BACHELOR OF SCIENCE IN NURSING STUDENT HANDBOOK

(BSN) PROGRAM



LINCOLN UNIVERSITY

Jefferson City, Missouri

Advisor's name	
Telephone Number	
Office Location	

TABLE OF CONTENTS

Lincoln University Mission	1
Introduction	1
Overview	1
Philosophy	1
Essentials/ Program Objectives	3
Conceptual Framework	4
Curriculum Concepts and Descriptors	7
Admission Criteria	8
BSN Sample Program	10
Course Descriptions	11
Online Learning/Computer Requirements	13
Transfer Credits	13
Transfer Students	13
Grading and Unsatisfactory Academic/Nonacademic Performance	14
Attendance Policy	14
Progression	14
Departmental Probation/Dismissal.	15
Readmission	15
Appeals Procedure	16
Practicum Requirements.	16
Orientation to Practicum.	19
Assessment Policy	20

Summary Check	20
Filing for Degree	20
Graduation Requirements	20
Pinning Ceremony	20
Requirements for Licensure	21
Position Statement: Professionalism	21
Missouri Statutes	23
Safe Nursing Practice.	26
Chemically Impaired Nursing Student Procedure	27
Social Networking Policy	28
Notice of Non-Discrimination.	29
Services for Students with Disabilities.	29
Health Requirements	31
AIDS Policy.	31
Student Support Services.	31
Sexual Harassment	32
Children on Campus.	32
Student Nurses' Association	32
Program Cost	32
Financial Aid	32
Faculty Roster	33
BSN Student Handbook Receipt and Consent	34

Lincoln University Bachelor of Science in Nursing Program Student Handbook

LINCOLN UNIVERSITY MISSION

Lincoln University in Jefferson City, 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.

INTRODUCTION

The Department of Nursing Science at Lincoln University offers a Bachelor of Science in Nursing (BSN) program to prepare individuals for professional nursing practice. Emphasis within the program is placed on roles of the nurse and the *Essentials of Baccalaureate Education for Professional Nursing Practice* as defined by the American Association of Colleges of Nursing (AACN, 2008). The program offers on campus classes, as well as, some online general education and nursing courses. The program is designed for students who desire an initial entry into nursing at the baccalaureate degree level. The program was initiated due to reports from the Institute of Medicine (IOM), indicating due to the complexity of health care, it is imperative nurses be minimally educated at the bachelor's degree level in order to ensure optimal patient outcomes. The Lincoln University nursing faculty will be seeking accreditation for this program.

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 the 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 decisions 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 individuals, 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 of the profession. 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 AAS and BSN 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 professional competencies, the faculty selects a variety of practicum environments. In the RN-BSN 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, simulations, practicum experiences, community projects, 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 BSN programs utilize, *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 are available. Emphasis in the program is placed on development of competencies essential to the practice of AAS Nursing as defined by the NLN (*Educational Competencies of 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 program is to prepare graduates for professional nursing practice. The purpose of the RN-BSN 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. The BSN program establishes the foundation required for continued education within the discipline of nursing.

ESSENTIALS/PROGRAM OBJECTIVES

Upon completion of the program, the graduate will be able to achieve the following *The Essentials of Baccalaureate Nursing Education for Professional Practice* (AACN, 2008) and program objectives which will enable graduates to practice within complex healthcare systems and assume the roles of provider of care, designer/manager/coordinator of care, and member of a profession.

- 1. **Liberal Education for Baccalaureate Generalist Nursing Practice:** Employ concepts from the arts and sciences to form the basis for clinical reasoning.
- 2. Basic Organizational and Systems Leadership for Quality Care and Patient Safety: Apply leadership concepts, skills, and decision making in

