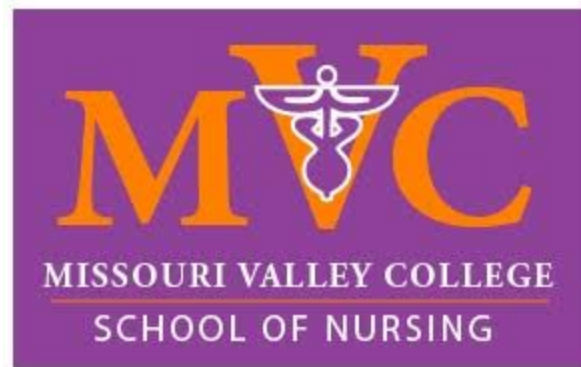


**Missouri Valley College
School of Nursing**



**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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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. Our school includes a traditional track and an online LPN to BSN track.

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 students negotiate the many challenges in the nursing program. In addition academic advisors and faculty are available to assist the student along the way.

The BSN Nursing Student Handbook is to be used in conjunction with the [MVC Catalog & Handbook](#). Nursing students have the same rights and privileges provided to other college students. However, the policies in the BSN Nursing Student Handbook may/can take precedence over some of the aforementioned college publications. For example, the grading policy and grade point average are/may be 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 BSN 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: The mission is to advance the art and science of nursing through innovative teaching, research, and clinical practice. To educate and train diverse groups of nursing professionals to interact with interdisciplinary teams thus promoting optimal health outcomes in individuals, families, and global communities while promoting a culture of lifelong learning.

PHILOSOPHY: The foundation for professional nursing education is embedded in the natural sciences, social sciences, and humanities which enhances critical thinking and reasoning, while promoting high ethical standards in providing holistic care for individuals, families, global communities, and societies. The baccalaureate of science in nursing prepares a nurse generalist and lays the foundation for graduate education to promote personal, professional and intellectual growth. The graduate of the School of Nursing will be able to assimilate theory, concepts, research, and leadership to help reshape the future of nursing practice while meeting the demands of an ever changing healthcare environment.

SCHOOL OF NURSING GOALS:

1. Promote a school culture that treats all nursing students with cultural sensitivity and respect for human dignity.
2. Build curricula that promote collaboration and communication skills, with clinical reasoning and critical thinking skills.
3. Uses teaching-learning practices that promote self-directed learning, creative thinking, and intellectual inquiry.
4. Prepare students to achieve PSLOs and to pass the NCLEX exam on the first attempt.
5. Retain qualified faculty and staff that are committed to high academic standards, academic freedom, and that are leaders in their areas of expertise.
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 and/or advanced practice 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 as leadership, mental health and community nursing, health-care delivery systems, healthcare 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:

1. Complete a solid base in liberal education which provides the cornerstone for the practice and education of nurses while using knowledge from other disciplines emphasizing clinical judgment and best practices in transforming nursing practice.
2. Provide compassionate, holistic, competent person-centered care to the individual patient with complex/complicated needs including ones' identified family and "important others", using best practices and is "developmentally appropriate" regardless of expertise, skills, or area of interest.
3. Collaborate with other disciplines and stakeholders to form partnerships focusing on disease prevention and health promotion across the lifespan and to improve population health outcomes for diverse groups and those facing disparities in healthcare.
4. Integrate current nursing knowledge gained through theory, science, research, and best practices to enhance healthcare and effect positive changes in healthcare.
5. Select credible bodies of knowledge that focus on approaches to improve quality and safety, minimize risk to patients/providers while facilitating best practices in treatment Outcomes.
6. Use purposeful collaboration with interprofessional teams, "patients, families, communities and other stakeholders" to promote high quality patient care, optimize the patients' healthcare experience, and to achieve positive health outcomes.
7. Coordinate appropriate resources within a complex healthcare system necessary to provide high quality, safe, ethical, and equitable care to diverse populations.

8. Analyze data from information technologies to increase knowledge, promote decision making, and use best practices to deliver high quality, accessible, and cost effective healthcare while adhering to professional and regulatory standards/guidelines.
9. Demonstrate professionalism and role model the inherent values of accountability, social responsibility, autonomy, compassion, integrity, cultural humility, lifelong learning, promotion of personal health and well-being, while maintaining competency and leadership skills 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, 2021).

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 | 4) Quality Improvement |
| 2) Teamwork & Collaboration | 5) Safety |
| 3) Evidence Based Practice | 6) Informatics |

ACCREDITATION/APPROVAL

MVC SON is accredited by the following organization to award degrees at the college level:

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-accreditation

The MVC SON BSN Nursing Program is on conditional approval status by the Missouri State Board of Nursing.

Missouri State Board of Nursing
 3605 Missouri Boulevard
 Jefferson City, Missouri 65102-0656
 Telephone: 573-751-0080
 http://pr.mo.gov/nursing.asp
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Courtney Campbell (Transcripts): 660-831-4047

Tyler Davis (Transcripts - LPN): 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 Course Catalog.

Zero Tolerance for Incivility in the Classroom/Clinical Setting

MVC Nursing Program forbids unprofessional/uncivil 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 be 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, intimidation, bullying, 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." The student must make 100% on this exam.

