that places the patient at physical/emotional harm is a violation of that patient's safety and well-being and will result in the student being removed from the setting. (Examples include, but not limited to, preceptor/or agency refusal to work with student, instructor intervening to prevent injury, under influence of drugs and/or alcohol, refusal of drug screening, threat to patient or others, unsafe practice skills, violation of HIPAA/OSHA regulations/standards).

PROCEDURE:
1. With any actions/inactions/errors, a concern form will be completed by the clinical instructor/professor and discussed with the student within 24-48 business hours. The student will be required to sign the form. The student has a right to respond on the form. The report will be placed in the student's file at the MVC SON.
2. The course coordinator and the Program Director will be notified as soon as possible.
3. If required, an incident report will be filled out for the clinical agency.
4. Following the first incident, the nursing instructor/others if indicated will conference with the student regarding the incident (see above). Disciplinary action will based in accordance with the offense.
5. If a student makes two errors, the student will be required to meet with the clinical instructor/faculty member/ and the Program Director. Disciplinary action will based in accordance with the offense.
6. A potential or real life threatening error may/will result in dismissal from the Nursing Program.
7. A student wishing to appeal any disciplinary action taken by nursing faculty/Program Director may file an appeal using the procedure outlined in the College Student Handbook/Undergraduate Catalogue.

POLICY and PROCEDURE: DRUG TESTING

POLICY: All students attending the Nursing Program will be required to complete a drug screening (at the student's expense) before entering the clinical setting. This is also applicable to students who have not been in the program for one or more semesters and are readmitted to the course(s) program.

PROCEDURE:
1. A drug screen panel that is approved by the nursing faculty/college.
2. All nursing students will have completed and on file in the Nursing Program the drug screening results.
3. The results must be on file by the end of the first week in the classroom.
4. The results must be negative before the student enters the clinical setting.
5. The drug screening will be conducted by a private vendor approved by the College. Failure to use approved vendors will result in the drug screening not being approved.
6. If the drug screening results are not on file in the MVC School of Nursing, the student may not participate in the clinical setting.
7. The clinical agency retains the right to accept or reject a student based on the drug screening results.
8. The student is responsible for clearing up any reports that may be conflicting in nature.
9. The student is subject to a random drug screening (at the student's expense) by the nursing faculty and/or clinical agency.

VIOLATION OF POLICY AND PROCEDURE:
1. Failure to comply with the above policy and procedure will prohibit the student from attending the clinical rotation.
2. The student will be advised to withdraw from the course and will receive a failing grade for the course.
3. Refusal of the clinical agency to accept the student for the clinical experience will necessitate the student withdrawing from the course.
4. The inability of the student to resolve denials to participate in learning experiences at the clinical agency must withdraw from the course.

MISSOURI VALLEY COLLEGE
NURSING PROGRAM

**POLICY and PROCEDURE: OCCUPATIONAL SAFETY AND HEALTH
ADMINISTRATION (OSHA) and BLOODBORNE PATHOGENS**

POLICY: All students will comply with the OSHA laws/regulations in the classroom/lab/or clinical setting to promote patient and individual safety.

PROCEDURE:
1. Nursing faculty will instruct students on the OSHA regulations to ensure a safe and healthy work/clinical environment.
2. Nursing faculty will provide adequate resources and support to students to help them fulfill their responsibilities.
3. Nursing faculty will conduct investigations into all reported incidents.
4. Nursing faculty will work with College Administration to assure safety systems are in place and working effectively.
5. Students must report unsafe working conditions and accidents to the faulty/agency representative.
6. Students must assume personal responsibility for their own safety and those they care for or work with.
7. Students must pass the Blood Borne Pathogen and OSHA exams with 100%.
8. Students will not be allowed to enter the clinical setting without passing the exam.

VIOLATION of POLICY:
Failure to demonstrate compliance with the above policy will result in dismissal from the Nursing Course and/or the Nursing Program.

