Welcome to Mercy College of Nursing and Health Sciences of Southwest Baptist University. We are pleased that you have chosen our program for your nursing education. Our College is unique because it is sponsored by both Southwest Baptist University and Mercy Health System, two faith-based organizations that cherish and promote our Christian calling to care for those in need.

As you read this Student Handbook, please contact us (klilly@sbuniv.edu, 417-820-2069) with any questions that occur to you. The Handbook is written for you and contains valuable information to help you navigate and understand important aspects of your program. Being familiar with the contents will make your life as a student easier, so let us know if you need clarification on anything. We always welcome your inquiries and suggestions, and will be happy to talk with you.

Best wishes in your future with us.

Sincerely,

Mercy College of Nursing and Health Sciences Administration

Dr. Kezia Lilly, DNP, MBA, RN
Dean, Mercy College of Nursing and Health Sciences

Brittney Hendrickson, MSN, RN
Chair of Undergraduate Nursing

Joan Hedrick, MED, RT (R) (M)
Chair, Radiography Program

Stacy Soden, M.S.E., RT (R) (CT)
Chair, Health Sciences
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Accreditation


The ASN program is approved by the Missouri State Board of Nursing.

The ASN, RN-to-BSN, and MSN programs are accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Rd NE, Suite 850, Atlanta, GA 30326, (404) 975-5000, http://www.acenursing.org/

Associate of Science of Radiography is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). The program is transferring the sponsorship to Southwest Baptist University. Joint Review Committee on Education in Radiologic Technology, 20 North Wacker Drive, Suite 2850, Chicago, IL 60606-3182, (312) 704-5300, http://www.jrcert.org/.

The Associate of Science in Radiography (ASR) Program follows the JRCERT Standards for an Accredited Educational Program in Radiography. The Standards are available through the JRCERT website at http://www.jrcert.org/. The program has maintained continuous accreditation since 1954.

History of Mercy College of Nursing and Health Sciences

Southwest Baptist University (SBU)

SBU was founded in 1878 as a private institution of higher learning affiliated with the Missouri Baptist Convention. The Mission of SBU is to provide programs and educational experiences for development of the whole individual. The University seeks to provide a Christian environment in which students are encouraged to achieve competence in their chosen fields. Since the mid-eighties SBU has offered an educational program for registered nurses in which they can obtain a Bachelor of Science in Nursing.

Mercy College of Nursing & Health Sciences (MCONHS)

Mercy College of Nursing & Health Sciences (MCONHS) at Southwest Baptist University (SBU) is the result of a partnership agreement between Mercy Hospital Springfield (MHS) and SBU. Mercy College of Nursing & Health Sciences is a college of Southwest Baptist University and has a collaborative agreement with Mercy Hospital Springfield. Southwest Baptist University was organized in 1878 and received its charter as a liberal arts senior college on March 19, 1879. It has continued to function first as a junior college until 1964 when it became a four-year college and finally as Southwest Baptist University in 1981. Southwest Baptist University is accredited by the Higher Learning Commission (HLC). Southwest Baptist University continues to carry out its mission as a Christ-centered, caring, academic community preparing students to be servant leaders in a global society.

History of Nursing Education Unit – Updated FA17

In 1891, at the request of Dr. Jonathan E. Taft, three Religious Sisters of Mercy from St. Louis established Springfield’s first hospital, St. John’s Hospital as part of the Sisters of Mercy Health System. Housed in a small brick home, the first St. John’s Hospital had four patient rooms. The Sisters lacked medical equipment and often walked many miles to care for patients who were too ill to come to the hospital. At the turn of the century, planning began to address the need for additional staff and a larger, better-equipped hospital. In 1906, a new St. John’s Hospital and nursing school opened their doors. St. John’s continued to grow and expand during the time from 1905-1950. In 1952, a new, 250 bed hospital was built on an 11-acre tract of land. This was the beginning of the campus for the present day MHS. In 2009, a major renovation of the main hospital facility in Springfield was completed with
the addition of a new patient tower, other new buildings such as the surgical center, and groundbreaking for a new orthopedic hospital. Mercy Hospital Springfield also maintains a Children’s Center affiliated with St. Jude’s Hospital. The St. John’s School of Nursing was established in 1906 by the Sisters of Mercy and celebrated 100 years in 2006. In June 2012 the College of Nursing officially changed their name to Mercy College of Nursing & Health Sciences at SBU. In June 2017 the college of nursing and health sciences transitioned to be in full sponsorship of Southwest Baptist University.

History of the Cooperative Agreement by Southwest Baptist University and Mercy Hospital Springfield  
– Updated FA17
Southwest Baptist University and MHS have worked together with the nursing programs since the early 1980’s. The contract between the two institutions provides an Institutional Coordinating Committee (ICC) which oversees the cooperative arrangement between SBU and Mercy. The ICC is comprised of three representatives from SBU and three from MHS. These institutions continue to work together to provide excellent nursing and health sciences educational programs.

History of the Radiography Program
The School of Radiologic Technology at St. John’s Hospital in Springfield Missouri was founded in 1954 under the direction of Sister Mary Victoire Corcoran, RSM. Sister Victoire was the first registered radiologic technologist in Springfield; she started her work at the old St. John’s Mercy Hospital in 1933. The radiography program at St. John’s Hospital, renamed Mercy Hospital Springfield, successfully educated students in its certificate program for 60 years.

In 2009, the American Registry of Radiologic Technologists (ARRT) announced that an Associate’s degree would be an eligibility requirement for ARRT primary certification in radiography effective 2015. As Mercy Hospital was already partnered with Southwest Baptist University for the nursing programs, the best option was to request the development of the Associate of Science in Radiography (ASR) program with SBU. Mercy School of Radiologic Technology of Southwest Baptist University accepted its first ASR class in the summer of 2013. The Class of 2015 was the first class to graduate from the ASR program at Southwest Baptist University

Mercy College of Nursing & Health Sciences of SBU Congruency of Mission, Vision, & Values Statements  
– Updated FA17
The College of Nursing and Health Sciences is guided by the complementary missions and visions of SBU and Mercy Health System. The belief that God is the source of all truth and Jesus Christ is the central figure, giving purpose, dignity and value to life are fundamental to the design and implementation of the nursing programs.

The College of Nursing and Health Sciences faculty believe nursing is the promotion, maintenance and restoration of health or the provision of comfort to the suffering without regard to social or economic status, personal attributes or the nature of health problems.

The College of Nursing and Health Sciences faculty provides knowledge and learning experiences that form the basis for professional identity. The Constructivist learning philosophy provides the foundation for structuring student learning experiences.

Students are educated to the practice of nursing as a care provider, manager, and member of the profession. Students are educated to the practice of radiography and health sciences as health care providers, managers, and members of health care professions. Students are educated to deliver patient-centered care as members of an interdisciplinary team, in a climate of patient safety,
emphasizing evidence-based nursing practice, quality improvement approaches, and informatics. The concepts of caring and spirituality are viewed as integral aspects of these nurse-patient relationships.

Mercy College of Nursing and Health Sciences faculty organizes the educational programs in a manner in which their beliefs about nursing and nursing education will be achieved. Aided by the use of evidence-based nursing practice, learning experiences in the nursing programs are designed to assist the student in developing psychomotor, affective, interpersonal and cognitive skills. The five Core Characteristics form the structure in which Course and Program Outcomes are identified. The five Core Characteristics are: Patient Centered Care, Safety, Teamwork and Collaboration, Spirit of Inquiry, Servant Leadership, and Professionalism.

Mercy College of Nursing and Health Sciences faculty believes the educational environment shared with students is enriched by the presence of caring relationships and mutual respect. Optimal learning occurs in a non-threatening environment in which direction, guidance, support, and frequent feedback are essential elements. Faculty see their role initially as that of directing and guiding, moving to roles of facilitator and mentor while students are viewed as active participants who assume responsibility for learning. As a result, commitment to lifelong learning is promoted. Curriculum Model Diagram links ASN, BSN, MSN and HSC

**Mission:** Mercy College of Nursing & Health Sciences of Southwest Baptist University is faith-based, educating students to be competent and caring healthcare professionals engaged in the healing ministry of Christ through servant leadership.

**Table 1.1 Congruence of Mission Statements – Updated FA17**

<table>
<thead>
<tr>
<th>SBU Mission</th>
<th>MCONHS Mission</th>
</tr>
</thead>
<tbody>
<tr>
<td>Southwest Baptist University is a Christ-centered, caring academic community preparing servant leaders in a global society.</td>
<td>Based on Christian values, the SBU College of Nursing and Health Sciences pursues excellence in healthcare education by preparing students to be competent, caring professional healthcare providers.</td>
</tr>
</tbody>
</table>

**Vision:** We are believers in Christ, partnering together to educate current and future healthcare professionals to be competent and caring servant leaders. MCONHS provides quality faith-based education to our students, capable of serving diverse populations in a variety of healthcare settings. We embody Christ-likeness in our daily interactions demonstrated by personal integrity, shared values and service to the community.

**Table 1.2 Congruence of Vision Statements – Updated FA17**

<table>
<thead>
<tr>
<th>SBU Vision</th>
<th>MCONHS Vision</th>
</tr>
</thead>
<tbody>
<tr>
<td>SBU fulfills its mission with specific care to guard its Christian distinctive and Baptist heritage as it demonstrate continuous improvement; enlarges its ministry through consistent growth in student enrollment, retention and ethnic and racial diversity; markets the institution and its mission regionally and nationally; fosters an environment of open communication and service to others; and cares for employees through competitive compensation and benefits packages.</td>
<td>Based on Christian values, the MCONHS pursues excellence by preparing professionals capable of serving diverse populations in a variety of health care settings and providing a clinical and theoretical foundation for life-long pursuit of advanced degrees, involvement in professional organizations and scholarly activities.</td>
</tr>
</tbody>
</table>
### Table 1.3 Congruence of Core Values – Updated FA17

<table>
<thead>
<tr>
<th>SBU Values</th>
<th>MCONHS Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christian Distinctive- From its inception, the University has been a</td>
<td>MCONHS is guided by the complementary missions and visions of SBU and Mercy. The belief that God is the source of all truth and Jesus Christ is the central figure, giving purpose, dignity and value to life are fundamental to the design and implementation of the nursing programs.</td>
</tr>
<tr>
<td>distinctively Christian and Baptist institution in terms of its worldview</td>
<td></td>
</tr>
<tr>
<td>and ideological commitments.</td>
<td></td>
</tr>
<tr>
<td>Baptist Heritage: SBU has a long history with Baptist work both in</td>
<td>Educating students to be Christ-centered servant leaders.</td>
</tr>
<tr>
<td>Missouri and throughout the world. The academic foundations of the</td>
<td></td>
</tr>
<tr>
<td>university are built upon historical Baptist traditions.</td>
<td></td>
</tr>
<tr>
<td>Compassion and Care for SBU Family-Southwest Baptist University is a caring</td>
<td>The faculty believes that nursing brings to life the healing ministry of Jesus Christ through the promotion and restoration of health or the provision of comfort to the suffering without regard to social or economic status, person attributes or the nature of the health problems.</td>
</tr>
<tr>
<td>community. Scripture teaches that all people regardless of their</td>
<td></td>
</tr>
<tr>
<td>socioeconomic, physical, mental or spiritual condition are individuals of</td>
<td></td>
</tr>
<tr>
<td>worth in the eyes of God. It exhorts Christians to look out for the welfare</td>
<td></td>
</tr>
<tr>
<td>of other people, to be good stewards of the possessions God has given and</td>
<td></td>
</tr>
<tr>
<td>to be honest with one another.</td>
<td></td>
</tr>
<tr>
<td>Academic Excellence-Southwest Baptist University is an academic community.</td>
<td>Students are educated to the practice of nursing and healthcare as a care provider, manager and member of the profession. Students are educated to deliver patient-centered care as members of an interdisciplinary team in a climate of patient safety, emphasizing evidence-based practice, quality improvement approaches, and informatics. The concepts of caring and Christ centered spirituality are viewed as integral foundational aspects of these relationships. The discipline of nursing recognizes a commitment to teach and advocate for clients while continually evaluating the effectiveness of nursing care as responsible, accountable professionals. Nursing education is supported by a foundation of the sciences and humanities. Aided by the use of evidence-based nursing practice, learning experiences in the nursing programs are designed to assist the student in developing psychomotor, affective, interpersonal and cognitive skills including clinical judgment which are necessary to make diverse populations and practice settings reflective of current trends in the healthcare community.</td>
</tr>
<tr>
<td>Southwest Baptist University pursues excellence in teaching, scholarship</td>
<td></td>
</tr>
<tr>
<td>and service by encouraging each member of the University to live a Christ-</td>
<td></td>
</tr>
<tr>
<td>Centered life:</td>
<td></td>
</tr>
<tr>
<td>• Treating each person as an individual valued by Christ.</td>
<td></td>
</tr>
<tr>
<td>• Integrating liberal arts, research and professional studies.</td>
<td></td>
</tr>
<tr>
<td>• Preparing students through appropriate educational ministry opportunities</td>
<td></td>
</tr>
<tr>
<td>to meet the challenges of a global society.</td>
<td></td>
</tr>
<tr>
<td>• Integrating Christian faith and Biblical values within each academic</td>
<td></td>
</tr>
<tr>
<td>discipline in accordance with the University’s Baptist Heritage</td>
<td></td>
</tr>
<tr>
<td>Social and Spiritual Development- Southwest Baptist University encourages</td>
<td>The faculty believes the educational environment shared with students is enriched by the presence of Christ-centered caring relationships and mutual respect. The constructivist learning philosophy provides the foundation for structuring the student’s learning experiences. Optimal learning occurs in a non-threatening environment in which direction,</td>
</tr>
<tr>
<td>social and spiritual development of the University family preparing</td>
<td></td>
</tr>
<tr>
<td>servant leaders for the global society. The University recognizes a</td>
<td></td>
</tr>
<tr>
<td>responsibility to assist all members of the University family to grow</td>
<td></td>
</tr>
<tr>
<td>spiritually, intellectually and emotionally. The University</td>
<td></td>
</tr>
</tbody>
</table>

1. General Information – Updated FA17
<table>
<thead>
<tr>
<th>SBU Values</th>
<th>MCONHS Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>responds to that responsibility by offering opportunities for education, ministry and worship.</td>
<td>guidance, support and frequent feedback are essential elements. Faculty see their role initially as that of directing and guiding, moving to roles of facilitator and mentor while students are viewed as active participants who assume responsibility for learning.</td>
</tr>
<tr>
<td>Personal Wellness- The University recognizes its responsibility to assist all members if the University family to establish and maintain personal wellness. Scripture clearly teaches the importance of the body as the temple of the Holy Spirit and the University values personal wellness as a necessary component of servant leadership.</td>
<td>As a result commitment to life-long learning is promoted.</td>
</tr>
</tbody>
</table>

**Office Hours**

The office hours for 4431 South Fremont Avenue are Monday through Friday 8:00 a.m. – 5:00 p.m. Office hour changes for holidays and special events will be announced through the Springfield Campus Portal page. Students are encouraged to make formal appointments with their advisor or with individual staff members. Not every faculty or staff member is available at all times; therefore, an appointment is necessary to ensure talking with an individual faculty or staff member, i.e., Student Services or Admissions. All student services are available at the Fremont building. The Training Center and Simulation Lab hours may vary and will be posted on the Springfield Campus Portal page.
Advisement

Academic Advisors (2.1)
Academic Advisors are available for all pre-nursing, pre-radiology, pre-health sciences, and concurrently enrolled ASN/BSN students. Academic Advising is an opportunity to exchange information designed to help students reach their educational and career goals. Advising is a shared responsibility between an adviser and the student.

Regardless of the major chosen, students will receive academic advisement from the Academic Advisors until admission into a program. If undecided on the major, the Academic Advisor can assist with options to help a student pursue options that best meet the student’s education goals.

New students accepted into a program at MCONHS, will be assigned to an Academic Advisor who will guide you throughout your general education requirements by helping students:

- Establish general education and first semester class schedules for the fall and spring semesters
- Answer questions about academic/student life at MCONHS
- Explore which MCONHS majors are best for the skills, values, and interests of students
- Develop skills and strategies for academic success

<table>
<thead>
<tr>
<th>Academic Advisor Responsibilities</th>
<th>Student (Advisee) Responsibilities:</th>
</tr>
</thead>
<tbody>
<tr>
<td>▪ Review the program advising worksheet with students.</td>
<td>▪ Read the MCONHS &amp; SBU Handbook, Catalog, and supporting materials carefully</td>
</tr>
<tr>
<td>▪ If transcripted, indicate on worksheet the grade for all non-nursing/radiography courses completed.</td>
<td>▪ Be familiar with program requirements and plans of study</td>
</tr>
<tr>
<td>▪ Discuss the student’s plans/desires/dates for entry into the program.</td>
<td>▪ Be familiar with their financial aid requirements prior to advisement for registration or change in schedule</td>
</tr>
<tr>
<td>▪ Formulate a plan of study based on the student’s program evaluation, indicating the tentative date of each required course.</td>
<td>▪ Develop self-awareness</td>
</tr>
<tr>
<td>▪ Reviewing course load/requirements with each student. If a student requests more than 12-14 hours, review grades and advise appropriately. Seek guidance from financial for course load and financial aid availability.</td>
<td>▪ Accept ultimate responsibility for decisions made</td>
</tr>
<tr>
<td>▪ Assist student with enrolling in appropriate courses for personal plan of study until all pre-nursing, pre-</td>
<td>▪ Make use of resources available on campus</td>
</tr>
<tr>
<td></td>
<td>▪ Make &amp; keep scheduled appointments</td>
</tr>
<tr>
<td></td>
<td>▪ Understand the importance of their relationships with advisors.</td>
</tr>
<tr>
<td></td>
<td>▪ Follow through with advisor recommendations</td>
</tr>
<tr>
<td></td>
<td>▪ Seek out advisors, contacts, institutional services, and information on a regular basis.</td>
</tr>
<tr>
<td></td>
<td>▪ Keep assigned advisor informed regarding academic issues and challenges.</td>
</tr>
<tr>
<td></td>
<td>▪ Schedule, prepare for, and keep advising appointments.</td>
</tr>
<tr>
<td></td>
<td>▪ Update and revise plan of study if necessary each enrollment period.</td>
</tr>
</tbody>
</table>
### Academic Advisor Responsibilities

- Radiology, general education, and required courses are completed, or in progress.
- Reinforce that MCONHS utilizes an open application process, but preference is given to those students who meet the deadlines.
  - February 1st for fall semester
  - July 1st for spring semester
- Know and understand the requirements of his/her individual degree programs.
- Complete a degree check in second semester.
- Take final responsibility for making his/her own decisions according to the best information and advice available.
- Submit drop/add requests for students as appropriate and adjust student schedules as needed.
- If student has a personal problem, discuss options, and make referral as appropriate.
- Students are assigned a faculty advisor in their respective program once the student has been accepted into an academic program i.e. (ASN, ASR, RN-BSN, HSC, and MSN).

### Student (Advisee) Responsibilities:

- Read the MCONHS & SBU Handbook, Catalog, and supporting materials carefully.
- Be familiar with program requirements and plans of study.

### Faculty Advisors

Students are assigned a faculty advisor in their respective program once the student has been accepted into an academic program i.e. (ASN, ASR, RN-BSN, HSC, and MSN).

The Faculty advisor is here to make sure that students are aware of every opportunity available to them. Advisors provide guidance for developing and achieving meaningful educational, professional, and personal goals.

Successful advising depends upon a shared understanding of and commitment to the MCONHS advising process. Advisors engage students in learning, promote students' academic success, and foster students' personal, ethical, and intellectual growth all of which will carry into their roles as citizens, leaders, and lifelong learners.
### Faculty Advisor Responsibilities
- Monitoring students’ progress toward degree completion. Working with student on updating and revising plan of study each enrollment if necessary.
- Being available to meet with students.
- Referring students to appropriate institutional resources.
- Helping counsel students on ways to succeed.
- Proactively involving students in the academic and career planning process, self-reflection, and the exploration of options and resources.
- Engaging in activities to stay informed of issues that affect student success.

### Student (Advisee) Responsibilities:
- Be familiar with their financial aid requirements prior to advisement for registration or change in schedule
- Develop self-awareness
- Accept ultimate responsibility for decisions made
- Make use of resources available on campus
- Make and keep scheduled appointments
- Understand the importance of relationships with advisors.
- Follow through with advisor recommendations
- Seek out advisors, contacts, institutional services, and information on a regular basis.
- Keep assigned advisor informed regarding academic issues and challenges.
- Schedule, prepare for, and keep advising appointments.
- Update and revise plan of study each enrollment period if necessary.
- Know and understand the requirements of the individual degree program.
- Complete a degree check in second semester.
- Take final responsibility for making their own decisions according to the best information and advice available.

### How to Locate & Contact an Advisor
To find out the name of your advisor, log onto MySBU. Under Applications click on WebAdvisor click on Communication, click on Email my Advisor.

### Changing an Advisor
If at any time if the advisor or advisee wishes to change an assignment, a request can be submitted by completing the Request for Change of Advisor form. The link to the Request for Change of Advisor can be found on the Springfield MySBU Page under Student Services or click on the below link. Upon submission of the form a notice will be sent to the newly-assigned advisor and the previous advisor notifying them of the change. The student will receive notice via email when the change process is complete.

[https://sbu.formstack.com/forms/request_for_change_of_advisor](https://sbu.formstack.com/forms/request_for_change_of_advisor)

### Course by Correspondence (OLIS)
For information on Online Independent Study (OLIS) see SBU Website link.
[http://www.sbuniv.edu/academics/online-education.php](http://www.sbuniv.edu/academics/online-education.php)

### How to Review My Courses Taken or Needed in My Program
2. Advisement & Registration/Updated SP17
● Log into WebAdvisor through MySBU
● Click on WebAdvisor for Students
● Click on Academic Planning

![WebAdvisor screenshot](image.png)

● Click on Program Evaluation
● Choose the Program you wish to evaluate
● “What work do you want to include?”- Choose the option you wish to include in your Audit.
● Click Submit to receive your Audit

Registration

Tuition/Fees
See SBU Undergraduate and Graduate University Catalogs. This information can also be found on the MCONHS Website: [http://www.sbuniv.edu/_resources/documents/mercy-college/estimated-cost.pdf](http://www.sbuniv.edu/_resources/documents/mercy-college/estimated-cost.pdf)

Registration Process
The registration process consists of the following events:

1. **New Students are required to register during the published registration period as reported on the MCONHS Schedule.** All other registrations occur according to the dates on the MCONHS Schedule.
2. **Current MCONHS students** may self-register online if their account is in good standing and they have touched base with their academic advisor prior to registration. Pre-nursing, Pre-radiology, Health Sciences, and undeclared major students are encouraged to meet with an academic advisor prior to self-registering online.
3. **Receiving a billing packet** that contains the bill for the classes chosen, a schedule of chosen classes, payment plan information, and other pertinent information relating to finalizing the registration process.
4. **Finalizing registration** by making full payment of the bill or making financial arrangements for full payment of the bill through scholarships, federal financial aid, or an acceptable payment plan. The billing packet will have a due date for completion.

Late Registration Finalization
Any student who has not registered during the published registration period is considered a late registration. Late registrations may require proof of financial aid eligibility and/or payment may be required by the published payment deadline.

**Self-Registration of a Course**
Click on link below for directions on self-registration

[How to Self-Register for a Course](#)

**Adding/Dropping a Course**

**Adding a Course**
If a student wishes to add a course after the first day of the semester, the student must contact their Advisor. The Advisor will register the student for the course and notify the office of Financial Aid for any financial impact.

**Dropping a Course (2.1.4)**
Dropping a course is defined as a student dropping one (1) or more courses but remains active in an academic program. The student must be enrolled in at least one course.

Before dropping a class or withdrawing from school, students should consult with their academic advisor and contact the Office of Financial Aid to determine the financial impact of their decision.

For information regarding the effect of discontinuing a course, see “Withdrawing from (Dropping) a Class” in the Under Graduate Catalog. MCONHS students will need to follow the steps listed below to drop a class.

To drop a course from MCONHS the following steps are required:

1. Schedule an appointment with the Advisor or submit their request in writing via e-mail.
2. Meet with advisor to drop course.
3. Contact the Financial Aid Office to notify of drop.
4. Any student who fails a course must meet with his/her Advisor to drop any courses scheduled for the next academic semester.

**College Withdrawal**

**Withdrawing from College (2.1.5)**
Withdrawing from the college is defined as a student leaving the college and dropping the current program in which they are enrolled.

Note: A student may change programs, but in so doing, is not considered withdrawing from the school.

Withdrawing from the school may have a financial impact on students. Students should first seek advisement from the Office of Financial Aid to determine the financial impact of the withdrawal.

Students dropping a course after the change of enrollment period will be charged a fee per class (see the SBU Undergraduate Catalog).

**Grade Posting for Withdrawn Courses:**
Students who officially withdraw from a course before the end of the tenth week of class meetings (16 week courses) and (before the end of 60% of class meetings for shorter terms) will receive a W (withdraw while passing) grade for the course.
After the end of the tenth week of class meetings (16 week courses) and (after the end of 60% of class meetings for shorter terms), students who withdraw from a course they are failing will receive an F grade for the course.

After the end of the tenth week of class meetings (after the end of 60% of class meetings for shorter terms), students who withdraw from a course they are passing will receive a W grade for the course.

Discontinued attendance of a class without completing a drop form does not constitute an official drop and will result in student being charged for the course and receiving a grade of F.

Steps for withdrawing from college:

To withdraw from MCONHS the following steps are required:

1. Schedule an appointment with their Advisor or submit their request in writing via e-mail.
2. Meet with Advisor
3. Turn in student badge or college access card.
4. Contact Financial Aid Office to advise of withdrawal from college

Administrative Withdrawal (2.1.5)
If a student misses four or more consecutive class periods (seated) or does not check into the online class within the first week, without having notified the University, the following procedure will be followed:

1. The student will be notified by the Program Chair and/or Dean.
2. The student will be encouraged to attend class.
3. Failure of the student to attend classes may result in the student being administratively withdrawn from his or her class schedule.
4. If the student is administratively withdrawn, then he or she will no longer be allowed to attend class.
5. If the last date of attendance is prior to the last day to drop without penalty, the student who is administratively withdrawn will be given W's in all courses.
6. If the last date of attendance is after the last day to drop without penalty, the student who is administratively withdrawn will be given W's in all courses that were being passed and F's in all courses that were being failed.
7. Any student who has been administratively withdrawn for two semesters will have to apply for special permission to be readmitted to Southwest Baptist University.

College Re-Admission

See Program for specific requirements for readmission to a program.

Drug Screens (4.1.1.1)

Clinical agencies require students to pass drug screening and background checks. Compliance with this requirement and satisfactory findings are essential for clinical placement and progression. All incoming MCONHS students will be drug screened.

MCONHS will designate the company that students in the School will use to complete the drug screening. Final acceptance into the MCONHS program is contingent on a negative drug screen.
Students who have a positive drug screen will be unable to enroll in or remain in the nursing, radiography, or health sciences program. Exceptions may be made for those students providing valid medical evidence for use of the drug.

Information about drug screenings will be provided during the admission process. The designated program will have access to the results of the screenings. Notation of completion of the drug screening will be maintained in the student file.

A drug screening may be requested at any time during the student's program. Evidence of substance abuse will result in disciplinary action up to and including withdrawal from the program.

**Background Check (4.1.1.2)**

All background checks will be conducted as a condition of admission into the MCONHS. Students must be in compliance with state and institutional requirements for criminal background check and/or child abuse background check.

Verification that the background check was completed must be received from the designated company prior to the start of clinical/practicum courses. The results of the screening will be accepted for the duration of the student’s enrollment at MCONHS. Results will be utilized in all programs unless there has been a one year lapse within or between programs.

MCONHS will designate the company (Certified Background Screening) that students in the college will use to complete the background screening. Criminal background checks must include a person’s criminal history for seven years prior to the date of application. MCONHS will not accept background screening results from any company other than the one designated. Failure by the student to have the background screening conducted according to policy and in a timely manner will result in the student not being permitted to register for any courses that include clinical/practicum hours.

Upon admission, the student will be provided with information in the admission packet on how to complete the background check.

The student must access the vendor selected by MCONHS following the instructions on the admission documents.

If a positive criminal background check (examples include but are not limited to: felony, abuse/neglect, sexual assaults, etc.) is found the Program Director or Dean will review on case by case basis to determine admission status.

Verification of the background check will be maintained in the student’s file.
### Academic Calendar

See SBU Website for current Academic Calendar

[http://www.sbuniv.edu/_resources/documents/academic-calendar.pdf](http://www.sbuniv.edu/_resources/documents/academic-calendar.pdf)

### Technology/Computer Requirements – FA17

<table>
<thead>
<tr>
<th>Personal Computer (PC)</th>
<th>Macintosh (Apple) Computer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hardware</strong></td>
<td></td>
</tr>
<tr>
<td>Operating System: Windows 10, 8, or 7</td>
<td>Operating System: 10.5 or 10.6 or newer</td>
</tr>
<tr>
<td>CPU (processor speed): 2.3 GHz</td>
<td>CPU (processor speed): PowerPC G3, G4, G5 or an Intel processor</td>
</tr>
<tr>
<td>RAM (memory): 2 GB</td>
<td>RAM (memory): 2 GB</td>
</tr>
<tr>
<td>Hard Drive: 250 GB (2 GB of free space)</td>
<td>Hard Drive: 250 GB (2 GB of free space)</td>
</tr>
<tr>
<td>Monitor: 800X600 16-bit color display or better</td>
<td>Monitor: 800X600 16-bit color display or better</td>
</tr>
<tr>
<td>Sound Card</td>
<td>Sound Card</td>
</tr>
<tr>
<td>CD-ROM or RW; better to have a DVD-ROM or RW</td>
<td>CD-ROM or RW; better to have a DVD-ROM or RW</td>
</tr>
<tr>
<td>Speakers or headphones; a noise cancelling headset with microphone is recommended for online courses</td>
<td>Speakers or headphones; a noise cancelling headset with microphone is recommended for online courses</td>
</tr>
<tr>
<td>Webcam (recommended for online courses)</td>
<td>Webcam (recommended for online courses)</td>
</tr>
<tr>
<td>Printer &amp;/or Scanner (optional)</td>
<td>Printer &amp;/or Scanner (optional)</td>
</tr>
<tr>
<td><strong>Software</strong></td>
<td></td>
</tr>
<tr>
<td>Microsoft Office 2007 or newer is required; Microsoft Works is not acceptable. You are able to download Microsoft Office 2016 free through the MySBU portal.</td>
<td>Microsoft Office 2007 or newer is required; Mac specific software is not acceptable. You are able to download Microsoft Office 2016 free through the MySBU portal.</td>
</tr>
<tr>
<td>Browser: Internet Explorer, Firefox, or Chrome</td>
<td>Browser: Safari, Firefox, or Chrome</td>
</tr>
<tr>
<td>Multimedia: Windows Media Player, Flash Player, Quicktime, &amp;/or VLC Media Player</td>
<td>Multimedia: Quicktime &amp;/or Flip4Mac (to view Windows media file types on your Mac)</td>
</tr>
<tr>
<td>Java</td>
<td>Java Plug-in</td>
</tr>
<tr>
<td>Enable Cookies &amp; Javascript</td>
<td>Enable Cookies &amp; Javascript</td>
</tr>
<tr>
<td>PDF: Adobe Reader</td>
<td>PDF: Adobe Reader</td>
</tr>
<tr>
<td><strong>Anti-Virus &amp; Spyware Software</strong></td>
<td></td>
</tr>
<tr>
<td>Virus and Spyware protection software is essential for any computer used to browse the internet. The software is only effective in the prevention of virus and spyware infections if the subscription is kept active and the definition files are updated frequently. There are many options that may be purchased; however, some quality products are also available for free.</td>
<td></td>
</tr>
</tbody>
</table>

### Internet Access

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*3. College Wide Academic Policies/Updated FA17*
Internet access is recommended for your academic success. Internet access is typically provided through the local telephone or cable company. Other internet service providers (ISPs) are available and should be contacted directly for details on their service options in your area. The required hardware on your home computer will depend upon what type of internet service you purchase (dial-up or broadband). See minimum requirements above. Please be aware that wireless internet access at your home may require additional hardware and/or software. Check with your ISP for specific details.

### SBU Web-Based Resources

At the start of your first course with the university, please confirm that you are able to access all SBU web-based resources from your computer. A list of each resource and how it may be used follows. Please contact the SBU Help Desk at 417-328-1702 for assistance.

**MySBU:**
Provides a single point of access to all university web-based resources at: [https://mysbu.sbuniv.edu](https://mysbu.sbuniv.edu) Login credentials are required. All resource links are located on the Applications tab. A variety of self-help information is available on the Need Help tab including a technical help request link. “How to” video tutorials are available on the [Help Desk Page](https://mysbu.sbuniv.edu). You will find official university announcements, calendar & major events on the main portal page. You will also have access to the Springfield Campus tab for information unique to the Mercy College of Nursing & Health Sciences.

**WebAdvisor:**
Provides access to your official university records including midterm/final grades, financial aid, course registration, transcripts, tuition, fees, assigned academic advisor, etc. WebAdvisor is accessed through the MySBU Portal.

**SBU E-mail-Office 365:**
The university’s e-mail service. The university provides all students and employees with an official e-mail account through Microsoft’s Office 365 service. You will access your e-mail from the SBU E-mail-Office 365 link available on the MySBU Portal. Please review the university’s E-mail Communication Policy located in section V.D of the handbook. Should the Springfield Portal be down, students can still access email through URL: [https://outlook.office365.com/sbuniv.edu](https://outlook.office365.com/sbuniv.edu)

**BLACKBOARD:**
The university’s learning management system that may or may not be used by faculty for course support. All students currently enrolled in at least one course through SBU have an active Blackboard account; however, use of Blackboard is left to the discretion of the instructor. Please contact the instructor if your course is not available by the first day of class. Blackboard is accessed through the MySBU Portal. Should the Springfield Portal server be down, students may still access Blackboard through the following URL - [https://sbuniv.blackboard.com](https://sbuniv.blackboard.com)

**OneDrive:**
Microsoft’s cloud storage service. It is strongly suggested that you create an account in OneDrive to save and store your assignment files or other important files such as course syllabi. Currently, you receive 15 GB of free storage accessible from any internet connected computer. A link to the OneDrive website is available on the MySBU Portal.

**Password Manager:**
Allows you to perform the following operations on your MySBU user account:
### Change Password

Change Password will only work if you know your current password and simply wish to change your current password to a different password.

### Reset Password

Reset Password will only work if you have set up security questions through the Password Manager on the MySBU portal.

### Setup Security Questions

Setup Security Questions will allow you to set up security questions. This will allow you to reset your password if you have forgotten it.

The link to the Password Manager is accessed through the MySBU.

### Web Print

A print service that is accessible only from the Springfield Campus when your computer is connected and authenticated to the SBU wireless. You may send files to print on any of the student use networked printers in Computer Labs A, as well as the color printer behind the library counter. The link to Web Print is accessed through the MySBU.

### Web File Access:

The university also provides a limited amount of personal storage on the F: drive which is indicated by your MySBU username. You may access the F: drive from any SBU networked computer through the My Computer or Folders area on a computer lab machine. From home, you may access your personal F: drive files by clicking the Web File Access link located on the MySBU portal.

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### Self-Service: – FA17

Allows students to pay tuition and fees online as well as receive tax forms for annual Income Tax Reporting.

### Students with Disabilities

See SBU Student Handbook p. 57

### Attendance

See specific program information for attendance requirements.

### Absences

See specific program information for absences.

### Illness, Injuries, Surgery, & Medical Conditions

#### Illness

Students should not report to class if they are running a fever, have diarrhea, or any other contagious conditions. Students are required to report to their instructor or the clinical site representative any illness, communicable diseases, and other conditions that might affect the health of the student, patients, or personnel of the health center. A student who reports to school ill or becomes ill while at school may be sent home. See program specific information for the appropriate process for reporting illnesses. Should the illness deem the need of physician’s note, a physician’s note for release may be required.

#### Injury

A student who reports to school injured or is injured may be sent home. A physician’s excuse or release for surgeries, injuries, and some form of illnesses will be required. A physician’s excuse for release for injuries incurred at clinicals will be required. The physician’s release must specify ability limitations (if any) prior to returning to the clinical area.
Surgery/Medical Conditions
Students who have medical conditions, surgery, or other special procedures that may alter their ability to perform clinical responsibilities must secure a physician’s release with activity limitations prior to returning to the clinical area. Students must be able to meet the minimal functional abilities requirements in order to return to the classroom or clinical site.

Students are personally responsible for all medical bills incurred while in school. Injuries to a student in a student role during clinical are not covered by Worker's Compensation as the student is not working in a paid position.

Injury Incidents/Accidents
The policies for each specific institution will be followed in the event of on-the-job related incidents or illnesses. The student must always report such happenings to the clinical instructor. The student is responsible for all costs/charges incurred in treatment.

Family Emergency
See SBU Student Handbook policy pg. 73

Jury Duty
MCONHS supports the responsibilities of citizens and encourages students to engage in their home communities. One expectation of citizenship is jury duty. MCONHS advises students summoned for jury duty to contact the court as soon as possible and to request a deferral if jury duty will interfere with classes. Many jurisdictions allow college students to defer service to a later date or may even exempt college students from serving on juries. Absences will also be excused for students who are summoned to report for jury duty to serve as a witness in court during class or clinical time. Official documentation of jury service dates or a copy of the subpoena to be a witness must be submitted to instructors in order for absences to be excused. Students are expected to make up academic and clinical work.

Leave of Absence
Leave of Absence Policy provides a means for students to take an approved leave of absence from a degree program without being required to go through the re-admission process upon return to the University. Students who are approved for a leave of absence will be allowed to register for classes during the “registration time period” for the semester to which they are returning. Students who want to take an approved leave of absence are required to fill out the “Request for Leave of Absence Form” and a required to fill out a “Return from Leave of Absence Form” in order to be allowed to enroll and return to their previous academic program.