MISSOURI VALLEY COLLEGE NURSING PROGRAM

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](#) **click on to view the 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> or [Nursing Practice Act](#) for all other states.

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's 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 yourself 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 the 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
 - Civility
 - Sexual Misconduct
- 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 one's 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.

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 a 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 in the [MVC Catalog & Handbook](#)

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.

CURRICULUM

Missouri Valley College - School of Nursing 2+2 Traditional Program Curriculum

[Suggested sequence of classes. Individual schedules will vary based on previous coursework.]

Pre-Nursing (Year 1)

Fall Semester

Natural Science Core - BI104 Biology/Lab	4
Written Communication Core - EN130 Rhet & Comp	3
Social & Behavioral Science Core #1 - PY100 Prin. Psychology	3
Any Core Course	3
GS150 Freshman Seminar	1
* NU105 Intro to Nursing	1
<i>Total</i>	<hr/> 15 credit hours

Spring Semester

*BI275 ** Human Anatomy & Physiology I	4
Written Communication Core - EN160 Lit & Comp	3
Oral Communication Core - SP100 Public Speaking	3
Mathematical Science Core	3
Social & Behavioral Science Core #2 + Constitutional Requirement	3
<i>Total</i>	<hr/> 16 credit hours

Pre-Nursing (Year 2)

Fall Semester

*HL320/BI320 ** Microbiology or CH111 Chemistry	4 or 5
*BI285 ** Anatomy & Physiology II	4
Humanities & Fine Art Core Group #1	3
Social & Behavioral Science Core #3	3
Any Core Course	2-3
<i>Total</i>	<hr/> 16 or 18 credit hours

Apply to the School of Nursing - Application due date February 1st

Spring Semester

*Humanities & Fine Art Core Group #2 - Any Ethics	3
Humanities & Fine Art Core Group #3	3
*PY225 Developmental Psychology - Any Core Course	3
*EX385 Nutrition	3
*HL280 **Pathophysiology	3
<i>Total</i>	<hr/> 15 credit hours

Nursing Program (Year 3)

Fall Semester

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

Total 14 credit hours (48 Clinical hours)

Spring Semester

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

Total 17 credit hours (160 Clinical hours)

Nursing Program (Year 4)

Fall Semester

NU332 Pediatric Nursing Clinical (40 hours) SL	1
NU340 Nursing of Families	3
NU342 OB & Women's Health Clinical (40 hours)	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

Total 14 credit hours (160 Clinical hours)

Spring Semester

NU410 Management and Law	3
NU460 NCLEX Prep	3
NU480 Senior Seminar in Nursing SL	3
NU482 Senior Practicum (200 hours)	5

Total 14 credit hours (200 Clinical hours)

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

* = nursing prerequisite **WI** = writing intensive **SL** = service learning

The Missouri State Board of Nursing approved the nursing curriculum.

Missouri Valley College - School of Nursing
LPN to BSN Face to Face Curriculum

LPN Program Transfer Credits

*NU105 Intro to Nursing	1
Social & Behavioral Science Core #1 - PY100 Prin Psychology	3
*BI275 Human A&P I or BI285 Human A&P II	4
*EX385 Nutrition	3
NU231 Fundamentals Lab	1
NU232 Fundamentals Clinicals	1
NU312 Mental Health Nursing Clinical	1
NU332 Peds Clinical	1
NU342 OB & Women's Health Nursing Clinical	1
NU352 Community Health Clinical	1
GS150 Freshman Seminar	1
Total Transferred	18 credit hours

Pre-Nursing [*Suggested sequence of classes. Individual schedules will vary based on previous coursework.*]

Spring Semester

Natural Science Core - BI104 Biology/Lab	4
Written Communication Core - EN130 Rhet & Comp	3
Social & Behavioral Science Core #2 + Constitutional Req.	3
Oral Communication Core - CM100 Public Speaking	3
Humanities & Fine Art Core Group #1	3
<i>Total</i>	<i>16 credit hours</i>

Fall Semester

*HL320/BI320 ** Microbiology or CH 111** Chemistry	4 or 5
*BI275 A&P I or *BI285 ** A&P II	4
Written Communication Core - EN160 Lit & Comp	3
Mathematical Science Core	3
Any Core Course	3
<i>Total</i>	<i>17 or 18 credit hours</i>

****Apply to the School of Nursing - Application due date February 1st***

Spring Semester

Social & Behavioral Science Core #3	3
Humanities & Fine Art Core Group #2 - Any Ethics	3
Humanities & Fine Art Core Group #3	3
*PY225 Developmental Psychology - Any Core Course	3
*HL280 **Pathophysiology	3
<i>Total</i>	<i>15 credit hours</i>

Nursing Program

Fall Semester

NU230 Fundamentals of Nursing	3
NU250 Health Assessment	3
NU270 Pharmacology for Nurses	4
NU355 Transition from LPN to RN	2

Total

 12 credit hours

Spring Semester

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

Total

 16 credit hours (120 Clinical hours)

Fall Semester

NU340 Nursing of Families	3
NU350 Community & Public Health Nursing	3
NU450 Adult Health Nursing II	4
NU452 Adult Health II Clinical (40 hours)	1
Any Core Course	2-3

Total

 13-14 credit hours (40 Clinical hours)

Spring Semester

NU410 Management and Law	3
NU460 NCLEX Prep	3
NU480 Senior Seminar in Nursing SL	3
NU482 Senior Practicum (200 hours)	5

Total

 14 credit hours (200 Clinical hours)

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

* = nursing prerequisite **WI** = writing intensive **SL** = service learning

The Missouri State Board of Nursing approved the nursing curriculum.

