

# **BSN COMPLETION PROGRAM STUDENT HANDBOOK**



# **LINCOLN UNIVERSITY**

Jefferson City, Missouri  
2012-2013

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**Lincoln University**  
**Bachelor of Science in Nursing Completion Program**  
**Student Handbook**

**LINCOLN UNIVERSITY MISSION**

Lincoln University in Missouri is a historically black, 1890 land-grant, public, comprehensive institution that provides excellent educational opportunities including theoretical and applied learning experiences to a diverse population within a nurturing, student-centered environment.

**NOTICE OF NON-DISCRIMINATION**

Applicants for admission and employment, students, employees, sources of referral for applicants seeking admission and employment, and all professional organizations holding professional agreements with Lincoln University are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any student having inquiries concerning compliance with the regulations implementing Section 504 of the Rehabilitation Act of 1973, is directed to contact the Coordinator of Disabilities Services, 304 Founders Hall, Lincoln University, Jefferson City, Missouri 65102, 573-681-5167. The Coordinator has been designated by the Section 504 as they apply to students. Concerns regarding campus accessibility should be directed to the Design and Construction Facilities Coordinator at 573-681-5088. Persons also may contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the University's compliance with the regulations cited in legislation Section 504 and the Americans with Disabilities Act (ADA).

**INTRODUCTION**

The Department of Nursing Science at Lincoln University offers a Bachelor of Science in Nursing (BSN) Completion Program, which is hybrid in nature, offering some general education courses online, as well, as on campus. Didactic BSN nursing courses are entirely online. Practicum courses are online and supervised by approved preceptors with oversight by BSN faculty. Students are required to participate in on campus activities, such as, projects or presentations. This program is designed for associate degree and diploma registered nurses who wish to further their education. This program was initiated in 1992 in response to request from the community and former associate degree graduates of Lincoln University. The BSN Completion program received initial National League of Nursing Accreditation (NLNAC) in 2004.

**OVERVIEW**

The faculty of the Department of Nursing Science, functioning within the general framework and policies of Lincoln University, reflect the mission of the University in our

philosophical statements regarding person, nursing and nursing education. These reflect responsiveness to the educational needs of our students, as well as, the provision of service to the state and nation through the preparation of professional nurses.

## **PHILOSOPHY**

The faculty holds the following beliefs about person, health, environment, nursing, learning and nursing education:

### **Person**

Each person is a developing holistic being with intrinsic value and worth that interacts continuously with the environment. Each person has similar needs including physiological, safety and security, and psychosocial within a cultural context. A person's needs vary, as does his/her ability to meet these needs. Persons from diverse backgrounds are able to choose among alternative outcomes, set goals, and make decision based on needs and developmental level. Persons may be categorized as individuals, families, groups, communities and populations.

### **Health**

Health is a dynamic phenomenon, experienced in a unique way by each individual. It can best be viewed on a wellness/ illness continuum in which adjustments are made in order to maintain the relative constancy called homeostasis. Homeostasis is the ability of the person to maintain a state of balance or equilibrium while interacting with the environment. Wellness is a state of health in which basic needs are being met and homeostasis is maintained. A health problem can be any actual or potential concern or condition which must be resolved or prevented to maintain optimal health of the individual. If unresolved, the problem will result in illness or death, an alteration in the state of health in which there is an inability to meet basic needs and maintain homeostasis.

### **Environment**

The environment includes all internal and external physical, safety and security, and psychosocial conditions affecting individuals, families, groups, communities and populations. Unique responses by individuals, families, groups, communities or populations to constant interaction with the environment result in varying degrees of health. A focus of nursing is to optimize the environment, in diverse health care settings in order to prevent illness; promote, maintain or restore health; or provide end of life care.

### **Nursing**

Nursing is the art and science of assisting clients, families, groups, communities and/or populations to maximize health outcomes. Nursing is involved in assisting clients with health promotion, disease prevention, attaining or maintaining optimal health and/or dying with peace and dignity. Nursing functions independently, dependently, and in collaboration with other health care providers to achieve the above goals. Knowledge, theory and research from nursing and related disciplines are utilized for nursing practice. Nursing uses the nursing process to assess and meet the needs of clients. Roles that

nursing assumes are provider of care, designer/manager/coordinator of care and member within the discipline of nursing. Nursing entails ethical and legal accountability and responsibility to self, individuals and society.

### **Learning**

Learning is the continuous, active process of acquiring new knowledge, skills, and values that bring about actual or potential change in behaviors. Learning occurs within the individual, building on previous educational, personal and professional experience as applicable. For the associate degree program, each learning experience is planned and organized to provide for individual learning needs and achievement of identified learning objectives with supplemental experiences provided as needed. In order to assist students to attain the necessary competencies, the faculty selects a variety of clinical environments. In the BSN Completion program, opportunities are provided for students to participate in directing their own learning within the domain of nursing. Active learning strategies such as on-line classes, attendance at workshops, community projects, communication with legislators, seminar days, etc. are utilized to enhance learning.

### **Nursing Education**

Nursing education is a dynamic teaching-learning process involving active participation by both faculty and student. The faculty presents opportunities for students to acquire the knowledge, skills, and attitudes essential to provide holistic nursing care. Nursing education integrates knowledge from the liberal arts and sciences, enhancing critical thinking through utilization of a broad knowledge base. The National League of Nursing (NLN) 2000 publication, *Educational Competencies of Graduates of Associate Degree Nursing Programs* provides guidelines for associate degree nursing education and practice; whereas, the baccalaureate completion program utilize the *The Essentials of Baccalaureate Education for Professional Nursing Practice* (AACN, 2008) to prepare baccalaureate nurses for professional role sets.

The AAS and BSN programs establish the foundation required for continued education within the discipline of nursing. The purpose of associate degree nursing is to prepare graduates who apply the nursing process in the provision of direct nursing care in diverse settings where policies and procedures are specified and guidance is available. Emphasis in the program is placed on development of competencies essential to the practice of associate degree nursing as defined by the NLN (*Educational Competencies for Graduates of Associate Degree Nursing Programs, 2000*). The associate degree graduate is prepared to function as a provider of care, a member of the profession and a manager of care in acute and community based settings.

The purpose of the BSN Completion program is preparation of registered nurses for professional nursing practice. The nurse prepared at the baccalaureate level is a professional who has acquired a well-delineated and broad knowledge base for practice. Emphasis within the program is placed on role development and the *Essentials of Baccalaureate Education for Professional Nursing Practice* (AACN, 2008). The baccalaureate graduate is prepared to provide and manage care for individuals, families,

groups, communities and populations in diverse settings. The baccalaureate graduate is also a member of the profession.