The deadline for applying for a leave of absence if the student has not been attending classes and is enrolled is no later than the fourth week of the semester. Students who need to apply for a leave of absence during a semester for which they have been attending will have until the last week of classes for the current term in accordance with the academic calendar.

The deadline for applying for a return from a leave of absence is 30 days prior to the first class date of the semester in which the student plans to enroll. Students who request a leave of absence that is not planned in advance due to a medical emergency or other extenuating circumstance beyond the control of the student will be reviewed on a case-by-case basis. Academic program and graduation requirements may change during a student’s leave of absence. It is at the discretion of the program to define the program and graduation requirements once the student has been approved to return from a leave of absence. Some programs may approve students to return on a space available basis.
Eligibility requirements:

- Be a degree seeking student
- Be registered and enrolled in classes for the current term
- Be eligible to enroll and be in academic good standing, on probation, or on continuing probation with his or her academic unit
- Provide a personal statement and official documentation for why a leave of absence is being requested

Please note: a student who returns from a leave of absence will continue on the same academic standing that was in place at the time that the leave of absence began.

**Leave of Absence Duration**

A leave of absence will be granted by the Program Chair and Dean. A student can request an extension for his or her leave of absence; however, the request for an extension cannot extend more than one year beyond the original date requested. Students who do not return by the date noted on their approved leave of absence form and who are not granted an approved extension will be required to reapply through the MCONHS Office of Admissions.

**Military Duty**

A leave of absence will be granted for all uniformed service members called to duty (whether voluntary or involuntary) for the duration of their time served. The student must fill out a Request for Leave of Absence form and provide the MCONHS Dean with a copy of their written orders. Service members will be re-admitted to the university upon their return under the same re-admittance policies as all students who have been on a leave of absence from the university. Service members will not experience any added penalties from the University for fulfilling their military obligations.

**Mission Trips & Professional Development or Activities**

Mercy College of Nursing and Health Sciences faculty encourage student participation in Mission Trips and Professional Development opportunities [i.e. MONA, SOHP meetings, Community Service, and Missouri Society of Radiologic Technologists (MoSRT) meeting]. In order to be excused from class or clinical to attend, the student must submit a request in writing to his/her instructor. The attendance policy in the course/program will be followed. The student will be required to make up any missed clinical time and will be responsible for any missed didactic instruction or tests (see program specific attendance policy).

**Process for Obtaining a Leave of Absence**

1. Schedule an appointment with your faculty advisor or other designated chair to review the leave of absence application’s impact on the following issues:
   - Impact on progress toward degree.
   - Catalog year and status after leave of absence.
   - Previous semester’s academic standing at the time of the requested leave.
   - Transfer policies, incomplete grades, agency requirements (e.g., state licensing/certification) and other academic issues, if applicable.

2. The deadline for applying for a leave of absence if the student has not been attending and is enrolled is no later than the fourth week of the semester. Students who need to apply for a leave of absence during a semester for which they have been attending will have until the last week of classes for the current term in accordance with the academic calendar.
3. Obtain the signature of the designated chair in your college/school to approve the leave of absence.
4. Schedule a meeting with the Financial Aid Coordinator if you are receiving financial aid and/or scholarships for the term in which you want to apply for a Leave of Absence.
5. Submit the Request for Leave of Absence Form
   - Once all required signature(s) have been obtained, the application is returned to the chair for review/approval. The student may return the form in person to the front desk receptionist.
   - The student follows the established procedures for withdrawing if registered for the current term as well as the procedures for canceling any future term registrations during the requested leave of absence. Note: Students receiving financial aid must visit the Financial Aid Coordinator for information on how withdrawal impacts their financial aid.

Student Papers/Assignments – FA17

The original copy of student's papers becomes the property of the University. Students are strongly encouraged to keep a duplicate copy of all papers submitted.

All assigned papers and projects will be typed in Microsoft Word 2007 or newer according to APA guidelines. All students are expected to use the most current edition of the Publication Manual of the American Psychological Association (APA) for ALL papers submitted as part of their assigned coursework.

Students may use editors for their papers with prior approval of the course professor. Editing of student work by others is limited to assistance with grammar, punctuation, and style only. The substance of the paper must be the student’s original work. If an editor is used, the student must provide the course professor with the draft of the paper at the point it is given to the editor when the final paper is submitted.

See Recycling of Assignments for the reuse of assignments.

Academic Integrity

See SBU Undergraduate Catalog p. 62

Recycling of Assignments – FA17
Recycling occurs when writers present previously written work as new work. A student must communicate with his/her current instructor prior to re-submitting any previously submitted work. This work may have been used in another course or previously, if repeating course. Permission is not automatically granted.

Student Responsibility
Student must satisfy all of the following criteria:
- Must obtain written permission from the current instructor before submitting any repurposed or revised work.
- Must email the current instructor a copy of the originally submitted work prior to submission in current class.
- Repurposed or revised work must be properly attributed to the student in the body of the submitted document.
- Student must then substantially enhance and refine what was written previously.
If a student recycles an assignment without permission, this may be deemed as an Academic Integrity Violation, and the Academic Integrity policy will be enforced.

**Safe Assign**

*SafeAssign* is a plagiarism tool used to verify the appropriate use of resources. The instructor reserves the right to submit written assignments to the *SafeAssign* plagiarism checker. For Associate and Bachelor's degree students, no more than 30% of the written assignment should be similarity index. For Master’s degree students no more than 20% of the written assignment should be similarity index. More than allowed percentages could be perceived as plagiarism and the Academic Integrity policy will be enforced.

**Academic Integrity/Dishonesty Sanctions**
See SBU Undergraduate Catalog p. 63

**Academic Dishonesty Appeal Policy**
See SBU Undergraduate Catalog p. 63

**Course Grade Appeal Policy**
See SBU Handbook p. 75 or SBU Undergraduate Catalog

**Late Work**

Late work is highly discouraged based on the compressed-time format of classes and the need for student professionalism as displayed in timeliness of work. All course assignments, writing, journals, tests, etc. will not be accepted after a period of 48 hours past the due date unless arrangements prior to the due date have been made with the course instructor. During that 48 hour period, 5% of final grade will be removed daily for each day the assignment is late. After 48 hours, acceptance of assignments is up to the individual course instructor’s discretion. If the assignment is accepted after 48 hours the maximum credit to be awarded is 50% of the total assignment value. Students with extenuating circumstances are expected to solve late assignment issues with the course instructor on an individual basis and prior to the established due date and time.

**Posting of Mid-Term Grades**

- For 16 week courses mid-term grades will be posted by Week 8.
- For 8 week courses mid-term grades will be posted by Week 5.
- In addition to mid-term grades, General Education courses will also post week 5 grades.
- Mid-term grades are located in Web Advisor.

**Posting of Final Course Grades**

1. Faculty will make an effort to have final grades available within 3-4 working days following administration of the final exam (see course syllabi).
2. Final grades will be posted by the academic calendar due date.
3. Final grades will not be given while more than one student is present, to ensure privacy.
4. Students may make an appointment with the instructor to review the final exam and receive final grade.
5. Students who are unsuccessful in completing the course will be notified by the instructor in writing which will include the necessary information for future options.
6. The student is responsible to ensure that the instructor has a current phone number and address in order to reach the student.

**Communication of Policy Changes to Students**

The Student Handbook is published each academic year in fall. Situations may occur during the academic year that faculty feel requires an immediate policy change within a program. These changes are communicated to the student through the MCONHS Portal announcement and/or through class communication. The current MCONHS Student Handbook is available on the MySBU -MCONHS Portal and the main SBU Website. A list of changes made to the MCONHS Student Handbook can be seen on the MySBU – MCONHS Portal.

**Graduation Requirements**

Students are eligible to graduate after fulfilling the program requirements described in the academic regulations section of the Undergraduate, or Graduate Catalog under which they first enroll at SBU. Students who enroll in another college or university without prior permission of the Dean of the College of Nursing and Health Sciences are considered to have withdrawn from Southwest Baptist University. Students wishing to transfer work from another institution and not withdraw from Southwest Baptist University must obtain prior approval from the Dean of the College of Nursing and Health Sciences. Students must complete all graduation requirements in the semester in which they intend to graduate and the diploma will be dated in the completion semester.

Participation in outcome assessment activities is a graduation requirement of ASR students. Failure to do so will result in withholding diploma until these are completed.

**Intent to Graduate**

Students are required to file their Intent to Graduate Card in their last semester of their program. The name that is submitted on the Intent to Graduate Card is the name that will be presented on the student’s diploma and presented on all graduation materials (i.e. program).

**Graduation Fees**

At the time a student files for their Intent to Graduate, they will be charged a graduation fee which includes:

- Program specific pin
- Graduation photos
- Cap & Gown
- Diploma

Students will only be charged a graduation fee once. Meaning, if a student has to repeat their final course, they will not be required to pay the graduation fee a second time. If a student is graduating from two degrees simultaneously they will be required to pay two graduation fees. To request the graduation fee to be removed, the student must submit the request in writing to the MCONHS Dean. If a student is approved to graduate in absentia the graduation fee is not refundable.

**Degree Check Requirements**

Degree checks will be completed when the student has earned between 70 and 80 credit hours toward a bachelor’s degree, or between 30 and 35 credit hours for an associate degree. The program evaluation details both the student’s progress and the degree requirements yet to be met. Upon
completion of the degree check by the Registrar’s office, the student will receive a copy of the completed signed program evaluation. (1.3.10).

**Walk Early Requirements**
Students completing graduation requirements in January may participate in the December commencement if they have no more than 6 hours to complete with approval by the college dean. Students completing graduation requirements in the summer may participate in the May commencement if they have no more than 12 hours to complete (6 hours in June and 6 hours in July) with approval by the MCONHS Dean. Students needing to receive permission to walk early must submit the Request to Walk Early form to the MCONHS Dean. Student diplomas will be dated in the completion semester.

**Graduation Absentia Requests**
Participation is required in the December or May commencement unless absence is approved by the Dean of Mercy College of Nursing and Health Sciences. The reason for not participating in commencement must be explained in writing to the Dean of Mercy College of Nursing and Health Sciences who will determine if the reason is valid and whether to grant or to deny permission to be excused from commencement.

**Graduation Pictures**

**ASN Program**
Graduation pictures are required for ASN program prior to the start of 3rd semester of the nursing program. The cost of the pictures is included in graduation fee.

**ASR Program**
Graduation pictures are required for the ASR program prior to the start of the 4th semester of the radiography program. The cost of the pictures is included in the graduation fee.

**Rehearsal Requirements**
Graduation Rehearsal is mandatory for all Undergraduate students.

**Student Awards – FA17**
The following student awards are offered through Mercy College of Nursing and Health Sciences and are available to students at the Mercy College of Nursing and Health Sciences (MCONHS) in Springfield, Missouri. Students must be applying or already accepted into the nursing program to be eligible for these awards. These awards are not available to pre-nursing students unless stated otherwise.

**ALL AWARD AMOUNTS DEPENDENT ON ANNUAL FUNDS AVAILABLE**

**ASN Program**

**Prior to 1st Semester:**
1. **Chester Norback Award**
   This award is given to an incoming student with the highest ACT/SAT composite score per new nursing class (fall and spring). In the event that two students have the same ACT/SAT scores, the award will be made based on financial need. The recipient must maintain at least a cumulative GPA of 3.0 to retain the scholarship for each remaining semester in the ASN program. If a student drops below the 3.0 GPA, he/she is no longer eligible. Students that fail a nursing course are no longer eligible.
2. **Mercy CONHS Academic Achievement Award**  
   This award is given to an incoming student with the highest cumulative GPA per new nursing class (fall and spring). In the event that two students have the same GPA, the award will be made based on financial need. The recipient must maintain at least a cumulative GPA of 3.0 to retain the scholarship for each remaining semester in the ASN program. If a student drops below the 3.0 GPA, he/she is no longer eligible. Students that fail a nursing course are no longer eligible.

**Prior to 2nd Semester:**

1. **Mercy Auxiliary Awards**  
   The first semester faculty will determine the recipients of these two awards. One award will be based on the student having met the clinical course objectives for NUR 1004 in an exemplary manner. The second award will be based on the highest total of course points for NUR 1004, NUR 1011 and NUR 1014.

2. **James H. and Edith Saunders Memorial Award/s**  
   This award will go to a student/s with the greatest financial need and the highest course grade in NUR 1004, NUR-1011 and NUR-1014. Financial need is determined using the “cost of attendance” minus the “estimated family contribution” as contained in the student’s FASFA. Saunders award recipients are not eligible for other first semester awards.

**Prior to 3rd Semester**

1. **Mercy CONHS Academic Achievement Award**  
   The second semester faculty will determine the recipient of this award based on the student’s having met the course objectives for NUR 1024, NUR 1034, and NUR-1021 in an exemplary manner based on highest course grade.

2. **Mercy CONHS Award for Clinical Excellence**  
   This award is presented to one student from the second semester of nursing. Criteria used by the faculty for selection of recipients include:
   - Quality of patient care activities
   - Technical skills
   - Interest and motivation
   - Participation in student organizations

3. **Mercy CONHS Award for Overall Excellence in the LPN and/or Paramedic Bridge Courses**  
   Bridge course faculty will determine the recipient(s) based on the student having met course and/or clinical objectives in an exemplary manner.

**Prior to 4th Semester**

1. **Mercy CONHS Academic Achievement Award**  
   The third semester faculty will determine the recipient of this award based on the student’s having met the course objectives for NUR 2014, 2024, and NUR-2031 in an exemplary manner based on highest course grade.

2. **Mercy CONHS Award for Clinical Excellence**  
   This award is presented to one student from the third semester of nursing. Criteria used by the faculty for selection of recipients include:
   1. Quality of patient care activities
   2. Technical skills
   3. Interest and motivation
   4. Participation in student organizations

3. **College Wide Academic Policies/Updated FA17**
Anytime in the Program
Mercy CONHS Award for Outstanding Leadership in the Student Nurse Association.
Faculty Advisors will determine the recipient(s) of this award based on outstanding participation and leadership within the Student Nurse Association.

At Pinning / Graduation
1. Mercy CONHS Academic Achievement Awards
   The fourth semester faculty will determine the recipients of these awards based on the students having met the course objectives for NUR 2124, NUR 2135, NUR 2034, NUR 2044, and NUR 2051 in an exemplary manner based on highest course grade.
2. Mercy CONHS Awards for Clinical Excellence
   This award is presented to one student from NUR 2124, NUR 2135, NUR 2034, NUR 2044, and NUR 2051 of the fourth semester of nursing. Criteria used by the faculty for selection of recipients include:
   ❖ Quality of patient care activities
   ❖ Technical skills
   ❖ Interest and motivation
   ❖ Participation in student organizations
3. Florence Nightingale Faculty Award
   This award from ASN Program faculty is presented to one student based on the following criteria:
   ❖ Leadership
     ➢ With peers, classmates and co-workers
     ➢ Able to combine application theory and caring concepts
   ❖ Presents self as a professional and health role model
     ➢ Attendance
     ➢ Behavior
     ➢ Overall appearance
   ❖ Self-directed learning
4. Daisy in Training Award
   Recognition of nursing students for above-and-beyond care and compassion shown to patients and their families during clinical training. These students may be nominated by faculty, nursing staff, patients and their families, or peers.

ASR Program
1. HIGHEST ACADEMIC ACHIEVEMENT AWARD
   This award is in recognition to the student with the highest GPA. This is a monetary award given by the Mercy Hospital Springfield Radiologists.
2. BEST ATTENDANCE AWARD
   This award is in recognition to the student with the best attendance in their ASR didactic and clinical courses. This is a monetary award given by the Mercy Hospital Imaging Department.
3. MOST OUTSTANDING STUDENT PROGRESS AWARD
   This award is in recognition to the student with the most outstanding progress in their clinical education courses. This award is from the Smith-Glynn-Callaway Medical Foundation and is voted on by clinical staff of Radiologic Technologists.
4. MOST OUTSTANDING FIRST YEAR STUDENT AWARD
This award is in recognition to the student with the most outstanding progress in their first year. This is a monetary award from the Mercy Hospital Springfield Auxiliary Department. The award is based on overall academic grades in radiography courses, clinical performance, attendance, and professionalism.

5. **5TH DISTRICT MOSRT STUDENT SCHOLARSHIP**
   This award is in recognition to the student with the highest GPA in their first year. This is a monetary award from the 5th District of the Missouri Society of Radiologic Technologists.

**BSN Program**

1. **D’Wayne & Venita Eldridge Award**
   The D’Wayne and Venita Eldridge Highest BSN Academic award is given by Dr. Carole and Dr. Daryl Eldridge in honor of his parents. Mr. and Mrs. Eldridge are long time faithful southern Baptists who have taught and ministered in church for most if their adult lives. They have encouraged and supported their daughter and daughter-in-law in their chosen careers as RN’s with advanced degrees in nursing. The Eldridges continually urged their children to be excellent workers and exemplary students. In their constant service to others, the emphasis on doing things right, and doing the right things, and their steadfast love for God and people, they exemplify the spirit of Mercy College of Nursing and Health Sciences BSN program.

2. **Judy Mitchell Christian Walk Award**
   This award was established by the Capstone class of Spring 2000 as a tribute to Judy Mitchell, BSN Assistant Professor. Judy retired at the end of the 1999-2000 academic year. The student selected for this award exemplifies the Christian walk in both their personal and professional life.

3. **BSN Clinical Excellence Award**
   The BSN Clinical Excellence award is given to a student who has demonstrated persistence, dedication and excellence in BSN clinical experiences. The student who receives this award has consistently performed excellently in their studies; but has also shown a positive and loving spirit towards others.

4. **BSN Leadership Award**
   The BSN Leadership award is given to a student who has demonstrated extraordinary leadership during the BSN program. The student has shown a commitment to Christian principles of servant leadership by the quality of their interactions with fellow students, faculty and staff.

**HSC Program:**

1. **Highest Academic Achievement Award**
   This award is given to the student in the Bachelor of Science in Health Sciences program with the highest institutional grade point average.

**MSN Program:**

1. **MSN Clinical Excellence Award**
   This award is given to a student who has demonstrated professionalism and excellence in their MSN clinical experiences. This student displays a strong commitment to the advancement of quality healthcare in the nursing profession.

2. **MSN Leadership Award**
   This award is given to a student who has demonstrated exemplary servant leadership qualities throughout their time in the MSN program. This student has been a leader among their peers, and in the classroom and clinical settings.
MSN Program Chair, Faculty, & Staff

Program Chair: Dr. Kezia Lilly
Office: 4431 South Fremont Avenue
Springfield, MO 65804
Faculty: Dr. Cozi Bagley, Dr. Dana Hunt
Website: http://www.sbuniv.edu/academics/programs/nursing-master.php

History of the MSN Program

The MSN program is designed for the registered nurse who has a bachelor’s degree in nursing. Candidates for this program must be graduates of a nationally accredited nursing program. It is a blended online and traditional seated program for nurses who want to attain a master’s degree. The program prepares nurses for advanced nursing roles with a sequence of core courses plus additional coursework that allows students to specialize in one of two concentrations:

Nursing Education
Nurses are prepared to function in academic, staff development, or patient education roles. The program provides an excellent foundation in nursing knowledge, leadership and research skills, and adult educational theory and strategies. For individuals who plan to teach nursing at a baccalaureate or graduate level, this program will prepare them for doctoral study.

Nursing Administration
Nurses develop knowledge and skills to influence effective change in health care systems. The application of nursing and leadership theories, economic and finance principles, business management practices, and interdisciplinary collaborative strategies are explored.

MSN Program Educational Outcomes/Competencies

MSN Program Outcomes:
1. Integrate skills in critical thinking, information management, and systematic inquiry into the advanced nursing practice role (Clinical Judgment).
2. Utilize advanced communication processes to influence health care, health care policy, and advanced professional nursing practice (Communication).
3. Synthesize knowledge from concepts, theories, principles and research in nursing in the planning and delivery of holistic evidence based health care that is responsive to changing needs and societal trends for a multicultural population (Evidence Based Practice).
4. Assume leadership, responsibility and accountability for value based decision-making in the advanced practice role (Professionalism).
5. Develop a conscious application and assimilation of the principles of Christian discipleship in the implementation of the advanced practice role (Christian Discipleship).

Nursing Education Specialty Program Outcomes:
1. Utilize critical thinking skills to integrate education theories, technology, and professional standards into the design, implementation and evaluation of curriculum (Clinical Judgment).
2. Determine interventions to evaluate learning and curricular outcomes in nursing education (Evidence Based Practice).
3. Analyze ethical, political, organizational, cultural, technological, and professional influences on nursing education (Professionalism).
4. Develop research based educational strategies for multicultural diverse students (Communication).
5. Integrate the principles of Christian discipleship and a Christian worldview into the development of nursing education systems (Christian Discipleship).

**Nursing Administration Specialty Program Outcomes:**
1. Utilize critical thinking skills to determine effective strategies that stimulate change within nursing that lead to a more effective management of health care delivery systems (Clinical Judgment).
2. Collaborate with interdisciplinary teams using advanced communication to promote health care systems growth and effectiveness for diverse populations (Communication).
3. Apply the principles of nursing and leadership theories, economic and finance principles, business management practices, and cultural competency to the delivery of health care (Evidence Based Practice).
4. Demonstrate leadership qualities and administrative expertise in making value based accountable decisions in the management, coordination, and delivery of nursing care (Professionalism).
5. Integrate the principles of Christian discipleship and a Christian worldview into the management of personnel, health care resources, and access to care and attention to vulnerable populations (Christian Discipleship).

**MSN Program Goals**
1. The majority 75-100% of all MSN graduates will complete their program plans within 1.5 times their program plan of study.
2. The majority 75-100% of our graduates will have a job related to their graduate education field, i.e. nursing education or nursing administration within 1 year of graduation.
3. 100% of the MSN graduates will report plans to seek certification in either nursing education or nursing administration.
4. Employers of MSN graduates will report a high level of satisfaction of the MSN graduate.

**Admission to the MSN Program**

**Admission to Unclassified Status**
Students who do not wish to pursue a degree but who are eligible for graduate study may take up to six graduate credit hours. The ability to transfer credit for courses completed toward the graduate degree at SBU or another college or university depends upon the course of study provided at the time of transfer by the receiving program. Applicants who have not completed the application process are also placed in this status until requirements are met.

**MSN Admission Criteria for a New Applicant with the BSN Degree:**
1. Submission of Application to the graduate program in nursing
2. Satisfactory completion of undergraduate courses in health assessment, pathophysiology, and statistics.
3. Cumulative GPA of 3.0 or higher; if a student’s GPA is less than 3.0 on a 4.0 scale, submission of the Graduate Record Examination (GRE) scores are required.
4. BSN from an accredited college or university.
5. Licensure as registered nurse in the State of Missouri or eligible for licensure in the State of Missouri.

6. Submission of two reference forms from faculty and employer or others who can address the applicant’s potential to succeed in graduate study (forms are provided).

7. Submission of an essay (no longer than 2 pages) outlining how a MSN will facilitate the accomplishment of the applicant’s professional goals and career path.

8. Official transcripts submitted from all prior nursing programs – must be sent directly to the College of Nursing and Health Sciences (Attn: MSN Department)

9. Submission of the following documents
   a. Current RN license
   b. Current CPR card
   c. Photo/ID Drivers’ License
   d. Certified Background Check (Includes Criminal Background check, Family Care & Safety Registry Background Check, and Urine Drug Screen) at an additional cost to the student. Final acceptance into the MSN program is contingent on a negative drug screen.
   e. Immunizations & TB Testing Verification Form
   f. Current RN liability/malpractice insurance verification prior to beginning clinical courses- NUR 5523, NUR 550(1-3), and NUR 5323

**MSN Admission Criteria for an Existing SBU Student with the BSN Degree:**

1. Cumulative GPA of 3.0 or higher. If a student’s GPA is less than 3.0 on a 4.0 scale, submission of the Graduate Record Examination (GRE) scores are required.

2. Certified Background Check (Includes Criminal Background check, Family Care & Safety Registry Background Check, and Urine Drug Screen) at an additional cost to the student. Final acceptance into the MSN program is contingent on a negative drug screen.

3. Immunizations & TB Testing Verification Form

4. Current RN liability/malpractice insurance verification prior to beginning clinical courses- NUR 5523, NUR 550(1-3), and NUR 5323

5. Copies of admission documents from SBU BSN file

**Transfer Credit**

Nine graduate semester hours completed at another regionally accredited institution may be transferred and applied to the degree. These credits must be comparable to the courses offered at Southwest Baptist University and must be approved by the MSN Faculty and Dean. Students must submit a copy of the course syllabi for review for the course(s) they are requesting to transfer.

**New Student Orientation**

A Master’s Program on-site student orientation is held during or prior to the fall and spring semester for new students. It provides students an update of MCONHS events and the opportunity for open discussion of MCONHS policies, procedures, and any items of interest to students. Additionally MSN students are enrolled in the MSN online orientation course that is self-paced and completed by the students when they are enrolled in their first MSN course in the fall, spring, and summer semesters. Students will receive additional information from the MSN faculty at the beginning of each term.

*4. Program Specific – Updated FA17*
Sample MSN Program Plan or Program Requirements

Plans of Study can be found in the Appendix (part-time, full-time, and full-time accelerated)
The MSN degree program will consist of 39-42 credit hours. The nursing education specialty is 42 hours
and the nursing administration specialty is 39 credit hours. The MSN program is based on the belief
that graduate education builds on the previous knowledge, experience, and degrees. The following
plan of study provides the MSN student with the core knowledge and concepts from which to build a
specialty practice in nursing education or nursing administration.

Core Requirements (18 hours):
NUR 5013 Nursing Science .............................................................................................................. 3 hours
NUR 5033 Concepts of Advanced Practice Nursing ............................................................................. 3 hours
NUR 5043 Ethics and Policy Issues in Advanced Practice ................................................................. 3 hours
NUR 5083 Nursing Research ............................................................................................................. 3 hours
NUR 5123 Information Systems ....................................................................................................... 3 hours
NUR 5533 Statistics & Data Analysis for Nursing ............................................................................. 3 hours

Master of Science in Nursing Education (24 hours):
NUR 5053 Foundational Perspectives of Nursing Education ......................................................... 3 hours
NUR 5213 Teaching & Learning Principals of Nursing Education .................................................... 3 hours
NUR 5223 Evaluation of Nursing Education ..................................................................................... 3 hours
NUR 5313 Advanced Pathophysiology ............................................................................................. 3 hours
NUR 5323 Advance Health Assessment & Promotion ..................................................................... 3 hours
NUR 5333 Advanced Pharmacology .................................................................................................. 3 hours
NUR 550(1-3) Nursing Education Practicum .................................................................................... 3 hours
NUR 5523 Master’s Project & Practicum ............................................................................................ 3 hours

Master of Science in Nursing Administration (21 hours):
NUR 5023 Health Care Finance ....................................................................................................... 3 hours
NUR 5073 Human Resource Management in Health Care ............................................................. 3 hours
NUR 5093 Organizational Analysis and Innovation ........................................................................... 3 hours
NUR 5103 Health Care Organizations ............................................................................................ 3 hours
NUR 5113 Advanced Health Care Leadership & Administration ................................................. 3 hours
NUR 5153 Quality and Safety in Health Care .................................................................................... 3 hours
NUR 5523 Master’s Project & Practicum ............................................................................................ 3 hours

Progression & Retention Requirements in the MSN Program

MSN Progression Requirements
1. Students must achieve a grade of C or better in all MSN courses.
2. If a student fails a course with a D or below, they will be permitted to repeat that course one (1)
time. The student is placed on academic probation by the Dean of MCONHS. The Dean will monitor
the student’s progress in the program and may prescribe additional support activities to promote
student success in the program.
3. Any MSN student who fails two (2) nursing courses or fails the same course twice may not be
allowed to progress in the MSN program and can be dismissed.
4. Students are required to submit a degree check at the time they file their Intent to Graduate form
when they enroll in NUR 5523 Masters Project course. If a student does not meet the graduation
requirements, they may not be allowed to walk at graduation.

4. Program Specific – Updated FA17
5. No more than 6 semester hours of credit with a grade of C will be applied toward degree requirements. **Credit earned by correspondence will not be applied toward graduate degree requirements.** Work experience may not be applied as credit toward the master's degree.

**MSN Program Re-Admission**

See Admission Requirements

**Incomplete**

Requests for incomplete grades for a student must be submitted to the MSN Program Chair and Dean for prior approval. An incomplete grade is a temporary symbol given at the discretion of the instructor for work not completed, because of a serious interruption not caused by the student’s own negligence. The MSN Director must approve all requests for incompletes. Once the incomplete has been approved the student and instructor must set a date for completion. An “I” grade must be reported in Web Advisor with an estimated date for completion. If the student does not complete the requirements by this date the final course grade will convert to the grade earned at the time the student made the incomplete request or an “F.” If the student did not complete the required clinical hours in the semester, the student will be required to re-enroll in additional credit hours to complete the clinical requirements. The Registrar’s office must be notified once the coursework is complete and the final grade has been assigned. Due to being a graduate level environment, incompletes will only be approved in extenuating circumstances. No more than two (2) incompletes during the program will be allowed.

**Student Program Withdrawal**

1. The student should contact their Advisor to request to withdraw from the MSN Program and submit their request in writing.
2. The Advisor with the student will complete the Exit List for Students.
3. The Advisor will collect (if applicable) the college access card.
4. The student should contact financial aid for the impact of program withdrawal.

**MSN Classroom & Clinical Policies**

**Classroom**

**MSN Program General Course Policies**

1. Faculty will make every effort to answer emails within one (1) business day.
2. Faculty will make every effort to have assignments graded within 7 days of the assignment due date and provide prompt communication.
3. Specific assignments may be turned in through SafeAssign. The choice of assignments is up to the instructor. The students will be informed as to which assignments will utilize this service. In graduate level work, the similarity index of papers submitted to SafeAssign should be 20% or less. Papers that have similarity indexes greater than 20% could be viewed as plagiarism.
5. Instructors expect that work submitted in a course is original work done for that course. In the MSN program students will not be allowed to revise an assignment completed from another course or for a job, students must not assume that this is an acceptable practice. This is also referred to as recycling of assignments. All students should be familiar with SBU’s policy on academic integrity.

4. Program Specific – Updated FA17
This information can be found in the SBU Handbook. Additional resources are provided to students in each of the online courses. This information is found in the Student Resources folder within the Learning Management System.

6. All official communication in the MSN department will be via the SBU student e-mail account set up upon admission. This is a University requirement for all students to use the SBU e-mail account. You MUST have at least Microsoft Office® 2007 applications or newer: Microsoft Word®, Microsoft Excel®, and Microsoft PowerPoint®. Other brands of word processing, spreadsheets, and presentation software are not acceptable. Assignments submitted in other software will not be accepted. If students do not want to purchase the Microsoft Office software, they must plan to use a lab computer or other computer that has this software. The Library has two laptops available one-day check outs. SPSS software is available in all computer labs.

7. MSN students are subject to all policies of the MCONHS regarding Academic Integrity, HIPAA, OSHA, and clinical agency requirements for clinical experiences or other applicable policies.

8. Students will be oriented to the MSN program and graduate environment through the MSN orientation.

9. Online and hybrid courses are delivered at a rapid pace and often times student who miss the first week are not able to make up the participation requirements or assignment components for that week. The student is required to check in to the course within the first seven days of the term start date. Failure to do so will result in an automatic withdrawal from the course.

Classroom Evaluation Grading Scale
Classroom / Grading Scale:

| 90-100  | A          |
| 80-89   | B          |
| 75-79   | C          |
| 65-74   | D          |
| 64 – Below | F        |

No Rounding of percentages to the next highest percentage will be done.

Clinical
See Master of Science in Nursing Practicum Guide

Comprehensive Examination
Each student is required to pass a comprehensive examination in the last semester of their program. The Comprehensive Exam is a synthesis and evaluation of the MSN Program level student learning outcomes and either the Nursing Education or Nursing Administration specialty student learning outcomes, which includes an oral presentation of the student’s Master’s Project. The oral presentation is evaluated by the graduate faculty.

MSN Professional Conduct
See Nursing Code of Ethics for Nurses

Certification or Licensure(s)
Students are encouraged to take their Nurse Leadership or Nurse Educator certifications post-graduation when they have met the requirements to sit for certifications.
RN-BSN Program Chair, Faculty, & Staff

Program Chair: Brittney Hendrickson
Office: 1265 E Lark Street
Springfield, MO 65804
Faculty: Cindy Todd & Bethany Woods

History of the RN-BSN Program

The College of Nursing and Health Sciences offers a Registered Nurse Degree Completion Program and concurrently enrolled program for ASN students (Junior-Senior level) leading to the Bachelor of Science in Nursing (BSN). The R.N.-to-B.S.N. program is a web-based, accelerated program. Degree candidates must be a registered nurse from an Associates or Diploma program, or, a currently enrolled student in the Mercy College of Nursing and Health Sciences Associate degree program. All degree candidates are required to complete general education requirements (except for UNI 1111 and UNI 1121) as well as the major requirements listed below. Note: An associate degree in a professional program (such as A.A.S.N. or A.S.N.) does not satisfy the general education requirements.

RN-BSN Program Educational Program Outcomes/Competencies – Updated FA17

1. (Spirituality and Professional Foundation) Integrate knowledge obtained from a Christ centered liberal arts curriculum to guide nursing practice, professional development, and lifelong learning
2. (Teamwork/Collaboration) Apply leadership principles to coordinate patient care and collaborate with interdisciplinary teams.
3. (Safety) Employ practices to ensure patient safety and improve outcomes of care.
4. (Information Management) Utilize information management systems to document care, support nursing practice, and guide decision making.
5. (Evidence-Based Practice) Incorporate current evidence, clinical expertise, and patient preferences in health care practice.
6. (Quality Improvement) Apply principles of quality improvement to monitor outcomes of care and minimize risk of harm to patients and providers.
7. (Professionalism) Demonstrate professionalism in nursing and explore the regulatory and financial drivers of the healthcare system.
8. (Patient-Centered Care) Provide continuous individualized patient-centered care across the lifespan in a variety of settings.

RN-BSN Program Goals

1. BSN graduates will report overall program satisfaction.
2. All capstone students are required to journal on how they have achieved the BSN program outcomes throughout the duration of the BSN program. Effective fall 2016, students will submit their portfolio as evidence in meeting the program outcomes.
3. Complete the RN-to-BSN Nursing program requirements within the time-frame established by Southwest Baptist University (7 years).
4. 6 month - 12 months Post-Graduate Survey Satisfaction Surveys show the majority of students are satisfied with the RN-BSN program.
5. 6 month - 12 months Post-Graduate Survey will allow qualitative comments to provide the student prospective on strengths & opportunities for the RN-BSN program.
6. Post Graduate Employer surveys responses will show a positive perception and satisfaction of the RN-BSN graduate.
7. All Post Graduate Employer survey will allow qualitative comments for both strengths and opportunities for the RN-BSN program.
8. The majority (75%-100%) of responding RN-BSN graduates report plans to change jobs as a result of their BSN degree within one year of graduation.
9. At least 50% of responding graduates plan to change their nursing job within a year or have already changed their job as a result of completing their BSN.

**Admission to the RN-BSN Program**

**Admission Criteria**

**New Students**
1. Apply to SBU
2. Applicants who have attended SBU in the past but have had a break of one year or longer must reapply to SBU

**Concurrent Enrolled ASN/RN-BSN Students:**
All Applicants Must Comply with the Following:
1. Admission conference with a member of the BSN faculty (may be done by distance communication)
2. The following records and/or requirements must be submitted:
   - Minimum cumulative GPA of 2.5. Students with a GPA less than 2.5 will be considered for conditional admittance into the program at the discretion of the BSN Program Chair.
   - Current RN license in state of residence/employment
   - Current CPR certification
   - Photo ID/driver’s license

Nursing liability (malpractice) insurance is provided to all BSN students annually, to protect the student and the University when the student is serving in a nursing capacity for any school-related project or fulfilling required practice experience hours.

All admissions are provisional until the required information is received. Admission criteria subject to change.

**Transfer Students:**
See RN-BSN Admission requirements.
Any nursing core course that is requested to be transferred in from another academic institution requires approval from the RN-BSN Chair and/or Dean. The student should inform admissions of the request at the time of application. The student is required to obtain a copy of the course syllabus and submit to the RN-BSN Chair and/or Dean for review, approval, or denial. The student will be notified in writing of the request for transfer decision. A copy of this will be maintained in the Student Working file.

**Students with Prior Bachelor’s Degrees:**

4. Program Specific – Updated: FA17
Second Bachelor's Degree (After first degree has been awarded):
A student who has earned a bachelor’s degree from any accredited institution may be awarded a second baccalaureate degree from Southwest Baptist University by meeting the following requirements:

1. Complete at least 30 hours above the requirements for the first degree, 24 of which must be in residence at an SBU degree-granting site that is accredited to offer the student's major. No more than 3 of the 24 residence credits may be SBU OLIS courses.
2. Complete all requirements for the second degree, except general education requirements. Note: If the first degree is a B.A.S. degree, any general education deficiencies must be completed.
3. Complete requirements for the second major.
4. Complete BIB 1013 and 1023 if the first degree was awarded at another institution.
5. Earn an average of two grade points (2.00) in all work taken for the second degree.

Diploma Graduates - Lower Division Nursing (30 credit hours):
Thirty hours of lower division credit will be awarded toward the major requirements for students from an accredited Associate of Science in Nursing, Associate of Applied Science in Nursing, or diploma program. These hours will only be credited toward the BSN degree. Students from diploma programs will be considered for admission.

New Student Orientation
All BSN students are enrolled in the BSN online orientation course that is self-paced and completed by the students when they are enrolled in their first BSN course in the fall, spring, summer, and Jan term semesters.