MISSOURI VALLEY COLLEGE
NURSING PROGRAM

POLICY and PROCEDURE: PROGRAM OF STUDY CHANGES

POLICY: Program planning is essential to ensure a timely transition of the student through the nursing program

PROCEDURE:
1. Academic advisers help students plan course work based on prerequisite and co-requisite courses. The student and/or faculty can request a meeting at any time.
2. Student's program of study is located in the student's file located in the Nursing School.
3. Students have access to the "Four Year" (2+2 Curriculum) program of study, and it is their responsibility to bring this to all scheduled meetings.
4. Changes to program of study requires approval of the Faculty Forum Committee,the undergraduate academic advisor, and the dean.
5. Changes in the program of study can/may delay progression.
6. Changes in the non-nursing course work must have permission of the student's academic advisor and the dean.

MISSOURI VALLEY COLLEGE
NURSING PROGRAM

**POLICY and PROCEDURE: EXPOSURE CONTROL AND
POST-EXPOSURE FOLLOW-UP TO INFECTIOUS AGENTS
INCLUDING HIV, HEPATITIS B, AND ANY OTHER INFECTIOUS
AGENTS.**

POLICY: Standard/Universal precautions will be used to prevent the transmission of infectious pathogens/agents through contact with blood or body fluids. Universal precautions are necessary to keep individuals, patients, health care team worker, families, and the public safe from infectious agents. (Examples of body fluid include but not limited to: vaginal secretions, fluids such as semen, cerebrospinal, synovial, pleural, peritoneal, amniotic and other body fluids that is visible with blood, urine, breast milk, tears, vomitus/emesis, stool, nasal secretions, saliva, and all body fluids where it is difficult or impossible to tell the difference between body fluids and/or unfixed tissue/organ other than live skin from a human whether living or deceased.)

 PROCEDURE:
1. Students and instructors will comply with current CDC and OSHA guidelines/regulations for all infectious diseases/agents/contaminated material.
2. CDC and OSHA guidelines will be used at all times in the classroom/lab/ and clinical setting to protect student/patients/instructors from Blood Borne pathogens.
3. Students will be instructed and have available current guidelines within the School of Nursing.
4. Junior students will be required to pass the Standards Precaution Examination/Blood Borne Pathogen Exam with 100% before they will be allowed to enter the clinical setting.
5. Junior and Senior students will receive information/instruction annually regarding Blood Borne pathogens.

(Continued next page)

PROCEDURE POST-EXPOSURE MANAGEMENT:
1. Students injured or exposed to an infectious agent must receive local wound care immediately. The wound will be cleaned with soap and water. Mucus membranes will be flushed with large amounts of water or saline. Other injuries will be cared for based on type and severity of injury.
2. The student is responsible for immediately reporting any injury or exposure to the instructor and or appropriate agency personnel. Immediate reporting will make it possible to obtain the necessary medical care. If the incident occurs within the clinical setting, the instructor/student will notify the appropriate manager/preceptor/instructor and the student will comply with the agency protocol. If the incident occurs within the school setting or a clinical site that does not provide for student treatment, the instructor will initiate the immediate treatment, and complete the necessary paperwork for the treatment provided.
3. Students are responsible for follow-up treatment and the cost incurred with the treatment plan/procedures/testing, including counseling.

VIOLATION OF THE POLICY PROCEDURE:
Will result in dismissal from the course and/or nursing program.

References: CDC and OSHA Standards/Guidelines

MISSOURI VALLEY COLLEGE
NURSING PROGRAM

POLICY and PROCEDURE: CLINICAL COURSE SECTION CHANGES

POLICY: Students need consistency and guidance along with knowledge and skills to promote professional growth and transition into the role of a professional nurse.

PROCEDURE:
1. Changing clinical sections is dependent on available space and permission of the instructor.
2. Clinical groups are assigned when registering for the clinical components of the course.
3. If the section is full, the student must be willing to find a student that will switch sections with him/her. Check with the faculty/Academic Advisor to see if you will need to communicate with the Registrar's Office regarding the change.

*ALL changes must be made before the first day of course work.