### **PROGRAM OBJECTIVES**

Achievement of these objectives will enable graduates to practice within complex healthcare systems and assume the roles: provider of care, designer/manager/coordinator of care and member of a profession. In addition, these objectives are based on the *Essentials of Baccalaureate Education for Professional Nursing Practice* (AACN, 2008). Nursing graduates with a liberal education exercise appropriate clinical judgment, understand the reasoning behind policies and standards, and accept responsibility for continued development of self and the discipline of nursing.

Upon completion of the program, the graduate will be able to:

1. Apply leadership concepts, skills and decision making in the provision of high quality nursing care, healthcare team coordination and the oversight and accountability for care delivery in a variety of settings.
2. Disseminate and integrate evidence based practice (EBP) in planning, implementing and evaluating outcomes of care.
3. Demonstrate skills in using patient care and information technologies, information systems and communication devices that support safe nursing practice.
4. Demonstrate basic knowledge of healthcare policy, finance and regulatory environments, influenced by healthcare trends.
5. Incorporate effective communication techniques, including negotiation, collaboration, and conflict resolution to produce positive professional relationships.
6. Use clinical prevention and population focused nursing to improve health.
7. Demonstrate core nursing values to achieve optimal health outcomes by applying the professional standards of moral, ethical and legal conduct.

### **CONCEPTUAL FRAMEWORK**

Concepts found in the philosophy of the BSN Completion Program at Lincoln University form the basis for the conceptual framework and curriculum design. Emphasis within the program is placed on person, health, environment, and nursing. *The Essentials of Baccalaureate Education for Professional Nursing Practice* (AACN, 2008), *Scope & Standards of Practice* (ANA, 2010), *Code of Ethics with Interpretive Statements* (ANA, 2001) and *Principles for Social Networking and the Nurse* (ANA, 2011) provide the foundation for the professional standards, guidelines and competencies in the BSN Completion Program.

The person is a developing holistic being with intrinsic value and worth that interacts continuously with the environment. Each person has similar needs including

physiological, safety and security, and psychosocial within a cultural context. A person's needs vary, as does his/her ability to meet these needs. Persons from diverse backgrounds are able to choose among alternative outcomes, set goals, and make decision based on needs and developmental level. Persons may be categorized as individuals, families, groups, communities and populations. Maslow's hierarchy of needs provides the theoretical basis for defining the basic needs common to all people. Lastly, Erikson's eight stages of development provide the framework for assessing the client as they progress along the life continuum.

Health is a dynamic phenomenon, experienced in a unique way by each individual, family, group, community and population. It can best be viewed on a wellness/illness continuum in which adjustments are made in order to maintain the relative constancy called homeostasis. Homeostasis is the ability of the person to maintain a state of balance or equilibrium while interacting with the environment. Wellness is a state of health in which basic needs are being met and homeostasis is maintained. A health problem can be any actual or potential concern or condition which must be resolved or prevented to maintain optimal health of the individual. If unresolved, the problem will result in illness or death, an alteration in the state of health in which there is an inability to meet basic needs and maintain homeostasis.

The environment includes all internal and external physical, safety and security, and psychosocial conditions affecting individuals, families, groups, communities and populations. Unique responses by the individuals, families, groups, communities or populations to constant interaction with the environment result in varying degrees of health. A focus of nursing is to optimize the environment, in diverse health care settings in order to prevent illness; promote, maintain or restore health; or provide end of life care.

Nursing is the art and science of assisting clients, significant support persons, groups and/or populations to maximize health outcomes. Nursing is involved in assisting clients with health promotion, disease prevention, attaining or maintaining optimal health and/or dying with peace and dignity. Nursing functions independently, dependently, and in collaboration with other health care providers to achieve the above goals. Knowledge, theory and research from nursing and related disciplines are utilized for nursing practice. Nursing uses the nursing process to assess and meet the needs of clients. Roles of the professional nurse as described by the AACN are provider of care, designer/manager/coordinator of care and member of the profession. Along with the nursing roles, the BSN Completion Program incorporates *The Essentials of Baccalaureate Education for Professional Nursing Practice* (AACN, 2008). Nursing entails ethical and legal accountability and responsibility to self, individuals and society.

The professional role set includes provider of care, designer/manager/coordinator of care, and member of a profession. In the role of provider of care emphasis is placed on holistic provision of health care to an increasingly diverse population across all environments. Through partnerships with clients and multidisciplinary teams, nurses serve as advocates

and educators to deliver high quality care, evaluate care outcomes, and provide leadership in improving care of the individual, family, group, community, and population.

In the role of designer/manager/coordinator of care, the nurse is responsible for providing leadership and management in diverse health care settings to promote high quality, cost-effective outcomes. The nurse manages information, designs, and coordinates health care in diverse settings, delegates, and evaluates nursing care, and supervises other health care personnel in implementing care.

In the role of the member of a profession, the nurse develops and exhibits professional values, embraces lifelong learning and incorporates professionalism into practice. The values inherent in caring as a professional nurse are autonomy, human dignity, and diversity. In addition, critical reasoning, evidence based practice, communication, collaboration, and technology are required to practice professional nursing. Professionalism is defined as the consistent demonstration of core values evidenced by nurses working with other professionals to achieve optimal health and wellness outcomes in individuals, families, groups, communities, and populations. Professionalism involves accountability for one's self and nursing practice, including continuous professional engagement and lifelong learning.

## **ESSENTIALS**

Achievement of the Essentials will allow the baccalaureate nurse to fulfill the professional role sets across complex health care systems. The nine Essentials are:

### **Essential I: Liberal Education for Baccalaureate Generalist Nursing Practice**

A solid base in liberal education provides the cornerstone for the practice and education of nurses.

### **Essential II: Basic Organizational and Systems Leadership for Quality Care and Patient Safety**

Knowledge and skills in leadership, quality improvement, and patient safety are necessary to provide high quality health care.

### **Essential III: Scholarship for Evidence Based Practice**

Professional nursing practice is grounded in the translation of current evidence into one's practice.

### **Essential IV: Information Management and Application of Patient Care Technology**

Knowledge and skills in information management and patient care technology are critical in the delivery of quality patient care.

### **Essential V: Health Care Policy, Finance, and Regulatory Environments**

Healthcare policies, including financial and regulatory, directly and indirectly influence the nature and functioning of the healthcare system and thereby are important considerations in professional nursing practice.

### **Essential VI: Interprofessional Communication and Collaboration for Improving Patient Health Outcomes**

Communication and collaboration among healthcare professionals are critical to delivering high quality and safe patient care.

### **Essential VII: Clinical Prevention and Population Health**

Health promotion and disease prevention at the individual and population level are necessary to improve population health and are important components of baccalaureate generalist nursing practice.

### **Essential VIII: Professionalism and Professional Values**

Professionalism and the inherent values of altruism, autonomy, human dignity, integrity, and social justice are fundamental to the discipline of nursing.

### **Essential IX: Baccalaureate Generalist Nursing Practice**

The baccalaureate-graduate nurse is prepared to practice with patients, including individuals, families, group, communities and populations across the lifespan and across the continuum of healthcare environments.