Missouri Valley College - School of Nursing
LPN to BSN Online Curriculum

LPN Program Transfer Credits

NU105 Intro to Nursing	1
Social & Behavioral Science Core #1 - PY100 Prin Psychology	3
BI275 Human A&P I or BI285 Human A&P II	4
EX385 Nutrition	3
NU231 Fundamentals Lab	1
NU232 Fundamentals Clinicals	1
NU312 Mental Health Nursing Clinical	1
NU332 Peds Clinical	1
NU342 OB & Women's Health Nursing Clinical	1
NU352 Community Health Clinical	1
GS150 Freshman Seminar	1
Total Transferred	18 credit hours

Pre Nursing [*Suggested sequence of classes. Individual schedules will vary based on previous coursework.*]

Fall Semester

Natural Science Core - BI104 Biology/Lab	4
Written Communication Core - EN130 Rhet & Comp	3
Social & Behavioral Science Core #2 + Constitutional Req.	3
Oral Communication Core - CM100 Public Speaking	3
Humanities & Fine Art Core Group #1	3
<i>Total</i>	<i>16 credit hours</i>

Spring Semester

*BI320/HL320 ** Microbiology or CH 111** Chemistry	4 or 5
*BI275 A&P I or *BI285 ** A&P II (only offered summer)	4
Written Communication Core - EN160 Lit & Comp	3
Mathematical Science Core	3
Any Core Course	3
<i>Total</i>	<i>17 or 18 credit hours</i>

****Apply to the School of Nursing - Application due date October 1st***

Fall Semester

Social & Behavioral Science Core #3	3
Humanities & Fine Art Core Group # 2 - Any Ethics	3
Humanities & Fine Art Core Group # 3	3
*PY225 Developmental Psychology - Any Core Course	3
*HL280 **Pathophysiology	3
<i>Total</i>	<i>15 credit hours</i>

Nursing Program

Spring Semester

NU230 Fundamentals of Nursing	3
NU250 Health Assessment	3
NU270 Pharmacology for Nurses	4
NU355 Transition from LPN to RN	2

Total _____ *12 credit hours*

Fall Semester

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

Total _____ *16 credit hours (120 Clinical hours)*

Spring Semester

NU340 Nursing of Families	3
NU350 Community & Public Health Nursing	3
NU450 Adult Health Nursing II	4
NU452 Adult Health II Clinical (40 hours)	1
Any Core Course	2-3

Total _____ *13-14 credit hours (40 Clinical hours)*

Fall Semester

NU410 Management and Law	3
NU460 NCLEX Prep	3
NU480 Senior Seminar in Nursing SL	3
NU482 Senior Practicum (200 hours)	5

Total _____ *14 credit hours (200 Clinical hours)*

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

*** = nursing prerequisite WI = writing intensive SL = service learning**

The Missouri State Board of Nursing approved the nursing curriculum.

MISSOURI VALLEY COLLEGE NURSING PROGRAM

GENERAL INFORMATION

Academic Advisement

All nursing students enrolled in the nursing program will meet with and complete academic advising 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 Student Success Center during their freshman and sophomore years. 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 or 660-831-4264. 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, criminal background checks, and professional liability insurance. These copies will be kept in the School of Nursing and/or Castlebranch.

Application And Admission

Requirements for admittance to the Nursing Program, include the following:

1. Application and admission to Missouri Valley College - admission to MVC does not guarantee acceptance into the School of Nursing (SON).
2. Application and admission to the Missouri Valley Nursing Program (completed during the sophomore year).
3. Completion of the TEAS exam within the last five years, achieving 'Proficient' level (58.7%) . Students are allowed to retake the TEAS exam no more than three times in one year 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 the Registrar's office) with an academic plan of study completed by School of Nursing faculty or personnel.

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. Science courses must have been completed within five years of applying to the nursing program.
9. Preference will be given to students who are in progress or have completed all core and prerequisite courses.
10. Special request forms must be completed and submitted with the application packet if there are any courses to be taken out of sequence.
11. Nursing faculty base the admission into the program on references, CGPA(s) of 2.75 or higher, ACT minimum 20 (waived for LPN with active unencumbered LPN license), and a TEAS score of proficient.
12. Students for whom English is a second language shall meet the same general admission requirements as other students.
13. For international students educated abroad and are non-native English speakers, evidence of English-language proficiency can be achieved by any of the following:
 - a. Test of English as a Foreign Language (TOEFL) www.toefl.org with a passing score of 540 on the paper examination or a passing score of 83 for the internet-based examination; or
 - b. Test of English for International Communication (TOEIC) www.toeic.com with a passing score of 725 in the Listening and Reading Modules; or
 - c. International English Language Testing System (IELTS) www.ielts.org with a passing score in the academic module of 6.5 and the Spoken Band score of 7.