RN-BSN Program Plan or Program Requirements – Updated FA17
All students entering into the BSN program will be required to complete a self-paced online BSN program orientation course. Students will be enrolled when they register for NUR 3203 Transition to the BSN Role. Upon completion of the course, students will be required to submit a certificate for verification of completion. Verification of completion is maintained in the students Electronic Files.

RN-BSN Requirements (128 hours) – Updated FA17
For RN-BSN Requirements see the SBU Undergraduate Catalog
To receive a Bachelor of Science in Nursing degree, students must:

1. Complete all general education requirements.
2. Complete graduation requirements as established for the degree desired.
3. Complete an approved major and its required supporting work.
4. Complete at least 128 approved hours, of which 40 hours must be in upper division (3000-4000 level) course work (or its equivalent for the B.A.S. degree). No upper division credit will be granted for work taken in junior college(s), although the work may be counted toward the required total of 128 hours. Students may count no more than 4 credit hours of physical activity courses toward the 128-hour graduation requirement (except physical education and sport management majors). KIN 1162 does not count as part of this 4 credit-hour limit. No more than 40 hours in a single discipline (e.g., business, history or music) will be counted toward the Bachelor of Arts degree.
5. Complete 30 of the last 36 hours of the degree program as residence credit at an SBU degree-granting site that is accredited to offer the student's major. (The intention of this policy is to ensure that the student’s major-area courses will be principally completed at an SBU degree-granting site.)

6. At least one-half of a student's major must be completed at Southwest Baptist University.
   NOTE: SBU will accept no more than 94 hours from other institutions toward a degree. No more than 64 semester hours of credit may be transferred from community or junior colleges.

7. Earn an average of two grade points (2.00) for each credit hour's work attempted, including at least an average of two grade points (2.00) in the major, minor, or certificate.

8. It is preferred that all general education and graduation requirements (except the Spiritual Formation and Cultural Studies courses, which are offered in the BSN program) be completed before enrolling in a BSN NUR course.

9. As of Fall 2014 MCONHS will no longer accept BIO 4404 as an accepted transfer course.

**Note:** Some majors require a GPA higher than 2.00 points for all course work in the major and including at least a two grade point average (2.00) in all work taken at Southwest Baptist University.

**Credit for Experience**

Mercy College of Nursing and Health Science’s BSN students can earn up to 4 credits for documented prior life experiences that occurred a) before they started college, b) in a previous undergraduate level leadership and management course or c) in their current job if they were doing the same job for at least five years before starting college, provided they can show that what they learned or did is equivalent to college level work focused on leadership and management. Prior learning experience is evaluated through a portfolio-based assessment. Students requesting prior learning experience must have a minimum cumulative GPA of 3.0 to request.

Enrolled students can pursue the life experience credit option when they have earned between 45 and 90 credits of the BSN program required credit hours. Credit for prior learning cannot be awarded in the semester during which graduation requirements will be completed. Credit hours will not be awarded for the waiver of the course. Students must meet the minimum upper division nursing credit hour requirements for graduation. For BSN, students must have a total of 40 hours of upper division nursing credit hours for graduation.

**Portfolio Based Assessment of Credit for Experience - Process Overview**

The portfolio should be submitted to the BSN Program Chair when you have met 45 – 90 hours of the BSN program required credit hours. It should include an in-depth narrative detailing what you did and what you learned, showing how your experience resulted in the equivalent of the nursing administration and leadership course objectives; a letter to the BSN evaluation committee requesting the credit for experience and additional documentation may be required. Upon receipt of the portfolio the BSN Program Chair and BSN Committee will review the portfolio to determine if the life experience has been met. The decision will be made and submitted to the student within 10 business days of receipt of the completed portfolio.

Students must include:

1. A 1-3 page narrative summary in APA format showing how the course objectives have been met,
2. A current copy of your resume/CV showing the leadership experience, and
3. A letter of recommendation from the student’s current supervisor. The portfolio must clearly demonstrate that what was learned outside the classroom does not duplicate learning for which the student has already received credit.

Fees for Credit for Life Experience
$110.00 per credit hour transcription fee

**Progression & Retention Requirements in the RN-BSN Program**

**RN-BSN Progression Requirements**
Students must achieve a grade of “C” or better in all nursing and support courses (BIO 4404 and PSY 3243). If a student fails a course with a “D” or below they will be permitted to repeat that course one time. The student is placed on academic probation by the Dean of the College of Nursing and Health Sciences. The Dean will monitor the student’s further progress in the program and may prescribe additional support activities to promote the student’s success in the program. Any BSN student who fails two nursing courses and/or support courses or fails the same nursing or support course twice may not be allowed to progress in the BSN program and can be dismissed.

**Concurrently Enrolled ASN & RN-to-BSN Students – Updated FA17**

**ASN Students Planning to Pursue RN-BSN**
ASN students may take designated BSN courses during the ASN program. Students may take up to six credit hours per semester. Greater than six credit hours must be approved by the BSN Program Chair or Dean.

<table>
<thead>
<tr>
<th>Designated Concurrent ASN to BSN Courses – Updated FA17</th>
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<tbody>
<tr>
<td>NUR 3003 Legal and Ethical Issues for Health Professionals</td>
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<tr>
<td>NUR 3013 Organization and Delivery of Healthcare</td>
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<tr>
<td>NUR 3023 Faith Community Nursing</td>
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<td>NUR 3033 Care at the End of Life</td>
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<td>NUR 3043 Missionary Nursing</td>
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<td>NUR 3053 Diabetes Across the Lifespan</td>
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<tr>
<td>NUR 3063 Emergency Preparedness</td>
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<tr>
<td>NUR 3073 Patient Education &amp; Health Promotion</td>
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<tr>
<td>NUR 3083 Clinical Genetics</td>
</tr>
<tr>
<td>NUR 3093 Survey of Human Anatomy and Physiology for Nursing and Health Sciences</td>
</tr>
</tbody>
</table>
### Incompletes

1. The BSN department refers to the SBU Student handbook on policies which states, “incomplete I” is given only if circumstances beyond the student’s control prevent completion of required course work during the semester. In no case may an “I” be agreed to unless the student has completed at least 80 percent of the class. If the work is not satisfactorily completed within one year, the “I” is changed to an “F”.

2. The BSN department limits the number of student incomplete requests to two (2) requests per academic year.

3. Exceptions to this policy may be reviewed on a case-by-case basis by the BSN Committee, Instructor, RN-BSN Program Chair, and or Dean.

### Student Program Withdrawal

1. The student should contact their Advisor to request to withdraw from the BSN Program and submit their request in writing.

2. The Advisor with the student will complete the Exit List for Students.

3. The Advisor will collect (if applicable) the college access card.

4. The student should contact financial aid for the impact of program withdrawal.

### RN-BSN Classroom & Clinical Policies

#### Classroom

**RN-BSN Program General Course Policies**

1. Students are expected to attend all on-line and/or classroom sessions. Specific course attendance policies are in the course syllabus and outline any penalties for absences. Exceptions will be made only in the most extreme circumstances.

2. Student must log in and participate in the course within the first week to be counted for attendance. If the student does not log in and participate within the first week, he/she may be dropped from the course.

3. Emails will be answered within one (1) business day. Unless it is an emergency or an exam is being given, students should not expect responses to emails on the weekends.

4. Online environments and classes are student-learning focused. Faculty will make every effort to have assignments graded quickly and provide prompt communication.

5. Specific assignments may be turned in through Safeassign. The choice of assignments is up to the instructor. The students will be informed as to which assignments will utilize this service.


7. Instructors expect that work submitted in a course is original work done for that course. In the BSN program you will not be allowed to revise an assignment done for another course or for a job, students must not assume that this is an acceptable practice. This is also referred to as recycling of
assignments. All students should be familiar with SBU’s policy on academic integrity. See Academic Integrity Policy. The BSN program reserves the right to submit papers to the plagiarism tool, SafeAssign. In BSN level work, the similarity index of papers submitted to SafeAssign should be up to 30% or less. Papers that have similarity indexes greater than 30% could be viewed as plagiarism. Additional resources are provided to students in each of the online courses. This information is found in the Student Resources folder and offers students guidance in the ethical use of information.

8. All official communication in the BSN department will be via the SBU student account set up for them. All students are required to use their SBU e-mail account. Students may forward their e-mail to a personal e-mail account. The RN-to-BSN faculty is not responsible for failures in communication due to student’s failure to have a current email account.

The following are in addition to the above Technology Requirement and are required:

- Email: Must use SBU student email
- Headset with noise-canceling microphone
- Webcam or device to web chat with recording capabilities
- Dropbox Account with BSN Program Shared Folder

Additional freeware programs may be required at the course level

Classroom Attendance Requirements

RN-to-BSN attendance policy is in accordance with Southwest Baptist University policy. Every course taught at Southwest Baptist University shall have an attendance policy that is part of the course syllabus. To receive the most benefit from course work, the student is expected to attend all class sessions.

a. If attendance is used as a part of the student’s grade for the course, the syllabus shall contain an explanation of the rationale for the attendance component of the grade and the consequences of an absence.

b. The attendance policy shall conform to the provisions of the Southwest Baptist University Catalog and Student Handbook regarding absences for illness, family emergency, university sanctioned event, or extraordinary circumstances beyond the control of the student but deemed excusable by the instructor.

c. Students shall be allowed to make up each assignment/test missed for one of these reasons with an assignment/test of equal value and equal course content.

d. Performance-based, group sensitive, and other such courses dependent upon restrictive performance attendance, restrictive scheduling, and time issues (such as clinical certification requirements) cannot offer separate make-up assignments and will necessarily maintain more strict policies regarding the attendance component and its effect on the final grade.

e. Exceptions to this policy must be approved by the Dean of the appropriate college.

Classroom Evaluation Grading Scale

Classroom / Grading Scale:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100</td>
<td>A</td>
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<td>65-74</td>
<td>D</td>
</tr>
<tr>
<td>64 – Below</td>
<td>F</td>
</tr>
</tbody>
</table>

No Rounding of percentages to the next highest percentage will be done.

Practice experience Activities

4. Program Specific – Updated: FA17
RN-BSN Professional Conduct
See Nursing Code of Ethics for Nurses

Dress Code Practice Experience Activities, Community Service, or any School Sponsored Event
All students are required to maintain professional dress attire with the MCONHS student ID as identification during any practice experience activity, community service, or any school sponsored event.

Location of Practice Experience Activities
The RN-BSN program contracts with all practice experience/clinical agencies. A contract must be on file between the school and the agency for the student to complete practice experience activities. If the student desires to request a new practice experience location, they must submit their request in writing to the RN-BSN Chair.

Practice Experience Hours
The required practice experience hours are specified in NUR 4404 Community Health. See course syllabi.

Practice Experience Attendance Requirements
See course syllabi.

Practice Experience Attendance Grading Requirements
See course syllabi.

Practice Experience Make-Up Time
See course syllabi.

Practice Experience Education Evaluation Requirements
Students will have the opportunity to evaluate their practice experience experiences through the clinical site surveys and course evaluations.

Practice Experience Evaluation Grading Scale
Practice experience Grading is measured by Pass or Fail. Students must have satisfactory practice experience performance in order to pass the particular nursing course. Students who are asked to leave a practice experience agency and not permitted to return will automatically fail the course and may be dismissed from the program. See course syllabi.

Practice Experience/Clinical Safety
All students will be oriented to clinical safety in the new student orientation course.

Health & Immunization Requirements
BSN students are required to submit an Immunizations and TB Testing Verification Form in the New Student Orientation course and prior to starting practice experience in the program. By signing the form, the student is verifying that they have received the following immunizations prior to nursing school or prior to being employed in the health care field and they could provide the following documentation upon request within 48 hours:

1. Documentation of positive MMR titer or evidence of MMR immunization
2. Statement of having had Varicella or documentation of positive Varicella titer or evidence of Varicella immunization
3. Flu Shot
4. Documentation of positive Hepatitis B titer or evidence of Hepatitis B immunization series
5. Documentation of negative TB skin test or negative chest x-ray performed within the past 12 months. Documentation of follow-up for positive TB test results is required.
Under Graduate Nursing Chair, Faculty, & Staff

Under Graduate Nursing Chair: Brittney Hendrickson

Office: 4431 S. Fremont St.
Springfield, MO 65804

ASN Faculty - Springfield: Sylvia Barber, Cindy Beasley, Terri Briggs, Rebecca Cave, Heather Daulton, Suzanne Givens, Tami Glessner, Lisa Heiser, Rachel Kopsas, Suzie Morrow, Renay McCarley, Shannon McKinzie, Pat Mickelberg, Kelly Paulie, Leigha Pellegrin, Cindy Reed, Heather Shackleford, Teresa Sickmyre, Jodie Snider, Blair Stockton, Sherri Young, Sharon Zahn

ASN Staff: Lisa Heiser, Veronica Pohl

Website: [http://www.sbuniv.edu/academics/programs/nursing-associate.php](http://www.sbuniv.edu/academics/programs/nursing-associate.php)

ASN Faculty – Salem: Barbara Vaughn, Karlae Callahan

ASN Staff – Salem: Linda Armer, Rhonda Land

Website: [http://www.sbuniv.edu/academics/programs/rn-bridge-salem.php](http://www.sbuniv.edu/academics/programs/rn-bridge-salem.php)

History of the ASN Program Updated FA17

Southwest Baptist University in joint sponsorship with Mercy Hospital, Springfield offers a two year nursing program leading to the Associate of Science in Nursing (ASN) degree. Graduates of the ASN program meet the requirements to sit for the licensure examination to become registered nurses (NCLEX-RN). Graduation from this program does not guarantee licensure as an RN. This program has been offered at Southwest Baptist University-Springfield since 1997. In 2017, the Bridge to RN program was expanded as a satellite campus in Salem Missouri. The graduate of the ASN program enters the healthcare environment as a nurse generalist prepared to practice in settings where policies and procedures are established and guidance is available. The graduate is prepared to care for individual clients within the context of their families and communities. Graduates have experience in providing care for clients across the life span and health continuum. ASN students have the option of dual enrollment in the BSN program dependent upon GPA value. A seamless transition from completion of the ASN program to the BSN is also available upon completion of the ASN program.

ASN End-of-Program Student Learning Outcomes/Goals

The following are the ASN End-of-Program Student Learning Outcomes. In addition, the ASN Program Outcomes focus on licensure pass rate, program completion rate, and job placement rate as required by ACEN policy # 29.

End-of-Program Student Learning Outcomes (PSLO) for Students Admitted Spring 2016 or earlier:

1. Communication – formulate effective communication when interacting with patients, families and other healthcare team members.
2. Nursing Interventions – select safe, quality nursing interventions for implementation within a framework of scientific evidence.
3. Professionalism – integrate professional nurse’s roles and responsibilities in creating a safe system for delivery of quality patient-centered care.
4. Clinical Judgment – evaluate clinical data and practices that promote delivery of safe, quality care that is patient centered.

End-of-Program Student Learning Outcomes (PSLO) for Students Admitted Fall 2016 and after:
1. Provides compassionate Patient-Centered Care in full partnership with the patient and family, recognizing the patient’s preferences, values, and needs.
2. Maintains a Safe environment using clinical judgment in all health care settings.
3. Demonstrates Teamwork and Collaboration by effectively partnering with nursing and interdisciplinary teams, fostering open communication, mutual respect, and shared decision making to achieve quality patient care.
4. Utilizes Spirit of Inquiry to identify current evidence when providing safe, quality care to patients across the lifespan.
5. Exemplifies Servant Leadership by facilitating the health, well-being and growth of those served through personal integrity, shared values and service.

ASN Program Outcomes:

Performance on NCLEX:
1. The program’s three-year mean for the licensure exam pass rate will be at or above the national mean for the same three-year period.
2. The percentage of ASN graduates (all) that pass the NCLEX exam on the first attempt will be at or above the National Mean (84.56 - 2016) and no less than the 80% MOSBON requirement CY.

Program Completion Rates: Updated FA17
1. The majority (75-100%) of the ASN students will complete degree requirements within 6 semesters beginning with entrance into first nursing course (1st semester).
2. The majority (75-100%) of Bridge students will complete degree requirements within 4 semesters beginning with entrance into bridge course.
   - Bridge - Paramedic
   - Bridge - LPN
3. The majority (75-100%) of Transfer students will complete degree within 5 semesters.

Job Placement Rates:
4. The majority (75%-100%) of responding ASN graduates report being employed as nurse within 6 months - 1 year of graduation.

ASN Program Information and Requirements
State of Missouri Nursing Practice Act Section 335.046 and 335.066

Section 335.046  License, application for—qualifications for, fee—hearing on denial of license.

4. Program Specific/Updated: FA17
Section 335.066 Denial, revocation, or suspension of license, grounds for, civil immunity for providing information-complaint procedures.

Based on 335.066, RSMo, of the Missouri Nursing Practice Act, completion of the program does not guarantee eligibility to take the licensure examination.

### Admission the ASN Program

#### Admission Criteria

1. The student must first be admitted to Southwest Baptist University (SBU). Admission to the University does not guarantee admission into the ASN program. A separate application process to the ASN program is required.

2. Provide copies of:
   a. Driver’s license
   b. CPR certification (BLS by the American Heart Association)
   c. Official transcripts of all college and nursing courses

3. Prerequisites must be completed or in progress (to be completed with an acceptable grade by the start of enrollment semester):
   a. College Chemistry (4 credit hours),
   b. Anatomy and Physiology (8 credit hours total),
   c. Microbiology (3 credit hours)

   *(Microbiology and Anatomy and Physiology courses must have been completed within 5 years prior to admission to the program)*

4. Based on transcript and ACT score evaluation, these foundational courses may be required:
   a. MAT 0123 Intermediate Algebra
   b. BIO 1004 Principles of Biology

5. Prior college credit:
   a. Minimum of C in all courses required for the ASN program.
   b. Minimum of 2.7 cumulative GPA or 2.7 cumulative GPA for all program requirements.
   c. Minimum of 3.0 cumulative GPA in all science courses required for the ASN program.
   d. If repeating any course required for the ASN program, course must be completed with a grade of C or better before applying to the ASN program.

**ASN application deadlines are:**
- Consideration for Fall (August): February 1 deadline of same year
- Consideration for Spring (January): July 1 deadline of previous year

Acceptance into the nursing program is based on satisfactory completion of the admission criteria and space available. When applicants meet minimum qualifications, admission decisions will be made based on such factors as GPA, grades in science courses, recommendations, and interactions with faculty and staff. Interviews may be required.

Applicants may be admitted into the ASN program on a conditional acceptance status. Full admission is contingent upon fulfilling the requirements necessary to meet admission criteria. Students will be advised regarding the specific criteria they must meet in order to be fully admitted. Once verified, the applicant will be notified of their change in admission status. If they have not been able to meet the requirements, the student will be notified that their admission offer has been rescinded.

The Catalog published for the academic year that a student begins the nursing program is the catalog that contains the appropriate requirements for the ASN program.

4. Program Specific/Updated: FA17
Contact the Admissions Office at SBU-Springfield (417-820-2069) for current information or questions.

**LPN and Paramedic Bridge Admission Criteria** - Updated FA17
1. Must meet all SBU and ASN admission criteria listed above.
2. Must complete all prerequisites, general education courses, and program requirements listed above.
3. Provide copies of:
   a. LPNs desiring Advanced Placement must provide:
      - Missouri LPN License in good standing
   a. Paramedics desiring Advanced Placement
      - Missouri Paramedic license in good standing
4. Score 800 or better on the LPN admission testing
5. Reference Letter from either in-progress or former instructor
6. Students are subject to selection criteria and space availability
7. Admission into the 3rd semester ASN nursing courses is contingent upon successful completion of the appropriate Bridge Course.

**Advanced Placement/Transfer Admission Criteria** - Updated FA17
Advanced Placement students are defined as those students transferring to MCONHS after having obtained some nursing credit hours from another accredited nursing institution. Effective Fall 2017, students wishing to transfer into the MCONHS ASN Program must be in good standing with the prior nursing program to be considered for advanced placement. Students who have failed-out of a nursing program will not be accepted into the MCONHS ASN Nursing Program as advanced placement students and are required to apply for admission into first semester. Prior credits obtained from another nursing college will not be accepted as transfer credits toward an ASN Degree.

**Concurrently Enrolled ASN and RN-BSN Admission Requirements**
See BSN Program Specific section

**Functional Abilities Necessary for Participation in the ASN Program**

<table>
<thead>
<tr>
<th>COGNITIVE REQUIREMENTS</th>
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<tbody>
<tr>
<td><strong>A. Academic Standards</strong> – Comprehension and application of information and ability to assimilate it with new and previous learning to form new understandings. Student must be able to:</td>
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<tr>
<td>· Meet all program admission requirements</td>
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<td>· Collect, analyze, and integrate information/knowledge to make clinical judgments</td>
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<td>· Demonstrate sustained attention to respond in emergency situations</td>
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<td>· Perform accurate math computations for safe medication administration</td>
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<td>· Prioritize tasks quickly and accurately</td>
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<td>· Use skill recall (long term and short term) to predict and evaluate possible patient outcomes</td>
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<td><strong>B. English Communication Standard</strong> – Ability to speak, comprehend, read, and write English at a level that meets the requirement for accurate, clear, and effective communication with patients, their families, and groups while respecting social, cultural, and spiritual diversity. Student must be able to:</td>
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<tr>
<td>· Give clear oral reports</td>
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<td>· Read and write reports</td>
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- Read watches with second hands
- Read labels and graphs
- Negotiate interpersonal conflict
- Discriminate fine/subtle differences in medical words
- Obtain patient information in a timely manner.

**SENSORY/PERCEPTUAL REQUIREMENTS**

**A. Vision Standard** – Visual Acuity sufficient to observe, read, or otherwise accurately interpret visual stimuli or obtain and record client information or provide safe environment and emergency response to situations. Common aids to correct vision may be applied. Student must be able to:
- Read small print, charts, orders, medication labels, ampoules, vials, syringes, technological tools and monitoring equipment
- Accurately assess patient by using visual inspection
- Recognize emergency lights and/or equipment functions/alerts
- Recognize clarity of medications or other situations necessary for patient safety

**B. Auditory Standard** – The sense of hearing sufficient to discriminate and assign meaning to sensory input. To communicate and obtain oral communication sufficient to be understood clearly by others. Student must be able to:
- Orally communicate with patients and other members of the health care team, by phone or other means
- Elicit information
- Respond to emergency and alert sounds
- Utilize equipment that may need to be placed in both ears to hear faint sounds, tones and make rhythm interpretations

**C. Olfactory Standard** – The sense of smell necessary to discriminate and assign meaning to sensory input. Student must be able to:
- Detect odors such as that of bodily fluids or spoiled food
- Detect smoke from burning materials

**D. Tactile Standard** – Tactile ability sufficient to assess patients and to implement nursing care developed from such assessments. Student must be able to:
- Detect vibrations such as pulses, and temperature of patient skin, fluids, etc.
- Feel differences in surface characteristics such as skin turgor or rashes
- Feel differences in shape and size.

**PSYCHOSOCIAL REQUIREMENTS**

**A. Interpersonal Requirement** – Psychosocial skills and emotional stability and sensitivity sufficient to function while maintaining a cooperative atmosphere among other health care persons, and with patients and their families. Have the ability to respond to a variety of clinical situations with therapeutic interpersonal techniques. Student must be able to:
- Establish and maintain relationships.
- Possess the ability to function and respond with flexibility without undue anxiety in a variety of unexpected or stressful situations.
- Establish therapeutic boundaries.
- Provide emotional support to patients and their families
- Perform multiple responsibilities concurrently
PHYSICAL REQUIREMENTS

A. Psychomotor Standard – To obtain and maintain complete bilateral body motor coordination, strength, flexibility, dexterity, and balance, as well as sensory capabilities sufficient for safe and accurate assessment and performance of client care. Student must be able to:

- Adhere to infection control standards
- Provide direct patient care (i.e. walking, lifting, turning, moving patients safely during care)
- Respond in emergent situations including CPR
- The ability to manipulate technological and monitoring equipment

B. Fine Motor Skills Standard – Fine motor skills sufficient to perform tasks that require dexterity which are integral to patient care. The student must be able to:

- Safely dispose of needles in sharps containers.
- Accurately place and maintain the position of the stethoscope for detecting body sounds
- Manipulate small equipment and containers (i.e. syringes, vials, ampoules, and medication packaging) for safe administration

C. Physical Endurance Standard – Physical endurance sufficient to complete assigned periods of clinical practice. Student must be able to:

- Perform with acceptable speed as demonstrated by ability to carry out patient care assignments
- Sustain repetitive movements such as CPR
- Stand at the patient’s side until the completion of surgical or other therapeutic procedures.

Health Requirements - Updated FA17

1. ASN students will be required to obtain or provide documentation of:
   a. TDap vaccination within the last 10 years
   b. Varicella Immunity
      - Provide proof of 2 vaccination at least 4 weeks apart
      - Have serologic evidence of immunity
   c. Annual Flu Vaccination
   d. MMR Immunity
      - Provide proof of 2 MMR vaccines at least 4 weeks apart after age 1;
      - Have serologic evidence of immunity for Measles, Mumps and Rubella
      - If serologic testing determines a non-immune result, 2 doses of MMR will be administered at least 4 weeks apart

2. Immunization for Hepatitis B is strongly encouraged. If a student elects not to be immunized, a signed declination form will be required to be on file. If a student has been immunized for Hepatitis B, proof of immunity is required. Series of 3 vaccinations.
3. Evidence of 2 negative TB skin test or 1 negative T-spot blood test within previous 12 months. All students will be required to provide evidence of 2 negative TB skin tests or 1 negative T-spot blood test within previous 12 months.

Note: Salem is not requiring the t-spot because of availability issues.

Practices for Tuberculosis T-Spot Testing:

Pre-Admission Testing:

a. Students are required to submit evidence of 2 negative TB skin tests or 1 negative T-spot blood test within previous 12 months.

b. New students with a history of a negative TB test, who test positive with the T-Spot will be required to obtain a chest x-ray, at their expense, and complete a symptoms review questionnaire. These students will be referred to their PCP or the County Health Department for evaluation and treatment, if indicated.

c. New students with no previous history of a positive TB test, who test “invalid” with the T-Spot, will be notified by the Corporate Health Nurse to repeat the T-Spot using a new sample within 30 days.

d. New students who test “borderline” will be notified and retested in 8 weeks. They will be asked to fill out a symptom review questionnaire. If the second test is negative, no further action will be needed. If the result is still “borderline”, the student will be required to obtain a chest x-ray, at their expense and will be referred to their PCP or the County Health Department for evaluation and treatment.

e. New students who have a positive history of a TB Skin Test or T-Spot will fill out a symptom questionnaire and will get a baseline T-Spot. If the T-Spot is negative, no further testing will be needed.

Post Exposure Testing:

a. Any student with a known exposure to a TB positive patient shall have a T-Spot test conducted as soon as possible (baseline) unless the student has had a negative T-Spot within the last 3-month period. A repeat T-Spot test will be conducted 8 weeks after the known exposure date. If previously negative, students having a positive test following exposure are considered a “new converter”. When a “new converter” event occurs, an incident report is completed and chest x-ray is taken and a symptom review questionnaire will need to be completed. The student is referred to their PCP or the County Health Department for medical evaluation and treatment.

b. Students whose test is “Invalid” will have the test repeated using a new sample within 30 days.

Procedures:

a. The T-Spot is a blood test requiring blood collection using one standard blood collection tube. A staff member or a phlebotomist trained will perform the venipuncture. One 6 ml lithium or sodium heparin collection tube will be used. The tube will be marked with the candidate’s name, birth date, time and date of collection. The samples will then be packaged and sealed to be sent to Oxford Laboratories via Federal Express each business day that at least one T-Spot test has been drawn and packaged.

b. Any student with known immunosuppression from HIV, AIDS, Rheumatoid Arthritis, or currently immunosuppressed will have two standard tubes drawn and shipped for testing.

c. Students will be registered via a paper “T-Spot TB test requisition”. Results may be reviewed online through Oxford Laboratory Web Portal and will be faxed to Corporate Health.

4. Program Specific/Updated: FA17
Resulting:

a. Any student with a “positive” or “borderline” test result will be notified directly by Corporate Health.
   i. When a “new converter” event occurs, an incident report is completed. A chest x-ray will be required and a symptom review questionnaire form will need to be completed. The student is then referred to their PCP or the County Health Department for evaluation and treatment.
   ii. All new converters will be counseled about the risks they pose to their contacts and should be instructed to seek evaluation of any signs and symptoms of TB.

b. Students with no positive TB history who test “positive” with the T-Spot will be diagnosed with LTBI. The student will complete the symptom questionnaire review form, obtain a chest x-ray at their expense, and will be referred to their PCP or County Health Department for evaluation and treatment.

c. If the T-Spot is positive and either the chest x-ray or symptoms are positive, the student will be masked and sent to their PCP or the County Health Department for evaluation and treatment.

d. Students who test “negative” with the T-Spot will be considered not to be infected with M. Tuberculosis.

e. Students who test “borderline” with the T-Spot must be retested in 8 weeks. If the result is still “borderline” on retesting using a blood specimen, symptom review questionnaire and chest x-ray will need to be obtained by the student at their expense. They will be referred to their PCP or County Health Department for evaluation and treatment.

f. Students whose test result is “invalid” will have the test repeated using a new sample within 30 days. Corporate Health will notify the student.

g. Students can request a copy of their T-Spot test report through Corporate Health.

New Student Orientation

The first semester students of the ASN and ASR programs are required to complete clinical site orientation and attend a College Wide Orientation prior to the official start of classes. Salem Bridge Students will be provided with New Student Orientation as part of the Bridge Course. Students will be notified of the specific schedule and requirement for the Orientations.

Additionally, New Students entering the ASN or ASR programs will automatically be enrolled in an online New Student Orientation course (NUR 1010, or RAD-1010). This is a no cost/no credit course designed to familiarize the student with the program and learning management system.

Promotion of Academic Success - Updated FA17

The New Student Orientation course (NUR 1010, or RAD-1010) is designed to familiarize students with our Learning Management system and how it works (Required) (No Credit/No cost)

Sample ASN Program Plan or Program Requirements

See Under Graduate Catalog or SBU Website for Plans of Study

Progression & Retention Requirements in the ASN Program

ASN Progression Requirements - Updated FA17

a. Compliance with all policies of SBU and the Nursing program.
b. Maintenance of a grade of “C” or higher in all required program courses. To progress in nursing or repeat a nursing course, the student must meet all pre-requisites or co-requisites for that course.
c. Maintain GPA of 2.0.
d. Annual flu immunization.
e. Current American Heart Association Healthcare Provider BLS CPR certification.
f. A student who earns a D or F in one nursing course is eligible to retake the same nursing course one time upon space availability. This student will be placed on academic probation by the Undergraduate Nursing Chair or Coordinator. The returning student’s progress in the program and completion of additional activities assigned to promote the student’s success in the program will be monitored.
g. To enroll for a repeat nursing course, the student must see a faculty advisor or academic advisor who will verify that the student is eligible for re-admission considering current health requirements, CPR, and up to date math and skills competency.
h. Grade of D or F in two required ASN nursing courses will result in dismissal and ineligibility to continue in the ASN program.
i. A student may withdraw from a maximum of two nursing courses while in the ASN program; however, a single course may only be dropped one time. If a nursing course has been dropped once, it cannot be dropped a second time.
j. Students who are unsuccessful in the Bridge or Transitions courses may request to be placed in first semester. Enrollment in these courses will be made as space is available.

Progression Exception Requirements
Students Unable to Progress Due to Nursing Course Failure
a. Students unsuccessful in one core nursing course will need to repeat that course successfully in order to progress to the following semester or course.
b. A student may drop/withdraw from a maximum of two (2) nursing courses while in the ASN program. However, a single course can only be dropped one (1) time. (If a nursing course has been dropped once, it cannot be dropped a second time.) Students who drop/withdraw from more than two (2) different nursing courses are ineligible to continue in the ASN Program.
c. Courses dropped/withdrawn after academic penalty while failing will count as one (1) nursing course failure
d. This student will be placed on academic probation by the Undergraduate Nursing Chair – Springfield/Coordinator of the Program.
e. Students unsuccessful will be automatically enrolled in the corresponding Student Success Academy course. (Old curriculum through spring 2018 NUR-0010, New curriculum (beginning fall 2016), NUR0013.

➤ Student Success Academy – Old Curriculum (NUR-0010) is a program to address and remediate students with the following criteria:
i. Participants include:
   ▪ Students who received a grade of D or F in the previous semester (Academic Probation letter recipient) are automatically enrolled in the Student Success Academy.
   ▪ Students who dropped a nursing course in the previous semester before the drop deadline will be evaluated to determine if participation is indicated.
   ▪ Students being granted an academic exception to re-enter the program
ii. Implementation:

4. Program Specific/Updated: FA17
The student will receive a letter from the Undergraduate Nursing Chair/Program Coordinator which outlines the requirements for each student.

- Participation in the Student Success Academy is recommended on a weekly basis
- LRC component of remediation as indicated

Students should:
- Meet with course leader/faculty as needed for course content clarification.
- Student participates in the Student Success Academy sessions.
- Student completes Student Success Plan/Care Plan with focus on self-regulated learning.
- Student attends group sessions as outlined in the Student Success Plan.
- Students participating in the Student Success Academy and remain at <85% by week #9 for their overall course grade will set up weekly appointments with an Academic Advisor.

Student Success Academy – New Curriculum (NUR-0013) is a 3 credit hour course with classroom and clinical components

- This remediation course is designed to assist the student with understanding concepts, learning strategies and maintaining clinical skills.
- Once successfully completing NUR 0013, the student may repeat the failed course.

Students not successful in any of the 3 Pharmacology courses (NUR 1011, 1021, or 2031), but are successful in the core nursing courses, will be allowed to retake the course one time over the following Winterfest or Summer semester. Successful completion of the pharmacology course is required to allow the student to progress in the following semester. The Pharmacology courses may not be taken concurrently.

Failure of a second nursing course will result in dismissal from the program.

Exception Requests - Updated FA17

Third or fourth (3rd or 4th) semester students who have been unsuccessful in a second nursing course may request an exception to the Student Progression Policy. Exceptions will only be considered for 3rd or 4th semester students. Students are only permitted one exception throughout the duration of the ASN Program.

a. Student Progression Appeal (exception request)

- Reasons that exceptions might be granted would be only for those unforeseen extreme personal circumstances that contributed to the student’s course failure.
- Steps to ensure future success must be identified to be considered for exception approval
- Exception requests are considered on a case by case basis.
- If an exception is made for a student, any additional nursing course failure by that student would result in the student’s dismissal from the nursing program.
- Violation of any ASN or SBU policy may jeopardize the student’s retention and progression in the ASN program.

Steps for Requesting an Exception to the Progression Policy:

i. Submit an ASN Student Exception Request located on the main page of the Springfield Portal under Student Resources or by clicking on the link: ASN Exception Request Form

ii. This request must be submitted no later than five days after final grades are due to be posted in WebAdvisor. (A link is posted on the portal under Student Resources section of the Springfield Portal).

iii. The request must contain the following information:
4.3 ASN Program Information & Requirements

- Description of the **extreme** circumstances that contributed to the student’s failure.
- Proposed plan for maintaining success in the program even if other difficult circumstances are experienced.

iv. The APR Committee will review the Exception Request, along with input from all relevant course faculty within 7 business days after Student Request deadline.

v. Recommendations made by the APR will be forwarded to the Undergraduate Nursing Chair and Dean for final decision and approval.

vi. The Undergraduate Nursing Chair will send a letter to the student detailing the final determination of the exception request within 5 business days of the final decision.

**ASN Program Re-Admission**

In an attempt to allow for life changes or periods of crisis, the ASN Program will allow a student in second, third or fourth semester to sit out of the nursing program for one semester. The following semester, the student must re-enroll with the assistance of their faculty advisor.

If a student has been out of the nursing program for two consecutive semesters or more, regardless of last semester successfully completed, they must re-apply to the nursing program. This will include going through the ASN selection process. If re-admitted, the student would be required to re-start in first semester. The definition of a completed semester is based on presence of a final recorded grade, even if it is a F. Once a student begins to attend class, the semester is counted. If a student drops before a final grade is earned, that semester does not count as a complete semester out of the program.

A student that drops their nursing courses during the first semester may be required to re-apply for admission. The student’s performance prior to dropping may be used during the ASN selection process to aid in the decisions about re-admission. This is done to ensure that the coveted spaces in the nursing program are given to those individuals most likely to succeed. Students readmitted with prior nursing failures will be considered according to the progression policy.

Students that are re-admitted to the ASN Program will be required to repeat admission testing, drug testing, meet all health requirements and have valid CPR certification through at least the end of the semester they return to the program.

**Contracts**

- If a student does not meet Student Learning Outcomes or Clinical objectives or is failing to progress toward achievement of these, the student may be issued a contract.
- The contract is an agreement between student and instructor in which the instructor identifies the areas of needed improvement, and a time frame for achievement of the specified goals is established.
- A copy of the contract will be given to the student.
- Those students on contract will be evaluated as specified in the contract in order to assess their progress toward meeting the goals of their plan for improvement.
- Failure to meet the goals of the contract may result in failure of the course.
- Contracts issued for student behavior that does not reflect the mission and vision of the nursing program, and/or the mission and vision of the sponsoring institutions will remain on contract the remainder of time the student is in the program.
- If a student elects to drop a course after the date to drop without academic penalty and has a contract in place, the student will receive an F as the final grade.
ASN Classroom & Clinical Policies

Classroom Attendance Requirements
Classroom and clinical attendance is essential to ensure maximum preparation for a career in nursing. To be prepared for the NCLEX examination, a nursing student should take advantage of all required learning opportunities.

We have found a direct correlation between attendance and success in the course. Therefore, attendance will be taken in both the classroom and clinical areas. Absence for any reason does not relieve the student of responsibility for all course requirements. Students are responsible for obtaining information covered during absences.