The baccalaureate graduate understands and respects the variations of care, the increased complexity and the increased use of healthcare resources inherent in caring for patients. (AACN, 2008, pp. 3-4)

**BSN Completion Program  
Curriculum Concepts and Descriptors**

<b>Major Concepts</b>	<b>Persons</b>	<b>Health</b>	<b>Environment</b>	<b>Nursing</b>
<b>Sub-Concepts</b>	Individuals Families Groups Communities Populations	Wellness/Illness continuum	Internal External	<b>Professional Role Set</b> <ul style="list-style-type: none"> <li>▪ Provider of Care</li> <li>▪ Designer/Manager/ Coordinator of care</li> <li>▪ Member of the Profession</li> </ul>
<b>Descriptors</b>	Diverse Holistic Human Value/Worth Autonomy Developing Culture Needs <ul style="list-style-type: none"> <li>▪ Physiological</li> <li>▪ Safety/Security</li> <li>▪ Psychosocial</li> </ul>	Dynamic Unique Homeostatic Optimal health Health Problems Death	Diverse healthcare settings Interactive Physical Safety/Security Psychosocial	<b>Essentials</b> <ul style="list-style-type: none"> <li>▪ Liberal Education (Ess I)</li> <li>▪ Basic Organizational &amp; Systems Leadership ( <i>Ess II</i>)</li> <li>▪ Evidenced Based Practice (<i>Ess III</i>)</li> <li>▪ Information Management/Patient Care Technology ( <i>Ess IV</i>)</li> <li>▪ Healthcare Policy, Finance, and Regulatory Environment (<i>Ess V</i>)</li> <li>▪ Communication &amp; Collaboration ( <i>Ess VI</i>)</li> <li>▪ Clinical Prevention &amp; Population Health (<i>Ess VII</i>)</li> <li>▪ Professionalism &amp; Professional Values ( <i>Ess VIII</i>)</li> <li>▪ Baccalaureate Generalist Nursing Practice (<i>Ess IX</i>)</li> </ul>

## ADMISSION CRITERIA

Requirements for admission to Lincoln University and the BSN Completion Program are specified in the *Lincoln University Undergraduate Bulletin 2011-2013*. In order to be admitted to the BSN Completion program, the applicant must:

1. Have a Certificate of Admission to Lincoln University
2. Have a current RN license in good standing
3. Complete the BSN Application Form. This form may be obtained in the Nursing Office (100 Elliff Hall) or online at <http://www.lincolnu.edu/web/dept.-of-nursing-science/bsn-forms>
4. Have at least 60 hours of college credit and be eligible for junior standing. Courses must include the following:

Nursing:

Medical-surgical	
Obstetrics	
Pediatrics	
Mental health	24 credit hrs

\*Non-Nursing:

English composition I and II	6 credit hrs
Science: including anatomy & physiology, microbiology, & chemistry	16 credit hrs
Sociology	3 credit hrs
Psychology	3 credit hrs
Other: including 3 credits in history/government	8 credit hrs

\*Students who have not completed the specified non-nursing courses listed above may be admitted if they have accumulated 60 hours of college credit.

Students must plan their program of study to include any general education courses required for a bachelor's degree that they have not had as a part of their previous education. Transfer credits from other colleges and universities will be evaluated on an individual basis for equivalency to current program requirements.

Transcripts from diploma programs are also evaluated on an individual basis. The Department of Nursing Science can grant up to 34 hours of lower division nursing credits for nursing courses taken through a diploma program. Additional college credits may be awarded for the sciences, social sciences, and humanities after transcript evaluation.

Students are expected to plan their program of study in conjunction with a BSN advisor.

**One Year Sample Program (only if all non-nursing requirements are fulfilled)**

First semester

NUR 310	Concepts of Prof. Nursing	3 cr
NUR 320	Health Assessment I	2 cr
NUR 321	Health Assessment II	2 cr
NUR 350	Pathophysiology	3 cr
NUR 370	Community Health	5 cr
NUR 370L	Community Health Practicum	<u>0 cr</u>
		15 cr

Second semester

NUR 420	Leadership/Management in Nursing	3 cr
NUR 450	Intro to Nursing Research	3 cr
NUR 460	Legal & Ethical Issues in Prof Nsg	3 cr
NUR 480	Prof. Nursing Practice	5 cr
NUR 480L	Prof. Nursing Practice Practicum	0 cr
	Nursing Elective	<u>3 cr</u>
		17 cr

**Two Year Sample Program**

First semester

NUR 310	Concepts of Prof. Nursing	3 cr
NUR 320	Health Assessment I	2 cr
NUR 321	Health Assessment II	2 cr
MAT 117	Elementary Statistics	3 cr
SPT 206	Fundamentals of Speech	3 cr
CD 200	Cultural Diversity	<u>3 cr</u>
		16 cr

Second semester

NUR 420	Leadership/Management in Nursing	3 cr	
		NUR 450	Intro to Nursing Research
			3 cr
NUR	Nursing elective	3 cr	
	Hum/Fine Arts Req*	3 cr	
PED	Physical Ed. Activity	<u>1 cr</u>	
			13 cr

Third semester

NUR 350	Pathophysiology	3 cr
NUR 370	Community Health	5 cr
NUR 370L	Community Health Practicum	0 cr
HIS	History Req	3 cr
	General Elective*	<u>3 cr</u>
		14 cr

Fourth semester

NUR 460	Legal & Ethical Issues in Prof Nsg	3 cr
NUR 480	Prof. Nursing Practice	5 cr
NUR 480L	Prof. Nursing Prac Practicum	0 cr
	Int'l Cultural Diversity Req*	3 cr
	Humanities/Fine Arts Req *	3 cr
	General elective*	<u>3 cr</u>
		17 cr

\*Upper division suggested only if needed to meet the 40-hour upper division requirement.

## **COURSE DESCRIPTIONS**

**NUR 310 CONCEPTS OF PROFESSIONAL NURSING** (3) Introduces the student to professional nursing practice, including the evolution of and theoretical basis for nursing. Special emphasis is placed on critical aspects of professional nursing practice and the future of health care. This course is designated writing intensive. Prerequisite: Admission to the BSN completion program.

**NUR 315 PHARMACOLOGY IN NURSING** (3) Study of the basic concepts of pharmacology and their relationship to nursing. Focus is on drug actions, reactions, interactions, and application of the nursing process to drug therapy.

**NUR 320 HEALTH ASSESSMENT I** (2) Emphasizes concepts and skills of comprehensive assessment applicable to the adult and child with specific attention to health history skill development. Prerequisite: NUR 104.

**NUR 321 HEALTH ASSESSMENT II.** (2) Emphasizes concepts and skills of comprehensive physical exam assessment for the adult and child with specific attention to physical examination skill development. Prerequisite: NUR 320.