MISSOURI VALLEY COLLEGE
NURSING PROGRAM

POLICY and PROCEDURE: PLAGIARISM IN COURSEWORK

POLICY: Student's work is to be their own. Students are not to use the thoughts, words, or ideas of others without giving the author's credit for their work by the use of proper citations.

PROCEDURE:
1. Students are required to complete a plagiarism tutorial on the Moodle website.
2. Students are responsible for knowing what constitutes plagiarism. If they have questions, they are to ask the clinical instructor.
3. Student's papers are subject to *Turn-It-In* by the course instructor. This is a national data bank that detects plagiarism.
4. Students can help prevent plagiarism by using the APA 6th edition manual required by the faculty and Nursing Program.
5. Faculty recommend using the following websites for helping with course work:
http://www.apastyle.org/
htttp://ww.wooster.edu/psychology/apa-crib.html
http://owl.english.purdue.edu/owl/resource/560/01
http://lib.usm.edu/~instruct/guides/apa.html
http://webster.commnet.edu/apa/apa_index.htm
Turnitinwritecheck.com

VIOLATION OF POLICY AND PROCEDURE:
1. Student's work suspected of plagiarism and found to be so in nature will receive a zero for that assignment. Student will be required to repeat the plagiarism found on the Moodle website.
2. The second act of plagiarism will result in the student failing the course.
3. The third act of plagiarism will result in the student being dismissed from the Nursing Program.

MISSOURI VALLEY COLLEGE
NURSING PROGRAM

POLICY and PROCEDURE: LEAVE OF ABSENCE

POLICY: Students may request a leave of absence due to unforeseen circumstances. The student requesting a leave of absence will be guided by the policies and curricular pattern in effect at the time of the student's return.

PROCEDURE:
1. A student who wants to request a leave of absence must obtain the Special Request Form from the academic advisor's office. The student must fill out the form and include the reason for requesting a leave and the expected date of return. The Program Director will work with advisors regarding the projected date of return for the student. The student shall understand the MVC Nursing Program resources may not permit return at will, and return will only be granted on a space/faculty available basis.
2. The Faculty Forum will review all special requests and may grant leave of absence status under the following circumstances:
    a. Student is in good academic standing.
    b. Student's request is for a leave of no more than one calendar year; additional leave requires application to the Forum for an extension.
    c. Student's re-enrollment projection will not increase program enrollment over State mandated enrollment level.

MISSOURI VALLEY COLLEGE
NURSING PROGRAM

POLICY and PROCEDURE: STUDENT SPECIAL REQUESTS

POLICY: All students in the nursing program are required to meet requirements for graduation in a timely manner. In the event of an unforeseen circumstance, the student may submit a special request.

PROCEDURE:
1. Student Special Requests are submitted to the Nursing Faculty Forum by students who wish exceptions to be made regarding the application or progression criteria. Special request forms can be obtained from the Administrative Assistance.
   a. Any student unable to meet prerequisites to specific nursing courses due to scheduling problems, illness, personal circumstances, or performance in a particular course shall be required to submit a Special Request Form.
   b. Any clinical nursing major who needs to enroll in nursing courses part-time or out of sequence must submit a Special Request Form.
   c. Any clinical nursing major who needs to repeat a nursing course must submit a Special Request Form.
   d. Any clinical nursing major requesting a leave of absence must submit a Special Request Form.
2. The Special Request Forms will be reviewed by the Nursing Faculty Forum. The Faculty Forum meets a minimum of every semester, with called special meetings as needed.
3. Only completed forms with appropriate supportive documentation will be acted upon by the Faculty Forum. All documentation must be submitted to the Administrative Assistant no later than 10 days prior to the next scheduled Faculty Forum. Students will be notified of the Faculty Forum's decision(s) within 10 days of the meeting date. This may be via student email and/or traditional mail. It is the student's responsibility to provide a current email and mailing address on the Special Request Form, and to check for the faculty response.

MISSOURI VALLEY COLLEGE
NURSING PROGRAM

PRECEPTOR ASSIGNMENT POLICY

POLICY: During the final semester of the student's senior year, the student will complete a clinical learning experience in a practicum setting. Students will work one-on-one with a staff nurse to increase clinical knowledge, skill, and expertise. This experience is to help prepare the student for the "real world" of nursing.