1. Classroom attendance is mandatory.
2. The following guidelines will be used to determine attendance
   a. Students must notify the instructor if they are going to miss class.
   b. Students must attend 90% of all classes. This means the student cannot miss more than 2 days of classroom attendance for a 16 week course, or 1 day of classroom attendance for an 8 week course.
3. Consequences of missing class
   a. Students missing more than the number of allowed classes (see above) will be sent a notice of violation of the attendance policy.
   b. This notice will be sent via email and by mail to the address on record.
   c. If the student misses a second day (for 8 week classes) or a third day (for 16 week classes) of class, the student will be administratively dropped and this will count towards the number of withdrawals that are allowed in the ASN program. (See Progression and Retention Section under the Program Information section of this handbook.)

Classroom Exam Make-up Time - Updated FA17
Only under extreme circumstances may examinations be made up. The student is responsible for notifying the course coordinator by phone or email prior to missing an exam. If a message is not received by 5:00 pm on the day of the scheduled exam, the student will receive a zero for the missed exam. In order to make up the missed exam, the student must meet the following criteria:

1) inform faculty by 5pm the day of the scheduled exam
2) contact faculty within 24 hours to schedule the missed exam, and
3) complete the makeup exam by date determined by the course faculty.

If the student fails to do any of these three, a zero will be given as the grade for the missed exam. A $5.00 fee will be charged for non-final make-up exams, and a $25.00 fee will be charged for final make-up and standardized exams. This fee should be paid to the receptionist before taking the exam and the receipt brought to faculty when the exam is taken.

NOTE: Make-up exams related to military duties will not be charged the make-up exam fee.

Classroom Evaluation Policies
Students in the ASN Program are evaluated based on their Classroom and Clinical Performance. In order to successfully progress through the Program, students must successfully meet ALL of the following conditions:

A. Must have 75% average or above on exams in each course

4. Program Specific/Updated: FA17
B. Must have a cumulative point total of 75% or above including exams and additional classroom points.
C. For courses that are combined classroom and clinical, the student must successfully meet all clinical objectives.
D. There is no rounding of percentages. Students with anything below 75% will not be successful.

**Classroom Evaluation Grading Scale** (All ASN Courses)
- 90 – 100 A
- 80 – 89 B
- 75 – 79 C
- 65 – 74 D
- 64 of below F

**Classroom Performance**

a. Written Examinations
   - Course examinations are developed by the faculty responsible for the course.
   - Examination content is directed by the course objectives for each unit of study.
   - A test blueprint will be developed for each examination.
   - Course faculty will be responsible for carefully evaluating each examination, utilizing statistical data to ensure integrity and validity of the question construction.

b. Additional Course Points may include:
   - Quizzes
   - Assignments
   - In-Class Participation

c. Standardized Examinations will be utilized throughout the nursing program to assess performance of students in comparison with national norms.

**Course Exam Failure**
- Failure of one examination in a course may place the student at risk of failing the course.
- It is the student’s responsibility to initiate a written plan for success.
- The student should review their plan with the course instructor.
- Follow course policies for access to the form and guidelines for use.
- Students may be referred to an Academic Advisor or their faculty advisor for additional assistance.

**Clinical**

Clinical experience is required for completion of a nursing program of study. Students enrolled in MCONHS ASN Program will participate in clinical experiences as part of the plan of study.

To be eligible to participate in clinical experiences student nurses must:

1. Have a satisfactory criminal background check and drug screen on file with MCONHS.
2. Meet the clinical settings health screening requirements and maintain documents to verify this on file with MCONHS.
3. Meet clinical orientation requirements set forth by MCOHNS or the clinical location.

**ASN Professional Conduct**

MCONHS nursing students must demonstrate professionalism in classroom and clinical settings. Professional behaviors and attitudes must be congruent with the Code of Ethics for Nurses and the Code of Conduct.
State of Missouri Nurse Practice Act (2014). Students must show professionalism in the classroom as well as the clinical setting. Students must follow all guidelines and policies set by MOCNHS and those of the clinical site assigned.

1. Students are expected to respect and abide by the philosophies of Southwest Baptist University (SBU) and that of the clinical sites.
2. Students are required to comply with all policies and procedures of the clinical agency in order to participate in clinicals and successfully meet the course objectives.
3. Students must abide by all safety policies. Students failing to abide by any policies are grounds for course failure and may result in dismissal from the program.
4. Faculty, administration, students, patients, physicians and employees of SBU and each clinical site will be treated with respect and dignity at all times. Disrespectful behavior and insubordination will not be tolerated. Students will be asked to leave the clinical area and the time will be considered as an absence.
5. Disruptive conduct (i.e. Sleeping, talking) or offensive behavior, will not be tolerated in clinicals. Students will be asked to leave the clinical area and the time will be considered as an absence.
6. Confidentiality is imperative. Health professionals must keep the patient's Protected Health Information (PHI) confidential and secure. Health professionals have an obligation to follow the laws of the Health Insurance Portability and Accountability Act (HIPAA). Students must not discuss patient information in any public area of the health center or the community (i.e. restaurant, cafeteria, elevator, lobby, home, control area in radiology services, etc.). Students will limit discussion of patients to the classroom or with their clinical instructors or supervisors in a private area. Students must never place health system information considered highly confidential on a social network site that conflicts with the mission and values of the clinical site, policies and procedures, and/or compromises the privacy and security of any patient, physician, co-worker, student, of the clinical sites.
7. Professional misconduct will not be tolerated. Students will conduct themselves in a professional manner that is consistent with the Code of Ethics.
8. Any program faculty member can ask a student to leave the clinical area at any time due to inappropriate behavior.


**Dress Code Clinical Lab - Updated FA17**

- Students must reflect a **high standard of cleanliness and hygiene** at all times in the clinical setting.
  - Students should appear and smell clean without odors on them or their clothing.
  - This includes the need for sensitivity when using colognes or perfumes that could be offensive to others.
- The student will wear the designated uniform of the Mercy College of Nursing and Health Sciences.
  - The uniform must be appropriately maintained and laundered so it appears neat.
  - When working outside the student role, the student uniform may not be worn.
- The name badge issued by the Mercy College of Nursing and Health Sciences
  - Must be worn for all clinical experiences
  - Must be worn over the Mercy Co-Worker Badge if you are employed by Mercy.
- A plain white tee shirt or turtleneck may be worn under the scrub top if desired.
  - White is the only acceptable color that may be worn.
ii. The tee shirt or turtleneck may not be worn without the scrub top.
iii. The tee shirt or turtleneck must not have any visible markings on it

- Scrub pants should be worn at the waist line.
  i. Pants must be hemmed so that they do not touch the floor.
  ii. Pants with the waist folded or rolled down are not acceptable.
  iii. Students should not wear their pants with rolled legs, split side seams, or frayed hems as pant legs that drag on the ground are an infection control issue.

- Undergarments must not be visible even with normal movement and no visible print, pattern or color should be apparent.

- White or black “duty” shoes or white leather/vinyl athletic shoes are required for clinical experiences.
  i. In order to comply with CDC, OHSA and Joint Commission guidelines, shoes may not have open toes or “holes” which would allow materials to pass through. Canvas shoes are not acceptable.
  ii. Shoes must be clean.
  iii. Socks or hose must be worn with scrubs. Loud colors or vividly patterned stockings are not appropriate.

- Facial jewelry is allowed only in the ear.
  i. Earrings will be limited to a maximum of two in each ear
  ii. Earrings should be no longer than ¾ inch in length.

- All other jewelry should be kept to a minimum to comply with infection control standards.
  i. A maximum of one ring set per hand is allowed.
  ii. Safety and appropriateness for the workplace will determine the wearing of all other jewelry including necklaces and bracelets.
  iii. Jewelry must not affect services provided in any way including cleanliness nor should they be noisy or distracting.

- Hair, including facial hair, shall be neat, clean and well-groomed.
  i. Hair which is shoulder length or longer must be secured at the nape of the neck or worn up with no loose strands.
  ii. Hair which is long enough to fall forward into work area shall be pinned up off the neck in a neat manner.
  iii. Hair ornaments must be small and non-distracting.
  iv. Extreme hairstyles and/or colors, including temporary colors and feathers are not acceptable.
  v. Beards and mustaches must be neat, clean, and trimmed.
  vi. Beard length of more than two inches is not appropriate.
  vii. For male students, daily shaving is required if necessary so that stubble is not present. The “unshaven look” is not acceptable.

- Fingernails must be clean, well-manicured, and of conservative length to ensure the health and safety of patients.
  i. Artificial fingernails, extenders or the gel (shellac) applications are not acceptable.
  ii. Nail designs and/or unusual nail colors are not appropriate.

- Tattoos must be covered at all times while in the clinical setting.

- Uniforms effective Fall 2016:
  i. Previously admitted students are not required to purchase the newly selected royal blue uniforms, and may continue to wear the eggplant uniforms
  ii. The color of the pant must match the color of the top.
iii. Students who wear an eggplant top/bottom with a contrasting royal blue top/bottom will be considered “out of uniform” and will be sent home. The time will be considered an absence.

- The students may continue to wear the white lab jacket when desired.
- Students will be expected to continue to follow all other policies regarding dress code.

**Clinical Education Hours - Updated FA17**

<table>
<thead>
<tr>
<th>Course</th>
<th>Required Clinical Hours</th>
<th>13% or maximum missed hours allowed for required make-up</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 1004</td>
<td>45</td>
<td>Approximately 1 clinical day (includes LRC time)</td>
</tr>
<tr>
<td>8 week course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUR 1014</td>
<td>90</td>
<td>Approximately 2 clinical days (includes LRC time)</td>
</tr>
<tr>
<td>8 week course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUR 1024</td>
<td>90</td>
<td>Approximately 2 clinical days or 2 (includes LRC time)</td>
</tr>
<tr>
<td>8 week course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUR 1034</td>
<td>90</td>
<td>Approximately 2 clinical days (includes LRC time)</td>
</tr>
<tr>
<td>8 week course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUR 2014</td>
<td>90</td>
<td>Approximately 2 clinical days (includes LRC time)</td>
</tr>
<tr>
<td>8 week course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUR 2024</td>
<td>90</td>
<td>Approximately 2 clinical days (includes LRC time)</td>
</tr>
<tr>
<td>8 week course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUR 2124</td>
<td>90</td>
<td>Approximately 2 clinical days</td>
</tr>
<tr>
<td>8 week course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUR 2134</td>
<td>135</td>
<td>N/A - All hours must be completed to pass course.</td>
</tr>
<tr>
<td>8 week course</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Spring 2017**

<table>
<thead>
<tr>
<th>Course</th>
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<td>8 week course</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Clinical Attendance Requirements

Punctuality is essential in the nursing profession and is a component of professionalism. Students are expected to arrive 15 minutes prior to the scheduled clinical time.

Any absence of more than 15 minutes from the clinical site during a scheduled shift including pre- or post-conference time will constitute a clinical absence for the entire day. Arriving late, leaving early, or leaving during a shift disrupts the clinical experience for the student and can affect client care as well as the work flow for hospital staff. Students must notify clinical faculty of any delays or disruptions to their assigned clinical schedule and must give advance notice of anticipated delays or disruptions. Delays or disruptions to the assigned clinical schedule, no matter how small, should be extremely rare. Students with repeated delays or disruptions are subject to disciplinary action at faculty’s discretion.

Clinical Absences - Updated FA17

If a student will be absent from clinical, he/she must notify the clinical agency one hour prior to the scheduled start of the clinical experience. A $15 per clinical hour fee for each make-up clinical day will be charged, as in the table:

<table>
<thead>
<tr>
<th>Length of Clinical Day Missed</th>
<th>Amount Charged</th>
</tr>
</thead>
<tbody>
<tr>
<td>4-Hour Clinical Day</td>
<td>$60</td>
</tr>
<tr>
<td>6-Hour Clinical Day</td>
<td>$90</td>
</tr>
<tr>
<td>8-Hour Clinical Day</td>
<td>$120</td>
</tr>
<tr>
<td>12-Hour Clinical Day</td>
<td>$180</td>
</tr>
</tbody>
</table>

NOTE: Clinical absences related to military duties will not be charged the clinical make up fee.

Tardy

Students who arrive within 15 minutes after the start of clinical will receive a tardy for the day. Three (3) tardies will constitute a clinical absence and the student will be required to complete a clinical make up day.

Clinical Make-Up Time

Missing more than 13% of a clinical practicum does not allow adequate time for the student to meet the course objectives, and thus constitutes failure of the course. The reasons for absences, regardless of how legitimate or important, do not alter the enforcement of this policy. Course faculty are not able to make exceptions to the policy for any reason. If a student misses more than the maximum 13%, the student will not be allowed to continue in the clinical practicum. See Clinical Education Hours Table above.

Clinical Attendance Exceptions

Clinical Absence Policy does not apply to those with military orders. No other exceptions to the policy are allowed. Mandatory clinical make-up is a course requirement. (See course calendar for schedule). Failure to complete clinical make-up during the scheduled clinical make-up period will result in failure of the course.

4. Program Specific/Updated: FA17
Clinical Education Evaluation Requirements
The Clinical Evaluation Tool is the instrument used to assess student performance, offer feedback, and evaluate student progress. It is comprised of the course and clinical student learning outcomes of the ASN program which direct student clinical performance while in the program. The clinical outcomes under these course outcomes progress in complexity guiding student progress from semester to semester. Because learning is a cumulative process, students will be accountable for applying all previously acquired knowledge in the clinical area. Refer to guidelines for clinical evaluation on Blackboard for more specific information.

Clinical Evaluation Grading Scale
Clinical Grading is measured by “Pass” or “Fail.” The clinical evaluation tool is completed by nursing faculty and reviewed by students on a regular basis, keeping the student informed of their progress in the clinical area. Students who do not meet course objectives due to clinical absence will receive an unsatisfactory evaluation. Students must have satisfactory clinical performance in order to pass the particular nursing course. Students who are asked to leave a clinical agency and not permitted to return will automatically fail the course and may be dismissed from the program.

Clinical Safety
Safety in nursing practice is required of all professional nurses. The mission and values of Southwest Baptist University and Mercy College of Nursing and Health Sciences dictate that nursing students be held to the same standard. At the beginning of each semester, each student will be required to read and sign a policy detailing clinical/classroom safety violations which may be possible grounds for course failure and dismissal from the ASN program no matter when they occur during the program.

Health Requirements - Updated FA17
If a student is sitting out of the program required clinical experiences for more than 30 days (excluding official school breaks), they will be required to complete a drug screen prior to resuming clinical. The student is responsible for cost and will be notified when the test is scheduled. Students who are Mercy co-workers are not required to complete a drug screen.

Nursing Student Roles and Responsibilities
1. Nursing students are responsible for their own actions in the delivery of patient care and are encouraged to seek out information as needed and not rely solely on orientation.
2. Nursing students are expected to:
   a. Conduct him or herself in a professional manner.
      a. Wears College/university uniform with identification badge.
      b. Arrives on time and is prepared for the clinical experience.
      c. Completes the entire assigned shift
      d. Abides by all relevant institutional policies and procedures.
      e. Identifies self and level of experience to the staff nurse caring for the assigned patient
   b. Report when leaving the clinical site to the instructor, preceptor, and/or the appropriate licensed registered nurse.
   c. Discuss the practice priorities for the day, including assessments, medications, procedures and care plan with the instructor, preceptor, and/or the appropriate licensed registered nurse.
   d. Discuss specific areas of care the student is not responsible for with the instructor, preceptor, and/or the appropriate licensed registered nurse.
4. Program Specific/Updated: FA17

- e. Agree that the plan for providing patient care is mutually determined with input from on-site faculty and the patient’s licensed registered nurse.

- f. Provide patient care within his/her skill level. Students may only perform skills they have been taught in the nursing program with exceptions allowed only by permission of the on-site nursing faculty at the time of the experience.

- g. Promptly inform staff nurse and on-site faculty of changes in patient’s condition and documents accordingly.

- h. Document patient care provided to the patient as required by clinical site policy.
  a) Direct patient care that does not require supervision normally assigned to assistive personnel but provided by nursing students is documented in the electronic health record and can be independently signed by the nursing student.
  b) Direct patient care and nursing therapies requiring supervision that are normally the licensed registered nurses responsibility but are provided by nursing students are documented in the electronic health record by the student. This data must be reviewed by faculty or the licensed registered nurse supervising the student before end of day’s clinical experience.

1. The following guidelines must be followed when reviewing patient charts during off-schedule hours in preparation for patient care.
   a. Student ID badge must be worn. Students will NOT be allowed access to medical records without appropriate ID and attire.
   b. Attire must be neat and professional in accordance with the particular clinical site dress code policy. No jeans.
   c. Students are not permitted to review charts during the change of shift.
   d. No photo, copy/paste or fax copies of any part of the patient’s medical record are permitted.
   e. Students are not permitted to provide any patient care outside of scheduled clinical experiences.

2. Violations of these guidelines may result in student clinical experience privileges being cancelled, student being placed on clinical success plan contract, course failure, and/or program dismissal.

*See the course syllabus for further clarification of student responsibilities.*

**Invasive Procedures Policy**

Students may be given the opportunity to practice the IV start procedure and IM injections on fellow students in the classroom or LRC setting. All student IV starts and injections must be supervised by clinical faculty. The following guidelines must be followed.

1. Student IV starts and injections must only be completed as part of a skills check-off or clinical lab experience. Students are not allowed to practice IV starts and injections as a part of scheduled practice time. Manikin arms are used for routine practice.

2. All students are given the option to refuse participation in the student IV start and IM injection experience. They will be given the opportunity to practice these skills on a manikin arm.

3. Students cannot bring in a family member or friend to complete skills check.

4. All students will receive information regarding risks related to venipuncture and injection and must sign the appropriate consent form the day of the IV start or injection procedure.

5. Students will be given opportunities to practice the IV start on a fellow student as a part of two (2) courses in the ASN program. A maximum of two (2) attempts can be made with each opportunity. IM injections will be a part of one (1) course in the program.
6. Students and faculty must follow the current ASN IV Start checklist and the medication administration checklist which are compliant with current clinical site policy.
7. Maximum IV needle size of 22 gauge will be enforced to limit risks.
8. Due to CLIA regulations, students are not allowed to draw blood from any IV site.

### Student Nurse Clinical Restrictions - FA17

Students will **NOT** perform the following procedures:

1. Admissions or discharges
2. Draw blood for laboratory testing
3. Perform bedside blood glucose testing (*Note: Students who may have access as co-workers to perform tests do NOT have approval to do so while in a student role.*)
4. Take verbal or phone orders or perform order entry
5. Give moderate sedation
6. Give parenteral chemotherapy
7. Set up or program PCA’s or epidurals
8. Count narcotics or carry narcotic keys
9. Perform restraint documentation
10. Access implanted IV ports
11. Administer blood or blood product

The Nursing Director of the area may add additional restrictions to the above policy.

### Use of Preceptors in the ASN Program

In the ASN program, preceptors are used as role models, mentors and supervisors of students in clinical settings during the 4th semester. Preceptors do not replace faculty in the education of the student but serve to assist faculty and the student in achieving the clinical objectives during the final ASN nursing course, Nursing Role Integration.

Students in 4th semester have additional responsibilities when working with Preceptors.

**MCONHS student additional responsibilities include:**

- Attend classroom/clinical orientation(s) to review and assimilate understanding of the clinical management expectations.
- Complete assigned clinical hours.
- Be aware of and responsible for knowing and achieving the objectives for the clinical experiences.
- Create personal goals for the management experience and submit to clinical faculty.
- Maintain the Student-Faculty Rounding Record throughout the semester and submit with final evaluation.
- Assume responsibility for own learning and professional development in completion of the clinical assignment.
- Notify the preceptor and the responsible faculty of any problems or concerns in the clinical setting or problems with the completion of clinical hours as soon as they are known to the student.
- Complete a minimum of two preceptor evaluations utilizing the link in the course management system. One preceptor evaluation must be completed within the first rotation.
of clinical hours and the second evaluation will be submitted upon completion of all clinical hours.

See the course syllabus for further clarification of student responsibilities.

**Certification or Licensure(s)**

Graduates of the ASN program are eligible to apply for the NCLEX-RN exam. *Completion of the program does not guarantee eligibility to take NCLEX-RN examination.* The applications are distributed and explained to each student during third semester. It is the student's responsibility to complete the form(s), attach appropriate payment for fees and to provide the Missouri State Board with the information requested. All applications must be signed by the Undergraduate Nursing Chair. Information on the State of Missouri Nursing Practice Act Section 335.046 and 335.066 can be found at [http://www.moga.mo.gov/statutes/C300-399/3350000046.HTM](http://www.moga.mo.gov/statutes/C300-399/3350000046.HTM) and [http://www.moga.mo.gov/statutes/C300-399/3350000066.HTM](http://www.moga.mo.gov/statutes/C300-399/3350000066.HTM).
HSC Program Chair, Faculty, & Staff

HSC Program Chair: Stacy Soden

HSC Faculty: Amanda Doneski, Mike Dickerson, Paula Steiert,

Location: 4431 S. Fremont St.
Springfield, MO 65804

Website: http://www.sbuniv.edu/academics/programs/health-sciences.php

History of the HSC Program

The Mercy College of Nursing and Health Sciences of Southwest Baptist University, offers degree programs in health sciences designed for students to pursue a health-care education in a Christ-centered environment.

The Mercy College of Nursing and Health Sciences offers courses leading to the Associate of Science in Health Sciences – an option for students interested in completing a degree in the health sciences to compliment a certificate program (such as EMT, medical assisting, or paramedic) or gaining a foundation degree in the health sciences. The AAS degree is specifically for a student that has a health-care certificate wanting to pursue an associate degree.

The Bachelor of Science in Health Sciences degree is a degree-completion program for allied health professionals already in an established career, or for a student interested in pursuing a degree in healthcare. The web-based degree program is also readily available to students pursing the Associate of Science in Radiography.

HSC Program Educational Outcomes/Competencies

BSHS Program Educational Outcomes/Competencies
1. Communicate effectively in writing on a variety of topics related to health care.
2. Demonstrate an awareness and appreciation of the delivery of culturally competent health care.
3. Effectively communicate and acknowledge the impact of the legal, ethical, and political environment on health care policy and delivery.
4. Demonstrate the knowledge and ability to search and retrieve information and materials related to individual clinical practice issues or overall health policy concerns.
5. Describe and demonstrate management / leadership skills and theories that can be applied in preparation to lead or manage effectively in a health care environment.
6. Integrate Christian discipleship to direct, inform and guide the provision of health care services in leadership roles and in one’s own discipline

Computed Tomography (CT) Outcomes
1. Demonstrate a mastery of basic radiographic medical-imaging skills and advanced medical-imaging skills in CT.
2. Demonstrate effective communication skills that provide compassionate and age-appropriate patient care.
3. Demonstrate problem-solving/critical thinking skills that provide ethical and safe patient care.
4. Demonstrate the value of professional development for patient care and medical imaging through lifelong learning that meets the needs of the medical-imaging community

**Magnetic Resonance Imaging (MR) Outcomes**
1. Demonstrate a mastery of basic radiographic medical-imaging skills and advanced medical-imaging skills in MRI.
2. Demonstrate effective communication skills that provide compassionate and age-appropriate patient care.
3. Demonstrate problem-solving/critical thinking skills that provide ethical and safe patient care.
4. Demonstrate the value of professional development for patient care and medical imaging through lifelong learning that meets the needs of the medical-imaging community

**Interventional Procedures (IR) Outcomes**
1. Demonstrate a mastery of basic radiographic medical-imaging skills and advanced medical-imaging skills in Interventional Radiography.
2. Demonstrate effective communication skills that provide compassionate and age-appropriate patient care.
3. Demonstrate problem-solving/critical thinking skills that provide ethical and safe patient care.
4. Demonstrate the value of professional development for patient care and medical imaging through lifelong learning that meets the needs of the medical-imaging community

**Leadership Outcomes:**
1. Develop a comprehensive set of practical skills and tools to rely on through leadership practice, to include time management, meeting management and agenda setting, group dynamics and team building.
2. Communicate effectively (utilizing written and spoken word, non-verbal language, electronic tools, and listening skills) in order to develop relationships, manage conflicts, and work across differences.
3. Demonstrate skills to engage in conflict productively and work toward conflict resolution.
4. Students will gain knowledge of diverse cultures, cross-cultural communication, the dynamics of privilege and oppression, and the uses of power between groups

**Admission to the HSC Program**

See SBU catalog.

**Emergency Medical Technology-Basic**

**Associate of Applied Science Degree (67 hours)**
Those having already completed emergency medical training will be admitted to the Associate of Applied Science program on the basis of a current state-issued emergency medical license. The Associate of Applied Science degree in Emergency Medical Technology is offered in conjunction with Southwest Missouri Emergency Medical Services and Missouri Paramedical Program through Mercy Regional Health Center. Credit is granted for EMT courses upon completion of Southwest Baptist University requirements.

General Education ........................................................................................................................................... 21 hours
Graduation Requirements ............................................................................................................................. 10 hours
Emergency Medical Courses ......................................................................................................................... 36 hours
Emergency Medical Training Basic............................................................................................................... 9 hours
Liberal Arts Core* ......................................................................................................................................... 27 hours
* At least 18 hours of these must be taken from one of the following three fields: humanities, social science or science/mathematics.

Emergency Medical Technology-Paramedical

Associate of Applied Science Degree (76 hours)

Paramedics are highly trained medical professionals who respond to emergency calls. They are responsible for providing medical treatment to patients on-the-scene and during transport to a hospital or medical facility. The program Paramedical Core Courses allows the student to sit for the paramedic certifying exam through the National Registry of E.M.T.s and licensing through the Missouri Department of the Bureau of Emergency Medical Services.

A.A.S. in Emergency Medical Technology – Paramedical

1. High school diploma, GED, Emergency Medical Technician
2. No felony convictions (criminal background check through the Missouri State Highway Patrol)
3. Hepatitis B vaccination and current TB test prior to start of clinical
4. Students will complete applicable worksite training required by the clinical sites.
5. Students will sign and abide by confidentiality statement and receive HIPAA training prior to the start of clinical.

Prerequisite: EMT-B licensure and admission to the program requires sponsorship by an approved ALS Agency.

Those having already completed paramedical training* will be admitted to the Associate of Applied Science program on the basis of a current state-issued paramedical license. The Associate of Applied Science degree in Emergency Medical Technology-Paramedical is offered in conjunction with Southwest Missouri Emergency Medical Services and Missouri Paramedical Program through Mercy Regional Health Center. Credit is granted for EMT courses upon completion of Southwest Baptist University requirements.

Emergency Medical Technology – Paramedical Requirements (76 hours)

General Education ........................................................................................................................ 21 hours
Graduation Requirements ............................................................................................................. 10 hours
Emergency Medical-Paramedical Core Courses ........................................................................... 45 hours

*Note: Paramedical training is the prerequisite to this degree program.

Health Sciences

Associate of Applied Science Degree (64-101 hours)

Various healthcare fields require the successful completion of coursework for a certificate program followed by successfully passing a national certification of examination.

Admission Requirements, A.A.S. in Health Sciences

Applicants need the following: a high school diploma or G.E.D., and a certificate of completion for a health field such as radiologic technology, respiratory therapy, and surgical technology.

In addition to admission to the University, all health sciences degree-seeking students must formally apply for admission to the College of Nursing and Health Sciences undergraduate Associate of Science in Health Sciences degree program. Applicants must complete SBU admission requirements for the program and provide a copy of current professional license or certificate, if applicable, and official transcripts of all college courses. An admission conference with a member of the Health Sciences faculty is required. Admission criteria is subject to change.

4 Program Specific / Updated: FA17
Prerequisite: Completion of a certificate program in a healthcare related field from an approved institution. Those having already completed a certificate program in an approved healthcare field will be admitted to the Associate of Applied Science program on the basis of a current state-issued license.

A.A.S. in Health Sciences Requirements (64 hours)
General Education ........................................................................................................................................21 hours
Graduation Requirements ..........................................................................................................................10 hours
Courses for certification in an approved healthcare field ....................................................................35-70 hours

Admission Policy, B.S. in Health Sciences
In addition to admission to the University, all health sciences degree-seeking students must formally apply for admission to the College of Nursing and Health Sciences undergraduate Bachelor of Science in Health Sciences degree program. Applicants must complete SBU admission requirements for the program and provide a copy of current professional license or certificate, if applicable, and official transcripts of all college courses. Admission conference with a member of the Health Sciences faculty is required.

Verification of liability (malpractice) insurance is provided when enrolled in the first clinical course in the BSHS program, to protect the student and the University when the student is serving in an advanced imaging capacity for any school-related project or fulfilling required clinical hours.

Students Applying to the BSHS Program
1. Complete an application packet for the BSHS program. Applicants who have attended SBU in the past but have a break of one year or longer in enrollment must reapply to SBU.
2. Provide copies of current professional license certification (if applicable), driver’s license, and CPR card, along with official transcripts of all college courses.
3. New graduates of radiologic technology programs must provide an anticipated date for taking ARRT certification. Following successful completion of the ARRT examination, a copy of the certificate must be provided.
4. Admission criteria are subject to change.

Transfer Hours
See SBU Undergraduate Catalog, Health Sciences, Transfer of Credit Hours

Concurrent Enrollment for ASR/BSHS
- ASR students may take designated BSHS courses during the ASR program. Students may take up to six credit hours per semester
- If a student has 2 areas of advanced certification, then they can only use one certificate to complete a track.
- If a student has an area of advanced certification, and the student wants to complete a second area, then they can “double track.” In that case, the transcript (not the diploma) will reflect both areas of specialization.
- The Radiology advanced certificate is being transcripted similar to “credit by examination” which fulfills the specific course requirements but does not have a grade attached (“X” is on the transcript). (i.e., it is not a “block” of hours on the transcript.)

Functional Abilities Necessary for Participation in the HSC Program
Applicants must demonstrate physical, emotional and mental well-being which will permit them to successfully perform the essential task of imaging professionals. The essential tasks include, but are not limited to:

1. Having sufficient strength, motor coordination, and manual dexterity to:
   a. Move, manipulate, and adjust a variety imaging equipment and accessory equipment.
   b. Lift, move, and transport patients from wheel chairs or carts to the x-ray table or the patient's bed. Assist weak ambulatory patients to the restroom, dressing room, or exam room.
   c. Communicate effectively with patients and their families in all aspects of their care. Communicate effectively, verbally and in writing, with physicians, staff members, and instructors.

2. Being capable of:
   a. Standing and walking a majority of the time during assigned hours.
   b. Giving physical and emotional support to the patient during imaging procedures. Recognizing emergency situations and providing emergency care until the physician arrives.
   c. Adapting to stressful situations related to technical and procedural standards and patient care situations.

3. Having mental, visual, or intellectual capacity to:
   a. Evaluate and critique images to identify proper patient identification, positioning, exposure factors, and technical quality.

4. Select, calculate, and manipulate exposure factors adapting to the requirements of the procedure and patient's needs with sufficient speed and accuracy.

**New Student Orientation**

HSC students are enrolled in the HSC online orientation course that is self-paced and completed by the students when they are enrolled in their first HSC course in the fall, spring, summer, and Jan term semesters.

**Progression & Retention Requirements in the HSC Program**

**HSC Progression Requirements**

Students must achieve a grade of “C” or better in all Health Science courses. If a student fails a course with a “D” or below they will be permitted to repeat that course one time. The student is placed on academic probation by the Dean of the College of Nursing and Health Sciences. The Dean will monitor the student’s further progress in the program and may prescribe additional support activities to promote the student’s success in the program. Any HSC student who fails two HSC courses and/or support courses or fails the same support course twice may not be allowed to progress in the HSC program and can be dismissed.

**Incompletes**

1. The HSC department refers to the SBU Student handbook on policies which states, “incomplete I” is given only if circumstances beyond the student’s control prevent completion of required course work during the semester. In no case may an “I” be agreed to unless the student has completed at least 80 percent of the class. If the work is not satisfactorily completed within one year, the “I” is changed to an “F”.

2. The HSC department limits the number of student incomplete requests to two (2) requests per academic year.
3. Exceptions to this policy may be reviewed on a case-by-case basis by the HSC Instructor, HSC Program Chair, and or Dean.

Student Program Withdrawal
1. The student should contact their Advisor to request to withdraw from the HSC Program and submit their request in writing.
2. The Advisor will collect (if applicable) the college access card.
3. The student should contact financial aid for the impact of program withdrawal.

HSC Classroom & Clinical Policies

Classroom

HSC Program General Course Policies
1. Students are expected to attend all on-line and/or classroom sessions. Faculty members should have clear policies in their syllabus outlining any penalties for absences. Exceptions will be made only in the most extreme circumstances.
2. Emails will be answered within one (1) business day. Unless it is an emergency or an exam is being given, students should not expect responses to emails on the weekends.
3. Online environments and classes are student-learning focused. Faculty will make every effort to have assignments graded quickly and provide prompt communication.
4. Specific assignments may be turned in through Safeassign or Turn it in. The choice of assignments is up to the instructor. The students will be informed as to which assignments will utilize this service.
5. All written papers and assignments in the Health Sciences program will use APA format. The information for this writing style is found in: Publication Manual of the American Psychological Association. (6th Ed). American Psychological Association: Washington D.C.
6. All official communication in the HSC department will be via the SBU student account set up for them. The Health Sciences faculty is not responsible for failures in communication due to student’s failure to have a current email account.
7. The following are in addition to the above Technology Requirement and are required:
   - Email: Must use SBU student email
   - Headset with noise-canceling microphone
   - Webcam or device to web chat with recording capabilities
   - Dropbox Account with HSC
   - Program Shared Folder
   - Additional freeware programs may be required at the course level.

Instructors expect that work submitted in a course is original work done for that course. In the HSC program you will not be allowed to revise an assignment done for another course or for a job, students must not assume that this is an acceptable practice. This is also referred to as recycling of assignments. All students should be familiar with SBU’s policy on academic integrity. This information can be found in the SBU Handbook on page 42. The HSC program reserves the right to submit papers to the plagiarism tool, SafeAssign. In HSC level work, the similarity index of papers submitted to SafeAssign should be 30% or less. Papers that have similarity indexes greater than 30% could be viewed as plagiarism. Additional resources are provided to students in each of the online courses. This information is found in the Student Resources folder and offers students guidance in the ethical use of information.

Classroom Attendance Requirements
HSC attendance policy is in accordance with Southwest Baptist University policy.
Every course taught at Southwest Baptist University shall have an attendance policy that is part of the course syllabus. To receive the most benefit from course work, the student is expected to attend all class sessions.

a. If attendance is used as a part of the student’s grade for the course, the syllabus shall contain an explanation of the rationale for the attendance component of the grade and the consequences of an absence.

b. The attendance policy shall conform to the provisions of the Southwest Baptist University Catalog and Student Handbook regarding absences for illness, family emergency, university sanctioned event, or extraordinary circumstances beyond the control of the student but deemed excusable by the instructor.

c. Students shall be allowed to make up each assignment/test missed for one of these reasons with an assignment/test of equal value and equal course content.

d. Performance-based, group sensitive, and other such courses dependent upon restrictive performance attendance, restrictive scheduling, and time issues (such as clinical certification requirements) cannot offer separate make-up assignments and will necessarily maintain more strict policies regarding the attendance component and its effect on the final grade.

e. Exceptions to this policy must be approved by the Dean of the appropriate college.

**Classroom Evaluation Grading Scale**

<table>
<thead>
<tr>
<th>Classroom / Grading Scale:</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100</td>
</tr>
<tr>
<td>80-89</td>
</tr>
<tr>
<td>75-79</td>
</tr>
<tr>
<td>65-74</td>
</tr>
<tr>
<td>64 – Below</td>
</tr>
</tbody>
</table>

*No Rounding of percentages to the next highest percentage will be done.*

**Clinical-Advanced Imaging**

**HSC Professional Conduct**

Students will conduct themselves in a professional manner that is consistent with the Code of Ethics for the profession of Radiologic Technology at all times.

1. Students are expected to respect and abide by the philosophies of Southwest Baptist University (SBU) and that of the clinical sites.
2. Students must abide by all policies of the clinical facilities (hospital and clinics) during their clinical assignments. Students failing to abide by any policies are grounds for course failure.
3. Students must abide by all safety policies. Students failing to abide by any policies are grounds for course failure and may result in dismissal from the program.
4. Faculty, administration, students, patients, physicians and employees of SBU and Mercy will be treated with respect and dignity at all times. Disrespectful behavior and insubordination will not be tolerated. Students will be asked to leave the clinical area and the time will be considered as an absence.
5. Disruptive conduct (i.e. sleeping, talking) or offensive behavior, will not be tolerated in clinicals. Students will be asked to leave the clinical area and the time will be considered as an absence.
6. Confidentiality is imperative. Health professionals must keep the patient’s Protected Health Information (PHI) confidential and secure. Health professionals have an obligation to follow the laws of the Health Insurance Portability and Accountability Act (HIPAA). Students must not discuss
patient information in any public area of the health center or the community (i.e. restaurant, cafeteria, elevator, lobby, home, control area in radiology services, etc.). Students will limit discussion of patients to the classroom or with their clinical instructors or supervisors in a private area. Students must never place health system information considered highly confidential on a social network site that conflicts with the mission and values of the clinical site, policies and procedures, and/or compromises the privacy and security of any patient, physician, co-worker, student, of the clinical sites.

7. Professional misconduct will not be tolerated. Students will conduct themselves in a professional manner that is consistent with the Code of Ethics for the profession of Radiologic Technology at all times.

8. Any program faculty member can ask a student to leave the clinical area at any time due to inappropriate behavior, after which a formal suspension decision will be made.

**Dress Code Clinical –Advanced Imaging**

1. Students are required to wear a professional uniform. The uniform must be appropriately maintained and laundered so it appears neat.

2. Students must wear their radiation badge if they are in a clinical site utilizing radiation. These badges will be provided to the students.

3. The name badge issued by MCONHS must be worn for all clinical experiences.

4. A plain white tee shirt or turtleneck without a visible marking on it may be worn under the scrub top if desired. White is the only acceptable color that may be worn.