**NUR 325 COMPUTERS IN NURSING** (3) An introduction to computer technology as it is utilized in nursing practice, education, research, and administration. Prerequisite: CS 103.

**NUR 330 NURSING IN GROUPS** (3) Provides theoretical foundation for utilizing the nursing process with families, groups, and communities. Emphasizes the nursing roles of provider of care, teacher, counselor, collaborator, and advocate.

**NUR 335 DEATH AND BEREAVEMENT: CULTURAL VARIATIONS.** (3). Designed to stimulate critical thinking, explore feelings, and heighten self awareness regarding death and grieving in various cultures. Content is holistic and deals with physiologic, psychological, multicultural, spiritual, artistic, and demographic aspects of death and bereavement across the lifespan. Emphasis will be on national and international thanatology. Prerequisites: ENG 101 and 102.

**NUR 350 PATHOPHYSIOLOGY** (3) The study of altered physiologic processes which result in health problems across the lifespan and require physiologic adaptive mechanisms. Students utilize critical thinking skills in analysis of selected health problems and application of the nursing process to clinical situations involving pathophysiology. Prerequisite: NUR 104.

**NUR 370/370L COMMUNITY HEALTH /COMMUNITY HEALTH PRACTICUM.** (5). The application of the multifaceted roles of the professional nurse as provider, designer, manager, and coordinator of care for individuals, families, and communities. (A 96 hour practicum is required.) Must be continuously enrolled in both NUR 370 and NUR 370L. Prerequisites/corequisites: NUR 310, 320, 321,350.

**NUR 415 SPECIAL TOPICS** (1-3) Topics to be listed in course schedule. May enroll again as topic changes. Prerequisite: Senior standing or permission of instructor.

**NUR 420 LEADERSHIP/MANAGEMENT IN NURSING** (3,sp) Study of leadership/management principles with emphasis on organizational structures, financial management, healthcare environments, and workforce management. Focuses on roles of the nurse as designer, manager and coordinator of care. Prerequisite or corequisite: NUR 310.

**NUR 425 INDEPENDENT STUDY** (1-3) Area of nursing studied will be subject to agreement between student and instructor. May enroll again as the topic changes. Prerequisite: Senior standing or permission of instructor.

**NUR 450 INTRODUCTION TO NURSING RESEARCH** (3) An introductory course which covers the principles of research theory and methodology. Develops skills in critiquing nursing research and its application to practice. Prerequisite: NUR 310. Prerequisite or corequisite: MAT 117.

**NUR 460 LEGAL & ETHICAL ISSUES IN PROFESSIONAL NURSING** (3) Explores legal and ethical issues/events impacting professional nursing practice. Selected legal and ethical issues related to social, political, and economic trends are discussed. Prerequisite: Senior standing or permission of instructor.

**NUR 480/480L PROFESSIONAL NURSING /PROFESSIONAL NURSING PRACTICUM** (5) Application of professional nursing practice in the care of individuals, families, and groups and the role of the professional nurse in health promotion, maintenance, and restoration. (96 hour practicum is required). Must be continuously enrolled in both NUR 480 and NUR 480L. Prerequisite: NUR 370 Corequisites: NUR 420, 450.

## **PROGRESSION**

Each student must satisfy all requirements for all components of each nursing course. A grade of C or above in all nursing courses is necessary for progression. Students who receive a grade of below C (70%) must repeat the course to progress. A repeated nursing course must be passed on the second attempt. Students who twice withdraw failing and/or fails (below a C) a nursing course will be denied progression. A student may repeat two nursing courses within a five year period. If extenuating circumstances have occurred, the student may petition the faculty in writing for an exception.

## **GRADING AND UNSATISFACTORY ACADEMIC/NONACADEMIC PERFORMANCE**

University policies for grading and academic probation are outlined in the *Lincoln University Undergraduate Bulletin 2011-2013*. A student must maintain a 2.0 GPA in order to progress/graduate from the BSN nursing program. The Nursing Science Department subscribes to the major and minor degree requirements as outlined in the *Lincoln University Undergraduate Bulletin 2011-2013*.

A student whose behavior falls short of University and/or Departmental standards may be warned, placed on probation, or dismissed from the nursing program, depending on the offense. Probationary status will be preceded by a formal, written report/notice of the behavior involved.

The signatures of the faculty member involved and the student will be on the report. In addition, a written contract for achieving success will be developed with a timeline for improvement.

Courses that include a practicum portion (NUR 370 and 480) must be successfully completed in order to pass the course. The practicum courses, (NUR 370L and NUR 480L) are pass/fail courses. Unsatisfactory performance in either theory or practicum will result in a failure of that course. A student who earned a failure in the practicum, but who has an average of 75 or more in theory, will be awarded a grade of D for the course.

Grading Scale for the Bachelor's Completion Program in Nursing is as follows:

90-100%	A
80-89%	B
70-79%	C
60-69%	D
Below 60%	F

## **PRACTICUM REQUIREMENTS**

The purpose of practicum experiences is to provide the student the opportunity to synthesize and apply the knowledge acquired in the BSN Completion Program. The student will choose a preceptor as guided by course requirements. The course objectives for the semester must also be incorporated and met to be successful for the course. Special emphasis should be placed on *The Essentials of Baccalaureate Education for Professional Nursing Practice* (AACN, 2008) and the roles of the professional nurse.

### **Prerequisites**

Prior to the beginning practicum courses (NUR 370L, 480L), students must submit verification of the following requirements:

- RN licensure in good standing in the state which you will be completing your practicums.
- American Heart Association Healthcare Provider CPR certification
- Criminal background fingerprint check by the State Highway Patrol (This will need to be completed when beginning Nur 370L. This background check will be valid for 2 years)
- Professional liability insurance coverage 1,000,000/3,000,000
- Hepatitis B vaccine series
- MMR vaccine or antibody test
- Tetanus vaccine
- Varicella vaccine or titer
- Mantoux TB skin test
- Urine drug screen (8 panel) (This will need to be completed when beginning Nur 370L. This urine drug screen will be valid for 2 years)
- Individual clinical agency requirements

Due to the nature of the practicum experiences and the risk of exposure to injury and illness, all nursing students are strongly encouraged to have health insurance. The cost of treatment for illness or injury is the responsibility of the individual student.

## **Practicum Experiences**

Practicum experiences are carried out through a variety of settings. To complete the practicum requirements, the student will spend a specified amount of time (depending on the course in which they are enrolled) performing clinically related activities. Students are expected to complete the assigned objectives for the specific experience.

Each student will be expected to actively participate in a variety of clinical experiences. Experiences may take place in hospitals, ambulatory care settings, clinics, community health agencies, and schools, to name a few. Examples of these activities include vision, hearing, and scoliosis screenings, flu shot administration, prenatal, family planning, child health, and communicable disease clinics, and shadowing assigned preceptors to observe leadership roles of the nurse. In addition, students may participate in school health activities, occupational health screening and senior citizen group interventions. Differences in practicum experiences will occur as a result of demographics of the agencies, and availability of practicum sites and resources.