[See Missouri State Board of Nursing website for further information](#) date of access

7/27/2020

Class Photos

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

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 skills upon completion of the program. This data will be used to evaluate program effectiveness.

Computer

All nursing students are required to have a working laptop computer with Wi-Fi access. Laptops must be compatible with Google Chrome (No Netbook or Chromebook). Must have a camera and microphone.

Copying Services

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

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 online 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.

Course Syllabi

Students will be provided with necessary syllabi online 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.

Criminal Background Checks (Initial And Readmission)

All nursing students must submit to a criminal background check BEFORE admittance to the program and each semester thereafter. This also applies to any nursing student being readmitted to the program. The student will be responsible for the cost of this service.

Discrimination

This program follows MVC Non-Discrimination Policy found in the MVC [CATALOG & HANDBOOK](#)

Drug Screening (Initial And Readmission)

All nursing students must submit to drug screening tests 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 settings 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 a 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.

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.

ID Cards

All nursing students are required to have identification cards. Students will be assisted with this process by the School of Nursing staff. Students in the clinical setting must wear their Nursing ID badge.

Parking

All persons owning and/or operating a vehicle and/or bicycle on the MVC campus must observe and obey all applicable Missouri laws, city of Marshall ordinances, and the campus rules and regulations. Parking is allowed only in designated areas. Vehicles and/or bicycles in violation of campus parking rules will be ticketed or subject to towing at the owner's expense. The School of Nursing building has parking across the street from the school. If the parking lot is full, you are to park on the side of the street across from the school.

Smoking

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

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 Catalog & Handbook](#). Additional program costs breakdown can be found on the MVC School of Nursing webpage.

Textbooks And Syllabi

Syllabi for all courses are available from the class D2L - Brightspace site. 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.

MISSOURI VALLEY COLLEGE NURSING PROGRAM

POLICIES AND PROCEDURES

Academic Support Program

POLICY: The Missouri Valley College School of Nursing provides students with individualized assistance to achieve academic success through a formalized academic support program. Faculty will work in partnership with the Academic Success Nursing Tutor to identify and structure a formalized plan to meet students' needs.

PROCEDURE: A student can be referred to the Academic Support Program by any MVC School of Nursing faculty/administrator. The student can also self-refer.

1. Identified students at-risk for poor academic performance can include but not be limited to:
 - a. Quiz/exam averages less than 80%
 - b. ATI assessment performance at less than a Level 2
 - c. Homework/assignment averages less than 80%
 - d. Identified test taking anxiety
2. The faculty member/administrator creates the individualized remediation plan, in collaboration with the tutor. The plan should also be mutually agreed upon by the student. The individualized plan should contain:
 - a. Description of student's deficient areas
 - b. Outline of specific & measurable goals to demonstrate success
 - c. Time frame for completion
3. The faculty member should complete the referral form and forward it to the academic success staff member. The importance of participation should be also emphasized to the student.
4. Documentation of ongoing feedback between the faculty member and the academic success staff member should be maintained, including student participation and impact on student's performance.
5. Formal evaluation of the academic support program and its success for students will be reported at the School of Nursing's Undergraduate Student Affairs (USA) Committee on a routine basis.
6. Academic Success Etiquette:
 - a. Please be respectful of the tutor's time. It is a student's professional responsibility to follow through with scheduled appointments.
 - b. Please give the tutor at minimum a 24 hour notice if there needs to be a change in a scheduled tutor session.
 - c. Acceptable reasons to change/miss a tutor session: illness or emergency

- d. Unacceptable reasons to change/miss a tutor session: “I forgot”, “I decided to pick up a shift at work”, “I have to go do this instead”. When a student does not attend the session they have scheduled, they take time from another student who could benefit from it.

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, syllabus, and post on their office doors.

PROCEDURE:

1. Consult the MVC web site for financial aid status prior to registration.
2. Seek input from the 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. If not pre-registering/registering online, make an appointment with the College Registrar.
6. The use of the Registration Access Code (obtained from your advisor) is required for registration.
7. For late registration and petitioning to add or drop a class, refer to the MVC College Catalog.
8. Students are advised to pay early for registered courses. Refer to the MVC College Catalog for Academic Fees and payment plans.
9. Federal aid is available as is assistance from employers. Google <http://www.fafsa.ed.gov> for federal assistance.
10. Check MVC SON website for scholarship opportunities. [Bachelor of Science in Nursing](#)
11. Continuation in a course is dependent on fees being paid and/or posting of financial aid. Students are not allowed to attend class if they are not on the course roster(s).

MISSOURI VALLEY COLLEGE NURSING PROGRAM

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.