5. “Duty” shoes or leather/vinyl athletic shoes are required for clinical experiences. In order to comply with CDC, OSHA and Joint Commission guidelines, shoes may not have open toes or “holes” which would allow materials to pass through. Shoes must be clean. Canvas shoes are not acceptable. Socks or hose must be worn with scrubs. Socks or hose that are loud colors or vividly patterned are not appropriate.

6. Hair, including facial hair, shall be neat, clean, and well-groomed. Hair which is shoulder length or longer must be secured at the nape of the neck or worn up with no loose strands. Hair which is long enough to fall forward into work area shall be pinned up off the neck in a neat manner. Hair ornaments must be small and non-distracting. Extreme hairstyles and/or colors, including temporary colors are not acceptable. Beards and mustaches must be neat, clean, and trimmed. Beard length of more than two inches is not appropriate. For male students, daily shaving is required if necessary so that stubble is not present. The “unshaven look” is not acceptable.

7. Fingernails must be clean, well-manicured, and of conservative length to ensure the health and safety of patients. Artificial fingernails, acrylic extenders, and shellac are not permitted. Nail designs and unusual nail colors are not appropriate.

8. Offensive, large, or an excessive number of visible tattoos are not appropriate and must be covered

Students will be required to follow the dress code policy of the clinical site in which they are using. Additional policies may apply.

**Location of Clinical Sites**

The student learning experience can be optimized by following the guidelines that follow.

Students have input into the selection of their clinical site, contingent on space and availability. All clinical sites must be approved by the HSC faculty. Clinical affiliation agreements must be approved by Mercy/SBU and final arrangements made by the clinical faculty. The clinical staff must have degree specific to their area of practice.
Clinical Assignments
Students assist with the selection of clinical sites according to their learning interests. Faculty members help select clinical practice sites and clinical faculty based on achievement of competencies. Students may be required to travel to geographically diverse clinical settings in order to meet course objectives and obtain specific clinical experiences. Students are responsible for the direct and indirect expenses associated with travel. The student is responsible for individual costs related to clinical experiences including registration fees, transportation, parking and meals.

Clinical Education Hours
For settings with flexible clinical hours, students are to negotiate acceptable hours with the Clinical site. Students are expected to make necessary personal and work schedule accommodations required for completion of the clinical hours specified by the course. A proposed schedule by the students is required no later than the first day they attend clinicals. Scheduled hours will be set up by HSC faculty.

Clinical schedules will be made based on students and clinical sites’ needs. Students will be scheduled for a maximum 37.5 hours a week. Schedules and hours are subject to change.

Students will be required to document their arrival and leaving of clinical at a designated location to be determined by HSC faculty.

Clinical Attendance Requirements
Student attendance is essential to ensure a quality clinical education. A student is allowed 3 days for sickness or extenuating circumstances during their clinical course. Any absence in the excess of 3 days must be made up during the 16th week of the course. More than 4 tardies in the semester will result in a full day of make-up time to be made up during the 16th week of the course. Time made up will be scheduled through HSC faculty of the HSC Program Chair.

Clinical Attendance Grading Requirements
Students must achieve competency on specific imaging examination according to their Governing body. Those specific requirements can be found on the ARRT website arrt.org under the specific specialty.

Clinical Evaluation Grading Scale
Students are required to demonstrate satisfactory clinical performance in order to successfully complete the HSC clinical course. Students that are requested, by staff members, to leave a clinical agency and are subsequently not permitted to return will automatically fail the course and may be dismissed from the program. Additionally, if a student receives an unsatisfactory evaluation from a member of the clinical staff this may result in a failing grade and the student may potentially be required to repeat the course. Students will be evaluated by the following criteria; Clinical setting performance will be evaluated on a weekly basis with formal evaluations submitted by identified staff members, student’s will be required to complete log sheets at the end of each clinical rotation and each student will further be formally evaluated based upon their weekly discussion board participation. If it is determined that a student is performing below the minimum guidelines acceptable for the course, the instructor will advise the student of their current status and the potential for failing the clinical portion of the course. If, at any time during the semester, the clinical staff informs the faculty of issues including but not limited to deficiencies in the student’s clinical performance, safety concerns, noted behavioral problems or
the student is no longer welcome to practice at that clinical site for other significant reasons, the student will be determined to have failed the clinical portion of the course.

The clinical staff are responsible for assigning grades for the clinical evaluation portion of the course work. All evaluations will be averaged together and must equal 75% or greater for a passing clinical grade. The following course of action will be taken in the event a student has failed to demonstrate satisfactory performance in the clinical setting;

1. The course instructor will notify the HSC Program Chair and the Dean of the student failure.
2. The course instructor will tell the student that they have failed the clinical rotation and will no longer be able to attend the course.
3. The student will be placed on academic supervision by the Dean of the University.
4. A grade of D or F will be assigned when grades are posted.
5. The course instructor and student will work together to develop a student success plan.
6. A copy of the success plan will be placed in the student’s permanent HSC file.

Clinical Safety

Safety
The safety and well-being of the patients and clients with whom students work while in the graduate program are of utmost importance and concern to faculty, the program, and MCONHS. The following are guidelines to assist students in ensuring the safety and well-being of patients/clients in the students’ clinical experiences. Violation of these guidelines may be grounds for corrective action and or failure of the course. Unsafe and/or inappropriate clinical practice includes, but is not limited to, situations where the student:

1. Violates or threatens the biophysical, psychosocial, and cultural safety of the patient/client.
2. Assumes inappropriate independence in actions and decisions, including failure to maintain regular and timely communication with faculty about clinical objectives and performance.
3. Fails to recognize and to act upon own limitations, incompetence, and/or responsibilities.
4. Fails to interact effectively with other members of the health care team.
5. Fails to function in an ethical manner as identified in the ARRT Code of Ethics.

Procedure: HSC faculty are required to verify all clinical requirements prior to the students first clinical site activity. If the student does not provide or complete the requirements may result in a delay to complete clinicals. If the student does not adhere to the clinical attendance policy he/she may be required to repeat the clinicals, fail the clinical course, or may be dismissed from the program. Individual student incidences will be reviewed on a case by case basis by the HSC Program Chair/Dean.

Radiation Safety Policy
The goal is to keep exposures to ionizing radiation as low as reasonably possible to all employees, students, and patients. To accomplish this goal

Students are subject to all radiation safety policies and procedures of the Imaging Department, Nuclear Medicine Department, and the Radiation Oncology Department.

If there is a possibility of pregnancy in a female patient of child bearing age the student must have permission from the supervising technologist before making any radiation exposure.

The Radiation Safety Officer maintains and monitors student radiation exposure data. The student will be notified if they exceed ALARA trigger levels. These limits are set well below regulatory dose limits to

4 Program Specific / Updated: FA17
ensure that the individual does not exceed those dose limits. If regulatory dose limits are exceeded the student will be rotated out of radiation areas for the duration of the monitoring period of which the dose limit was exceeded.

**Monitoring & Control Program (Radiation Safety)**

The goal of this program is to maintain radiation exposure of personnel at a level that is As Low As Reasonably Achievable (ALARA) within the permissible dose limits. Radiation workers are encouraged to maximize the protective aspects of short working times, and maximum working distance and/or supplementary shielding to reduce their potential exposure. Radiation workers are encouraged to communicate issues or concerns about radiation safety practices or equipment to the RSO or his assistant so that corrective action may be sought.

In order to maintain occupational dose’s ALARA, notification levels have been established that are based on a quarterly scaling of the Occupational Dose Limits.

ALARA Level 1 is established to be 10% of the annual Dose Limit, scaled to a quarterly period. ALARA level II is established to be 30% of the annual Dose Limit, scaled to a quarterly period.

Participants exceeding these notification levels will be notified as to their dose readings. Some high volume work environments may lead to participants exceeding these notification levels. The RSO will report to ALARA Levels to the RSC on a quarterly basis, who will make corrections and improvements as needed to facilitate a reduction in Occupational Dose.

The Occupational Dose Limits & ALARA notification levels are listed in the following tables.

### Occupational Dose Limits

<table>
<thead>
<tr>
<th>Dose Equivalent</th>
<th>Annual (mREM)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective Whole Body</td>
<td>5,000</td>
</tr>
<tr>
<td>Eye Dose Equivalent</td>
<td>15,000</td>
</tr>
<tr>
<td>Skin or Extremity, Shallow Dose</td>
<td>50,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dose Equivalent</th>
<th>Level 1</th>
<th>Level 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Effective Dose Equivalent</td>
<td>&gt;125</td>
<td>&gt;375</td>
</tr>
<tr>
<td>Eye Dose Equivalent</td>
<td>&gt;375</td>
<td>&gt;1125</td>
</tr>
<tr>
<td>Skin or Extremity, Shallow Dose</td>
<td>&gt;1250</td>
<td>&gt;3750</td>
</tr>
</tbody>
</table>

### Pregnancy Policy

A student who becomes pregnant or believes that she may be pregnant is strongly encouraged to inform the Program Chair immediately. This will allow the Program Chair and a Radiation Safety Officer to implement proper radiation safety measures for the unborn embryo/fetus.

*4 Program Specific / Updated: FA17*
Any student electing to remain in the program during part or all of her pregnancy shall follow the radiation protection measures and policies of the department of radiology under the supervision of the departmental Radiation Safety Officer.

**Magnetic Resonance Imaging (MRI) Safety Policy**

Magnetic Resonance (MR) Scanners produce an exceptionally strong magnetic field. MR Scanners are always on even when electrical power is lost. Severe injuries and deaths can occur if MR safety procedures are not followed.

All new students will be instructed in basic MR protection before students begin clinical rotations. All new students will complete the MRI Screening Form for Non-Patients.

Students are subject to all MRI safety policies and procedures of the clinical site.
**ASR Program Chair, Faculty, & Staff**

ASR Program Chair: Joan Hedrick

ASR Faculty: Phillip Gnau, Clinical Coordinator/Instructor
Amanda Doneski, Stacy Soden

Location: 4431 S. Fremont St.
Springfield, MO 65804

Website: [http://www.sbuniv.edu/academics/programs/radiography.php](http://www.sbuniv.edu/academics/programs/radiography.php)

**History of the ASR Program – Updated FA17**

Southwest Baptist University offers a 21 month radiography program leading to the Associate of Science in Radiography (ASR) degree. This program is offered at Mercy College of Nursing and Health Sciences, Springfield, Missouri. Graduates of the ASR program will complete requirements that lead to certification in radiography through the American Registry of Radiologic Technologists (ARRT).

Graduation from this program does not guarantee certification as a Registered Technologist Radiography [RT(R)]. The graduate of the ASR program enters the health care environment as an entry level radiographer. Graduates will have the skills and knowledge necessary in order to competently perform radiographic procedures for patients of all age groups.

**Mission of Mercy Associate of Science in Radiography – Updated FA17**

The Associate of Science in Radiography (ASR) Program of Southwest Baptist University pursues excellence in education in a personalized Christian environment by preparing students to be competent, compassionate Radiologic Technologists.

**ASR Program Educational Outcomes/Competencies**

1. Goal: The program will continuously monitor its effectiveness.
   a. Students will complete the program
   b. Graduates will pass the ARRT national certification exam on the 1st attempt
   c. Graduates will be satisfied with the program
   d. Employers will be satisfied with the graduates
   e. Of those seeking employment, graduates will find employment within 12 months post-graduation

2. Goal: Students will apply critical thinking and problem solving skills.
   **Student Learning Outcomes:**
   a. Students will evaluate radiographic images
   b. Students will perform non routine procedures

3. Goal: Students will be clinically competent.
   **Student Learning Outcomes:**
   a. Students will apply positioning skills
   b. Students will utilize radiation protection
   c. Students will select proper technical factors

4. Goal: Students will communicate effectively.
   **Student Learning Outcomes**

4. Program Specific / Updated FA17
a. Students will communicate effectively with patients
b. Students will demonstrate written communication skills
c. Students will demonstrate oral communication skills

5. Goal: Students will grow and develop professionally.
   Student Learning Outcomes:
   a. Students will demonstrate professional behavior
   b. Students will treat everyone as a valued individual

Admission to the ASR Program

See SBU Undergraduate Catalog

Functional Abilities Necessary for Participation in the ASR Program
The ASR Program prepares the student for entry level radiographer. Students must demonstrate physical, emotional and mental well-being which will permit them to successfully perform the essential tasks of a Radiologic Technologist. The essential tasks of a Radiologic Technologist include, but are not limited to:

1. Having sufficient strength, motor coordination, and manual dexterity to:
   a. Move, manipulate, and adjust a variety of x-ray equipment, including mobile and other accessory equipment, in order to align the patient, x-ray equipment, and image receptor. Carry image receptors from the exam room to the image processor.
   b. Lift, move, and transport patients from wheel chairs or carts to the x-ray table or the patient’s bed. Assist weak ambulatory patients to the restroom, dressing room, or exam room.
   c. Communicate effectively with patients and their families in all aspects of their care.
   d. Communicate effectively, verbally and in writing, with physicians, staff members, and instructors.

2. Being capable of:
   a. Standing and walking a majority of the time during assigned hours.
   b. Giving physical and emotional support to the patient during radiographic procedures. Recognizing emergency situations and providing emergency care until the physician arrives.
   c. Adapting to stressful situations related to technical and procedural standards and patient care situations.

3. Having mental, visual, or intellectual capacity to:
   a. Evaluate and critique images to identify proper patient identification, positioning, exposure factors, and technical quality.
   b. Select, calculate, and manipulate exposure factors adapting to the requirements of the procedure and patient’s needs with sufficient speed and accuracy.

Advanced Placement – Updated FA17
An advanced placement student is any student who transfers credits to the Associate of Science in Radiography (ASR) program from another ASR program. See admission Criteria for general information. Contact the admission department at 417-820-3272 for specific information.

An ASR applicant for advanced placement must complete all ASR application requirements. Radiography courses taken at another college will be reviewed on an individual basis for acceptance as radiography credits.
New Student Orientation – Updated FA17

ASR students will be required to attend Mercy College of Nursing and Health Sciences campus orientation prior to beginning the program. ASR students will be required to complete orientation to the clinical site prior to the beginning of Clinical Education I. ASR students will be required to complete all on-line education required by Mercy College of Nursing and Health Sciences and by the clinical site as applicable.

Sample ASR Program Plan or Program Requirements – Updated FA17

See SBU Catalog for ASR Degree Major.

<table>
<thead>
<tr>
<th>Prerequisites:</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>ENG 1113 English Composition I</td>
<td>3 hours</td>
</tr>
<tr>
<td>PSY 1013 General Psychology</td>
<td>3 hours</td>
</tr>
<tr>
<td>MAT 1143 College Algebra</td>
<td>3 hours</td>
</tr>
<tr>
<td>BIO 2204 Human Anatomy &amp; Physiology I</td>
<td>4 hours</td>
</tr>
<tr>
<td>BIO 3304 Human Anatomy &amp; Physiology II</td>
<td>4 hours</td>
</tr>
<tr>
<td>CIS 1103 Computer and Information Management</td>
<td>3 hours</td>
</tr>
<tr>
<td>CHE 1004 Chemistry for Allied Health (or General Chemistry or General Physics)</td>
<td>4-5 hours</td>
</tr>
<tr>
<td><strong>Prerequisites Total</strong></td>
<td><strong>24 hours</strong></td>
</tr>
</tbody>
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**Radiography Program:**

<table>
<thead>
<tr>
<th>Fall 1st Year:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>RAD 1103 Intro to Radiologic Technology (8 week course)</td>
<td>3 hours</td>
</tr>
<tr>
<td>HSC 1013 Medical Terminology (8 week course)</td>
<td>3 hours</td>
</tr>
<tr>
<td>RAD 1304 Radiographic Procedures I</td>
<td>4 hours</td>
</tr>
<tr>
<td>RAD 1503 Radiologic Science</td>
<td>3 hours</td>
</tr>
<tr>
<td>RAD 2002 Clinical Education I (8 week course)</td>
<td>2 hours</td>
</tr>
<tr>
<td><strong>Total 15 hours</strong></td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Winterfest 1st Year</th>
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<tbody>
<tr>
<td>RAD 2101 Clinical Education II</td>
<td>1 hour</td>
</tr>
<tr>
<td><strong>Total 1 hour</strong></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Spring 1st Year</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>BIB 1013 Old Testament History</td>
<td>3 hours</td>
</tr>
<tr>
<td>RAD 1604 Radiographic Procedures II</td>
<td>4 hours</td>
</tr>
<tr>
<td>RAD 1803 Radiographic Imaging I</td>
<td>3 hours</td>
</tr>
<tr>
<td>RAD 2103 Clinical Education III</td>
<td>3 hours</td>
</tr>
<tr>
<td><strong>Total 13 hours</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summer 2nd Year</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>RAD 2203 Clinical Education IV</td>
<td>3 hours</td>
</tr>
<tr>
<td><strong>Total 3 hours</strong></td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Fall 2nd Year</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BIB 1023 New Testament History</td>
<td>3 hours</td>
</tr>
<tr>
<td>RAD 1201 Contrast Agents (8 week course)</td>
<td>1 hour</td>
</tr>
<tr>
<td>RAD 1613 Radiographic Procedures III</td>
<td>3 hours</td>
</tr>
<tr>
<td>RAD 1812 Radiographic Imaging II</td>
<td>2 hours</td>
</tr>
</tbody>
</table>

4. Program Specific / Updated FA17
RAD 1902 Radiation Protection & Biology ................................................................. 2 hours
RAD 2213 Clinical Education V ................................................................. 3 hours
Total 14 hours

Spring 2nd Year
RAD 1912 Advanced Imaging Procedures (8 week course) ........................................ 2 hours
RAD 1923 Radiologic Pathology & Cross-Sectional Anatomy (8 weeks) ......................... 3 hours
RAD 1944 Curriculum Review (8 week course) ......................................................... 4 hours
RAD 2223 Clinical Education VI ............................................................................. 3 hours
Total 12 hours
Radiography Program Total 58 hours
Total 82 hours

Hybrid/Blended Radiography Course
The radiography course content is delivered both in person/in a classroom and via distance education; 1% to 49% of the traditional in-person/in-a-classroom time is replaced with work via distance education, typically delivered asynchronously. The component delivered via distance education includes learning activities that reduce the time traditionally spent in the in-person/in-a-classroom component.

National Review Seminar – New FA17
A national review seminar is provided as part of the RAD 1944 Curriculum Review course. This is a two day seminar held in Springfield with emphasis on subject content of the American Registry of Radiologic Technologists (ARRT) exam. Registration fees are paid by Southwest Baptist University. Attendance at the seminar is a requirement for completion of the Curriculum Review Course. Seminar is subject to availability.

Progression & Retention Requirements in the ASR Program

ASR Progression Requirements – Updated FA17
To continue in the ASR program the student must fulfill the following requirements:

a. Compliance with all policies of SBU, clinical sites, and the radiography program.
b. Maintenance of a grade of “C” or higher in all required courses, radiography, science or other.
   To progress in a radiography course, the student must meet all pre-requisites or co-requisites for the course.
c. Maintain GPA of 2.0
d. Required TB screening, required immunizations, and annual flu immunization (see health requirements).
e. Attendance of MCONHS and/or the ASR Program Orientation prior to start of program.
f. Completion of orientation to the clinical site as applicable prior to Clinical Education I.
g. Current Healthcare Provider CPR certification. This is completed prior to or during Clinical Education I and must be current for all subsequent Clinical Education Courses.
h. Grade of D or less in one required ASR radiography courses will result in dismissal and ineligibility to continue in the ASR program
i. Meet functional abilities (see Functional Abilities Necessary for Continuation in the ASR Program).
j. A student who has been dismissed or has withdrawn voluntarily from the program must reapply to the radiography program to be re-admitted.
Progression Exception Requirements
There are no exceptions to the ASR Progression requirements.

Advisement of Student Achievement
ASR students will be apprised of their academic and clinical progress in a timely manner. Advisement of academic and clinical progress in the ASR program will be held at the end of the Fall and Spring semesters. For situations requiring immediate attention or if a student fails a Performance Evaluation, the student will be advised as soon as possible. Because learning is a cumulative process, students will be accountable for applying previously acquired knowledge in the clinical area.

ASR Program Re-Admission – Updated FA17
A student who has been dismissed or has withdrawn voluntarily from the program must reapply to the radiography program to be re-admitted. Re-Admission to the program will be at the discrepency of the radiography admission committee and the Dean of the College.

A student who has earned a D or F in a radiography course is not eligible to repeat the radiography course and will not be re-admitted to the program.

A student who has been readmitted to the radiography program is placed on academic probation by the Dean of the College of Nursing and Health Sciences. A student is only allowed to be re-admitted to the program one time and within one year following dismissed or voluntarily withdrawal.

The Dean will monitor the student’s further progress in the program and may prescribe additional support activities to promote the student’s success in the program.

Contracts
For the student who is not demonstrating competency of the course clinical objective(s) or that needs additional assistance meeting the objective(s), a written contract will be established with the student. This contract will identify the course objective(s) which is not being met and will include an objective description of student behavior that demonstrates the concern. The terms of the contract will include the student’s plan for improvement. A copy of the contract will be given to the student. Those students on contract will be evaluated according to times established in the contract in order to check on their progress toward meeting the goals of their plan for improvement. Failure to meet the goals of the plan may result in course failure.

Contracts issued for student behavior that does not reflect the mission and vision of the radiography program’s sponsoring institutions and/or Mercy values and Mercy service standards will remain on contract the remainder of time the student is in the program. Failure of the student to correct this type of behavior may result in dismissal from the program.

Clinical Contract Form
Student Success Plan Form

Safe Practice in Radiologic Technology – Updated FA17
The faculty of the ASR Program support the Mission and values of the Mercy College of Nursing and Health Science campus and Southwest Baptist University. Safety in the profession of Radiologic
Technology is required of all technologists and students. The following are grounds for course failure and may result in dismissal from the program:

1. Clinical staff or the clinical facility refusal to continue working with the student due to clinical safety issues.
2. Initiate or unsafe behavior in the classroom that indicates impaired judgment and/or unfit condition for the learning environment. Such behaviors can be caused by, but not limited to, drug use, alcohol use, and lack of sleep.
3. Inappropriate or unsafe behavior in the clinical setting that indicates impaired judgment and/or unfit condition to provide safe patient care. Such behaviors can be caused by, but not limited to, drug use, alcohol use, and lack of sleep.
4. Abuse or inappropriate behavior, including but not limited to intimidation, threats or acts of violence to patient, staff, faculty or student.
5. Patient neglect.
7. Dishonesty with patient or own actions.
8. Other unsafe clinical practice (as deemed by faculty).

Incomplete Grades/Work:  – Updated FA17

Please refer to the SBU Undergraduate catalog for the incomplete grades policy.

If all Clinical Education course requirements are not completed but the student has otherwise satisfactory performance (passing), the student may receive an Incomplete “I” grade for the Clinical Education course.

It is the responsibility of the student to complete all make-up time and clinical requirements within one year. If the incomplete is not cleared within this specified time limit, the “I” grade will to convert to Fail “F”.

The ASR department limits the number of student incomplete requests to one (1) per academic year. A student may not receive an incomplete grade in a radiography (RAD) course if they have received a Fail “F” in another radiography (RAD) course. If the student receives a Fail “F” in a radiography (RAD) course then any radiography (RAD) incomplete grade will be converted to a Fail “F.” Exceptions to this policy may be reviewed on a case-by-case basis the ASR Faculty, ASR Chair, and the Dean.

Student Program Withdrawal

Any student desiring to withdraw from the school is asked to write a letter declaring his or her intentions and state the reason for the action.

A student who does not call or report to his or her assigned clinical area or to class on four consecutive days is considered withdrawn from the program.

ASR Classroom & Clinical Policies

Classroom

ASR Program General Course Policies
1. Students are responsible for compliance with the policies stated in the Student Handbook.
2. It is expected that Written and Lab Exams will be taken on the date scheduled (see attendance policy on missed exams).
4. Program Specific / Updated FA17
3. Faculty reserves the right to make changes in the class schedule as they deem necessary to facilitate the learning process.
4. Plagiarizing or cheating will result in an automatic “0” for that assignment or exam.
5. Students’ papers, logs, and projects become the property of SBU. If students wish to have their own copy; they should make a duplicate before submitting the original.
6. Students will have the opportunity to evaluate the course and the faculty at the end of the course.

### Classroom Attendance Requirements – Updated FA17

Attendance is expected and strongly encouraged for maximum preparation for the progression of Radiologic Technology.

If the student will be absent from class, the student must email the clinical coordinator and program chair prior to the scheduled time of class. Absence for any reason does not relieve the student of responsibility for any course requirements. The student is responsible for contacting the instructor prior to the beginning of the next class period regarding the content of the missed class. If the student is absent a grade reduction can result.

Faculty reserves the right to state specific attendance guidelines of the course. Students are expected to attend all classes. Students are expected to arrive on time for class and stay until class dismissed.

Students are expected to take written tests as they are scheduled. An absence resulting in a student missing a written test will result in a 10% grade reduction for the individual test (even if the student makes up the test). A grade reduction will not result if the absence is due to illness or injury with a written physician’s excuse for the actual day or for absences due to a funeral leave. In the event of an absence, it is the responsibility of the student to contact the instructor within 24 hours of the missed test in order to schedule a makeup test.

Students must be present for all In-Class Assignments for points to be awarded.

Because of the nature of the lab classes, practice labs cannot be made up outside of their regularly scheduled time. Students are expected to take lab tests as they are scheduled. An absence resulting in a student missing a lab test will result in a 10% grade reduction for the individual test. A grade reduction will not result if the absence is due to illness or injury with a written physician’s excuse for the actual day, a family emergency such as death or serious illness/accident, a funeral leave, or a university sanctioned event. In the event of an absence, it is the responsibility of the student to contact the instructor within 24 hours of the missed test in order to schedule a makeup test.

### Late Work Policy

Late work is highly discouraged due to the format of classes and the need for student professionalism as displayed in timeliness of work in the course. All course assignments, writing, journals, etc. will not be accepted after a period of 48 hours past the due date unless prior arrangements have been made with the course instructor. Five percent (5%) will be deducted for each day the assignment is late. After 48 hours, acceptance of assignments will be up to course instructor’s discretion.

### Classroom Evaluation Policies

Evaluation of classroom achievement is based on course objectives through written examination, practical examinations (labs), written, and/or oral presentations, and selected assignments. Course examinations will be developed by faculty responsible for the course. Examination content will be...
directed by course objectives for each unit of study covered by the examination. Course faculty will be responsible for carefully evaluating each examination. A cumulative score of 80% must be achieved to successfully complete the course.

**Classroom Evaluation Grading Scale**

Grades are maintained on students for all classroom and clinical assignments. Students are to maintain a grade level of 80% (C) or above for each course. The following is the grading system:

<table>
<thead>
<tr>
<th>Classroom/Grading Scale</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>94% - 100%</td>
<td>A</td>
</tr>
<tr>
<td>87% - 93%</td>
<td>B</td>
</tr>
<tr>
<td>80% - 86%</td>
<td>C</td>
</tr>
<tr>
<td>79% &amp; below</td>
<td>F</td>
</tr>
</tbody>
</table>

**Course Exam Failure**

After failing an examination (written or lab), the student is at risk of failing the course. The student is responsible to initiate a written plan for success and review it with the course instructor. Students may be referred to an Academic Advisor for study skills assessment and remediation as needed.

**Clinical**

**ASR Professional Conduct – Updated FA17**

Students will conduct themselves in a professional manner that is consistent with the Code of Ethics for the profession of Radiologic Technology at all times.

1. Students are expected to respect and abide by the philosophies of Southwest Baptist University (SBU) and that of the clinical site.
2. Students must abide by all policies of the clinical facilities (hospital and clinics) during their clinical assignments. Students failing to abide by any policies are grounds for course failure and may result in dismissal from the program.
3. Students must abide by all safety policies. Students failing to abide by any policies are grounds for course failure and may result in dismissal from the program.
4. Faculty, administration, students, patients, physicians and employees of SBU and the clinical site will be treated with respect and dignity at all times. Disrespectful behavior and insubordination will not be tolerated. Students will be asked to leave the classroom or clinical area and the time will be considered as an absence.
5. Disruptive conduct (i.e. sleeping, talking, interrupting the instructor) or offensive behavior, will not be tolerated in either the classroom or clinical. Students will be asked to leave the classroom or clinical area and the time will be considered as an absence.
6. Students are subject to the SBU policies regarding academic integrity.
7. Confidentiality is imperative. Health professionals must keep the patient's Protected Health Information (PHI) confidential and secure. Health professionals have an obligation to follow the laws of the Health Insurance Portability and Accountability Act (HIPAA). Students must not discuss patient information in any public area of the health center or the community (i.e. restaurant, cafeteria, elevator, lobby, home, control area in radiology services, etc.). Students will limit discussion of patients to the classroom or with their clinical instructors or supervisors in a private area. Students must never place health system information considered highly confidential on a
social network site that conflicts with the clinical site’s, policies and procedures, or that compromises the privacy and security of any patient, physician, co-worker, student, of the clinical site.

8. Professional misconduct will not be tolerated. Students will conduct themselves in a professional manner that is consistent with the Code of Ethics for the profession of Radiologic Technology at all times.

Any program faculty member can ask a student to leave the clinical area or classroom at any time due to inappropriate behavior, after which a formal suspension decision will be made.

Dress Code Clinical/ Lab Classes – Updated FA17
A uniform is required for ASR students to properly identify them to patients, visitors, physicians and the community. Each student reflects the philosophy of the College by one’s actions, words, deeds and appearance. Appearance is to be conservative, not mirroring the latest fashion trends and in compliance with current infection control policies.

1. Students adhere to the clinical dress code for all clinical rotations.
2. Students must reflect a high standard of cleanliness and hygiene at all times in the clinical setting. Students should appear and smell clean without odors on them or their clothing. This includes the need for sensitivity when using colognes or perfumes that could be offensive to others.
3. The student will wear the uniform issued by the ASR program. The uniform must be appropriately maintained and laundered so it appears neat. When working outside the student role, the student uniform may not be worn.
4. Students may wear scrubs owned by the clinical site only in designated areas (i.e. surgery, special procedures). Scrubs owned by the clinical site may not be worn out of the clinical site. Students who wear hospital scrubs must wear street clothes in, change, and wear street clothes out.
5. Students are to wear their radiation monitoring devices (provided by the program) while they are on duty.
6. The name badge issued by the ASR program must be worn for all clinical experiences and is to be worn over the Co-Worker Badge if you are employed by Mercy.
7. A plain white tee shirt or turtleneck without any visible markings on it may be worn under the scrub top if desired. White is the only acceptable color that may be worn. The tee shirt or turtleneck may not be worn without the scrub top.
8. Scrub pants with the waist folded or rolled down are not acceptable. Pants should be worn at the waist line. Pants that touch the floor/ground that have become soiled or frayed are not acceptable.
9. Undergarments must not be visible even with normal movement and no visible print, pattern, or color should be apparent.
10. Dark colored “duty” shoes or leather/vinyl athletic shoes are preferred for clinical experiences. In order to comply with CDC, OSHA and Joint Commission guidelines, shoes may not have open toes or “holes” which would allow materials to pass through. Shoes must be clean. Canvas
shoes are not acceptable. Socks or hose must be worn with scrubs. Socks or hose that are loud colors or vividly patterned are not appropriate.

11. Facial jewelry is allowed only in the ear. Earrings will be limited to a maximum of two in each ear and will be no longer that ¾ inch in length. Jewelry should be kept to a minimum to comply with infection control standards. A maximum of one ring set per hand is allowed. Safety and appropriateness for the workplace will determine the wearing of all other jewelry including necklaces and bracelets. In all cases jewelry must not affect services provided in any way including cleanliness, nor should they be noisy or distracting.

12. Hair, including facial hair, shall be neat, clean, and well-groomed. Hair which is shoulder length or longer must be secured at the nape of the neck or worn up with no loose strands. Hair which is long enough to fall forward into work area shall be pinned up off the neck in a neat manner. Hair ornaments must be small and non-distracting. Extreme hairstyles and/or colors, including temporary colors are not acceptable. Beards and mustaches must be neat, clean, and trimmed. For male students, daily shaving is required if necessary so that stubble is not present. The “unshaven look” is not acceptable.

13. Students are not to wear hats, caps, or head scarves unless approved due to religious accommodation, medically necessary, or necessary to achieve a sterile environment.

14. Fingernails must be clean, well-manicured, and not to extend greater than ¼” beyond the fingertip to ensure the health and safety of patients. Artificial fingernails, acrylic extenders, and shellac are not permitted. If polish is worn, it cannot be chipped, cracked, or peeling. Nail ornaments aren’t allowed.

15. Offensive, large, or an excessive number of visible tattoos are not appropriate and must be covered.

16. Students will wear the uniform for Radiographic Procedures Course Labs.

17. The school faculty reserves the right to determine the appropriateness of dress.

Failure to observe the dress code policy:

If a student is dressed inappropriately, he/she will be sent home to change. Additional infractions will result in the student being sent home with the day counting as an absence.

**Location of Lab Classes – Updated FA17**

Lab classes are held in conjunction with many of the radiology courses and involves demonstration, practice, and experimentation. Lab classes are held under the supervision of the course instructor. Most Lab classes are held in the x-ray lab on the MCONHS campus. Some Lab Classes take place at a clinical site depending upon the needs of the lab class.

**Clinical Assignments**

The majority of student clinical rotations begin at 7:00 a.m., selected clinical rotations begin at 8:00 a.m. or 8:30 a.m. Dismissal time is at 3:00 p.m. The specific times may be found in the clinical education course syllabi. The school’s week begins on Monday and ends on Friday. Students are never scheduled for more than 40 hours in one week for the radiography program (classroom and clinical). The program limits assigned student activities to educationally related and valid academic and clinical
requirements. Students are not allowed to take the place of qualified Staff. Clinical Education Schedule and student hours are subject to change.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Duration/Location</th>
<th>Days</th>
<th>Hours/Week</th>
<th>Total Hours Max</th>
</tr>
</thead>
<tbody>
<tr>
<td>RAD 2002 Clinical Ed I (Fall)</td>
<td>8 weeks (2nd session)</td>
<td>Tues Thurs Fri</td>
<td>22.5 max</td>
<td>180 max</td>
</tr>
<tr>
<td>RAD 2101 Clinical Ed II (Winterfest)</td>
<td>2 weeks</td>
<td>Mon Tues Wed Thurs Fri</td>
<td>37.5 max</td>
<td>75 max</td>
</tr>
<tr>
<td>RAD 2103 Clinical Ed III (Spring)</td>
<td>15 weeks</td>
<td>Tues Thurs Fri</td>
<td>22.5 max</td>
<td>338 max</td>
</tr>
<tr>
<td>RAD 2203 Clinical Ed IV (Summer)</td>
<td>8 weeks</td>
<td>Mon Tues Wed Thurs Fri</td>
<td>37.5 max</td>
<td>300 max</td>
</tr>
<tr>
<td>RAD 2213 Clinical Ed V (Fall)</td>
<td>15 weeks</td>
<td>Mon Wed Fri</td>
<td>22.5 max</td>
<td>338 max</td>
</tr>
<tr>
<td>RAD 2223 Clinical Ed VI (Spring)</td>
<td>15 weeks</td>
<td>Mon Wed Fri</td>
<td>22.5 max</td>
<td>338 max</td>
</tr>
</tbody>
</table>

Clinical Education Schedule and student hours are subject to change.

**Clinical Attendance Policy:**
Attendance is expected and strongly encouraged for maximum preparation for the profession of Radiologic Technology. In order to graduate, students must complete the prescribed curriculum, both didactic and clinical, and fulfill attendance requirements. Arriving late, leaving early, or leaving during a shift disrupts the clinical experience for the student and can affect patient care.

In order to keep proper attendance records, students are required to properly document their clinical attendance. **It is the student’s responsibility to keep track of their attendance including tardies and absences.**

Students will use the Trajecsys system and will be required to **use only Mercy computers designated for the student’s assigned rotation area.** Students cannot sign in or out in areas remote from the clinical rotation area (e.g. another area of the clinic or hospital).

Students will use the established sign-in and sign-out processes to document their time. Failure to follow the correct processes will result in the time not being counted.

**Arrival/Sign In and Tardy Policy:**  
Students are required to sign in each day upon arrival in the designated area using the Trajecsys system.

Punctuality is essential and is a component of professionalism. Arriving 8 minutes past the start time of the clinical day will constitute a tardy (see Clinical Attendance Grading Score).

**Dismissal/Sign Out:**
The student will sign out using the Trajecsys system. If the student leaves 8 minutes early, it will be considered leaving early. The time will be deducted from the student’s absence per semester and the amount deducted will be in 30 minute increments.
If the student needs to leave early, the student must receive permission from a technologist or faculty member. The technologist will verify that the student had permission to leave early by entering a comment on the log sheet feedback form.

Absences: – Updated FA17
If the student will be absent from clinical, the student must email the clinical coordinator and program chair prior to the scheduled time of clinical assignment.

The student is allowed 10 hours of absence per semester (excluding Winterfest):

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Semester</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RAD 2002 Clinical Education I</td>
<td>Fall 1st Year</td>
<td>10</td>
</tr>
<tr>
<td>RAD 2101 Clinical Education II</td>
<td>Winterfest 1st Year</td>
<td>0</td>
</tr>
<tr>
<td>RAD 2103 Clinical Education III</td>
<td>Spring 1st Year</td>
<td>10</td>
</tr>
<tr>
<td>RAD 2203 Clinical Education IV</td>
<td>Summer 2nd Year</td>
<td>10</td>
</tr>
<tr>
<td>RAD 2213 Clinical Education V</td>
<td>Fall 2nd Year</td>
<td>10</td>
</tr>
<tr>
<td>RAD 2223 Clinical Education VI</td>
<td>Spring 2nd Year</td>
<td>10</td>
</tr>
</tbody>
</table>

Students are given a specified number of hours per semester as stated above. All hours missed in excess of the allotted hours given must be made up. All hours missed in excess of the allotted hours will result in a reduction in the student’s clinical score (see Clinical Attendance Grading Score).