## **Background Check**

Criminal Record Check and Employee Disqualification List of the Department of Health and Senior Services are required by state statute. All students entering NUR 370L will need to complete a fingerprint background check. This background check will need to be completed when beginning Nur 370L. This check will be valid for two years. This investigation meets statutory requirements and is to insure students have not previously committed violent crimes against persons. These background checks are at the student's expense. If practicum agencies require re-verification, students must complete addition background checks as required by the agencies.

Student must meet the requirements of practicum agencies where Lincoln participates in clinical experiences. If the results of the background check reveal a record or conviction, guilty pleas or nolo contendere pleas involving Class A or Class B felonies as listed under Missouri law, the student will not be able to participate in the practicum experience. Pertinent crimes include, but are not limited to:

- Murder in first or second degree
- Voluntary Manslaughter
- Elder Abuse in first or second degree
- Kidnapping
- Assault in first degree
- Assault a Law Enforcement Officer, first or second degree
- Forcible Rape
- Forcible Sodomy
- Child Molestation, first degree
- Statutory Rape in first degree
- Statutory Sodomy in first degree
- Sexual abuse
- Robbery in first or second degree
- Arson in first degree
- Causing Catastrophe

- Burglary in first degree
- Pharmacy Robbery in first or second degree
- Arson in second degree if death or injury occurs
- Class A misdemeanor failure to report acts of abuse or neglect as required in the subsection
- Class D felony incest

Finally, it is illegal for licensed hospitals, nursing homes and in-home care agencies under contract with the Department of Health and Senior Services to knowingly hire a person for a position for the purpose to have contact with patients or residents if that person is currently on the Employee Disqualification List of the Department of Health and Senior Services.

### **Attendance**

Students will complete a specified number of practicum hours during the semester. It is the student's responsibility to notify the instructor and the agency if they are unable to be at practicum at the assigned time. Unexcused absences from all or part of a practicum, failure to inform instructor and/or staff of unresolved situations, falsification of records including daily schedule, and/or failure to report off to the agency nurse before leaving clinical will be considered grounds for disciplinary action. Arrangements to make up the missed practicum activity must be made by the student.

### **Dress Code**

The student should dress professionally and in accord with the agency policy for all practicum experiences. Students who are participating in practicum activities, including pre-clinical data gathering, observation experiences, and preceptor shadowing, must demonstrate professional appearance at all times.

- Nametag (white lettering on blue background) worn at all times when representing Lincoln University. The nametag should contain the student's name, RN credential, name of the University, and BSN completion program designation. Students are responsible for purchasing a nametag prior to beginning the practicum experience.
- Hair must be clean, neat and up off the shoulders if the practicum activity involves direct patient care.
- Men's mustaches and beards must be clean and neatly trimmed.
- Good personal hygiene and grooming are essential in any setting. Students should be clean, use deodorant, and avoid use of any fragrance (i.e. perfume, cologne, aftershave, body sprays, etc.)
- Jewelry worn in any clinical setting is to be limited to a watch, wedding/engagement rings, and NO MORE than two (2) small, post earrings.
- No jewelry for pierced body parts (other than earlobes) may be worn during practicum or observational experiences.
- Tattoos are to be completely covered at all times.

- Nails must be clean and neatly trimmed at all times. Nail polish should be a light color and without chipping. For infection control reasons, NO artificial nails are to be worn in practicum settings if direct patient/client care is involved

## **STUDENT CONDUCT**

All students must adhere to guidelines set forth in the University code for student conduct as outlined in the *Lincoln University Undergraduate Student Handbook 2011-2013*. In addition, a student whose behavior falls short of the professional standards may be warned, placed on probation or dismissed from the nursing program. A nursing student may be dismissed from the nursing program if the student is observed to be repeatedly deficient in applying any of the roles of the nurse. This departmental policy is in accord with the Lincoln University dismissal policy.

The following is a partial, but not exhaustive, list of behaviors, which may result in student dismissal from the nursing program:

- Being observed in the process of, or stopped just short of, performing an act that directly endangers a patient.
- Demonstrating inappropriate or unsafe nursing practice
- Engaging in substance abuse
- Plagiarism

## **POSITION STATEMENT: PROFESSIONALISM**

“A continued commitment to the nursing profession requires a nurse to remain involved in continuous learning and strengthening individuals practice within varied practice settings. This may include civic activities, membership in and support of professional associations, collective bargaining, and workplace advocacy. The Code of Ethics (ANA, 2001) serves as the ethical framework in nursing regardless of practice setting or role, and provides guidance for the future.” Scope and Standards of Practice, (ANA, 2010, p. 26).

The BSN nursing faculty subscribes to the above statement. We believe that each student is responsible for practicing in accordance with the ANA Scope and Standards of Practice (ANA, 2010), We further believe that the student must assure that the level and sophistication of his/her performance is appropriate to the level attained in the nursing program. Each student is accountable for the quality of his/her practice within the guidelines established for each course and the overall program.

To further assist in evaluating his/her performance, the *Code for Nurses* is provided below:

- 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.
- The nurse’s primary commitment is to the patient, whether an individual, family, group, or community.
- The nurse promotes, advocates for and, strives to protect the health, safety, and rights of the patient.

- 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.
- 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.
- The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
- The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
- The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
- 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.

To further assist in evaluating his/her performance, the *Standards of Professional Nursing Practice* is provided below:

- **Assessment:** The registered nurse collects comprehensive data pertinent to the healthcare consumer's health and/or the situation.
- **Diagnosis:** The registered nurse analyzes the assessment data to determine the diagnoses or the issues.
- **Outcome identification:** The registered nurse identifies expected outcomes for a plan individualized to the healthcare consumer or the situation.
- **Planning:** The registered nurse develops a plan that prescribes strategies and alternatives to attain expected outcomes.
- **Implementation:** The registered nurse implements the identified plan.
  - Coordination of care: The registered nurse coordinates care delivery.
  - Health teaching and health promotion: The registered nurse employs strategies to promote health and a safe environment.
- **Evaluation:** The registered nurse evaluates progress toward attainment of outcomes.
- **Ethics:** The registered nurse practices ethically.
- **Education:** The registered nurse attains knowledge and competence that reflects current nursing practice.
- **Evidenced-based practice and research:** The registered nurse integrates evidence and research findings into practice.
- **Quality of practice:** The registered nurse contributes to quality nursing practice.
- **Communication:** The registered nurse communicates effectively in all areas of practice.
- **Leadership:** The registered nurse demonstrates leadership in the professional practice setting and the profession.
- **Collaboration:** The registered nurse collaborates with healthcare consumer, family and others in the conduct of nursing practice.