MISSOURI VALLEY COLLEGE NURSING PROGRAM

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 a 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 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:

American Heart Association (AHA) BLS for Health-Care Provider

MISSOURI VALLEY COLLEGE NURSING PROGRAM

Cell Phones, Ipods, And Other Electronic Devices

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

PROCEDURE:

1. Students will need to turn off cell phones, IPods, or other unapproved electronic devices while in the classroom.
2. If the student needs a laptop for note taking or classroom activities, the professor/instructor will make students aware.

VIOLATIONS OF POLICY AND PROCEDURE: Students utilizing electronic devices in the classroom without special permission will be asked to leave the classroom.

MISSOURI VALLEY COLLEGE NURSING PROGRAM

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

Clinical Requirements/ Expectations For BSN Nursing Students

POLICY: All students participating in clinical experiences will be required to provide proof of completion for any additional clinical site requirements (orientation documents, vetting, etc) as required by individual clinical sites. 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 refused, a medical waiver must be submitted to the 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 of 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 sites.
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 directors.
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 may 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 travel 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

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 Catalog & Handbook](#).

MISSOURI VALLEY COLLEGE NURSING PROGRAM

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 the 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

Comprehensive Testing of Course Content

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 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 scores in addition to the 80% (B) overall course grade.
5. Testing will constitute 80% of your course grade. The remaining 20% will consist of other assignments (i.e. homework).

MISSOURI VALLEY COLLEGE NURSING PROGRAM

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.

PROCEDURE:

1. Students are required to complete criminal background checks by registering with the Missouri Family Care Safety Registry and Castlebranch.
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.
7. School of Nursing staff will update the student's background checks each semester.

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.

MISSOURI VALLEY COLLEGE NURSING PROGRAM

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. Maintain proficiency in medication safety by achieving 80% or higher on dosage calculation questions on exams, such as Medication Administration, Mental Health, Adult Health I and II and specific ATI Dosage Calculation assessments.
2. Preparation for exams include, but not limited to, text books, lecture notes, and ATI online products.

MISSOURI VALLEY COLLEGE NURSING PROGRAM

Dress Code For Classroom Setting

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

VIOLATION OF POLICY/PROCEDURE

Faculty reserve the right to privately address students in inappropriate attire.

MISSOURI VALLEY COLLEGE NURSING PROGRAM

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 a contracted outside vendor for screening and compliance (Castle Branch).
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 prior to starting the program.
4. The results must be negative before the student enters the clinical setting.
5. The clinical agency retains the right to accept or reject a student based on the drug screening results.
6. The student is responsible for clearing up any reports that may be conflicting in nature.
7. 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

Examination Guidelines

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

PROCEDURE:

1. Students who take examinations off-campus will be required to use a secure testing company and will follow the company policies.
2. For on campus testing, students must be seated in the classroom with computers ready to start the exam at the start of class. This requires you to update your computer prior to the day of your exams.
3. Seating may be arranged by the course instructor/professor.
4. All personal items (keys, jackets, sweatshirts, hats, iPods/mp3, phones, smart watches, books, and book bags) must be left at the front of the classroom. *All cell phones must be silenced prior to being placed at the front of the room.
5. Food or drink during examination may be prohibited during testing.
6. Calculators are allowed at the discretion of the instructor, excluding cell phones. Paper and pencil are provided by the instructor and will be collected by the course instructor/professor before leaving the classroom.
7. No talking among students is allowed during test taking, or may be subject to disciplinary action.
8. Students will be held accountable to the MVC and the Nursing Program's Academic Dishonesty Policy.
9. See the [MVC Catalog & Handbook](#) for academic dishonesty

MISSOURI VALLEY COLLEGE NURSING PROGRAM

Exposure Control And Post-exposure Follow-up.

POLICY: Per CDC infection control basics, Standard Precautions and Transmission-Based Precautions, are used to prevent the transmission of infectious pathogens/agents through contact with blood or body fluids. Standard Precautions and Transmission-Based Precautions are necessary to keep individuals, patients, health care team workers, 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 students/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 OSHA & Blood Borne pathogens.

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 the 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

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 [FAFSA® Application](#)
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 Catalog & 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. Contact a faculty member for more information.

MISSOURI VALLEY COLLEGE NURSING PROGRAM

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:

If the student is not satisfied with any/all decisions by the Program Director, he or she may follow the appeal process found in the [MVC CATALOG & HANDBOOK](#).

MISSOURI VALLEY COLLEGE NURSING PROGRAM

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 a P/F basis. Refer to the [MVC Catalog & Handbook](#) 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

- Instructors will complete grading of assignments, quizzes, exams and clinical paperwork within one week of submission due date.
- 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).
- In rare instances, the Vice President of Academic Affairs can deem extreme extenuating circumstances that prohibit a student from completing a course. Under such circumstances and only with the prior approval of the Vice President of Academic Affairs, the Division Dean and the faculty member, a student can receive an incomplete grade.

The maximum time frame for this work to be completed is by the close of the next semester (fall, spring, summer) but is to be determined by the faculty member. If the incomplete

work is not completed by the agreed upon time frame, an automatic F will be assigned. An incomplete does not apply to the GPA.

Withdrawals: The student is required to see the course faculty and 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

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 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. Students must meet the college criteria for graduation.
6. Obtains the approval of the MVC Nursing Program Faculty Forum Committee.
7. Meets all approval from the Registrar's Office

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 if required. 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 BSN students in a cohort. 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.