Students who cannot attend a scheduled clinical day for weather-related reasons will be allowed to make up the clinical day without a grade reduction.

Trajecsys Exception Forms
Time exceptions may be filed instead of clock ins/outs if for any reason the student is unable to file a time record as soon as the student arrives or departs a clinical site. Time exceptions should never be filed unless there is an extenuating circumstance, and a reason for filing one must always be provided.

Students are expected to complete exception forms in a timely manner. For absence(s) or a missed exception form (clock in/clock out), the student must complete the exception form the 1st day the student returns to clinical. For an early clock out the student must complete the exception form before the student actually leaves the clinical site.

For each semester only four Exception Forms due to missed clock ins/clock outs and/or the wrong clinical site are allowed. Each missed clock in/clock out or wrong clinical site in excess of four will result in a deduction in the student’s clinical score (see Clinical Attendance Grading Score).

The following are examples of absences:
1. When the student does not report to his or her assigned area at the scheduled time.
2. Missing 30 minutes or more during the scheduled clinical day.
3. Leaving the assigned area without permission or proper documentation according to the established procedure.
4. Misrepresenting sign in or sign out times.
5. Having someone other than self-sign in or sign out.

4. Program Specific / Updated FA17
6. Using a computer to sign in or sign out that is not designated for the student’s assigned rotation area.

Clinical Attendance Grading Score: – Updated FA17
The student will begin each semester with 100% for clinical attendance.

- Each tardy will result in a 5% reduction in the student’s clinical score.
- Every absence in excess of the allowed 10 hours (0 hours Winterfest) per semester will result in a 5% reduction in the student’s Clinical Attendance score. A grade reduction will not result if the absence is due to illness or injury with a written physician’s excuse for the actual day, a family emergency such as death or serious illness/accident, a funeral leave, or a university sanctioned event.
- An additional 5% will be deducted in the student’s clinical score for failing to call the School of Radiologic Technology offices within 30 minutes of the scheduled time of clinical assignment if the student will be absent from clinical.
- An additional 5% will be deducted in the student’s clinical score for leaving the assigned area without permission or proper documentation (see 3 above and sign-in/sign out procedures).
- An additional 5% will be deducted in the student’s clinical score for misrepresenting sign in or sign out times (see 4 above).
- An additional 5% will be deducted in the student’s clinical score for having someone other than self-sign in or sign out (see 5 above).
- An additional 5% will be deducted in the student’s clinical score for using a computer to sign in or sign out that is not designated for the student’s assigned rotation area. (see 6 above).
- An additional 5% will be deducted in the student’s clinical score for each Exception Forms due to missed clock ins/clock outs and/or the wrong clinical site in excess of the four allowed.

The student must achieve a score of 80% or above in the Clinical Attendance score to successfully pass and complete Clinical Education courses. A score of 79% or below will result in a failure of the Clinical Education course.

Make Up Time:
Students must fulfill attendance requirements in order to complete the course.

Students are given a specified number of hours per semester as stated above. All hours missed in excess of the allotted hours given must be made up. Students may not exceed 7.5 hours per day for any reason, including makeup time.

It is the student’s responsibility to contact the Clinical Coordinator and arrange an appointment to schedule all make up time. Make up time is scheduled during finals week in the Spring and Fall semesters and during the week following the Summer semester & Winterfest. Clinical Time from each semester should be made up before the next semester begins. No make-up time is allowed on legal holidays or weekends. All clinical time must be made up prior to graduating.

Failure to complete clinical attendance requirements will result in failure of the course or an incomplete grade (see ASR incomplete policy). Students with repeated disruptions in clinical
attendance are subject to disciplinary action at the faculty’s discretion. Failure of courses may result from lack of attendance.

Exceptions:
An exception to the attendance policy may be requested in rare circumstances (e.g. surgery, extended illness, injury, funeral, etc.). This request must be made in writing to the Clinical Coordinator. The request will be considered based on the reason for the request and the availability of makeup time. The faculty reserves the right to grant or deny the request.

Students must complete all Clinical Education course requirements which include all Performance Evaluations and Competency Evaluations

On-The-Clinical Incidents, Illnesses, Accidents - Revised: 7/12/2016
Students are required to report any illness, communicable diseases, and other conditions that might affect the health of the student, patients, or personnel of the clinical site to the Clinical Coordinator.

A student who becomes ill or is injured during their clinical rotation must report the illness or injury to the Clinical Instructor or Supervisor at the time of the incident. An incident Report will be completed as soon as possible (before the end of the student’s shift) if it is incident/accident related. The Clinical Instructor or Supervisor must then inform the Clinical Coordinator of the illness or injury.

A student who reports to school ill or becomes ill while at school may be sent home. A student who reports to school injured or is injured may be sent home.

A physician’s excuse or release for surgeries, injuries and some illnesses will be required. If an injury occurred during a clinical rotation, a physician’s release, must be obtained in order for the student to return to clinical. The physician’s excuse or release must state that the student is able to perform all required functions with no activity limitations.

The student must be able to perform all required functions or the student will be sent home at discretion of school faculty.

Students are personally responsible for all medical bills incurred while in school. Injuries to a student in a student role during clinical is not covered by Worker’s Compensation as the student is not working in a paid position.

Clinical Expectations of Students and Technologists
Students’ Expectations of Technologists:
- Respect: Technologist treats the student with respect as a valued individual.
- Communication: Technologist communicates effectively with the student.
- Motivation /Teach: Technologist willingly and patiently instructs the student providing constructive feedback.
- Confidentiality: Technologist keeps the student’s grades and interactions private.

Technologists’ Expectations of Students
- Respect: Student treats the technologist with respect as a valued individual.
- Communication: Student communicates effectively with the technologist.
- Motivation/Learn: Student is engaged in the learning, cooperates with the technologist and strives to improve their performance based on technologist feedback.
- Initiative: Student willingly seeks out exams, performing or assisting with the entire exam.
• Attendance: Student will arrive on time, uses time wisely and remains for the entire rotation as scheduled.

Clinical Education Evaluation Requirements
Evaluation of clinical achievement is based on clinical objectives through the competency plan of education in the Clinical Education Courses (see Clinical Evaluation Grading Scale and syllabi for the Clinical Education Courses.

Clinical Evaluation Grading Scale
Students must achieve a score of 80% or above in order to successfully pass & complete this course.

- 94 - 100%   A
- 87 - 93%   B
- 80 - 86%   C
- 80% & above P (Pass)
- 79% & below F (Fail)

Final Clinical Grade Calculation
The final Clinical Education grade is recorded as Pass or Fail. There are three components of the Clinical Education Grade Requirements: Competency Evaluation, Performance Evaluation, and Clinical Attendance.

- The student must achieve a total score average of 80% or above in each of the Clinical Education Grade Requirements each semester to successfully pass and complete this course.
- The student must achieve an 80% average on the Competency Evaluation total score to successfully pass and complete this course. The student must successfully complete all required Competency Evaluations to successfully pass and complete this course.
- The student must achieve an 80% average on the Performance Evaluation total score to successfully pass and complete this course. The student may be required to repeat a clinical rotation in order to successfully pass a Performance Evaluation (80% or above) at the discretion of the program.
- The student must achieve a score of 80% or above in the Clinical Attendance total score to successfully pass and complete this course.

Clinical Evaluation Records
Students are expected to review all Competency Evaluations and Performance Evaluations through the electronic clinical record system (Trajecsys). Students are required to keep track of completed Competency Evaluations.

Evaluations are completed through the Trajecsys electronic system and only authorized ASR faculty members have access to the student’s completed record.

Clinical Safety
Health Requirements
It is recommended that the student carry health insurance which will afford adequate coverage of medical expenses if treatment or hospitalization should be necessary. Any expense not covered by the student’s insurance will be the financial responsibility of the student. Mercy College of Nursing and Health Sciences does NOT provide medical insurance for the students.
Immunizations

1. ASR students will be required to provide evidence of immunity to
   - Measles
   - Mumps
   - Rubella
   - Varicella

2. Immunization for Hepatitis B is strongly encouraged. If a student elects not to be immunized, a signed declination form will be required to be on file. If a student has been immunized for Hepatitis B, proof of immunity is required.

3. Students in the ASR program are mandated to receive an annual flu vaccination.

4. ASR students will be required to provide written verification of a negative T-Spot tuberculosis screening prior to their first course in the ASR program after being notified of their selection.

Practices for Tuberculosis T-Spot Testing:

Pre-Admission Testing:

a. Students are required to have a blood test for the detection of M. Tuberculosis, also known as an interferon gamma release assay (IGRA). Mercy College of Nursing and Health Sciences has chosen to use the T-Spot test because of its 95% sensitivity and specificity. Only documented evidence of a T-Spot within the previous 3 months would negate this requirement.

b. New students with a history of a negative TB test, who test positive with the T-Spot will be required to obtain a chest x-ray, at their expense, and complete a symptoms review questionnaire. These students will be referred to their PCP or the Greene County Health Department for evaluation and treatment, if indicated.

c. New students with no previous history of a positive TB test, who test “invalid” with the T-Spot, Corporate Health Nurse will notify the student to repeat the T-Spot using a new sample within 30 days.

d. New students who test “borderline” will be notified and retested in 8 weeks. They will be asked to fill out a symptom review questionnaire; if the second test is negative no further action will be needed. If the result is still “borderline” the student will be required to obtain a chest x-ray, at their expense, and will be referred to their PCP or the Greene County Health Department for evaluation and treatment.

e. New students who have a positive history of a TB Skin Test or T-Spot will fill out a symptom questionnaire and will get a baseline T-Spot. If the T-Spot is negative, no further testing will be needed.

Post Exposure Testing:

a. Any student with a known exposure to a TB positive patient shall have a T-Spot test conducted as soon as possible (baseline) unless the student has had a negative T-Spot within the last 3-month period. A repeat T-Spot test will be conducted 8 weeks after the known exposure date. If previously negative, students having a positive test following exposure are considered a “new converter”. When a “new converter” event occurs, an incident report is completed and chest x-ray is taken and a symptom review questionnaire will need to be completed. The student is referred to their PCP or the Greene County Health Department for medical evaluation and treatment.

b. Students whose test is “Invalid” will have the test repeated using a new sample within 30 days.

Procedures:

4. Program Specific / Updated FA17
a. The T-Spot is a blood test requiring blood collection using one standard blood collection tube. A staff member or a phlebotomist trained will perform the venipuncture. One 6 ml lithium or sodium heparin collection tube will be used. The tube will be marked with the candidate’s name, birth date, time and date of collection. The samples will then be packaged and sealed to be sent to Oxford Laboratories via Federal Express each business day that at least one T-Spot test has been drawn and packaged.

b. Any student with known immunosuppression from HIV, AIDS, Rheumatoid Arthritis, or currently immunosuppressed will have two standard tubes drawn and shipped for testing.

c. Students will be registered via a paper “T-Spot TB test requisition”. Results may be reviewed online through Oxford Laboratory Web Portal and will be faxed to Corporate Health.

Resulting:

a. Any student with a “positive” or “borderline” test result will be notified directly by Corporate Health.
   i. Any student whose T-Spot converts to positive during employment at Mercy is considered a “new converter”.
   ii. When a “new converter” event occurs, an incident report is completed, a chest x-ray will be required, and a symptom review questionnaire form will need to be completed. The student is then referred to their PCP or the Greene County Health Department for evaluation and treatment.
   iii. All new converters will be counseled about the risks they pose to their contacts and should be instructed to seek evaluation of any signs and symptoms that may be due to TB

b. Students with no positive TB history, who test “positive” with the T-Spot, will be diagnosed with LTBI. The student will complete the symptom questionnaire review form, obtain a chest x-ray at their expense, and will be referred to their PCP or Green County Health Department for evaluation and treatment.

c. If the T-Spot is positive and either the chest x-ray or symptoms are positive, the student will be masked and sent to their PCP or the Greene County Health Department for evaluation and treatment.

d. Students who test “negative” with the T-Spot will be considered not to be infected with M. Tuberculosis.

e. Student who test “borderline” with the T-Spot must be retested in 8 weeks. If the result is still “borderline” on retesting using a blood specimen, symptom review questionnaire and chest x-ray will need to be obtained by the student at their expense. They will be referred to their PCP or Greene County Health Department for evaluation and treatment.

f. Students whose test result is “invalid” will have the test repeated suing a new sample, within 30 days. Corporate Health will notify the student.

g. Students can request a copy of their T-Spot test report through Corporate Health.

Safety – Updated FA17

All students attend the MCONHS orientation. Procedures regarding fire, safety, back safety, and disaster are explained during orientation or the Introduction to Radiologic Technology course.

Procedures for Hazardous Materials/Waste and Code Blues are explained before clinical rotations begin. Students will be certified in Basic Life Support (CPR).

Students are encouraged to consult with appropriate clinical site’s manuals as necessary. These manuals are available through the clinical site’s Intranet.
Students are subject to all safety policies including those regarding the use of ionizing radiation, magnetic resonance imaging, and ultrasonography. Students are responsible for conducting themselves in a safe manner, reporting any safety hazard detected to their supervisor, and knowing emergency procedures.

**Student Supervision Policy - Revised 4/27/16**

Students will be supervised in all clinical assignments and the laboratory practicum and assignments. Students perform the full range of radiographic procedures on children and adults under the supervision of Clinical Instructors and staff Technologists. Students are not allowed to supervise one another (i.e. second year student supervising first year student is not allowed).

Clinical education is based on a planned and structured competency based system (see Practicum Syllabi). Competency (individual examinations) and performance (rotations) evaluations are based on performance objectives and competency criteria.

After appropriate class and laboratory instruction, students perform individual examinations under the supervision of staff radiographers. Competency evaluations, on a specific number of individual examinations, are performed under the supervision of Clinical Instructors. Only designated Clinical Instructors evaluate students for the competency evaluations.

Students are to remain in their assigned areas unless permission is obtained from a faculty member. Permission to reassign a student will only be given if equipment breaks down or no patients are scheduled in a room for a prolonged period of time.

Until a student achieves and documents competency in any given procedure, all clinical assignments shall be carried out under the direct supervision of qualified radiographers. The parameters of direct supervision are: the radiographer reviews the procedure in relation to the student's achievement; the radiographer evaluates the patient's condition in relation to the student's knowledge; the radiographer is present during the procedure; and the radiographer reviews and approves the procedure.

After demonstrating competency, students may be permitted to perform procedures with indirect supervision. Indirect supervision requires that the radiographer be immediately available to assist students regardless of the level of student achievement. Immediately available is interpreted as the physical presence of a qualified radiographer adjacent to the room or location where a radiographic procedure is being performed. This availability applies to all areas where ionizing radiation equipment is in use. Portable exams must be performed under the parameters of indirect supervision.

Regardless of competency achievement, students are not allowed to perform repeat examinations unsupervised. A qualified radiographer must be present during student performance of a repeat of any unsatisfactory radiograph.

Students are not permitted to operate fluoroscopy on a patient without the direct supervision of a registered radiographer.

Images must be marked with the correct Right or Left Marker during the exposure of the image. The correct patient name and date of birth must be verified. Regardless of competency achievement, students must have their images approved by a technologist prior to archiving the image and dismissing the patient. The student must put their name and the technologist’s name who passed the images in the computer when completing the exam in EPIC.

Failure to follow the Supervision of Students policy will result in progressive disciplinary action.

*4. Program Specific / Updated FA17*
Radiation Safety Policy – Updated FA17

The goal is to keep exposures to ionizing radiation as low as reasonably possible to all employees, students, and patients. To accomplish this goal:

1. All new students are instructed in basic radiation protection before students enter the radiographic rooms.
2. Students are provided with all appropriate safety measures, protective devices, and radiation monitoring badges.
3. A medical physicist/Radiation Safety Officer supervises the general radiation health and safety of students, personnel, and patients.
4. The ASR program and clinical sites conform with all appropriate federal and state radiation codes.
5. The ASR program and clinical sites follow the guidelines of the National Council on Radiation Protection and Measurements (NCRP) in establishing radiation protection policy.

Students are subject to all radiation safety policies and procedures of the clinical sites’ Imaging Department, Nuclear Medicine Department, and the Radiation Oncology Department. Students shall not hold patients or imaging receptors during any radiographic procedure. If there is a possibility of pregnancy in a female patient of child bearing age the student must have permission from the supervising technologist before making any radiation exposure. The Radiation Safety Officer maintains and monitors student radiation exposure data. The student will be notified if they exceed ALARA trigger levels. These limits are set well below regulatory dose limits to ensure that the individual does not exceed those dose limits. If regulatory dose limits are exceeded the student will be rotated out of radiation areas for the duration of the monitoring period of which the dose limit was exceeded.

Click on the link to view the Clinical Site Radiation Safety Policy.

Monitoring & Control Program (Radiation Safety)

The goal of this program is to maintain radiation exposure of personnel at a level that is As-Low-As Reasonably Achievable (ALARA) within the permissible dose limits. Radiation workers are encouraged to maximize the protective aspects of short working times, and maximum working distance and/or supplementary shielding to reduce their potential exposure. Radiation workers are encouraged to communicate issues or concerns about radiation safety practices or equipment to the RSO or his assistant so that corrective action may be sought.

In order to maintain occupational dose’s ALARA, notification levels have been established that are based on a quarterly scaling of the Occupational Dose Limits.

ALARA Level 1 is established to be 10% of the annual Dose Limit, scaled to a quarterly period. ALARA level II is established to be 30% of the annual Dose Limit, scaled to a quarterly period.

Participants exceeding these notification levels will be notified as to their dose readings. Some high volume work environments may lead to participants exceeding these notification levels. The RSO will report to ALARA Levels to the RSC on a quarterly basis, who will make corrections and improvements as needed to facilitate a reduction in Occupational Dose.

The Occupational Dose Limits & ALARA notification levels are listed in the following tables.

<table>
<thead>
<tr>
<th>Dose Equivalent</th>
<th>Annual (mREM)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. Program Specific / Updated FA17
### Effective Whole Body
- 5,000

### Eye Dose Equivalent
- 15,000

### Skin or Extremity, Shallow Dose Equivalent
- 50,000

#### ALARA Notification Levels (mREM/quarter)

<table>
<thead>
<tr>
<th>Dose Equivalent</th>
<th>Level 1</th>
<th>Level 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Effective Dose Equivalent</td>
<td>&gt;125</td>
<td>&gt;375</td>
</tr>
<tr>
<td>Eye Dose Equivalent</td>
<td>&gt;375</td>
<td>&gt;1125</td>
</tr>
<tr>
<td>Skin or Extremity, Shallow Dose Equivalent</td>
<td>&gt;1250</td>
<td>&gt;3750</td>
</tr>
</tbody>
</table>

### Pregnancy Policy

A student who becomes pregnant or believes that she may be pregnant is strongly encouraged to inform the Program Chair immediately. The disclosure of pregnancy to the Program Chair is voluntary. If disclosure is chosen it must be in writing. A form for Declaring Pregnancy is provided (See Declaration of Pregnancy form). This will allow the Program Chair and Radiation Safety Officer to implement proper radiation safety measures for the unborn embryo/fetus.

According to Nuclear Regulatory Commission (NRC) regulations, a female must have the option of whether or not to inform officials of her pregnancy. This disclosure must be voluntary. The student has the option for withdrawal of declaration. Withdrawal of declaration is voluntary and must be in writing.

The student who has declared pregnancy may have the following options, depending upon her progress within the program.

1. The student may withdraw from the program. The student may reapply to the program and re-enroll in the courses according to the program re-admission requirements. Courses are only offered once a year.
2. The student may choose to remain in the program without modification to the clinical and didactic requirements. An exception to the attendance policy may be requested. This request must be made in writing to the Program Chair. The request will be considered based on the availability of makeup time. The faculty reserves the right to grant or deny the request.

Any student electing to remain in the program during part or all of her pregnancy shall follow the radiation protection measures and policies of the department of radiology under the supervision of the departmental Radiation Safety Officer.

In addition:
- A copy of the student’s written declaration of pregnancy will be forwarded to the Radiation Safety Officer. The Radiation Safety Officer shall oversee the training during pregnancy.
- Any student electing to remain in the program during part or all of her pregnancy shall be expected to complete her assigned clinical rotations, but shall be under the supervision of the Radiation Safety Officer. She shall not be allowed to exceed the radiation dose to the fetus as recommended by N.C.R.P. Report Number 116. If regulatory dose limits are exceeded the
student will be rotated out of radiation areas for the duration of the monitoring period of which the dose limit was exceeded.

- Aprons will be worn when exposures are made while standing in an unshielded location. Wrap around aprons to be utilized when possible.
- Aprons will be worn during mobile examinations and fluoroscopy. Wrap around aprons to be utilized when possible.
- Do not hold patients during exposures.

Two radiation monitor badges shall be worn by the student. One badge is to be worn outside the lead apron on the uniform collar; the second badge shall be worn beneath the apron at the waist.

**MCONHS X-Ray Lab Radiation Safety Policies: Updated FA17**

The X-ray Lab at the Mercy College of Nursing and Health Sciences (MCONHS) campus is a Integrity 2000 DFMT Radiographic System. The X-ray Lab is a energized unit (capable of producing x-rays).

1. The X-ray Lab will be kept locked when not in use.
2. There is a key switch on the exposure control. Only the qualified radiographers, Radiation Safety Officers/Health Physicists, and Clinical Engineers will have access to the key.
3. **Emergency Situations.** Should any x-ray machine fail to turn itself off, the operator should immediately terminate all power to the machine by depressing the red panic button provided in each radiographic room. The Mercy Radiation Safety Officer should then be contacted.
4. Students can bring secure, closed food and drink containers such as a thermos or water bottle into the X-ray Lab but we are asking students to please not eat or drink while using the equipment. However, food and drink policy during testing is at the instructor’s discretion. Please check with your instructor prior to testing.
5. Students will make radiation exposures only under the direct supervision of a qualified radiographer. The definition of direct supervision is that a qualified radiographer is present during the radiation exposure.
6. A daily log will be kept of all x-ray exposures. The instructor must verify that the weekly cumulative mAs sum is not exceeded. A permanent record of the daily log will be maintained with a copy submitted to the Radiation Safety Officer quarterly.
7. Radiation exposures will only be performed on manikins and quality control test devices. Radiation exposures on humans or animals are NOT allowed.
8. Students and Faculty will wear their personal radiation badge during any Lab classes when a radiation exposure is performed.
9. No person shall be within the x-ray lab room during the radiation exposures. Faculty and student(s) must remain in the control booth or outside the x-ray lab with the door closed.
10. Students and Faculty will follow all radiation safety policies.
11. The X-ray Lab will be inspected according to current Imaging Services policies and in compliance with applicable State and Federal Laws.
12. Lead aprons in the X-ray Lab will be inspected by the Radiation Safety Officer (RSO)/Health Physicist according to current Imaging Services policies and in compliance with applicable State and Federal Laws.

**Magnetic Resonance Imaging (MRI) Safety Policy**

Magnetic Resonance (MR) Scanners produce an exceptionally strong magnetic field. MR Scanners are always on even when electrical power is lost. Severe injuries and deaths can occur if MR safety procedures are not followed.

*4. Program Specific / Updated FA17*
All new students will be instructed in basic MR protection before students begin clinical rotations. All new students will complete the MRI Screening Form for Non-Patients. [MRI Screening Form for Non-Patients](#)

Click on the link to view the [Mercy MRI Safety Policy](#).

Students are subject to all MRI safety policies and procedures of the clinical site.

**Venipuncture & Contrast/Medication Administration, Percutaneous Procedures, Invasive Procedures Policy**

1. **VENIPUNCTURE** - Students are NOT allowed to perform venipuncture. Venipuncture shall only be performed by authorized Radiologic Technologists according to the clinical site’s policies.
2. **ADMINISTRATION OF I.V. CONTRAST AGENTS AND MEDICATIONS** – Students are NOT allowed to administer any I.V. contrast agents or any other medications. Contrast/Medication Administration shall only be performed by authorized Radiologic Technologists according to the clinical site’s policies.
3. **ADMINISTRATION OF NON-IV CONTRAST AGENTS AND MEDICATIONS** – Students are NOT allowed to administer any contrast agents or any other medications through nasogastric tubes, drainage tubes, etc. Contrast/Medication Administration shall only be performed by authorized Radiologic Technologists according to the clinical site’s policies.
4. **PERCUTANEOUS PROCEDURES** – Students are NOT allowed to perform percutaneous procedures of any kind
5. **INVASIVE PROCEDURES** – Students are NOT allowed to perform invasive procedures of any kind.

**Certification or Licensure(s)**

**Application for ARRT Exam**

Upon completion of the program, graduates receive a diploma and are eligible to sit for the national certification examination in Radiography as administered by the American Registry of Radiologic Technologists (ARRT). Passing of the national Registry exam entitles the graduate to use the initials R.T.(R) following his or her name. The initials stand for Registered Technologist, Radiography.

To be eligible to sit for the ARRT examination, graduates must have completed all didactic and clinical requirements, make application to the ARRT, and pay the ARRT examination fee within the prescribed deadline. The ARRT certification handbook is designed to help the student understand, and to apply and prepare for, the certification process. Certification handbooks are published each calendar year and are available at [www.arrt.org](http://www.arrt.org).

Individuals who have been convicted of, or plead guilty to, or plead nolo contendere (no contest) to a crime are strongly encouraged to complete a pre-application with the ARRT in order to obtain a ruling on their eligibility for examination.

To contact the ARRT:

ARRT  
1255 Northland Drive  
St. Paul, MN 55120-1155  
(651)687-0048  
[www.arrt.org](http://www.arrt.org)
In order to complete the ARRT application the student must report if he or she has been convicted of a misdemeanor, felony, or a similar offense in a military court martial. The student must report if he or she has had any professional license, permit, registration or certification denied, revoked, suspended, placed on probation, under consent agreement or consent order, voluntarily surrendered or subjected to any conditions or disciplinary actions by a regulatory authority or certification board (other than ARRT). The student must report if he or she has been suspended, dismissed or expelled from an educational program that he or she attended in order to meet ARRT certification requirements.

Once the student passes the Registry examination, the student becomes certified in Radiography. The certificate must be renewed annually upon application and payment of the renewal fee as fixed by the ARRT. In addition, technologists must demonstrate continuing education to maintain their certification as outlined by the ARRT. ARRT certifications awarded January 1, 2011, and thereafter will be time-limited to 10 years. Prior to the end of the 10-year period, the individual will be required to demonstrate continued qualifications in order to hold the certification.

Currently, no professional licensure for Radiologic Technologists in the state of Missouri exists.

The American Society of Radiologic Technologists (ASRT) and Missouri Society of Radiologic Technologists (MoSRT) are professional organizations of Radiologic Technologists. Students are encouraged to be active in the professional societies.

American Society of Radiologic Technologists (ASRT)
1500 Central Avenue SE
Albuquerque, NM 87123-2917
1-800-444-2778
www.asrt.org

Missouri Society of Radiologic Technologists (MoSRT)
1-877-353-3599
www.mosrt.org

Associate of Science in Radiography (ASR) Program policies are subject to change.
Student Conduct Policy

All students of SBU are expected to follow the conduct regulations set forth in the MCONHS and SBU handbooks. Unfamiliarity with institutional regulations or rules is no ground for excusing infractions. Attempting, abetting, or being an accessory to any prohibited act set forth in this handbook shall be considered the same as a completed violation. These regulations are not designed to define prohibited conduct in exhaustive terms. See SBU Student Handbook p.41.

Cell Phone & Electronic Devices

Use of electronic communication devices for non-emergency purposes in classroom or clinical settings is prohibited. Use includes, but is not limited to:

- phone calls
- texting
- emails and
- Photography.

Ringers should be turned off during all classroom and clinical activities. Faculty reserves the right to confiscate any electronic device in use during class or clinical times. Use of electronic communication devices during an exam may be interpreted as cheating and a zero for the exam may be given and/or failure of the course may result.

Social Networking Policy

Any posting of information regarding patients, patients families or clinical assignment information on social networking sites (examples—Facebook, Twitter, Instagram, or other Social Media) will result in immediate course failure and/or dismissal from the student’s respective program(s). Posting information of this nature is considered a breach of patient confidentiality and a Level 3 (Class C University) violation of the Health Information Privacy Accountability Act or HIPAA.

Refer to Mercy College of Health Sciences HIPAA policy. The Mercy College of Nursing & Health Sciences adheres to the Privacy Policies and Procedures of the Clinical agency where the student is assigned. If the clinical agency determines a breach of HIPAA has occurred, the student may not be allowed to return to the clinical agency. If the student is not allowed to return to the clinical agency, this will result in automatic dismissal from the nursing or radiography program.

Mercy Health System employed students will also be expected to comply with Health System Policy G024, Social Media. This policy can be found on the Mercy intranet, under Policies and Procedures, Health System, Employment Related Policies.

Dress Code

Violation of clothing guidelines. While a strict dress code does not exist, the guidelines for dress at Southwest Baptist University are intended to reflect the standards of the University. Thus, any article of clothing considered inappropriate and in clear conflict with the standards of the University, should not be worn on campus. Clothing that advertises tobacco or alcoholic beverages or gives reference to immoral behavior is unacceptable. Students who are known to be in violation of the stated clothing guidelines are subject to disciplinary action by the Program Chair and/or MCONHS Dean.

Guidelines Classroom:
5. Student Guidelines & Expectations

- Name badges are required at all times.
- Shirts/tops should not exhibit offensive or obscene words.
- Clothing that advertises tobacco or alcoholic beverages or gives reference to immoral behavior is not acceptable.
- Shirts/tops should not be low-cut or revealing.
- Bare/exposed midriffs are not acceptable.
- Shorts should not expose buttocks.
- Jeans are acceptable for classroom but not for the hospital.

Guidelines Service Activities:
- Name badge is required.
- Jeans of any type are not to be worn.
- Sweatshirts, low rise pants, tee shirts worn as outer clothing, shorts shirts with printing or lettering, spaghetti straps, tank tops, skorts, or bare/exposed midriffs should not be worn.
- Shoes and socks or hose must be worn. Flip flops are not acceptable.
- Students must be mindful that they may be recognized by patients, visitors, and hospital co-workers even though they are not performing bedside care.

Guidelines Clinical:
See program specific requirements.

Weapons Policy

Weapons Free Policy: To ensure that the college is safe and free of violence for all faculty, students, staff, and visitors.
- MCONHS prohibits the possession or use of any firearm or other weapon regardless of any license or permit that an individual may have which would otherwise authorize the individual to carry firearms or weapons. A license to carry a weapon does not supersede this policy.
- Weapons include, but are not limited to: firearms, explosives, knives, and other weapons or items that might be considered dangerous or that could cause harm.
- If you see a weapon or have reason to believe that someone has brought a weapon onto the MCONHS property, you are required to report it to the Safety and Security department at 2-HELP (820-4357) immediately. NEVER TAKE THE MATTER INTO YOUR OWN HANDS.

Any student in violation of this policy will be subject to prompt disciplinary action. See the SBU Student Conduct, SBU Student Handbook.

Smoke Free Campus

The MCONHS Fremont and Lark Street buildings are smoke-free buildings. This includes all areas of the building, as well as the parking lots. Students are not to smoke in the surrounding neighborhood/private property since this is offensive to residents.

Alcohol Policy

See SBU Student Handbook p. 61

Illegal Drugs Policy

See SBU Student Handbook p. 63

5. Student Guidelines & Expectations/Updated FA17
Drug Free Schools and Communities Act, Alcohol and Illegal Drugs

Mercy College of Nursing and Health Sciences recognizes alcohol and/or drug dependency as an illness. A student that suffers from the illness of alcohol and/or drug dependency not only endangers others, but also threatens his/her own life and well-being.

Mercy College of Nursing and Health Sciences is committed to maintaining a facility free of illegal drug and alcohol use to ensure the safety and well-being of our students, faculty, patients, and visitors. While we are dedicated to helping our students overcome drug and alcohol use, we cannot ignore the potential risks involved to our patients, other co-workers, and the afflicted student. Chemical addiction among students will not be tolerated. The College of Nursing and Health Sciences prohibits students from reporting for class or work under the influence of alcohol or illegal drugs. Consuming alcohol or illegal drugs while on the premises is also prohibited and will not be tolerated.

Also see SBU Student Handbook p. 61

Student Responsibilities

- Students are expected to arrive fit for classroom or clinical assignments. Students are prohibited from attending classroom or clinical with illegal drugs or alcohol in their system or the smell of alcohol on their breath.
- Students who are taking any prescription or experiencing an illness that might alter their performance are required to notify their clinical faculty before beginning clinical assignment.
- Students are expected to perform in the clinical setting in a safe manner.
- Students are expected to conduct themselves in a legal and lawful manner while on Mercy College of Nursing and Health Sciences’ property or in any clinical facility. The manufacture, sale, possession, distribution, or use of illegal drugs while on Mercy College of Nursing and Health Sciences’ property or in any clinical facility is prohibited.
- Students are expected to adhere to the requirements of any drug or alcohol treatment or counseling program in which he/she is enrolled.
- Any student is required to notify Course Faculty and the Chair of the Program in which the student is enrolled within five (5) days of any arrest, conviction, plea of “guilty,” suspended imposition of sentence, or “no contest” under any criminal drug statute.
- Students who suspect that another student or co-worker is replacing, diluting, shaving, adulterating, manipulating, or changing any drug intended for patient use must report the suspicion and reasons for that suspicion to their supervisor promptly.
- If as a result of the student’s use of alcohol or drugs, Mercy College of Nursing and Health Sciences or any Clinical area/agency has suffered damages, the student may be asked to make restitution for such damages.
- Each student is responsible for promptly reporting to the Dean of the College of Nursing and Health Sciences any incident regarding the manufacture, possession, sale, distribution, or use of illegal substances by another student on Mercy College of Nursing and Health Sciences’ property or while conducting Mercy College of Nursing and Health Sciences’ business.
- ASN or ASR students who recognize that they may have a problem with alcohol and/or drugs are strongly encouraged to contact the Mercy Employee Assistance Program at (855) 637-2932. No reference of any kind will be made in the students file regarding voluntary treatment for alcohol or drug problems. However, for ASN students, this voluntary treatment for alcohol and/or drug abuse must be reported to the Missouri State Board of Nursing on application for the NCLEX-RN exam.
MCONHS Student Handbook

5. Student Guidelines & Expectations

- ASR students must report on the application for the ARRT exam if the student has been suspended, dismissed or expelled from an educational program in order to meet ARRT certification requirements.

Students are prohibited from each of the following. Failure to adhere to these prohibitions will result in disciplinary action up to, and including, dismissal.

- Using, possessing, manufacturing, distributing, dispensing, selling, negotiating a sale, or purchasing illegal drugs while on Mercy College of Nursing and Health Sciences’ property or while in clinical areas of Mercy hospital or other clinical agencies.
- Unauthorized use or possession of an open container of alcohol while on Mercy College of Nursing and Health Sciences’ property.
- Being at classroom or clinical area with the smell of alcohol in their breath or actions that bring suspicion of drug or alcohol use.
- Storing in a locker, desk, automobile, or other repository on Mercy property any illegal drug(s). Storing in a locker, desk or other repository on Mercy property any alcohol.
- Using a prescribed drug in a manner that is inconsistent with the physician’s orders or using a controlled substance not prescribed for the student.
- Refusing to submit to a search when requested by the Hospital Administration and/or the MCONHS Faculty/Administration based upon reasonable suspicion that a student is in possession of illegal or controlled substances or has an open container of alcohol on Mercy Hospital and/or MCONHS property or while conducting Mercy Hospital and/or MCONHS business. Search may include obtaining evidence of altered medication intended for patient use.
- Replacing, diluting, shaving, adulterating, manipulating, or changing any drug intended for patient use.

A conviction or plea of “guilty,” “no contest,” or suspended imposition of sentence under any criminal drug statute or violation occurring in the work place which adversely affects the regard or reputation of Mercy College of Nursing and Health Sciences is considered grounds for dismissal from the nursing program.

Mercy College of Nursing and Health Sciences Responsibilities:

- Safety personnel of a clinical agency or the police will be called to remove any student who may be endangering the safety or well-being of others.
- The Dean of Mercy College of Nursing and Health Sciences and the Chair of the program in which the student is enrolled, are responsible for determining what actions should be taken for student violations of this policy.
- The college follows SBU policies regarding drug and alcohol use.

For Cause Drug & Alcohol Policy

The Dean of MCONHS shall be immediately notified when the staff or faculty member observes student behavior(s) that may indicate the need for a “for cause” drug screening. The faculty, staff, or administrator must provide timely written or verbal documentation of the student’s behavior(s) to the MCONHS Dean. For example, if a student arrives at a clinical site, showing signs and symptoms of impairment, the faculty member should immediately notify the Dean of MCONHS. The verbal notification should be followed up with a written statement from the faculty or staff that directly observed the behavior. If the student exhibits signs and symptoms during class, the faculty member...
shall immediately notify the Dean, as well as, provide written documentation within 24-hours of the
observance of behavior(s).

The Dean will then review the request and if needed include, the Vice President for Student
Development of SBU. If the written/verbal documentation supports reasonable suspicion of illegal drug
or alcohol use or impairment, as defined in the ‘University Sanctions of Alcohol Policy’ and the
‘University Policy of Illegal Drugs’ section of the SBU Student Handbook, the student will be required to
complete a “for cause” drug test at Employee Health or Corporate Health and Wellness at Mercy
Hospital, Springfield or vendor as specified by the college. Testing must be completed on the same day
as the suspected drug or alcohol use/abuse was identified. Failure to comply will result in the student’s
immediate expulsion from the program.

**Trafficking Drugs Policy**

See SBU Student Handbook p. 66

**Sanctions for Violations of Student Conduct Policies – Revised FA17**

**MCONHS CLASS “A” VIOLATIONS**

“Class A” Violations,” per BU Undergraduate Catalog, pertains to residence hall life issues which may or
may not apply to MCONHS students.