- **Professional practice evaluation:** The registered nurse evaluates her or his nursing practice in relation to professional practice standards and guidelines, relevant statutes, rules, and regulations.
- **Resource utilization:** The registered nurse utilizes appropriate resources to plan and provide nursing services that are safe, effective, and financially responsible.
- **Environmental health:** The registered nurse practices in an environmentally safe and healthy manner.

**MISSOURI STATUTES, Chapter 335, *Nurses* (February, 2008)**

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

1. The board may refuse to issue or reinstate any certificate of registration or authority, permit, or license required pursuant to this chapter 335 for one or any combination of causes stated in subsection 2 of this section or the board may, as a condition to issuing or reinstating any such permit or license, require a person to submit himself or herself for identification, intervention, treatment, or rehabilitation by the impaired nurse program as provided in section 335.067. The board shall notify the applicant in writing of the reasons for the refusal and shall advise the applicant of his/her right to file a complaint with the administrative hearing commission as provided by Chapter 621, RSMo.
  
2. The board may cause a complaint to be filed with the administrative hearing commission as provided by Chapter 621, RSMo, against any holder of any certificate of registration or authority, permit, or license required by sections 335.011 to 335.096 or any person who has failed to renew or has surrendered his/her certificate of registration or authority, permit, or license for any one or any combination of the following causes:
  - a. Use or unlawful possession of any controlled substance as defined in 195 RSMo, or alcoholic beverage to an extent that such use impairs a person's ability to perform the work of any profession licensed or regulated by sections 335.011 to 335.096;
  - b. The person has been finally adjudicated and found guilty, or entered a plea of guilty or nolo contendere, in a criminal prosecution pursuant to the laws of any state or of the United States, for any offense reasonably related to the qualifications, functions, or duties of any profession licensed or regulated pursuant to sections 335.011 to 335.096, for any offense an essential element of which is fraud, dishonesty, or an act of violence, or for any offense involving moral turpitude, whether or not sentence is imposed;
  - c. Use of fraud, deception, misrepresentation or bribery in securing any certificate of registration or authority, permit, or license issued pursuant to sections 335.011 to 335.096 or in obtaining permission to take any examination given or required pursuant to sections 335.011 to 335.096;
  - d. Obtaining or attempting to obtain any fee, charge, tuition, or other compensation by fraud, deception or misrepresentation;

- e. Incompetency, misconduct, gross negligence, fraud, misrepresentation, or dishonesty in the performance of the functions or duties of any profession licensed or regulated by sections 335.011 to 335.096;
- f. Violation of, or assisting or enabling any person to violate, any provision of sections 335.011 to 335.096, or of any lawful rule or regulation adopted pursuant to 335.011 to 335.096
- g. Impersonation of any person holding a certificate of registration or authority, permit or license or allowing any person to use his or her certificate of registration or authority, permit, license or diploma from any school;
- h. Disciplinary action against the holder of a license or other right to practice any profession regulated by sections 335.011 to 335.096 granted by another state, territory, federal agency or country upon grounds for which revocation or suspension is authorized in this state;
- i. A person is finally adjudged insane or incompetent by a court of competent jurisdiction;
- j. Assisting or enabling any person to practice or offer to practice any profession licensed or regulated by sections 335.011 to 335.096 who is not registered and currently eligible to practice pursuant to section 335.011 to 335.096;
- k. Issuance of a certificate of registration or authority, permit or license based upon a material mistake of fact;
- l. Violation of any professional trust or confidence;
- m. Use of any advertisement or solicitation which is false, misleading, or deceptive to the general public or, persons to whom the advertisement or solicitation is primarily directed;
- n. Violation of the drug laws or rules and regulations of this state, any other state, or the federal government; Placement on an employee disqualification list or other related restriction or finding pertaining to employment within a health-related profession issued by any state or federal government or agency following final disposition by such state or federal government or agency.
- o. Failure to successfully complete the impaired nurse program.
- p. After the filing of such complaint, the proceedings shall be conducted in accordance with the provisions of Chapter 621, RSMo. Upon a finding by the administrative hearing commission that the grounds, provided in subsection 2 of this section, for disciplinary action are met, the board may, singly or in

combination, censure or place the person named in the complaint on probation on such terms and conditions as the board deems appropriate for a period not to exceed five years, or may suspend, for a period not to exceed three years, or revoke the license, certificate, or permit.

3. For any hearing before the full board, the board shall cause the notice of the hearing to be served upon such licensee in person or by certified mail to the licensee at the licensee's last known address. If service cannot be accomplished in person or by certified mail, notice by publication described in subsection 3 of section 506.160, RSMo, shall be allowed; any representative of the board is authorized to act as a court or judge would in that section; any employee of the board is authorized to act as a clerk would in that section.
4. An individual whose license has been revoked shall wait one year from the date of revocation to apply for re-licensure. Re-licensure shall be at the discretion of the board after compliance with all the requirements of sections 335.011 to 335.096 relative to the licensing of an applicant for the first time.
5. The board may notify the proper licensing authority of any other state concerning the final disciplinary action determined by the board on a license in which the person whose license was suspended or revoked was also licensed of the suspension or revocation.
6. Any person, organization, association or corporation who reports or provides information to the board of nursing pursuant to the provisions of section 335.011 to 335.259 and who does so in good faith shall not be subject to an action for civil damages as a result thereof.
7. If the board concludes that a nurse has committed an act or is engaging in a course of conduct which would be grounds for disciplinary action which constitutes a clear and present danger to the public health and safety, the board may file a complaint before the administrative hearing commission requesting an expedited hearing and specifying the activities which give rise to the danger of the nature of the proposed restriction or suspension the nurse's conduct a preliminary hearing to determine whether the alleged activities of the nurse appear to constitute a clear and present danger to the public health and safety which justify that the nurse's license be immediate restricted or suspended. The burden of proving that a nurse is a clear and present danger to the public health and safety shall be upon the state board of nursing. The administrative hearing commission shall issue its decision immediately after the hearing and shall either grant to the board the authority to suspend or restrict the license or dismiss the action.
8. If the administrative hearing commission grants temporary authority to the board to restrict or suspend the nurse's license, such temporary authority of the board shall become final authority if there is not request by the nurse for a full hearing within thirty days of the preliminary hearing. The administrative hearing commission shall, if requested by the nurse named in the complain, sit a date to hold a full hearing under the provisions of chapter 621, RSMo, regarding the activities alleged in the initial complaint filed by the board.

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

### **SAFE NURSING PRACTICE**

Society holds registered nurses to a high standard of practice. Students are expected to uphold the duty of care and not expose clients to unnecessary risks. A safe practitioner knows his/her limitations and functions within the limits specified within each clinical course.