MISSOURI VALLEY COLLEGE NURSING PROGRAM

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:
 - 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

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

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 the 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 the College administration to assure safety HIPAA rules and regulations are in place and working effectively.
5. Students must report real/potential violations of HIPAA laws to the faculty/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

Leave Of Absence (LOA)

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 re-enrollment projection will not increase program enrollment over State mandated enrollment level.

MISSOURI VALLEY COLLEGE NURSING PROGRAM

Mobile Computer Lab

Policy:

The MVC School of Nursing maintains a mobile computer lab for secure testing. The computers are housed in a wheeled, double-locked cart. Each student will be assigned a computer for use throughout the semester.

Procedure:

1. The instructors/professors should collaborate so the computers are available (sign up sheet).
2. The instructor/professor is responsible for making the computer lab readily available prior to the scheduled exam, as well as validating that all computers are returned and secured.
3. Make sure cords are not hanging from the cart or on the floor.
4. The instructor/professor notifies the IT department when a computer requires maintenance.

MISSOURI VALLEY COLLEGE NURSING PROGRAM

NCLEX Preparation

The College/Nursing Administration and Nursing Faculty want students to be successful in passing the NCLEX examination in order to obtain 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 consists 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 focused review identifying gaps in knowledge and to help with additional studies. Students will also have access to practice questions throughout the program, exam results, and other sources to help with meeting learning outcomes post-exam. The student is encouraged 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 Assessment Technologies Institute (ATI), an online technology-based educational, assessment, and testing platform. Nursing faculty encourage students' fullest participation in this resource in order to be successful in the nursing program. The company recommends the level of achievement within the course/program to be at a Level 2 for students to be successful with taking the NCLEX exam. Therefore, the MVC School of Nursing benchmark score will be at the "Level 2" benchmark identified by the ATI testing company. The student can see their "level" achieved on each proctored exam taken. Faculty and faculty advisors will be monitoring these scores. Students should also monitor their scores to assure adequate and timely progression throughout the program of study.

MISSOURI VALLEY COLLEGE NURSING PROGRAM

ATI Assessment Policy

Missouri Valley College School of Nursing has partnered w/ Assessment Technologies Institute (ATI) to aid students in their nursing studies and prepare them to take the NCLEX-RN Examination. Refer to individual course syllabi for schedule of ATI assessment dates.

- Practice Assessment A & B: To receive points you must turn in an Individual Performance Profile (transcript) and focused review. Practice A will be done in class with rationales off, then rationales are turned on for the focused review process. Practice B can be assigned to be done outside of class.
 - 25 points (homework/assignment grade) for 1st attempt assessment with no post-remediation quiz assigned, but still need to complete and submit focused review. -OR-
 - 25 points (homework/assignment grade) for quality focused review* + post-remediation quiz score of 80% and above. (student may retake practice assessment to meet the score of 80% or above)
 - Student must complete focused review proficiently before progression
- Proctored exam first or second attempt.
 - Level II or III, post-focused review is recommended.
 - 50/50 points (exam/quiz grade)
 - Level I or below
 - 0/50 points (exam/quiz grade)
 - **Students receiving below Level II will receive an academic alert and must meet with their instructor/academic advisor to develop a plan for improvement.**
- For ATI assessment Dosage Calculations Assessments that are scored as a percentage only, there is no formal focused review.
 - Students must achieve 80%+ grade within two attempts, grade equals percent earned (example $42/50 = 84\%$)
 - Below 80% student earns zero points

ATI Assessment Policy Applies to These Assessments	
<u>First Semester</u>	<u>Second Semester</u>
Dosage Calculation Fundamentals*: NU280	Mental Health: NU310
	Dosage Calculation Mental Health*: NU310
	Fundamentals: NU320

<u>Third Semester</u>	<u>Fourth Semester</u>
Maternal Newborn: NU340	Leadership: NU410
Nursing Care of Children: NU340	Comprehensive Predictor: NU460**
Community Health: NU350	Pharmacology: NU460
Adult Medical Surgical: NU450	
Dosage Calculation Critical Care*: NU450	

*No remediation available/required for this exam

**Comprehensive Predictor is given during NU460 and will have a different scoring system. See related syllabus.

ATI Policy Does not Apply to These Assessments	
<u>First Semester</u>	<u>Second Semester</u>
<i>Custom Pre-Program Assessment: Orientation Day (no grade assigned)</i>	<i>Nutrition Practice A: NU320 (homework grade only)</i>
<i>Anatomy & Physiology: first week NU250 (homework grade only)</i>	
<u>Third Semester</u>	<u>Fourth Semester</u>
<i>Nutrition Practice B: NU450 (homework grade only)</i>	<i>Custom Post-Program Assessment: NU480 (no grade assigned)</i>

ATI

Students/graduates who were unsuccessful in passing the NCLEX- RN Licensure exam can still participate in the ATI program. However, if you let your ATI account lapse you will be responsible for paying the reactivation fee. The student is also responsible for contacting the ATI representative.

Acknowledgement page located in the appendix A.