1. Use of a cell-phone or electronic device in class without prior approval by the professor.
2. Providing false information to a professor including, but not limited to falsely claiming illness, or a
family death.
3. Signing someone else’s name on official school documents, including but not limited to,
attendance sheets.
4. Classroom disruption(s) that impede(s) the learning of student(s), including the learning of the
student who is creating the disruption.

Other behavior(s) deemed as a “Class A” violation by the Program Chair and/or Dean.

**MCONHS Class B Violations – Revised FA17**

1. Incurring debt for the University or a student organization without the approval of a
University official.
2. Misuse of a student ID card.
3. Refusal to present student ID or other identification upon the request of a University official.
4. The use of profanity and/or abusive language on campus.
5. Unauthorized sponsorship of a group(s) on or off campus.
6. Organized gambling activities on campus.
7. Intentional use or possession of pornographic materials including that which is accessible
through computing resources, books, magazine, video tapes, telephones, or other electronic
devices. An initial violation may result in a warning from any University official; additionally,
repeated violations will result in referral to the Dean.
8. Dress code violations: The guidelines for dress at MCONHS are intended to reflect the
standards of the University. Thus, any article of clothing considered inappropriate and in
clear conflict with the standards of the University, should not be worn on campus. Clothing
that advertises tobacco or alcoholic beverages or gives reference to immoral behavior is unacceptable.

9. Clinical dress code: Students are to wear full uniform, have a neat appearance, good personal hygiene, and hair must not be touching the shoulders or obstructing the face. Shoes have to be waterproof and in good repair and either black or white in color. Additional dress code requirements may apply based on your clinical site (see clinical site policies).

10. Unintentional damage to University property, property of another institution, commercial property, or private property (Restitution will typically be required).

11. Use of wheeled vehicles or devices (such as bicycles, skateboard, roller skates, roller blades) inside campus buildings.

12. Excessive noise disturbance on campus.

13. Defacing property on or off campus.

14. Use of tobacco or electronic cigarettes on campus.

**MCONHS Class “C” Violations – Revised FA17**

Class C violations consist of unacceptable moral or ethical behavior; academic integrity, academic dishonesty, serious law violation(s); serious damage to property or behavior that is harmful (or potentially harmful) to self, others, or the University. Therefore, the following “Class C” violations are considered potentially dismissible offenses, depending on the severity of the incident.

For additional information regarding the Class Violation Process, refer to the SBU Student Handbook.

**Student Conduct Disciplinary Procedures – Revised FA17**

The preceding list of “Class A” violations will be addressed in the following manner:

1. The faculty member who observed the violation will complete the Academic Infraction Form.

2. Action may include the following:
   a. Absolve the student of charge(s) relevant to the violation(s).
   b. Find the student to be in actual violation, resulting in one or more of the following sanctions.
      i. Verbal warning
      ii. Educative sanction(s)

3. Repeated violations of this policy will result in written notification being forwarded to the Program Chair and/or Dean for further evaluation and potential action(s), which may include the following:
   i. Absolve the student of charge(s) relevant to the violation(s).
   ii. Official reprimand
   iii. Disciplinary notice
   iv. Restrictive sanction(s)

The preceding list of “Class B” violations will be addressed in the following manner:

a. A written Academic Infraction Form will be turned in to the Program Chair-and a copy forwarded to the Dean.

b. Action may include:
a. Absolve the student of charge(s) relevant to the violation(s).
b. Find the student to be in actual violation resulting in one or more of the following sanctions:
   i. Official reprimand
   ii. Financial restitution
   iii. Community services (one-hour equivalent to a $10 fine)
   iv. Educative sanction(s)
   v. Disciplinary notice
   vi. Restrictive sanction(s)
c. The appeal for “Class B” violations is addressed by the APR Infraction Subcommittee. The APR Infraction Subcommittee will include the APR Chairperson, a faculty representative from the student’s program, and one other APR member.
d. If a student disagrees with the APR Infraction Subcommittee’s decision, they will have five school days to appeal the decision to the Dean.
e. The Dean’s decision is final.
f. The Dean should retain a copy of the form and documentation and also forward a copy of the documents to the Vice President for Student Development and the Provost’s office.
g. The form will also be forwarded to the Compliance Manager to be entered into the Disciplinary Tracking Databank.

Investigation of Student Conduct Disciplinary Action
See SBU Student Handbook p. 37

Student Appeal of Disciplinary Action
See SBU Student Handbook p. 38

Appeal Board Decision Procedure
See SBU Student Handbook p. 40

Formal Student Complaints
See SBU Student Handbook p. 55

Student Grievance Procedure for Unfair Treatment or Violation(s) – Revised FA17

A student who has a grievance, shall discuss the issue using the proper channels of communication(s) as described below:
1) If the student has a grievance with another student, the student shall attempt to resolve the grievance with the other student. If unsuccessful, the student shall attempt to involve the instructor to mediate the issue. If the grievance continues to be unresolved, the student may involve the instructor’s supervisor, then the program chair, and finally the dean. If the proper channels are skipped, such as emailing the dean when the faculty member has not been informed, the dean will redirect the discussion back to the proper recipient (faculty member).
2) If the student has a grievance with an SBU employee, the student shall first attempt to resolve the grievance with that employee. If unsuccessful, the student shall attempt to involve the employee’s supervisor, then the dean as described above.
At any time, the Vice President of Student Development in the Office of Student Life, who is designated by the University to investigate grievance or discrimination complaint reports, may be notified by MCONHS administration of the grievance. In the SBU Student Handbook information regarding formal complaints is located under SBU Grievance Policy.

If circumstances warrant, or if the student thinks the process has been followed but the grievance has not been resolved, a formal written complaint can be filed. Students are encouraged to settle any differences that they may have with other persons associated with the University in a timely and responsible manner. The SBU faculty and staff understand and emphasize the dignity and equality of all persons and adhere to a strict nondiscrimination policy regarding the treatment of individual faculty, staff, and students. SBU faculty and staff do not discriminate on the basis of race, color, national origin, ancestry, sex, age, disability, or veteran status except to the extent permitted by religious exemptions recognized by the law. Students may submit a formal written complaint if circumstances go beyond differences of opinion and violate community, state, or federal laws. For information related to filing a formal written complaint, please see the SBU Student Handbook section titled Formal Written Complaint.

Children on MCONHS Campus – 12/16

Policy Statement
It is the goal of the Mercy College of Nursing and Health Sciences at Southwest Baptist University (MCONHS-SBU) to provide a safe and effective learning environment for all students and a safe and effective workplace for all faculty and staff. Any action which interferes with this goal will not be permitted. At no time may a child be left unattended on campus, including in a campus building, on campus grounds, or in a vehicle. Children must be under the direct supervision of a parent, legal guardian, or responsible adult at all times while on campus. Parents, legal guardians, or responsible adults of children considered disruptive or unsupervised will be asked to remove the children from the campus immediately.

Reason for Policy
The purpose of this policy is to provide guidance to all members of the MCONHS-SBU community on when children may be present on the MCONHS-SBU’s campus.

Entities Affected By This Policy
All faculty, staff, students, and visitors seeking to bring children onto the campus are covered by this policy.

Who Should Read This Policy
All faculty, staff, students, and visitors seeking to bring children onto the campus should be familiar with this policy.

Definitions
These definitions apply to these terms as they are used in this policy:
Child/Children: The term “Child/Children” refers to an individual(s) who has not yet reached sixteen (16) years of age.
Legal Guardian: The term “Legal Guardian” refers to a person named in a will or assigned by a court who has the legal responsibility for providing the care and management of a minor child.
Responsible Adult: The term “Responsible Adult” refers to a person 21 years of age or older to whom the parent or legal guardian has given temporary responsibility for providing the care and management of a minor child.

Overview
MCONHS-SBU acknowledges that family needs and responsibilities may in some circumstances require the presence of a child on the campus for a limited amount of time. At the same time, any individual who makes the decision to bring a child onto the MCONHS-SBU campus should be aware and respectful of the needs of others to have a quiet educational and/or work setting. Except in very limited circumstances, no child who is sick is permitted on campus. Persons who bring a child onto campus shall comply with the specific policies and procedures set forth below.

Children in Classrooms or Academic Buildings
MCONHS-SBU must provide a safe and effective learning environment for all students. The following regulations shall guide the presence of children of students in classrooms and academic buildings:

a. All children must be in the presence of and under the direct supervision of a parent, legal guardian, or responsible adult at all times. Children may not be left unsupervised in the classrooms, hallways, or common areas of academic buildings/classrooms at any time.
b. Due to the nature of the equipment and the level of supervision necessary, children will not be allowed in college laboratories, simulation labs, or learning centers that contain medical equipment at any time unless part of a sponsored function, pre-approved by Dean and Vice President of Operations, and the supervising teacher or designate is present.
c. For classrooms and faculty offices, children are allowed at the discretion of the instructor. Permission should be granted only for rare occasions due to a temporary, unforeseen emergency or circumstance. Children are not allowed in the classroom in the following situations:
   - As an alternative to procuring regular childcare (e.g., infant care or childcare during summers, holidays or after regular school days);
   - When the child is too ill to attend regular childcare or school

d. Permission must be obtained from EACH instructor before bringing children into a class that is not expressly prohibited by the regulations above. Each instructor will take into account the class size, activities planned, and maturity of the content being covered.
e. Any student whose child is considered disruptive or unsupervised will be asked to remove the child immediately.

Children in the Library, Foyer and Student Lounge
a. Children are allowed in the Library, Foyer, and Campus Student Lounge but must be in the presence of and under the direct supervision of a parent, legal guardian, or responsible adult at all times. Children may not be left unsupervised in the Library, Foyer, or Student Lounge at any time.
b. The parent, legal guardian, or responsible adult, not the MCONHS-SBU staff, is responsible for the child’s use of the building. Children may not use the technology resources in either the Library, Student Lounge or in classrooms. No student may use his or her User ID to log into a computer so that a child can have access to and use of it. No other person may use a student’s User ID to log into a computer so that a child can have access to and use of it.
c. The collection of materials in the MCONHS-SBU Library is designed for a mature academic community. Therefore, it is particularly important that minors be accompanied and supervised by a parent or guardian while accessing library resources. Though the University Library may provide access to some appropriate research materials that could be useful for some school assignments or projects, the major focus of the resource collection of the library is in support of the academic programs of the University. Recreational use of the Internet, and computers in general, is prohibited to minors. Neither the library personnel, the Library nor the University will be responsible for accident or injuries. Nor will library personnel, the Library or the University be responsible for any other aspect of the minor's health or well-being, whether accompanied or unaccompanied by a parent, guardian or teacher, while using Library facilities or Library resources. For further guidance on children in the MCONHS-SBU Library, read the University Libraries Guest Patron Policy, located on the Library website.

d. The parent, legal guardian, or responsible adult of a child who is considered disruptive or unsupervised will be asked to remove the child immediately.
Wifi

The university provides wireless internet access at all four campuses. The Springfield Campus signal appears as SBU Wi-Fi. You must first connect to the wireless signal. Open a web browser to launch the wireless login page. You must use your MySBU login credentials to authenticate your user account on the wireless login page before you can browse to other websites.

Text Alerts

All SBU students and employees are encouraged to enroll in the SBU Alert program to receive emergency notifications from Safety and Security, Student Life or University Communications. SBU Alert will notify subscribers via text message and/or email as well as through the SBU website should there be the need for an emergency notification.

University Learning Management System

Learning Management Systems such as Blackboard that are operated by the university are strictly for academic use and concerns related to university or college business. Use of the system for personal business is prohibited.

E-mail

Southwest Baptist University has established the SBU e-mail address as the official e-mail address for use by all University employees. The SBU email address is the e-mail address ending in @sbuniv.edu that is provided to each employee and registered student. All official University e-mail communication sent from an SBU employee must originate from the SBU e-mail account. If the SBU communication is sent to an SBU employee or registered student, the e-mail should be addressed to the recipients SBU e-mail address. https://outlook.office365.com/sbuniv.edu

The University expects that students will receive and read e-mail in a timely manner. Failure to receive and read University communications delivered to the official e-mail address in a timely manner does not absolve recipients from knowing and complying with the content of such communications.

Students, faculty and staff may redirect their official sbuniv.edu e-mail address to another address at their own risk. The University is not responsible for the handling of e-mail by other service providers. Having e-mail redirected does not absolve recipients from knowing and complying with the content of the communication sent to their official University e-mail address.

Printing

SBU printers require appropriate network rights and sufficient printing credit. Printers will only work when network login credentials are used to access an SBU computer. Please note, printers for computer labs A and B are only accessible during posted library hours.

Wireless printing is available from student laptops using SBU Print Manager as long as the computer is logged into MySBU. Students may also find the print summary, print balance, transaction history, recent print jobs, or print jobs pending release on SBU Print Manager. Link: SBU Print Manager. Directions for wireless printing link: How to Web Print.

Students receive a $20.00 print credit at the beginning of every semester that is provided through the student technology fee.
If the $20 credit is used before the end of the semester, students may add print money to their print account by calling the SBU Help Desk at 417-328-1702. Money requested is added immediately to the print account and charges appear on the student’s university billing statement the following month. Excess money on the print account is non-refundable. Add money with discretion.

If the $20 credit is not used before the end of the semester, it does not carry over between the fall and spring semesters. Any remaining print money in the fall carries over into the January term then is reset for spring. Money in the spring semester carries over into the summer term but is reset when the fall semester starts.

Every page associated with the print request is deducted from the printing account. Please note: PowerPoint slides waste paper and print money when printed one slide per page. Please use discretion when printing slides by changing print options to multiple slides per page. Printing stops when the account reaches zero or the print request has more pages than the available funds. A laser color printer is available as a printer option on the Lab A and B computers for students’ printing needs. Choose the Library LM C544 printer for color print requests. Please notify the library staff that you will be printing to the color printer so that you may collect it. Special paper is available upon request for different color printing needs.

**Printing Costs:**
Black laser print: $0.05 per page
Color laser print: $0.20 per page

**Copy Machines**

A copy machine is available in the Library to make copies of student papers or library materials for a fee of $.10 per page. Nickel and dimes are accepted as are $1.00 and $5.00 bills. Please note that all copies made must adhere to copyright guidelines. If you have a question about U.S. copyright law, you should contact the Librarian. If color printing is necessary, a color printer is available at the front desk of the library.

**Parking**

**SBU – Springfield Fremont Avenue**
Students are to park on the north, south and west parking lots. The spaces located on the east side at the main entrance are for visitors and those with special needs. Students should not leave valuable items in their car. Please place your items in your trunk prior to arriving on campus to minimize risk to vandalism and threat.

**SBU – Springfield Lark Street**
Students are required to park in the Lark Street parking lot but space availability is limited. Students may also walk to Lark Street. Students should not park in the Price Cutter parking lot or curb-side along Lark Street.

**Salem- Grand Street**

Students have use of all spaces except those marked handicapped which are reserved for all handicapped people whether they be visitor, staff, student, or faculty.

**Mercy Hospital**
Parking is permitted in the East Parking Garage on the top two levels, 5 and 6. If the garage is full or closed on the top level due to ice, students may then park in white striped spaces. A shuttle bus is available in the parking lots. Expected construction at several locations on the Mercy Campus may make it necessary for students to park at other locations. Announcements about any necessary changes would be made by the college should this become necessary.

Other Clinical Rotations Sites

Student designated parking for clinical experiences is determined by clinical site Hospital Administration giving priority to needs of patients and their families.

Library updated – FA17

Contact Information:
Library Website: https://library.sbuniv.edu/springfield/

Librarian: Jennifer Brady
Phone: 417-820-2104
Fax: 417-887-4847
Email: jbrady@SBUniv.edu
Text: 417-222-0397
Chat: jennifer_brady@libraryh3lp.com

Patron Services Assistants:
Phone: 417-820-2103

K. Lynn Stuart
Email: kstuart@SBUniv.edu
Chat: lynn_stuart@libraryh3lp.com

About the Library updated – FA17
Springfield/Lark Library
http://library.sbuniv.edu/springfield.html

The Mercy College of Nursing and Health Sciences Library offers access to books, e-books, periodicals, databases, media materials and other print and electronic resources to assist students with research related to course assignments.

Electronic resources, including the library catalog, e-books, periodical indices, and full-text journals are made accessible via the library website. Students may access electronic resources from the research computers in the library, the Computer Lab, or from home via the Internet. Access to the library’s electronic resources is restricted to currently enrolled students so students will need to provide their SBU login information to access electronic resources from off campus.

For assistance with library resources or the research process, contact the library by email, phone, or instant message: https://library.sbuniv.edu/ask-a-librarian/

The Mercy College of Nursing and Health Sciences Library is part of the Southwest Baptist University Libraries system allowing students access to the resources at the Harriett K. Hutchens Library on the Bolivar campus, the Mountain View Center Library, and the Salem Center Library. For assistance from
the Harriett K. Hutchens Library Faculty or to contact the Library’s administrative offices, call 1-800-743-5774 or go to http://library.sbuniv.edu/ask-a-librarian/.

The SBU Library system is a member of MOBIUS, a consortium of 60+ higher-education institutions in Missouri that share library resources. Currently enrolled students can borrow materials from any of the institutions in the consortium either through the SBU Libraries online catalog or by visiting that library with their current SBU ID card.

Member institutions in the Southwest Missouri area are: Assemblies of God Theological Seminary, Baptist Bible College, Cottey College, Crowder College, Drury University, Ozarks Technical Community College, Missouri Southern State University, and Missouri State University. Go to http://searchmobius.org/libinfo for a complete list of all MOBIUS institutions.

Hours updated – FA17

During the fall, spring, and summer terms, the normal operating hours of the Mercy College of Nursing and Health Sciences Library are 7:30am-7:00pm Monday-Thursday and 7:30am-4:30pm Friday.

Hours, including exceptions to normal hours, closures, and intersession hours, are available on the library website (http://libguides.sbuniv.edu/about-us/location-hours-spr) and are posted in the library at least one week prior to any change.

Library assistance is also available online on the SBU Libraries website (https://library.sbuniv.edu/ask-a-librarian/).

Online services are available:
Monday – Friday 24 hours per day
Saturday 10:00 AM – 10:00 PM
Sunday 10:00 AM – Midnight

Library Policies updated – FA17

A valid SBU student ID card is required to use many of the Library’s resources and is required to check out any item from the library. Your student ID card has a library barcode across the bottom of the front of the card.

Books and media items in the regular collections may be borrowed for a period of four weeks. Books may be renewed, as needed, if there are not any other students who have requested it.

Books and videos can also be placed “on reserve” by instructors. These can be textbooks, supplemental readings, research materials, etc. These items have varied check-out times since instructors specify the length of time a reserve item may be loaned. They can be a 2-hour, 1-day, 3-day or 7-day loan period.

Overdue fines will be charged for items not returned to the library by the due date. Fines are $0.20 / day ($5.00 max) for items loaned for 4 weeks; $1.00 / hour ($20.00 max) for 2-hour reserve items; and $1.00 / day ($20.00 max) for 1-day, 3-day or 7-day loans.

Students are required to pay for lost or damaged items checked out on their card. The Library Director will determine whether a damaged item must be replaced. The student’s account will be charged the replacement cost of the item, a $10 non-refundable processing fee and the overdue fine for materials overdue for more than 3 weeks or after the last day of the semester.

Students who borrow materials through MOBIUS are subject to the lending library’s overdue and replacement policy. The lending library determines the loan period for loaned materials. Libraries in
the MOBIUS consortium charge a minimum of $120 for a lost item. Food and drinks are allowed in the library main room and study rooms. We ask that you are quiet and courteous to other students when eating or drinking and that you remove any trash when you are finished. Tobacco use is not allowed in the library or any other place on campus.

**Computer Labs updated – FA17**

Students can now bring secure closed food and drink containers such as a thermos or water bottle into Computer Lab A and B, but we are asking students to please not eat or drink while using the computers. However, food and drink policy during testing is at the instructor’s discretion. Please check with your instructor prior to testing.

Please respect other students by taking cell phone calls and personal conversations outside of the computer labs. Students may be asked to leave if noise is excessive.

Computer lab A with 20 computers is housed in the library for students’ use during the library’s normal operating hours. A black and white printer is available in the computer lab and a color printer is housed at the library front desk.

A copy machine is available in the Library which charges 10-cents per copy and accepts coins or bills. On the west side of the building near Computer lab B are several small rooms which students can use for study.

Computer lab B is housed in the west side of the building. It offer 50 computer stations and is often used for testing purposes.

Faculty may reserve a computer lab for class instruction sessions.

**Salem**

Adjacent to the library is a 25-station computer lab and printer available to students. Information technology help will be accessible M-Th. 9:30 AM - 7:00 PM and 09:00 AM - 4:00 PM on Friday. The Help Desk phone number is 417-328-1702. Bolivar SBU personnel staff the technology help desk, with the Help Desk number published on all information provided to the student.

Additionally there are several computers within the library designated for student use.

**Salem Library**

The Salem Campus currently offers library services. The Salem program is supported by the full-time MCONHS Springfield campus librarian whom is available on-line and by phone/email M-F. Additionally, professional librarians are available online, M-F 24 hours per day. Sunday librarian access hours are 11:00 AM-midnight. On the weekends, students can reach a librarian via email.

The Salem library houses over 30,000 books in a 2200 square foot area. General as well as nursing databases such as CINAHL and Cochrane are readily available to students. All online resources and materials available to the MCONHS Springfield students are available to the Salem students.

**Salem Library Hours:**
Monday-Thursday 9:00 AM – 7:00 PM
Friday – 9:00 AM – 4:00 PM
The Springfield Learning Resource Center (LRC) is located on Lark Street. The LRC is a place for students to learn or strengthen clinical skills by practice in simulated clinical situations. Clinical experiences can be stressful when providing care for patients. The LRC allows an opportunity for the student to practice a skill without the added stress of a “real” patient.

Motor skill learning requires practice, the opportunity to “try” and refine all processes essential for a smooth, coordinated performance. Continued practice will increase learning, efficiency and confidence.

For more information go to: https://mysbu.sbuniv.edu/springfield/lrc/Pages/default.aspx

The lower level space serves as an ideal space for the nursing program’s Learning Resource Center (LRC) which includes three dedicated learning resource beds, a simulation lab with one Sim man mannequin, and a large debriefing classroom.

The Simulation Lab (Sim Lab) is located on Lark Street. Simulation is a means of practicing skills, procedures, and problem solving in a safe non threatening environment. Students will develop critical thinking skills, practice communication skills, and show professionalism.

For more information go to: https://mysbu.sbuniv.edu/springfield/Pages/Simulation.aspx

Salem provides a state of the art simulation room located on the lower level of the building to allow students to participate in realistic clinical situations as they take part in interactive learning experiences.

The Fremont Building has a variety of student rooms available including the North and South Glass Classrooms, the Library Collaboration Room, the Science Study Room located in the Library, and an additional study room within the Library. The Lark Street Building has three student debriefing rooms that may also be used as a student study room. To reserve a study room located in the library please contact the library staff, for all other study rooms, contact the Receptionist.

Salem

A group study room is located off the main lobby of the campus. Refreshments are allowed in the study room.

There is a Student Lounge in the school building. It is available for use by all students and their guests during the hours that the school is open. Numerous snack vending machines are located within the lounge. For vending machine failure, please contact the Receptionist.
Lark Street vending machines are located in the student area off the main entrance.

There should be NO unattended children in the student lounge. Please make appropriate arrangements for your children rather than leaving them in the student lounge unattended while you are in class or working in the LRC.

**Salem**

Off the main lobby of the building, an area dedicated for a student lounge contains tables and chairs. Snack vending machines are located within this area.

**Smart Thinking**

MCONHS offers students writing assistance through Smartthinking. Smartthinking’s tutors work with students online to address writing-specific topics, such as pre-writing techniques, research strategies, documentation, and grammar and mechanics.

Students can also submit their writing for a detailed writing review. Our tutors review paragraphs, essays, cover letters, and resumes and provide substantive, individualized comments designed to help students improve their writing. We can also provide specialized support in technical writing, creative writing, ESL and career writing.

Smartthinking’s writing tutors provide comments and suggestions but do not edit, proofread, or fix student work. Writing review services include the following options:

- Paragraph, Standard Essay, or Long Essay Review
- Grammar and Documentation Review
- Resume and Cover Letter Review

Each detailed critique contains a response form with substantial personalized feedback on strengths and areas for improvement, a distilled revision plan, and targeted comments embedded directly in the student’s writing submission.

For more information, see [http://www.pearsoned.com/higher-education/products-and-services/smarthinking/subjects/writing/](http://www.pearsoned.com/higher-education/products-and-services/smarthinking/subjects/writing/)

**Bulletin Boards/Electronic Boards**

**Springfield – Lark St.**

Bulletin boards with general information are located in the student lounge. It is the responsibility of each student to check the information on these boards. Students are accountable for the posted information.

Students are not allowed to post miscellaneous items on bulletin boards. Appropriate items for posting must be approved by the Receptionist or College Coordinator. Upon approval, miscellaneous bulletin board items will be dated and removed after a posting period of one month. Any items posted without approval will be removed.

There are three electronic boards throughout the college: in the student lounge, by the science lab, and main entrance. Important information is posted on the electronic boards. It is the responsibility of each student to check the information on these boards.
Salem
Pin bulletin boards are available for student use at the Salem campus. Postings must be approved by front office personnel prior to displaying.

**Suicide Prevention Training**

See MySBU – Springfield Campus Portal

Financial Services – FA17

A financial aid coordinator is available at MCONHS to assist students. Visit the MCONHS website for specific information about the types of financial aid available. If you have any questions please contact financial aid (417) 328-5032 or djemes@SBUniv.edu. You may also access more information on financial aid at: http://www.sbuniv.edu/about/campus-locations/springfield/index.php

Degree and Policy Descriptions – FA17
Undergraduate Catalog

Graduate Catalog
http://www.sbuniv.edu/_resources/documents/catalog/grad-catalog.pdf#search=graduate%20catalog

Scholarships & Funding Opportunities – FA17

J.F. Johnson and Charles and Angelina Sansone Hospital Fund Nursing Educational Assistance Program
Available for Nursing Students only

The Mercy Health Foundation administers the J.F. Johnson Nursing Educational Assistance Program. This program has been expanded to provide assistance to a broader group of students which now includes ASN, ASN-to-BSN concurrent enrollment, BSN and MSN students attending Mercy College of Nursing and Health Sciences, Southwest Baptist University. A multifaceted process is used to select applicants. Detailed information about this program can be accessed through the SBU Portal by asking ASN Program Coordinator.

Thanks to the generous donation of the late J.F. Johnson and Charles Sansone and Angelina Sansone Hospital Fund, the Mercy College of Nursing and Health Sciences of SBU is able to provide nursing education assistance to students enrolled in the ASN, BSN and MSN academic programs. This provides assistance with educational expenses for nursing students. (Please note that this is an education assistance program and not a scholarship.)

For more information, please review the Johnson and Sansone Guidelines. Questions may be directed to Veronica Pohl, college coordinator, at (417) 820-2069 or veronica.pohl@mercy.net.

The following scholarships are awarded on an annual basis to pre-nursing, ASN and/or RN-to-BSN students through Southwest Baptist University. Students must be pre-enrolled in at least six credit hours for the next semester to be eligible. Scholarships are granted under the direction of the Scholarship Committee and awarded upon availability of scholarship funds. Because of limited funds, not all requests will be met. All award amounts vary depending on funds available. Scholarship information is available at https://sbuniv.academicworks.com/

Mildred Pratt Scholarship
One scholarship is to be awarded to a student preparing for nursing or a related healthcare service. Preference will be given to the neediest student with a GPA of 3.0 or above.

Neva Blunt Scholarship
May be awarded to one or more worthy pre-nursing, ASN or RN-to-BSN students preparing for a career in nursing and will be awarded based upon demonstrated need.

Amy Sneed Honey Scholarship

7. Student Services / Updated FA17
To be awarded to one or more worthy pre-nursing and ASN students with strong Christian convictions and a definite commitment to the nursing profession as they prepare to serve as a nurse.

**Kem Scholarship**
Awarded to one or more worthy students preparing for ministerial, nursing or music fields. Preference will be given to students from Indiana.

**The Musgrave Foundation**
To be awarded to one or more worthy students preparing for a career in nursing.

**Raines Family Scholarship**
Applicants must be current employees of Lester E Cox with the preference to auditory care department. To be awarded to one or more worthy pre-nursing, ASN and/or RN-to-BSN students.

Scholarships are available for students enrolled in pre-nursing, A.S.N. or B.S.N. programs.

**SBU Private Scholarships**

**CampusRN Nursing Scholarships**

Campus RN has $15,000 in scholarships available to nursing and allied health students.

**Jobs in Nursing**
Search thousands of entry-level jobs, externships, and scholarship opportunities on CampusRN.

**Billing** – FA17

If you have questions regarding your account and need to contact us, please call the following numbers depending on your question.

<table>
<thead>
<tr>
<th>Question Regarding:</th>
<th>Office to Contact</th>
<th>Phone Number</th>
<th>E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Arrangements</td>
<td>Collections</td>
<td>417.328.1570</td>
<td><a href="mailto:gstewart@sbuniv.edu">gstewart@sbuniv.edu</a></td>
</tr>
<tr>
<td>Tuition Fees and Charges</td>
<td>Accounting*</td>
<td>417.328.1523</td>
<td><a href="mailto:abushey@sbuniv.edu">abushey@sbuniv.edu</a></td>
</tr>
<tr>
<td>Schedule Changes</td>
<td>Student’s Advisor</td>
<td>Various</td>
<td>Various</td>
</tr>
<tr>
<td>Scholarships/Grants/ Loans</td>
<td>Financial Assistance</td>
<td>417.328.1571</td>
<td><a href="mailto:djemes@sbuniv.edu">djemes@sbuniv.edu</a></td>
</tr>
</tbody>
</table>

Payments can be made by mail, by phone, or online using MySBU Self-Service. If paying by phone or online, credit cards, debit cards, and electronic checks are accepted. We accept MasterCard, Discover, American Express and Visa. Please remember that a convenience fee applies to any payments made by credit and debit card. No fee is charged to use the electronic check option. To make payments by phone, please call (866) 837-5397 or call the cashier directly at (417) 328-1523 from 8:00 A.M. to 4:00 P.M.

University business hours are 8:00 a.m. to 5:00 p.m., Monday through Friday.

*Accounting Office hours 8:00 a.m. to 4:00 p.m., Monday through Friday.

**Account Balances:** – FA17
To access your account, select the Self-Service link in the applications web part in the MySBU portal. Click on “Student Finance”. To make a payment, click on “Make a Payment.” To view your account, click on “Account Activity”. If you need a copy of your statement, click on “Account Activity,” choose the term you would like to see in the dropbox, and then click on “View Statement.” The statements are available in PDF and can be viewed, saved, or printed. For step-by-step directions to make a payment online, please visit www.sbuniv.edu/admissions/financial-aid/payment-information.php and click on the green box that says “Online Payment Instructions.”

Please direct all of your financial questions, phone calls and e-mails to the following: Danella Jemes, Financial Aid Coordinator for the Springfield Campus – 417-328-1571, djemes@sbuniv.edu. For account holds please contact, Greg Stewart, gstewart@sbunit.edu, 417-328-1570.

ASN and ASR Deposits—FA17
Deposits to enroll in the ASN or ASR programs can be made in one of two ways:

1. Call the cashier at the Bolivar campus at 417-328-1523 and make a payment by phone using electronic check, credit card or debit card. Please keep in mind that use of a credit or debit card incurs a convenience fee. The cashier’s office is open Monday through Friday from 8:00 AM to 4:00 PM.

-OR-

Mail a check made out to Southwest Baptist University to the attention of the cashier’s office, 1600 University Avenue, Bolivar, MO 65613. Please note on the check the type of deposit (ASN or ASR) that you are making payment for and include the name of the student (if different than the payer).

Information/Technology Services — FA17
SBU provides a computer help desk to assist all students with technology related questions or needs. Students should contact the Help Desk first with any technology related question or need.

Springfield Help Desk: 417-328-1705 or 417-328-1702
Contact: Haley Smothers
Email: hsmothers@sbuniv.edu
Hours: Monday – Friday, 8:00 am – 5:00 pm (subject to change)

Computing Resources Acceptable Use Policy
Information technology resources, services, and facilities of Southwest Baptist University are provided to support the mission of the University. Access to such resources increases the potential of improved instructional effectiveness and increased information provision. Please note that computing support services are provided to faculty, staff, and students, to the extent that personnel and funding are available, by the University’s Information and Technology Services unit for all computing resources and facilities. It is the responsibility of the student to review the complete computer policies and procedures information at the following web address:
https://sbuits.sbuniv.edu/portal/docs/usepolicy.pdf

Login Credentials
All new students are mailed a letter from the Director of Administrative Computing with information regarding their login credentials to access lab computers and all SBU web-based resources. If you have misplaced this letter your SBU ID# may be located on an official billing statement or by contacting the SBU Help Desk.

7. Student Services / Updated FA17
All student usernames will begin with the letter s + the last 6 digits of their SBU ID#. Example: s####(do not include the leading zero of your ID#).

- If you are a new student, your password is set to your 6 digit date of birth (mmddyy format).
- If you are a current student, use your last known password.
- If you are a returning student and have been out for one or more semesters, please contact the SBU Help Desk at 417-328-1702 to request a password reset or e-mail Haley for verification and currency.

**Name & Address Change Process**

Students are responsible for keeping the university advised of student information changes. Failure to do so may delay grade reports or other information important to the student. For a name change or address change please submit your request in writing to Susan Plank at splank@sbuniv.edu or pick up a form at the front desk.

**Health Services**

Health services can be accessed through Killian Health Center on the campus of Southwest Baptist University in Bolivar.

You can contact the Health Center or visit anytime between 9 a.m. to 4 p.m., Monday through Friday, during fall and spring semesters (Health Center hours vary in January, June and July). Although walk-ins are welcome, to make your visit more efficient and help Health Center staff best meet your healthcare needs, call (417) 328-1888 to make an appointment for your visit.

**Counseling**  

*Counseling Services*

Students who attend MCONHS of SBU are eligible to receive one confidential consultation with a Licensed Professional Counselor, at no charge, on the Springfield campus. This consultation will provide appropriate referrals to services available in our area. All students are further eligible to seek counseling services at the Bolivar campus of SBU at no charge, when appointment times are available. Students will be responsible for the cost of their transportation to and from the Bolivar campus. Psycho-educational services are also provided on the MCONHS campus on topics such as stress management, time management, study skills, wellness, and more. Students who are also employees of Mercy are encouraged to seek out their eligibility to participate in the Employee Assistance Program (EAP) benefits provided by Mercy. The EAP is provided to eligible Mercy employees and includes free counseling services through Mercy providers.

Contact:

**Debbie Walker**, Psy.D.
Licensed Psychologist
Coordinator of Counseling Services
(800) 526-5859
(417) 328-1729
dlwalker@SBUniv.edu

**Bill Walkup**, M.S., L.C.S.W.
Licensed Clinical Social Worker
Assistant Professor of Psychology
(800) 526-5859

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7. Student Services / Updated FA17
SBU Bookstore

The SBU bookstore can be accessed from MySBU> MCONHS portal> Student Services.

Library – FA17

The library houses 6,528 books, e-books, and numerous videos on topics such as professional development and health care issues. A wide array of databases is available for student use including Cinahl and Cochrane. Students are able to check out materials from other university libraries in MO with their SBU library card. The books are shipped to the MCONHS library for student pick up. Hours of operation are Monday-Thursday 0730-1900 and 0700 to 1600 on Fridays. The hours are posted on the website and outside of the library. It is staffed by a full-time master’s prepared librarian and two library patron assistants.

The library has 5 study rooms for student use. They can be reserved for 2 hr. spans. Rooms may be scheduled using the link found on MySBU>MCONHS Portal> Students Services >Library Study Room Sign Up.

There is also a Science room containing many physiologic models for study. Another library rooms houses 2 Mercy computers with access to Epic and the Mercy intranet. A HIPAA violation would occur with any copying or printing of Epic information.

A drop box for returning Library books and administrative materials when the library is closed is located to the right of the front door entrance to MCONHS Fremont Avenue building.

Transcript Requests

See MySBU>MCONHS Portal> Transcripts> Student Services.

Telephone Messages and Use of School Phones by Students

In an emergency, school personnel will accept a message for a student. Students may call the front desk at 417-820-2069. The caller should include student name, student ID (if known), the class the student is in, and the instructor name(s). Personnel will make every attempt to locate the student. It is each student's responsibility to check with the receptionist should they be expecting a call.

Students may use the courtesy phone in the student lounge to make local calls.

SBU Nursing Honor Society

This Honor Society was formed in 1997 in order to honor excellence. In order to be inducted and be a member of the SBU Honor Society of Nursing, the BSN or MSN student must have an overall institutional GPA of 3.0 or higher and must also be in the upper 35% of the graduating class. Students will be selected for membership in 3rd semester. Those students who meet the standards for induction at the end of 4th semester will be formally inducted. Students will receive recognition at the MCONHS Graduation by publication in the Graduation Brochure. Students are required to pay $30.00.
membership fee in order to be inducted. Alumni also have the opportunity to join as a Community member after graduation.

**Alpha Delta Nu Honor Society**

Beta Phi chapter of the Alpha Delta Nu Nursing Honor Society recognizes the academic excellence of students in the study of Associate Degree Nursing. The society encourages the pursuit of advance degrees in the profession of nursing as well as continuing education as a life-long professional responsibility. Criteria for membership includes a cumulative GPA of 3.0 and 3.0 or above in all nursing courses. Students will receive recognition at the ASN Pinning Ceremony and also have their names published in the Graduation Brochure.

**Spiritual Life & Ministry**

Spirituality is an important part of our educational environment. Students are encouraged to seek out appropriate spiritual activities.