Safe practice shall include, but not be limited to all professional interactions with patients, their families, health team members, and faculty in a manner that is courteous and respectful and uncompromised by any factors springing from religion, culture, nationality, race, color, age, sex, or social differences. The safe practitioner shall uphold the rights and principles inherent in the Patient's Bill of Rights. These interactions shall also extend to maintenance of confidentiality of all patient/client records and documents.

The student is accountable to the client, the client's family, Lincoln University's Department of Nursing, Lincoln University, and the clinical agency. The student is responsible for practicing in accordance with the *Missouri Nurse Practice Act (2010)*, *ANA Code of Ethics (2001)*, *ANA Scope and Standards of Practice (2010)* and *Principles for Social Networking and the Nurse (ANA, 2011)*. The student may be denied practicum privileges if, in the opinion of the faculty, the student violates policies and/or professional standards.

Failure to achieve practicum objectives of a course within the specified time period will result in failure in the course. If a student displays unsafe behaviors within a course or the program, the student may be placed on departmental probation or be dismissed from the program. The due process procedures for departmental probation are outlined in the *University Undergraduate Student Handbook 2011-2013*.

Reporting for practicum while under the influence of alcohol, and/or illegal drugs, and/or abusing controlled substances impairs the ability to perform safe and effective nursing care, and is considered unsafe nursing practice. In such instances, the Nursing Science Department will follow the Drug Free Workplace policies of the practicum agency in which the student is practicing.

If a student displays other behaviors that are defined as disciplinary misconduct, he/she will be subject to the policies, procedures, and sanctions outlined by the Department of Nursing Science.

### **CHEMICALLY IMPAIRED NURSING STUDENT- PROCEDURE**

If the faculty member makes a professional judgment that a student's performance is not safe based on behaviors observed (see attached behaviors) he/she will immediately remove the student from the practicum area to a private area, discuss the signs and/or behaviors observed and allow the student to provide a brief verbal explanation. The student must be informed that they are in violation of the policy for safe nursing practice.

The faculty member may then send the student to the University Health Center, ER, or designated laboratory for evaluation if indicated. The assessment may include a physical and psychological examination, drug screening, and other assays. The student will be accompanied by a faculty member, a representative of the department, or military personnel at FLW.

- Any costs incurred during the above evaluations will be the responsibility of the student. If the tests are negative, the cost of the test becomes the responsibility of the Nursing Science Department.
- The faculty member will document behaviors observed and a copy will be placed in the student's file. The student will be informed of this report being placed into their student file. The Department Head will inform all other appropriate faculty involved with the student on a need to know basis only.
- The department head will review documentation of the faculty member and results of any other evaluations to determine whether any other assessment, monitoring, and/or a treatment plan are necessary.
- A meeting between the department head, faculty committee, and the student will be initiated within five working days of results to discuss the findings of the assessment. The student has the right to have personal counsel present at his or her own expense. Counsel is not permitted to speak or participate in the meeting as outlined in Student Conduct Code for the University.
- The function of the conference is to convey concern for the student's welfare and to present the student with the procedural requirements of the policy. The academic consequences resulting from the student's chemical impairment identification are also explained during the conference. If the student is alleged to be in violation of the safe nursing practice policy, the student must consent to a comprehensive chemical dependency evaluation for the purpose of professional evaluation of chemical dependency status. The department head will provide the student with a list of state licensed agencies that provide chemical dependency evaluation services. The student is responsible for the cost of the chemical dependency evaluation.
- If the comprehensive chemical dependency evaluation supports the alleged report of student behaviors indicative of chemical impairment, the student must sign an agreement to participate in a substance abuse treatment program at their own cost.
- Student progress will be monitored by the treatment counselor.
- A semester grade of I (incomplete), W (withdrawal) or F (failure) will be assigned for the courses dependent upon factors related to grade determination guidelines. These factors may include the amount of course work completed to date, the time remaining in the semester, the ability of the student to complete the course requirements by the end of the semester and the treatment recommendation of the treatment counselor.

- Upon completion of the terms of the written treatment plan, a written request for reinstatement in the program must be submitted.
- If the student suffers a relapse, the nursing faculty will recommend that the student be administratively dismissed from the program.
- The student may initiate the appeals process in the Lincoln University Student Handbook if he/she deems necessary.

## **SOCIAL NETWORKING POLICY**

Patient confidentiality is an integral part of the role of the nurse and described in the Code of Ethics, (ANA, 2001). We believe the student is responsible for maintaining patient confidentiality in all aspects of the students' life. This includes social networking sites (Twitter, MySpace, Facebook, etc.), as well as, personal conversations, and written work.

Social networking sites can often reach further than a student might intend but the consequences are the same, regardless of the intentional or unintentional nature of the breach of confidentiality. Consequences include probation, departmental dismissal and up to university dismissal. Breach of confidentiality agreement will be determined by nursing faculty. The department expects students to adhere to the ANA's Principles for Social Networking and the Nurse (2011) as follows:

### **Using Social Media**

Social networks and the internet provide unparalleled opportunities for rapid knowledge exchange and dissemination among many people, but this exchange does not come without risks. Nurses and nursing students have an obligation to understand the nature, benefits and consequences of participating in social networking of all types. Online content and behavior has the potential to enhance or undermine not only the individual nurse's career, but also the nursing profession.

### **Principles for Social Networking**

1. Nurses must not transmit or place online individually identifiable patient information.
2. Nurses must observe ethically prescribed professional patient-nurse boundaries.
3. Nurses should understand that patients, colleagues, institutions, and employers may view postings.
4. Nurses should take advantage of privacy settings and seek to separate personal and professional information online.
5. Nurses should bring content that could harm a patient's privacy, rights, or welfare to the attention of appropriate authorities.
6. Nurses should participate in developing institutional policies governing online conduct.

### **Tips to Avoid Problems**

1. Remember that standards of professionalism are the same online as in any other circumstance.
2. Do not share or post information or photos gained through the nurse-patient relationship.
3. Maintain professional boundaries in the use of electronic media. Online contact with patients

blurs this boundary.

4. Do not make disparaging remarks about patients, employers or co-workers, even if they are not identified.
5. Do not take photos or videos of patients on personal devices including cell phones.
6. Promptly report a breach of confidentiality or privacy.

### **APPEAL PROCESS**

Any student who receives discipline in the form of suspension, or dismissal from the nursing program or the University has a right to appeal. A student may appeal through normal administrative channels for academic as well as non-academic matters.

The procedure for appeals related to non-academic matters is addressed in the Lincoln University Student Handbook, article IV: "Student conduct code" under Disciplinary Policies. This process is handled through the Office of Student Affairs. The procedure for appeals related to academic matters is addressed in the Undergraduate Bulletin under "Grade re-evaluation". This process is handled through the Office of Academic Affairs.

### **SUMMARY CHECKS OF DEGREE REQUIREMENTS**

The student is responsible for consulting periodically throughout his/her academic career with a departmental advisor to verify that he/she is meeting both general education and degree requirements. After completing at least 70 credit hours for a baccalaureate degree or 45 hours for an associate degree, a general education check will be completed by the Registrar.