PROCEDURE:

1. The Clinical coordinator assigns the clinical preceptors.
2. Students achieving a 'Level 2'on their ATI Med-Surg Exam given during the Adult Health II Course must do their clinical learning experience in a Medical/Surgical setting.
3. Student's achieving a 'Level 3' on their ATI ATI Med-Surg Exam given during the Adult Health II Course are eligible to do their clinical hours in a Medical Surgical ICU, PCU, Telemetry, and/or a Medical Surgical Step-Down unit.
4. Students must realize that they cannot negotiate their own contract, this is only done by the Clinical Coordinator.
5. See BSN Preceptor Handbook for details regarding practicum and responsibilities.
6. Students must use professionalism at all time when representing the nursing program. **Follow guidelines in the BSN Preceptor Handbook at all times.**

NCLEX PREPARATION

The College/Nursing Administration and Nursing Faculty want students to be successful in passing NCLEX licensure as a Registered Nurse (RN). To assist the nursing students with preparation for the NCLEX licensure examination, the MVC School of Nursing uses a nationally normed computerized testing exam/series. This exam package consist of course specific specialty exams, custom exams, and an exit exam. These exams are divided into concept areas and have questions much like those found on the NCLEX licensure exam. Each student will be assigned an account by the testing company. Upon completing assigned exams, the student will receive individualized remediation/active learning to help with additional studies. Points will be assigned for the remediation process, please see courses syllabus. Students will also have access to practice questions throughout the program, exam results, and other sources to help with meeting learning outcomes post-exam. Please, take every opportunity for learning and/or remediation available to you. The administration and faculty want you to be successful on the first attempt.

Students are to refer to the individual course Syllabus for computerized testing plans and when and how they will be used within the course(s).

ATI TESTING

The MVC Nursing Program uses the ATI computerized testing system. The company recommends the level of achievement within the course/program be at a Level 2 (student is expected to readily meet the NCLEX exam requirements). Therefore, the MVC School of Nursing benchmark score will be at the "Level 2" benchmark identified by the ATI testing company. Students receiving a Level 2 score will be given an associated 'B' for the grade for the exam. Percentages required to achieve a Level 2 for each exam will be listed within each course syllabus.

Examples include:

NU350 Adult I ATI exam:
Med Surgical Tier 3 = 81.1% - 100% (equals 'A')
Med Surgical Tier 2 = 68.9-81.0% (equals 'B')
Med Surgical Tier 1 = 56.7-68.8% (equals 'C')
Med Surgical Tier 0 = 56.6% or less
NU270 Pharmacology ATI exam:
Pharmacology Tier 3 = 85.0-100% (equals 'A')

Pharmacology Tier 2 = 71.7-84.9% (equals 'B')
Pharmacology Tier 1 = 56.7-71.6% (equals 'C')
Pharmacology Tier 0 = 56.6% or less

ATI REMEDIATION POLICY
Missouri Valley College School of Nursing has partnered w/ Assessment Technologies Institute (ATI) to aide students in their nursing studies and prepare them to take the NCLEX-RN Examination. A complete ATI transcript must be uploaded for each assessment - failure to do so will result in a zero for the assessment. The number of assessments varies per class.

Students will take three ATI Practice Assessments (listed in the course calendar), following each test. The student will be required to complete remediation (via Focused Review). Remediation time (see table below) must be completed within one week of the first attempt based on the percentage score obtained on the first attempt. ***Remediation is to be handwritten on the designated <u>Active Learning Templates</u>, must include a copy of your ATI Transcript*** (printed **<u>AFTER</u>** remediation is completed), and submitted in a three ring binder/folder at the start of class on the due date listed in the course calendar. *It is strongly recommended that you keep all of your remediation work - this will make it easier for you to keep track of it all, and to have all the information you need to review for future exams.* The student will take a retest for the Practice Tests and that score will be recorded in the grade book. Late/lack of submission for the initial assessment will result in a zero for the assignment. Late submissions for remediation will result in a loss of 5% per day on the retake score and will only be accepted up to two days late. After two days, it will be counted as a failure to complete the required remediation time which will result in a 12% reduction of the retest score.