MISSOURI VALLEY COLLEGE NURSING PROGRAM

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 Catalog & 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:

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 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.

MISSOURI VALLEY COLLEGE NURSING PROGRAM

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 faculty/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

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 D2L - Brightspace 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.
4. Students can help prevent plagiarism by using the APA 7th 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/>

<http://owl.english.purdue.edu/owl/resource/560/01>

VIOLATION OF POLICY AND PROCEDURE:

Refer to [MVC Catalog & Handbook](#).

MISSOURI VALLEY COLLEGE NURSING PROGRAM

Professional Conduct Clinical Setting

POLICY: The student's conduct in the clinical setting shall promote professionalism. The students 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 Precautions/Transmission-Based Precautions/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 the 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

Professional Dress/Attire for Clinical Settings

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

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

1. **Uniforms:** Uniforms/scrubs must be clean, ironed. The pants 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. Solid 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:** White socks may be worn with the uniform/scrubs. Shoes must be enclosed at both the heel and the toe. Students may select either nursing or athletic leather shoes in a neutral color. Shoelaces must be clean, tied and the same color as the shoes.
4. **Lab Jackets/Coats:** When indicated, an approved lab jacket (purple) may be worn. No other type of sweater or jacket is permitted over the uniform.
5. **Nails:** Nails must be clean and trimmed to a length no longer than the tip of your finger. 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 may be worn to cover tattoos extending down the arms/or to the wrists.
9. **Make-Up/Perfume:** Makeup must be professional and kept to a 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 without odor, including tobacco smoke. Fragrance-free deodorant is to be worn at all times unless a note from the provider that the student is 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

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 be responsible for increasing the policy limits at his/her expense.

PROCEDURE:

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.
3. If you are an LPN student you will need to have your LPN professional liability and coverage for an RN student.

MISSOURI VALLEY COLLEGE NURSING PROGRAM

Program Of Study Changes

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

PROCEDURE:

1. Academic advisors help students plan coursework based on prerequisite and corequisite 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 Traditional Program and LPN to BSN online track programs of study, and it is their responsibility to bring this to all scheduled meetings.
4. Changes to the program of study require approval of the Faculty Forum Committee, the undergraduate academic advisor, and the program director/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 program director/dean.

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.
4. If a student does not meet the requirement for obtaining a “B” or better in all nursing courses, the student will not be allowed to continue in the course of study.
5. 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.
6. One nursing course failure is allowed but the course must be repeated at the MVC School of Nursing at the next available opening in the track that the student was admitted*. (*See exception in item 8 below.) 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 every semester.
 - a. 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.
 - b. Readmission students may be required to audit certain classes, including completing all related coursework.
7. Course incompletes will not be given if a student does not pass the course, unless it is for a medical/personal emergency, and approved by the Faculty Forum Committee, the Program Director/Dean, and the VPAA.
8. Students admitted to either the traditional program or the LPN-BSN online track will not be allowed to switch tracks. However, an exception will be made for those that fail NU 460 NCLEX Success. These students may take the next available course either online or face-to-face.
9. 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 advisor to set up an individualized action plan. Students will be required to attend sessions with the student success/tutor with an action plan generated by the professor. The individualized action plan will be required until the grade received is a B or higher.

10. 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.
11. Students are responsible for completing ALL coursework satisfactorily in order to meet all course outcomes and progress to the next semester.
12. Maintaining continual ability to meet the essential functions/safety standards for nurses with or without reasonable accommodations.
 - a. A student with a 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.
13. Maintain 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.
14. Maintaining professional liability insurance throughout the duration of the program and providing proof of such insurance.
15. Standardized exams are not the sole basis for program progression or graduation.
16. Achieving a 92% 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-two percent chance of passing equals an individual score of 72%.
17. 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.

MISSOURI VALLEY COLLEGE NURSING PROGRAM

Readmission Policy Following Medical LOA 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 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 requests include, take class out of order, retake class, take a 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/program, 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 an 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 re-application 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 Committee. (Policy revised with recommendations from MVC legal consultants)

MISSOURI VALLEY COLLEGE NURSING PROGRAM

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 the 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/near misses a critical behaviors 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 be based in accordance with the offense.
5. The student will be required to remediate any related concepts/ procedure or skill involved in the error/near miss. The student will be responsible for demonstrating competency by way of a skills checkoff in the simulation skills lab prior to returning to the clinical.
6. 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 be based in accordance with the offense.
7. A potential or real life threatening error may/will result in dismissal from the Nursing Program.
8. A student wishing to appeal any disciplinary action taken by a nursing faculty/Program Director may file an appeal using the procedure outlined in the [MVC Catalog & Handbook](#).
9. The clinical coordinator will be responsible for keeping track of errors and near misses in student clinical experiences and taking action to make system/educational improvements.

MISSOURI VALLEY COLLEGE NURSING PROGRAM

Senior Practicum Placement Policy

POLICY: To facilitate the transition from student to practicing nurse, students complete a 200 hour practicum experience with an approved RN preceptor. This policy describes the process used to determine practicum placement.