**Missions Work & Trips**

Students are encouraged to participate in mission work as work and school schedules permit. See SBU Student Handbook, p. 28.

Also see SBU Website page: [http://www.sbuniv.edu/campus-life/spiritual-life/cgc.php](http://www.sbuniv.edu/campus-life/spiritual-life/cgc.php)
Clinical Agencies

The student enrolled at the Mercy College of Nursing and Health Sciences will be required to adhere to all policies and procedures of the clinical agency to which they are assigned. For example this would include any policy related to HIPAA, dress code, health requirements and/or any other policy of the clinical agency.

For more information on clinical requirements see specific program requirements.

Confidentiality

Throughout the educational process, students will have access to confidential patient information. This information is protected by HIPAA, the State of Missouri Nurse Practice Act, and the American Registry of Radiologic Technology. HIPAA is also part of the American Nurse’s Association’s Code for Nurses and the American Society of Radiologic Technology Code of Ethics. Students will be required to sign a confidentiality statement prior to attending the clinical setting. Failure to uphold confidentiality could result in immediate dismissal from the program and/or legal action. Some off-site clinical areas require additional specific confidentiality statements signed. This also includes confidentiality regarding all components of simulation activities.

Domestic Violence

See SBU Student Handbook pg. 47

Dating Violence

See SBU Student Handbook pg. 48

Family Education Rights & Privacy Act (FERPA)

See SBU Student Handbook pg. 58

Sexual Assault

See SBU Student Handbook pg. 48

Stalking

See SBU Student Handbook pg. 49

Consent

See SBU Student Handbook pg. 50

Bystander Interaction

See SBU Student Handbook pg. 50

Sexual Harassment

See SBU Student Handbook pg. 51

Code of Ethics for Nurses

See SBU Student Handbook
All students in nursing, graduate or undergraduate, have a special concern with ethical standards because of the unique demands of nursing practice. To guide the student along the path of ethical nursing practice, the American Nurses Association Code for Nurses follows:

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nurse’s primary commitment is to the patient, whether an individual, family, group, or community.
3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse’s obligation to provide optimum patient care.
5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
6. The nurse participates in establishing, maintaining, and improving healthcare environments and conditions of employment conducive to the provision of quality healthcare and consistent with the values of the profession through individual and collective action.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy. American Nurses Association Code of Ethics—2001

American Society of Radiologic Technologists (ASRT) Code of Ethics

1. The radiologic technologist conducts herself or himself in a professional manner, responds to patient needs and supports colleagues and associates in providing quality patient care.
2. The radiologic technologist acts to advance the principal objective of the profession to provide services to humanity with full respect for the dignity of mankind.
3. The radiologic technologist delivers patient care and service unrestricted by concerns of personal attributes or the nature of the disease or illness, and without discrimination on the basis of sex, race, creed, religion or socio-economic status.
4. The radiologic technologist practices technology founded upon theoretical knowledge and concepts, uses equipment and accessories consistent with the purpose for which they were designed and employs procedures and techniques appropriately.
5. The radiologic technologist assesses situations; exercises care, discretion and judgment; assumes responsibility for professional decisions; and acts in the best interest of the patient.
6. The radiologic technologist acts as an agent through observation and communication to obtain pertinent information for the physician to aid in the diagnosis and treatment of the patient and recognizes that interpretation and diagnosis are outside the scope of practice for the profession.
7. The radiologic technologist uses equipment and accessories, employs techniques and procedures, performs services in accordance with an accepted standard of practice and
demonstrates expertise in minimizing radiation exposure to the patient, self and other members of the health care team.

8. The radiologic technologist practices ethical conduct appropriate to the profession and protects the patient’s right to quality radiologic technology care.

9. The radiologic technologist respects confidences entrusted in the course of professional practice, respects the patient’s right to privacy and reveals confidential information only as required by law or to protect the welfare of the individual or the community.

10. The radiologic technologist continually strives to improve knowledge and skills by participating in continuing education and professional activities, sharing knowledge with colleagues and investigating new aspects of professional practice.

Revised and adopted by the American Society of Radiologic Technologists and the American Registry of Radiologic Technologists, February 2003

**Netiquette (4.1.4.1)**

Netiquette is any communication deemed as inappropriate by the instruction’s individual discretion. Netiquette may be viewed as the behavior or response that is disruptive to the online learning environment when one or more of the following conditions occur:

1) **Flaming**: Flaming is the term used for being disrespectful to others in the online environment.
2) **Disrespect**: Impolite and impertinent behavior such as putting down, cursing your instructor or any student, or mocking a student or instructor in an online classroom.
3) **Offensiveness**: Inappropriate language and materials such as graphic terminology, sexual discussions, inappropriate jokes or icons, and swearing are inexcusable and is considered unacceptable behavior.
4) **Discrimination**: Derogatory statements about race, color, national or ethnic origin, religion, sex, age, disability, sexual orientation, and veterans.

Communication may include discussion boards, emails, chat threads, or any other online communications. The instructor reserves the right to remove any type of communication that may be viewed as netiquette. The student could be placed on probation, suspension, or even dismissed based on the SBU Student Handbook “Student Conduct.”

**Exposure to Infectious Conditions**

Students are expected to follow all policies of the clinical agency related to exposure to infectious conditions.

**HIPAA – FA17**

**Policy:**
We here at MCONHS have a duty to keep our clinical patients’ personal medical information safe and private. Providing confidentiality to our patients and their families is consistent with the values of MCONHS, SBU, and each clinical site. **It is a legal requirement.**

While performing your duties at each clinical site, you may be required to have access to and be involved in the processing of confidential information, including but not limited to:

- Patient health care information.
- Indexes of medical information, patient demographics, patient billing and appointment history.
Co-worker personnel record, including co-worker health records.

Other business, financial, corporate and proprietary information.

Confidential information is not confined to written materials or hard copy, but includes information derived from any source, including, without limitation, computer data, written communications, and oral communications or recordings.

Confidential information is to be handled in strict confidence and is not to be read, discussed, utilized by, or disclosed to, any person without proper written authorization or professional need-to-know for the performance of job duties. If uncertain about the confidentiality status of any information, users are to seek assistance from their instructor.

Procedure:
Faculty or students of the College should not knowingly assign or assume care of a family member, friend or one of their associates. Should this occur unintentionally, the involved student should inform the faculty member and request another assignment. If faculty members are involved, the care of the patient should be referred to another faculty not associated with the patient. Family or friends of students will not be assigned to the care of another student in the same clinical group of the student associated with the patient.

Under no circumstances should the faculty member or student access information on any such patient, even if requested to do so by the patient.

Disclosures:
Any accidental access of such patient information will be reported to the Program Director within 24 hours of the event. The Program Director will contact the Corporate Privacy Officer who will log the accidental breach in the Accounting of Disclosures for the breached patient.

Other:
Failure to comply with an individual clinical site HIPAA Privacy Policy and Procedure will result in the student being refused clinical placement at Mercy. This will result in automatic course failure or dismissal from the nursing or radiography program.

Note:
All sanctions will be consistent with the clinical site HIPAA Policy, the Health Insurance Portability and Accountability Act (HIPAA) of 1996, and SBU student guidelines.

HIV/HBV Infection
Missouri State Board of Nursing Position Statement Regarding HIV or HBV Infection:
The Missouri State Board of Nursing recognizes the serious implications the spread of HIV or HBV has on the health, safety, and welfare of the public for assuring safe and competent nursing care.

As mandated by Section 191.694 RSMo, 1992 all licensed nurses and nursing students shall immediately implement and adhere to the universal precautions recommended by the Centers for Disease Control in the care of all clients.
All licensed nurses and nursing students who discriminate against a client on the basis of HIV or HBV infection, or makes HIV or HBV testing a condition of treatment shall be subject to the denial of licensure or the disciplinary processes of the Missouri State Board of Nursing.

All licensed nurses and nursing students with HIV or HBV who perform invasive procedures are encouraged by the Missouri State Board of Nursing to voluntarily participate in the Department of Health’s evaluation process.

All licensed nurses and nursing students who violate a restriction or limitation placed on their practice by the Department of Health shall be subject to denial of licensure or the disciplinary processes of the Missouri State Board of Nursing.

It is the position of the Missouri State Board of Nursing that all licensed nurses and nursing students with HIV or HBV are entitled to the same reasonable accommodation guaranteed by the Americans with Disabilities Act.

Department of Nursing Protocol for HIV/HBV Exposure:
  a. Determine whether exposure has occurred.
     1) To determine what constitutes exposure, see Mercy Hospital Infection Control Policy.
     2) If exposure has occurred - continue through following steps.
  b. Student should complete “Confidential Non-Patient Incident Report” as soon as possible after the exposure (must be done the same day).
     1) Student’s name should be used.
     2) Include patient’s name and room number in box labeled “Give Brief Description of Incident” on the incident form.
     3) Contact MCONHS HIV/HBV counselor and/or Nursing Supervisor.

Non-Discrimination

See SBU Student Handbook pg. 54

State of Missouri Nursing Practice Act Section 335.046 and 335.066

See the following links:
http://www.moga.mo.gov/statutes/C300-399/3350000046.HTM
http://www.moga.mo.gov/statutes/C300-399/3350000066.HTM

Student Representation on Committees (5.1.2.2)

Students are encouraged to participate in a faculty organization committee. Student representatives will be coordinated by the Academic Advising Committee and SOHP. Terms are normally for one year beginning with the fall semester. Contact your Student Organization Leader if interested.

Student members of MCONHS committees must be in good academic standing. The committee on which student members may serve is the Academic Advisory, ASN, BSN, MSN, and HSC Committees. Students may volunteer to serve on the committees or may be nominated. Students roll as student representatives is to provide each program with feedback about the program.

Student Participation in Evaluation & Research (3.1.2)

1. Surveys submitted to students will have a disclaimer stating the following:
   a. Student participation is voluntary in nature.
b. Student comments will be confidential via anonymity.
c. Student participation in the survey will not impact his/her course grade.

2. Students will be afforded the opportunity to know how the results will be utilized and disbursed and whom they may contact regarding the results.

3. Student participation in research conducted outside of Mercy Health System or Southwest Baptist University will follow that institution's guidelines, provided the study has met the criteria of the institution's IRB.
Building Access Cards

All students at MCONHS are required to wear their photo ID. You may be denied entrance without your photo ID.

For a MCONHS photo ID contact Haley Smothers via email to: hsmothers@sbuniv.edu, or call at: 417-328-1705. If you lose a card or you withdraw from MCONHS for one semester or more, there will be a fee of $20.00 for a replacement card.

All inquiries about MCONHS Access Cards should be directed to Veronica Pohl, Office Coordinator, vpoahl@sbuniv.edu

Building Access Hours:
Student access for each of the buildings are listed below for the regular semesters. Buildings have scan card entry and students access using their MCONHS badge. Students will not have access to the building when it is closed. MCONHS building closures, summer and holiday hours, FAQ’s, and other detailed information are posted on the MCONHS Portal page.

J.F. Johnson Building (Fremont St.)
The front door will be unlocked Monday – Friday, 7:30 am – 5:30 pm. There are three doors for access and exit at J.F. Johnson Building, and a security door between the front lobby and the classrooms. The southeast, student lounge and security doors require scan card entry and push button exit at all times. Students badge access to the building Monday – Friday, 7:00 am – 9:30 pm.

Nurse Training Center (Lark St.)
The front door will be unlocked Monday – Friday, 8:00 am – 4:00 pm. Students have badge access to the building Monday – Friday, 6:30 am – 5:00 pm.

NOTE: All students should report a lost badge or card with access to the building immediately to the Front Desk at 417-820-2069 so access can be terminated.

Transportation Requirements of Students

Students are responsible for their own transportation to clinical settings. Driving time to and from clinical is not counted as clinical contact hours.

Medical Emergencies

To report an Emergency, Call 911

- Remember, it is important to stay on the line until the dispatcher interviews the caller in a systematic way regarding the victim’s location, consciousness, breathing, and chief complaint to determine appropriate response.
- When reporting the medical emergency, provide the following information:
  - Type of emergency
  - Location of the victim
  - Condition of the victim
  - Any dangerous conditions

Those trained to perform CPR and first aid can act within their expertise while those who are not trained should remain calm and stay with the person. Crowding is generally not helpful unless the presence of others is required.
Have someone stand outside the building to flag down EMS when they reach the vicinity of the building. Once the victim has been cared for and is transported, normal injury procedures should be followed if applicable.

In a non-life-threatening event, agencies may be contacted at the following numbers:

- Springfield Police: (417) 864-1810
- Salem Police: (573)-729-6550

**Fire Emergencies**

Signaled by continuous alarm. Purpose: To ensure the safest most efficient method of removing personnel in the event of a fire or related situation.

**Fire Plan: R.A.C.E.**

- **R** – Rescue anyone in immediate danger of the fire.
- **A** - Alarm - pull the wall fire alarm in the area of the fire. If the fire is discovered in a room with a door, the person who discovers fire always closes door before leaving to sound alarm. The alarm will sound throughout the building.
- **C** – Contain the fire, smoke, and heat by closing the doors surrounding the fire. This will help confine the fire.
- **E** - Extinguish the fire if it’s small with a fire extinguisher. Evacuate and close the door when leaving the area.

How to Use a Fire Extinguisher: P.A.S.S.

- **P** – Pull the pin
- **A** – Aim the nozzle at the base of the fire, not at the flames.
- **S** – Squeeze the handle.
- **S** – Sweep the nozzle back and forth across the base of the fire.

**ADMINISTRATION/STAFF ON DUTY**

- Call 911 Stay at the front door to direct the Fire Department to the location of the fire.
- Keep people moving, not letting the personnel stand around in the lobby
- Refer to individual clinical agencies for specific guidelines.

**MCONHS Campus Closing**

The College will, as a rule, remain open even during periods of inclement weather. However, weather conditions may occur that necessitate a delay in the opening of College activities, cancellation of classes and normal business hours, and/or early closing of the campus. Inclement weather may create risks that are not conducive to safe travel necessitating adjustments to the schedule.

In the event of inclement weather students are expected to come to work and attend classes and scheduled clinical assignments as usual, as long as they can do so without risk of peril to themselves or to others. Driving conditions within the College’s service area may vary because of differences in weather patterns. Personal judgment, depending on where an individual lives, should be used to determine the safety and prudence of trying to get to the campus. No one should place themselves at
undue risk. Students are responsible for notifying instructors and supervisors as appropriate if unable to get to campus or clinical.

When inclement weather is expected or has affected the service area, the College will make every effort to report closings in a timely and accurate manner, with the understanding that weather and conditions often change throughout the day and evening.

Classes and clinical education will be held unless there is an administrative decision to cancel. In the event of a weather-related school closing, the official announcement will be made via local media outlets. The school name that will be used is Mercy College of Nursing and Health Sciences of SBU for Springfield Campus and SBU Salem campus for Salem. Students are also encouraged to participate in the SBU Text Alert system to receive prompt updates on weather, campus security and other important safety issues.

Students who cannot attend a scheduled clinical day for weather-related reasons will be allowed to make up the clinical day without charge. Students who cannot attend a class for weather-related reasons will be allowed to secure the course materials in other ways.

The College recognizes three distinct types of unscheduled adjustment due to inclement weather:

1. Cancellation of Individual Classes or Clinical Sessions
2. Individual MCONHS Campus/College Closings
3. Cancellation of Clinical Sessions

Each of these types of unscheduled adjustment will be managed in a separate manner.

Cancellation of Individual Classes or Clinical Sessions
In the event that the College remains open during inclement weather, individual classes or clinical sessions may be cancelled at the discretion of the course faculty member(s). The faculty member(s) will notify the students and coordinate with supervisors and other course faculty if an individual class or clinical session has been cancelled.

Course faculty will arrange the necessary clinical make-up time and notify students.

Emergency Cancellation of Individual Clinical Sessions New: FA17
In the rare event a faculty member has an emergency causing cancellation of a course or clinical for that day, faculty will notify the affected students and arrange for the course or clinical makeup at another time. In this circumstances, students will not be charged a clinical makeup fee.

Weather Emergencies Updated: FA17

Thunderstorms
A Severe Thunderstorm WATCH means that conditions are favorable for a severe thunderstorm. Continue with normal activities, but monitor the situation.

A Severe Thunderstorm WARNING indicates that severe thunderstorms are occurring. Be prepared to move to a place of shelter if threatening weather approaches.

Remain indoors and away from windows until the severe storm passes. If large hail begins to fall, seek shelter immediately.

Report any injuries and damage.

Tornado Warning: A Tornado WARNING indicates that a severe thunderstorm with rotation has been spotted by trained personnel in person or on radar.

9. Safety & Security / Updated FA17
Warnings may be issued prior to a storm arrival to provide time to seek shelter.

**Springfield J.F. Johnson Building:**

If inside the building:
- Take shelter in the shower rooms located on each side of the LRC on the ground floor or in Classroom C or D in the middle of the building.
- If bathrooms are full, seek shelter in the interior east-west hallways.
- If upstairs, go to the lowest level of the building if possible.
- Stay away from windows.
- Use arms to protect head and neck in a “drop and tuck” position.
- Do not leave until the “All Clear” is sounded

If outside the building and there is no time to get inside:
- Lie in a ditch or low-lying area or crouch near a strong building.
- Use arms to protect head and neck in a “drop and tuck” position.
- Use jacket, cap, backpack, or any similar items, if available, to protect face and eyes.

**Springfield Nurse Training Center Building**

If inside the building:
- Seek shelter in the bathrooms or Task Trainer room LRC section
- Get as far away from windows and glass as possible
- Do not leave until the “All Clear” is sounded

If outside the building and there is no time to get inside:
- Lie in a ditch or low-lying area or crouch near a strong building.
- Use arms to protect head and neck in a “drop and tuck” position.
- Use jacket, cap, backpack, or any similar items, if available, to protect face and eyes.

**Salem Campus**

If inside the building:
- Go immediately to the basement, preferably the LRC section. Close LRC door after all have entered.
- Do not leave until the “All Clear” is sounded.

If outside the building and there is no time to get inside:
- Lie in a ditch or low-lying area or crouch near a strong building.
- Use arms to protect head and neck in a “drop and tuck” position.
- Use jacket, cap, backpack, or any similar items, if available, to protect face and eyes.

A Tornado WATCH means that conditions are favorable for tornadic thunderstorms. Continue with normal activities, but monitor the weather conditions.

**Weather Warning Systems**

The city of Springfield and Salem operates a local emergency alert system using several sirens throughout the city. The sirens are activated to notify people in the city of emergency situations. In the event of a known tornado or similar weather emergency, each individual campus will activate the SBU Alert system. This system can include email alert, text alert, SBU IP Phone Message, and Information Display messages. All members of the SBU Community are encouraged to sign up for the SBU Alert.
Earthquake  

There will be no advance warning. Both movement of the building and a loud roaring noise may be experienced. Individuals should protect themselves by getting in doorways or under desks or next to chair or couch backs to get some protection from falling objects if the shock is severe enough.

- **IF INDOORS:** Stay indoors unless you are in immediate personal danger. Take cover under a desk or table, or brace yourself in a doorway. Stay away from windows. Protect yourself from objects that can fall on you or items that might shatter.
- **IF OUTDOORS:** Move to an open area away from overhead hazards like power lines or trees. Stay away from buildings, as bricks, glass or other objects might fall on you. Stay away from parking lots. Cars might be thrown into you by the force of the earthquake.
- **AFTER AN EARTHQUAKE:** If significant damage is evident, evacuate the building and go to the southwest corner of the south parking lot. Watch for broken glass and other harmful objects as you exit. Wear sturdy shoes to protect your feet from broken glass. Do not use phones to free lines for emergency personnel use. Check media for news.

Students: Do not leave campus without notifying faculty or staff.

Employees: Do not leave campus without notifying your supervisor.

Lockdown/Active Shooter  

This warning system will be used in the event of discovered weapons, suspicious intruder, shooting, and hostage situation or as the MCONHS supervisor on site deems appropriate.

**Lockdown:**  

A lockdown is used when there is an immediate threat of violence around the school. A lockdown minimizes access and visibility and shelters students, faculty, staff and visitors in secure locations.

Upon lockdown the following steps should be taken:

- Call 911 and notify SBU authorities.
- As soon as the announcement of the lockdown is made, all building occupants are to immediately evacuate all public areas such as hallways and bathrooms and take cover in the nearest room that can be either barricaded or locked, usually a classroom or office. Individuals who are close to an exit may find it most prudent to exit the building.
- Once in the room, all doors are to be shut and locked. Doors should be barricaded with desks, tables, or any available furniture. No one will be allowed to leave until an “All Clear” is announced.
- Everyone should remain silent so not to give away which rooms are occupied. Text messaging for help is encouraged as long as sound is off. All cell phones should be silenced or turned off.
- Turn off all lights and close the window blinds; remain seated away from all windows and doors. If there is not a suitable area of the room, then all occupants should lie face down on the floor so that no silhouette target can be seen from outside the room.
- Faculty/staff is to take attendance of all taking cover in their room.
- The doors should never be unlocked by any person inside the rooms, not even for the voice of a familiar person. Once it is safe, police will unlock the doors from the hallway. Occupants should never open a door for anyone claiming to be an emergency responder.
Once room doors are unlocked, faculty/staff will report anybody who was missing from the attendance taken during the lockdown to the, supervisor on site, or the Police. Only report those people who were present prior to the lockdown but who were not in the room at the time the doors were locked.

Everyone is to remain in the building until the “All Clear” is announced, even if your classroom is unlocked by security.

Exterior doors will not be unlocked until the “All Clear” is announced.

The “All Clear” announcement will come from Police.

**Active Shooter: Updated: FA17**

The primary mission is the protection and preservation of life.

- The person becoming aware of the situation will immediately seek shelter and as soon as safe to do so and call 911. (give your name, department, and the immediate and approximate location of the shooter)
- All building occupants are to immediately evacuate all public areas such as hallways and bathrooms and take cover in the nearest room that can be either barricaded or locked.
- When safely barricaded in a room, everyone should remain silent. Turn off lights, close blinds, and remain seated away from doors and windows.
- A supervisor or experienced co-worker should take attendance of all taking cover in the room.
- Never open the door for anyone claiming to be an emergency responder. Do not open until the “All” Clear has been announced.

Drills are conducted annually at the beginning of the school year. Faculty/staff members are responsible for students and ensuring that no one leaves the safe area. Supervisor on site will secure building entrances, ensuring that no unauthorized individuals leave or enter the building. Notification of a lockdown will be initiated by the supervisor on site and implemented by all staff members.

**Bomb Threat: Updated: FA17**

Upon receiving a bomb threat, notify 911 and SBU Security to evaluate the validity of the threat.

**Phone Call:**

- Try to obtain as much information as possible from the caller. Do not hang up the phone until directed by authorities.
- Call 911 immediately using another phone
- If the threat is immediate, evacuate the building.

**Suspicious Item:**

- If you find a suspicious item, DO NOT TOUCH IT.
- Clear the area
- Call 911

**Stalking/Harassment Updated: FA17**

**In Person:**

- Seek the safety of others.
- Call 911 if Police response is needed.
- Do not confront alleged stalker.
- Report incident to SBU Safety and Security as soon as possible
9. Safety & Security

Phone Calls:
If you receive a harassing phone call, hang up the phone quickly. Do not respond to the caller.
When receiving threatening phone calls or persistent harassing calls, report the situation to SBU Safety and Security immediately.

Text, email, social media, recorded media:
- Save copies of contact for evidence then report to SBU Safety and Security.
- Report of Relationship Violence
- Call 911 if there is a medical emergency or immediate threat.
- Support may be found through the SBU counseling center.
- Report incident to local law enforcement after consulting with SBU Security

Sexual Assault: Updated: FA17
In the event of a sexual assault, the victim should be aware of the following procedures:
- Report the incident to the following:
  - Springfield or Salem Police Department
  - A victim that is an SBU student should inform the appropriate campus director. SBU employees should inform one of the following designated “reporting officials”: president, provost, vice-president for administration, athletic director, and director of safety and security.
- Seek medical assistance
- Consider the importance of preserving evidence
- Seek counseling on or off campus (SBU Counseling Center: (417) 328-1736)
- Consider pressing charges
- University officials will cooperate with local officials
- If the accused is a student, university disciplinary measures may also be taken at the appropriate time with both the accused and the accuser informed of the outcome.
- Consider requesting changes regarding academic and living situations. Changes will be made if requests are received that may be reasonably accommodated. Requests for changes should be addressed to the vice-president for student development.
- The accuser and accused are entitled to the same opportunities to have others present during a disciplinary proceeding.
- Both the accuser and the accused shall be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense (the institution’s final determination and any sanction against the accused).
- Refer to the Student Guidelines and Expectation section of the SBU Student Handbook to learn about discipline and sanctions related to sexual assault.
Glossary of Terms

Academic Year—Begins in with the summer semester, continues through fall semester, and concludes with the spring session.

Accountability—The process of providing justification for behavior of self or others. In nursing practice, the nurse is accountable for client outcomes. Being accountable presumes that the nurse will maintain knowledge and skills through life-long learning.

Advisor—Faculty who guide students to successfully complete their program of study.

  Academic Advisor—Assists students with enrolling in appropriate courses for personal plan of study until all pre-nursing, pre-radiology, general education, and required courses are completed, or in progress; offers students experiencing academic difficulty information on such topics as study & learning techniques, learning styles, time management, and note taking as appropriate.

  Faculty Advising--Monitors students' progress toward degree completion, proactively involving students in the academic and career planning process, self-reflection, and the exploration of options and resources.

Advocacy—Speaking on behalf of the client’s needs, requests and rights. This commitment flows from the American Nurse Association Code of Ethics to safeguard the clients’ rights for human dignity, autonomy and self-determination.

Alumni—Individuals who have attended or graduated from Southwest Baptist University.

Bearcats—SBU mascot.

Blackboard—An online learning platform used by Southwest Baptist University.

Block Classes—Classes meeting for the first or second 8 weeks of a semester.

Caring—An intentional human action characterized by commitment and a sufficient level of knowledge and skill that allows the nurse to support the basic integrity of the person. Caring develops from a natural response to help persons in need, respect for self and others, and the knowledge that caring is a part of nursing ethics.

Certificate—Document representing that the student has completed a University Certificate.

Christian Discipleship—Incorporation of core values of SBU and Mercy into personal approaches to professional behavior and delivery of patient-centered care. Core values include, but not limited to, the following:

  Christian Distinctiveness – including a Christian worldview which is grounded in the Old and New Testament beliefs.

  Dignity – accepting all persons as created in the image of God.

  Academic Excellence – pursuing excellence in teaching, scholarship, service, and stewardship by striving to attain high standards of performance and proficiency.

10. Glossary of Terms – Updated FA17
Social and Spiritual Development – including a commitment to justice by honoring each person’s rights and responsibilities.

Class Schedule — An online listing of courses offered for a specific term

Clinical — Planned instructional activities with clients across the lifespan that are sufficient to achieve the student learning outcomes and role-specific graduate competencies and are supervised by qualified faculty who provide feedback in support of learning.


Noticing — Involves focused observation, recognizing deviations from expected patterns, and information seeking.

Interpreting — Involves prioritizing and making sense of data.

Responding— Involves calm, confident manner, clear communication, well planned intervention, flexibility, and being skillful.

Reflecting— Involves evaluation, self-analysis, and commitment to improvement.

College— Group of academic departments and/or programs administered by a college dean, i.e. Mercy College of Nursing and Health Sciences.

Commencement— Ceremony held at the end of the fall and spring semesters to recognize candidates for graduation.

Communication — The use of principles of written, verbal and non-verbal communication, and information technologies for the purpose of initiating and participating in ongoing complex interactive processes.

Concurrent Enrollment— Being enrolled in two programs at the same time.

Co-requisite— Two or more courses that must be taken during the same semester.

Credentialing— Examination and review of the credentials of individuals meeting a set of educational or occupational criteria and therefore being licensed in their field.

Accreditation – A voluntary, non-governmental process that uses peer review to determine if academic programs meet public confidence. Institutional accreditation evaluates an entire institution as a whole. Specialized accreditation evaluates a particular educational unit or program(s) within a governing organization.

Approval – The term generally referred to by most state regulatory agencies for nursing to describe authorization of nursing education programs meeting minimal standards as defined in the state nurse practice act or rules and regulations.
Certification – The process by which an organization, association, voluntary agency, or state regulatory agency grants recognition that an individual possesses predetermined knowledge and/or skills specified for practice in an area of specialization.

Licensure – The process by which a governmental agency gives affirmation to the public that the individuals engaged in an occupation or profession have minimal education, qualifications, and competence necessary to practice in a safe manner.

Credit Hour—The unit of measuring education credit.

Didactic—For every 15 hours of student contact time in the classroom, 1 course credit hour is earned by the student.

Clinical—For every 45 hours of student contact time in the clinical, 1 clinical credit hour is earned by the student. Simulation time is counted the same as clinical time.

Dean (academic)—Highest administrative officer of a college.

Degree Check—Advising tool designed to assist in tracking a student’s progress towards graduation.

Diploma—Document provided by Southwest Baptist University certifying that the student has earned a degree.

Enrollment Status—Terms used for reporting a student’s academic load to external agencies, i.e. full-time, half-time.

Evidence Based Practice—Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care. (Cronenwett, L et al. (2007). Quality and Safety Education for Nurses. Nursing Outlook, 55(3), 1-10.)

Family Educational Rights and Privacy Act (FERPA)—Affords students certain rights with respect to their education records.

General Education Courses—Group of foundation courses required of undergraduate students.

Good Standing—Academic status of students who are not on probation or under suspension.

Grade Point—Numerical value given to grades, i.e. four grade points per credit hour is awarded for a grade of “A”.

Grade Point Average (GPA)—Calculation derived from dividing the grade points earned by the number of credits attempted.

Graduate Student—A student who has earned a bachelor’s degree and is pursuing additional education in a specific field.

Grievance or Complaint—A formal allegation against a party or program typically expressed in a written signed statement. that is The grounds for a grievance is a wrong or hardship suffered; the formal expression of a grievance is a complaint.
Health — A continuous balancing of the dimensions of the holistic person to produce a higher quality of existence (Anspaugh, Hanrick, & Rosato, 1994).

Health Continuum — A continuous line representing degrees of health that a person might experience at any given time, with high level wellness at one end and death at the other. Status on the continuum is constantly changing toward either end as various influences such as illness or disease or lifestyle changes affect the person.

Health Maintenance — Activities that preserve the level of health and decrease the individual's vulnerability to illness.

Health Promotion — Engagement in activities that increases the level of health and well-being and actualizes or maximizes the health potential

Health Restoration — Activities that renew or strengthen the level of health (from a state of injury or illness).

Hold — Block which prohibits students from functions such as registering for courses or receiving a transcript or diploma. Most holds are due to unpaid financial obligation or failure to complete a required process.

Holistic Care — Nursing interventions provided for a human being who has unique and universal dimensions that include physiological, psychological, socioeconomic, cultural developmental and spiritual aspects. These dimensions represent a unified whole that is more than the sum of the individual parts. Each dimension is interdependent on the others.

Cultural Dimension — Those aspects of the holistic person concerned with beliefs, values, norms and practices of a particular group that are learned and shared which guide thinking, decisions, and actions in a patterned way.

Developmental Dimension — Those aspects of the holistic person concerned with progression across the life span from conception to death.

Physiological Dimension — Those aspects of the holistic person concerned with bodily functions.

Psychological Dimension — Those aspects of the holistic person concerned with the mind in all its relationships.

Socioeconomic Dimension — Those aspects of the holistic person concerned with financial status and being a member of society.

Spiritual Dimension — Those aspects of the holistic person concerned with belief in God or belief that gives purpose to life. Commitment exists to respect those varied spiritual beliefs that clients may express

Illness — A highly personal state in which the person feels unhealthy; may or may not be related to disease.

Inter-professional — Sharing of information among two (2) or more healthcare professionals working together as a team with a common purpose and mutual respect.

Life Span — Address all events in the life of the patient from birth to death.

Lower Division Courses — Undergraduate courses numbered lower than 3000.
LRC—Learning Resource Center where students practice and learn in a simulated environment.

Manager of Care—Providing and coordinating care for a group of clients with health care needs. This activity utilizes principles of organization, collaboration and delegation. MCONHS Portal—An Intranet for SBU-MCONHS students and faculty to access email, blackboard, online registration, and much more.

NCLEX—National Council Licensure Examination for students who have graduated from an accredited nursing program providing psychometrically sound and legally defensible nursing licensure consistent with current practice.

Non-traditional student—Includes evening students, married students, students with children, and students 22 years of age and older.


Nursing Intervention—Provision of individualized holistic care utilizing a caring scientific approach in a variety of environments

Nursing Process—A systematic problem solving approach used to rectify, prevent and treat actual or high risk health problems, and promote wellness. Components of the nursing process include assessment, diagnosis, planning, implementation and evaluation.

Assessment—The deliberate systematic collection of data to determine a client's health status, both current and past, as well as functional status and coping patterns.

Diagnosis—A clinical judgment about client responses to actual or potential health problems which provide a basis for the selection of nursing interventions.

Plan—Identifying outcome criteria, establishing priorities, and interventions.

Implementation—Involves action; it is the phase in which the nurse initiates and carries out the prescribed plan necessary to accomplish defined outcomes.

Evaluation—A critical analysis of the plan of care and subsequent patient outcomes as a result of those nursing interventions. Revision in the plan of care may be needed if the patient goals have not been met.

Outcome—A statement that reflects the achievement of identified goals.

Program Outcomes—Indicators that reflect the extent to which the purposes of the nursing education unit are achieved and by which program effectiveness is documented. Program outcomes are measurable consumer-oriented indexes designed to evaluate the degree to which the program is achieving its mission and goals. Examples include, but are not limited to, licensure/certification examination pass rates, program completion rates, graduate satisfaction, employer satisfaction, and job placement rates.
**Student Learning Outcomes** – Statements of expectations written in measurable terms that express what a student will know, do, or think at the end of a learning experience; characteristics of the student at the completion of a course and/or program. Learning outcomes are measurable learner-oriented abilities that are consistent with standards of professional practice.

**Overload**—Semester credit hours that exceed the maximum number of hours permitted based on the student level (undergraduate or graduate). Permission is required for an overload.

**Pass Rates**—The number of students passing an exam for first-time test-takers.

**Certification Examination Pass Rates**—Performance on the certification examination for first-time test-takers.

**Licensure Examination Pass Rates**—Performance on the licensure examination for first-time test-takers.

**Patient-Centered Care**—Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for the patient’s preferences, values, and needs (includes cultural diversity) (Cronenwett, L et al. (2007). Quality and Safety Education for Nurses. *Nursing Outlook, 55*(3), 1-10).

**Patient Education**—Influence the patient’s behavior to effect change in knowledge, skills, and attitudes to maintain and improve health.

**Practicum**—A course of study that involves work in the area of study.

**Preceptor**—An academically and experientially qualified nurse who has received formal training to function as a resource and role model for nursing students.

**Prerequisite**—A course that is required prior to the taking of another course. The first course provides a foundation for the subsequent course(s). A prerequisite course is included in the total credits of the program of study if the majority of the students enrolled in the nursing program are required to take the course.

**Probation**—Status that indicates unsatisfactory academic progress. Students may be subject to academic load limitations and other restrictions.

**Professionalism**—Nursing practice within the framework of professional standards and codes that incorporates evidenced-based practice (based on research and experience) and value-based judgments (based on principals of merit and desirable moral qualities).

**Program Chair**—Leader of an academic program such as the health sciences program chair.

**Quality Improvement**—Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems (Cronenwett, L et al. (2007). Quality and Safety Education for Nurses. *Nursing Outlook, 55*(3), 1-10).

**Registration**—The act of registering for classes.

**Sanctions**—Consequences or penalties.
Safety—Minimize risk of harm to patients and providers through both system effectiveness and individual performance (Cronenwett, L et al. (2007). Quality and Safety Education for Nurses. *Nursing Outlook, 55*(3), 1-10).

Semester—Instructional period of weeks plus a final examination period offered three times a year (referred to as summer, fall, and spring semester).

Servant Leadership—A philosophy and set of practices that enriches the lives of individuals, builds better organizations and ultimately creates a more just and caring world. The servant-leader is servant first, focusing primarily on the growth and well-being of people and the communities to which they belong, making sure that other people’s highest priority needs are being served. The servant-leader shares power, puts the needs of others first and helps people develop and perform as highly as possible. [https://www.greenleaf.org/what-is-servant-leadership/](https://www.greenleaf.org/what-is-servant-leadership/)

Service Learning—Integrated meaningful community service with instruction and reflection enriching the learning experience.

Simulation—Using scenarios to learn in a simulated environment.

SOHP—Student Organization of Health Professionals. All students enrolled at Mercy College of Nursing and Health Sciences are members and pay membership dues as part of their student fees.

Student Services Fees—Required fees assessed at the time of registration that cover the student’s access to a variety of services, programs, and activities.

Syllabus—Document describing the objectives, outcomes, assessment activities, and structure of a course that is made available to students during the first week of classes.

Teamwork, Collaboration—Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care (Cronenwett, L et al. (2007). Quality and Safety Education for Nurses. *Nursing Outlook, 55*(3), 1-10).

Traditional Student—A student who enrolls in college immediately after graduating high school.

Transcript—Serves as the student’s official academic record and the University’s official record of credit and degrees awarded, including the courses taken by a student and the grades received in each course. Probations, suspensions, and disciplinary expulsions also appear on the transcript.

Transfer Credit—Courses taken at another accredited institution and accepted toward degree requirements at Southwest Baptist University.

Tuition—The amount of money that must be paid for classes. Other fees may be assessed in addition to tuition.

Undergraduate Student—A student who has not yet earned a bachelor’s or equivalent degree.

Upper Division Courses—Undergraduate courses numbered 3000 and above.

“W” Grade—Grade reflected on transcript indicating the student withdrew from (dropped) a class without academic penalty.

Wellness: attitudes and behaviors that enhance quality of life and maximize personal potential.

10. Glossary of Terms – Updated FA17