Example: For the practice exams you are issued a percentage grade - on the retake this percentage grade will be what is used to determine the amount of points for the test/10 - i.e. 100% on retake = 10/10 points, 85% on retake 8.5/10 points, 72% on retake = 7.2/10 points etc.

For a Score of 96-100% - Remediation is optional *(no loss of points if not completed)*
Fo ar Score of 90-95% - A minimum of 1 hour of Remediation time is required.
For a Score of 80-89% - A minimum of 2 hours of Remediation time is required.
For a Score of 80-79% - A minimum of 3 hours of Remediation time is required.
For a Score of 0-69% - A minimum of 4 hours of Remediation time is required.

Students are responsible for remediating on ATI exams given at the end of the semester. This may mean students will be required to remediate over their breaks. They are also responsible for turning in the Active Learning Templates used for remediation at the beginning of the next semester. Failure to do so may result in disciplinary action including dismissal from the program.

MISSOURI VALLEY COLLEGE
NURSING PROGRAM

GRADUATION ACTIVITIES

NURSING PROGRAM CONVOCATION/PINNING:

The Nursing Faculty and Administration honors its graduates with a convocation/pinning ceremony at the end of the spring semester. Students will be required to wear traditional 'white' nursing attire (approved by faculty) including the program's nursing hat (provided by program) for this ceremony. Families, nursing faculty and Administration, College Administration, and the MVC community are invited to attend this ceremony.

NURSING PINS:

The nursing pin symbolizes successful completion of the requirements for the Bachelor of Science degree in nursing and may be worn on the nurse's uniform following graduation. Students will receive their pins during the pinning ceremony in the spring semester. Students unable to attend the ceremony may obtain their pins at any time during school hours after the pinning ceremony.

CLASS PICTURES/COMPOSITES:

Potential registered nurses (RN) graduates are required to have individual pictures taken for a class composite and a photo for submission with their NCLEX licensure application. Students should anticipate a small sitting fee associated with the photo setting. Potential graduates are required to wear their 'whites' (with nursing hat for female students – see above 'Nursing Program Convocation') during the photo experience. One composite is prepared for all RNs expected to graduate during a calendar year. An enlarged composite hangs with other class composites in the School of Nursing Building. Times for the photograph settings will be announced via email in plenty of time for students to arrange schedules to attend the affair. Students are given the opportunity to purchase both individual photos and a group photo However, students are not required to purchase any picture except the one required for the State Board of Nursing licensure application.

NURSING ORGANIZATIONS/ACTIVITIES/HONORS PROGRAM

NURSING ORGANIZATIONS:
There are College and Nursing Department clubs and organizations for students to participate in. By participating in these programs, the student may connect with others with similar interests that will encourage peer networking. Memberships are available for students meeting the necessary qualifications. Programs can be found in the MVC Student Handbook.

STUDENT NURSES ASSOCIATION (SNA):
All undergraduate nursing students accepted into the MVC Nursing Program are automatically members of the SNA. The MVC Student Nurses' Association is composed of elected executive officers, class representatives, and student representatives to the Nursing Faculty Forum as well as all current nursing students. SNA meetings are open to all students, and all SNA members have voting privileges. The SNA gives nursing students a voice in affairs affecting their academic and social lives; serves to enhance students' educational and social environment; improves communications among students, faculty, and administrators; assists in the development and improvement of selected nursing school policies, and coordinates the various student activities in the school.

SIGMA THETA TAU HAS THIS BEEN DONE ANY MEMBERS:
Currently, MVC Nursing Program does not have a Chapter of Sigma Theta Tau. However, the Alpha Iota Chapter of Sigma Theta Tau (STT), the national honor society of nursing, is operational at the University of Missouri. If you are interested in joining this organization, please contact your academic advisor to see if you are an eligible candidate.