PROCEDURE:

1. Students complete a 200 hour experience in their NU482 course.
2. Students are allowed to provide information for clinical location and specialty area preferences, but the final decision for placement is the responsibility of the Clinical Coordinator with input from other faculty.
3. Students may be eligible to complete up to half of their hours in one additional area designated as 'specialty' if they have demonstrated an understanding of generalist nurse concepts.
4. Eligibility to divide clinical hours is based on the overall risk category achieved on their ATI testing platform, a measure of overall achievement on all proctored assessments completed throughout the program. A student must achieve at or above an 90% on their 'Probability of Passing NCLEX' (PoP%) by the end of their first semester, senior year.
5. Students not achieving 90% or higher on their PoP% are not considered "on track" and will not be eligible to split hours, and will complete all hours in a general unit. See below Table 1 for 'general' and 'specialty' designations.
6. Clinical Preceptor placements are also completed collaboratively with the clinical facilities. Many facilities have student requirements in addition to those of the MVC School of Nursing. Students are responsible for completing any additional training required by their practicum site.
7. Site orientations may also vary from site to site. Orientation hours will not count toward the 200 hour requirement of the practicum, as the intent of the experience is to improve leadership, delegation, and organizational skills necessary to provide safe care to multiple clients.
8. Clinical placements are final. There will be no preceptor changes unless due to extreme circumstances or facility/preceptor request.

Table 1: General & Specialty designations

General	Specialty
Any Medical/Surgical unit	Any ICU unit considered level 3 or higher
Any Progressive Care Unit (PCU)	Any community-based facility
Intensive Care Units at facilities considered level 2 or lower.	Obstetrics, Emergency, Pediatrics, etc.
	Any other site not previously listed

MISSOURI VALLEY COLLEGE NURSING PROGRAM

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 being used for coursework/assignments, students may practice assigned skills with permission of the skills lab coordinator.
5. If the student needs 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 the 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

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 Assistant.
 - 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 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

Attendance Policy

POLICY: Students are required/expected to be punctual and participate/attend classroom, simulation lab and clinical experiences as scheduled. Nursing students must take into consideration the fact that nursing coursework demands nontraditional class and clinical hours when entering the nursing program.

DISCLAIMER: Clinicals do not follow the traditional class schedules and can occur on any day of the week or hours of the day. Due to limitations of clinical sites and times, it is crucial that students be available for clinical experiences as scheduled, in order to successfully meet scholastic and clinical requirements for degree completion. Nursing clinical experiences take precedence over other student activities including athletic competitions.

The Clinical Coordinator collaborates closely with the athletics programs on campus to take into consideration athletic competition schedules. In addition, student athletes should meet with the Clinical Coordinator well in advance of the start of the semester to discuss upcoming planned clinical requirements.

PROCEDURE:

1. Classroom setting: Class participation and attendance are essential for student success.
 - a. If the student is going to be absent or tardy, please call, text, or email the instructor/professor at least 30 minutes prior to the start of class.
 - b. The student with an approved absence can complete make-up assignments. The student is expected to contact the instructor to make these arrangements.

2. Clinical setting: The clinical experience is a vital learning component of the nursing education program. Failure to meet clinical requirements may result in the inability to meet course outcomes. Students should avoid missing clinical days except for an unforeseen emergency.
 - a. If the student is going to be absent from the clinical setting, please call, text, or email your instructor/professor at least 30 minutes prior to the beginning of the clinical day. If the student is not at the designated meeting location in the facility on time, he or she will be sent home.
 - b. The student with an approved absence can complete make-up clinical hours, activities, and assignments. The student is expected to contact the clinical coordinator to make these arrangements.

- c. Students missing clinical time will be responsible for any costs associated with the make-up time.
- 3. Faculty require supporting documentation from the student for missed simulation, skills lab, or clinical days.
- 4. Any student who is absent from a clinical or a class will be required to meet with the instructor for the course. The meeting will include development of a plan to make up the content, activity, or exam, in the case of a class, or required hours and skills for a clinical experience.

MISSOURI VALLEY COLLEGE NURSING PROGRAM

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 and completed with a grade of B or above.
3. Students transferring in with an Associate of Arts degree will have Missouri Valley College core classes waived, however, they must meet all nursing prerequisite course requirements from a regionally accredited institution of higher learning in the United States prior to admission into the nursing program.
4. Students who have been dismissed/terminated from an outside nursing program may be considered for admission into the nursing program on a case by case basis. Nursing courses will be evaluated on a case by case basis. However, students must meet minimum admission criteria.

Missouri Valley College
ACKNOWLEDGMENTS
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 suggestions 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, and the [MVC Catalog & 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 consequences described with that policy and/or procedure.

Nursing Student - Print Name

Signature of Nursing Student

Date

Appendix A

Student Acknowledgement of ATI Policy

Initial all and sign below:

_____ I have received a copy of and have read and understand the ATI Assessment and Review Policy.

_____ I understand that it is my responsibility to utilize all of the books, tutorials and online resources available from ATI.

Student printed name

Date

Student signature

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
- July 2018
- August 2019
- December 2019
- March 2020
- July 2020
- August 2020
- August 2021
- October 2021