### **FILING FOR DEGREE**

A student must file for graduation with the Records Office by the deadline dates as listed in the Academic Calendar, published in the undergraduate bulletin and on the Web site. A student filing after the deadline date will not be able to receive the diploma until the next graduation period.

### **GRADUATION REQUIREMENTS**

Formal announcement of graduation is made and degrees are conferred in formal commencement ceremonies at the close of the spring and fall semesters. All students completing graduation requirements are encouraged to participate in commencement exercises. Students must satisfy all academic and financial requirements to be eligible to participate in commencement exercises.

Nursing students must meet the Lincoln University requirements for graduation as outlined in the *Lincoln University Undergraduate Bulletin 2011-2013*. Students must also complete the University's general education requirements for the bachelor's degree.

The BSN Completion requires completion of a total of 121 credits, including 32 credit hours of upper division (courses numbered 300 or above) nursing courses. If the one hour of activity physical education is waived, then a minimum of 120 hours of academic credit is required. A minimum of 40 hours of upper division courses (courses numbered 300-499) is required for graduation. Additionally, a minimum of 30 credit hours of 300 and/or 400 level coursework must be successfully completed in residence to obtain a baccalaureate degree; a minimum of 12

of these 30 hours must be in the major and, if a minor is declared, at least 6 of these 30 hours must be in the minor.

## **STUDENT DISABILITY POLICY**

Lincoln University Department of Nursing Science will make every reasonable accommodation to assist students with disabilities as long as they are otherwise qualified to succeed in the nursing program. Since students with learning or other disabilities may need special considerations to succeed, the following guidelines are provided to help determine appropriate action.

In most cases the student will initiate a request for an accommodation. Faculty will publish how to access disabilities services in each course syllabus. The student is expected to notify the Department and Coordinator of Disabilities Services as soon as any disability that will require an accommodation is diagnosed. In general, the student will be responsible for notifying the Department and the Coordinator of Disabilities Services before the beginning of nursing course work. That is, if a student does not report information about a known disability before the beginning of class, the Department is not responsible to make retroactive changes in any grades or clinical evaluations associated in the course.

The Coordinator of Disabilities Services will review the documentation and in consultation with the student and his/her health care professional develop recommendations for any needed accommodations. These recommendations will be provided to the appropriate faculty. Departmental administration will support faculty efforts to affect the needed accommodations. Faculty is expected to maintain the same standards and course objectives as is any Lincoln University Department of Nursing Science student.

The Lincoln University Department of Nursing Science is committed to educating nurses in providing the best possible patient care. Therefore, the curriculum requires proficiency in a variety of abilities. All students must have these abilities to fulfill program and course requirements. The abilities include but are not limited to:

### Physical

- Possess sufficient energy and mobility to provide patient care to meet course objectives.
- Transfer, lift, pull, and perform other demanding physical procedures as required to provide routine and emergency patient care, while ensuring the safety of self, patient and others.
- Provide patient care for up to 12 hours; attend clinical experiences at assigned times.
- Utilize sight, hearing, smell, and touch to assess patients at a distance and close at hand; effectively use diagnostic instruments and screening tools as required. (Examples include the use of an otoscope to assess the ear; use of the stethoscope to assess the heart and lungs.)
- Use gross and fine motor skills while providing patient care, consistent with established nursing practice and patient safety. (Examples include, but are not limited to maintaining clean/sterile technique such as, urinary catheterization, tracheostomy care, giving an injection.)

### Cognitive

- Elicit and interpret verbal and nonverbal communications.

- Communicate effectively both verbally and in writing, using appropriate words, grammar, and vocabulary.
- Make accurate decisions in a timely manner, under stressful and challenging conditions.
- Utilize analysis, synthesis, critical thinking and mathematical calculations in the provision of safe patient care.

#### Interpersonal

- Interact professionally with individuals, families, and communities of various social, ethnic, and cultural backgrounds.
- Use social skills to form a therapeutic relationship with individuals, families, and communities.
- Possess compassion, integrity, motivation, and genuine concern for others.
- Maintain professional behavior and demeanor when faced with challenging situations.

#### **STUDENT SUPPORT SERVICES** – *found in Lincoln University Undergraduate Bulletin and website*

- Comprehensive counseling service
- Services for disabled students
- Career advisement, planning and placement
- International student office
- Student health services
- Student accident and sickness insurance plan
- Page Library
- Ethnic studies center
- Media center
- Center for academic enrichment
- Center for Innovative Instruction
- Computer laboratories
- Scruggs University Center (activities; food service)
- Financial aid

#### **SEXUAL HARASSMENT**

A special policy and procedure exists for instances of sexual harassment and is outlined in *the Lincoln University Student Handbook 2011-2013*.

#### **CHILDREN ON CAMPUS**

Due to liability issues, students are asked NOT to bring their children (regardless of age) to any class, lab, or practicum setting. Also, children should not accompany students for registration or scheduled meetings with faculty.

## **FACULTY ROSTER**

Glenda Dahlstrom PhD, RN  
Professor of Nursing Science  
BSN, Central Missouri State University  
MSN, University of Missouri-Columbia  
PhD, University of Missouri-Columbia

Connie Hamacher PhD, RN  
Department Head of Nursing Science  
BSN, Central Missouri State University  
MSN, University of Missouri-Columbia  
PhD, University of Missouri-Columbia

Lois Jaegers MSN, RN  
Associate Professor of Nursing Science  
BSN, Central Missouri State University  
MSN, Clarkson University-Omaha

Ann McSwain DHA, RN  
Assistant Professor of Nursing Science  
AAS, BSN, Lincoln University  
MSN, University of Missouri-Columbia  
DHA, University of Phoenix

**Lincoln University  
Department of Nursing Science**

I, \_\_\_\_\_ (Print Name)  
have received a current copy of the Student Handbook from the Nursing Science Department  
which includes a copy of *Missouri Statutes Chapter 335, Section 335.066*. (The Missouri  
Nursing Practice Act Information).

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Lincoln University  
Department of Nursing Science**

**INFORMED CONSENT AND RELEASE OF LIABILITY**

I understand that as a student in Lincoln University's Department of Nursing Science, that a drug/alcohol test may be requested at any time throughout the progression of the program. I understand that the presence of certain drugs, alcohol, or controlled substances is grounds for immediate dismissal from the program. I further understand that I am not obligated to comply with this screening; however, refusal to consent will result in dismissal.

I hereby release Lincoln University and the Department of Nursing Science from any liability related to the administration of the test. I agree to the release of the test results to the Department Head of Lincoln University Department of Nursing Science.

Student signature \_\_\_\_\_ Date \_\_\_\_\_

Witness signature \_\_\_\_\_ Date \_\_\_\_\_