STUDENT REPRESENTATION ON FACULTY COMMITTEES:
A faculty organization, the Nursing Faculty Forum, serves as the governing body of the nursing faculty in the MVC Nursing Faculty. The Forum by-laws allow for student representatives at the faculty committee meetings. The student(s) who serve
on this committee are selected by the SNA and serve for a period of one year. However, at the discretion of the SNA, they may be elected to serve an additional year. The student committee member(s) have a voice and may vote in open committee sessions but will not be allowed to attend closed sessions where other departmental issues may/might be discussed.

If the student is unable to attend, he or she should ask another student to represent the student body. The student is to come prepared to present concerns/questions supported by the majority of the class and also be to answer questions as well. The representative is to take notes and present the info back to the nursing group. The faculty welcomes and expects active presentation and representation of the nursing classes.

NURSING HONORS PROGRAM:

The MVC Nursing Program has an Honors Nursing Program. Students wanting to apply for the honor's program must meet specific criteria. Students maintaining academic excellence throughout their nursing coursework are eligible to graduate 'with honors'. Contact your academic advisor if you are interested in this program.

Admission Criteria:
1. High School GPA of 3.75 or higher
2. If transfer student, transfer cumulative GPA of 3.75 or higher in addition to High School GPA of 3.75 or higher
3. ACT score of 27 or higher (ACT exam required for acceptance into the Honors Nursing Program, comparable SAT score also acceptable)

Continuation Criteria:
1. Continued cumulative Missouri Valley GPA of 3.8 or higher prior to admission into nursing program
2. To graduate 'with honors' from Missouri Valley College, student must maintain a 3.8 cumulative GPA for the duration of coursework.
3. Final approval of student admission will include midterm grades of the semester prior to admission into the nursing program and with approval of current instructor(s).

ACADEMIC HONORS:

See MVC Undergraduate Course Catalog

Missouri Valley College
BSN Student Handbook Acknowledgment Form

The Missouri Valley College Nursing Program has policies and procedures designed to guide the student through the nursing program. Please read them carefully as they will help you with a timelier and smoother transition from a novice to a professional nurse. The most current policies and procedures can be found in this handbook on the MVC Nursing Program website.

As a Missouri Valley College Nursing Student it is your responsibility to:
1. Review the policies and procedures which are included in the most-recent Missouri Valley College BSN Student Handbook.
2. Follow the policies and procedures which are included in the most-recent Missouri Valley College BSN Student Handbook.
3. Ask for clarification if you have a question and/or suggestion about the policies and procedures which are included in the most-recent Missouri Valley College BSN Student Handbook.
4. Return completed/signed Acknowledgement Form to the Administrative Assistant within ten days of the start of the semester or after you have been notified of changes.

The Missouri Valley College Nursing Faculty will:
1. Inform the nursing students of any pertinent changes to current Missouri Valley College nursing program policies or procedures and when those pertinent changes will be implemented.
2. Inform the nursing students of any newly developed policies or procedures for the Missouri Valley College Nursing Program and when those policies or procedures will be implemented.
3. Articulate and distribute any pertinent changes or newly developed policies or procedures to the nursing students by the Clinical Coordinator and/or the Program Director via a mandatory meeting or gathering (i.e., Christmas party, end-of-the year party).
4. Enforce the described policies and procedures in a fair and unbiased manner which is consistent with the most current Missouri Valley College BSN handbook, Missouri Valley College Catalog, and the MVC Student Handbook.

I have reviewed the most current Missouri Valley College BSN Student Handbook. I agree to follow the policies and procedures described and any new or revised policies and/or procedures during this academic year. I understand that failure to comply with a policy and/or procedure will result in the consequence described with that policy and/or procedure.

_____
Nursing Student - Print Name

_____   _____
Signature of Nursing Student   Date

_____   _____
Signature of Nursing Faculty   Date

Development and Revisions Dates

Developed: December 2014
Revisions:
- March 2015
- May 2015
- August 2015
- October 2015
- December 2015
- January 2016
- March 2016
- June 2016
- July 2016
- January 2017
- August 2017