- the provision of high quality nursing care, health care team coordination, and the oversight and accountability for care delivery in a variety of settings.
- 3. **Scholarship for Evidence Based Practice:** Integrate evidence based practice (EBP) in planning, implementing, and evaluating outcomes of care.
- 4. **Information Management and Application of Patient Care Technology:** Demonstrate skills in using client/patient care and information technologies, information systems, and communication devices that support safe nursing practice.
- 5. **Health Care Policy, Finance, and Regulatory Environments:** Demonstrate knowledge of healthcare policy, finance, and regulatory environments that influence healthcare trends.
- 6. **Interprofessional Communication and Collaboration for Improving Patient Health Outcomes:** Apply effective communication techniques, including negotiation, collaboration, and conflict resolution to produce positive professional relationships.
- 7. **Clinical Prevention and Population Health:** Use clinical prevention and population focused nursing to improve health.
- 8. **Professionalism and Professional Values:** Demonstrate core nursing values to achieve optimal health outcomes by applying the professional standards of moral, ethical, and legal conduct.
- 9. **Baccalaureate Generalist Nursing Practice:** Demonstrate knowledge, skills, and attitudes necessary for practice as a member and leader of the interprofessional health care team.

CONCEPTUAL FRAMEWORK

Concepts found in the philosophy 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), and the *Code of Ethics with Interpretive Statements* (ANA, 2001) provide the foundation for the professional standards, guidelines, and competencies in the BSN 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 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 individuals, families, groups, communities, and populations.

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.

Curriculum Concepts and Descriptors

Major Concepts	Persons	Health	Environment	Nursing
Sub- Concepts	Individuals Families Groups Communities Populations	Wellness/Illness continuum		Professional Role Set Provider of Care Designer/Manager/ Coordinator of care Member of the Profession
Descriptors	Diverse Holistic Human Value/Worth Autonomy Developing Culture Needs Physiological Safety/Security Psychosocial	Dynamic Unique Homeostatic Optimal health Health Problems Death	Diverse healthcare settings Interactive Physical Safety/Security Psychosocial	 Essentials Liberal Education (Ess I) Basic Organizational & Systems Leadership (Ess II) Evidenced Based Practice (Ess III) Information Management/Patient Care Technology (Ess IV) Healthcare Policy, Finance, and Regulatory Environment (Ess V) Communication & Collaboration (Ess VI) Clinical Prevention & Population Health (Ess VII) Professionalism & Professional Values (Ess VIII) Baccalaureate Generalist Nursing Practice (Ess IX)

ADMISSION CRITERIA

The Lincoln University Department of Nursing Science has a selective admission procedure. Enrollment is limited to 30 students each semester (Spring/Fall). Applicants are selected based on the following criteria:

- 1. Admission to Lincoln University
- 2. Minimum ACT 21

Minimum TOEFL of 600 if English is a second language.

- 3. Minimum cumulative GPA 2.5
- 4. Have completed the following courses with a grade of C or higher within two attempts

GE 101 ENG 101 ENG 102 PSY 101 MAT 111 MAT 117 SPT 206 BIO 103/104L BIO 208/209L S/A 201

Note: Registration in a course and then subsequently withdrawing (W) is considered an attempt. If the student has received a D, F, or W in prerequisite and /or required course on the second attempt, they must wait five years to apply to the nursing program. If extenuating circumstances have occurred, the student may petition the faculty in writing for an exception.

- 5. Nursing department application with \$25 non-refundable application fee
- 6. Three reference forms

NUR 100

- 7. Personal Interview by invitation
- 8. Good academic and non-academic standing

Applications and reference letters are due the second Tuesday in September for spring admission and the second Tuesday in February for fall admission.

The student is responsible for contacting the Nursing Department office (573) 681-5421 to make sure their application and references have been received and are complete by the deadline. The student is responsible for providing and maintaining a current address and contact number to the Department of Nursing Science. Lincoln University will be the only email address that will be utilized.

After the above criteria are met, the admissions committee will review the applicant's admission packet and file for acceptability for interview. After the interview, all applicants will be notified in writing of their acceptance or rejection. If the applicant is denied and chooses to reapply the next semester, the application process will need to be repeated. Applicants who are accepted into the BSN program are requested to confirm in writing their acceptance. Applicants accepted to begin the BSN program may obtain orientation information in the nursing

department or online at <a href="http://www.lincolnu.edu/web/dept.-of-nursing-science/nursing-

The following criteria must be completed prior to beginning Fundamentals of Nursing (NUR 220) Students must have completed the following courses with a grade of C or higher within two attempts. Program progression requires minimum GPA of 2.0.

PSY 308 BIO 301/301L American Cultural Diversity (Area 7) CHEM 103 Gen Ed Req

BSN Sample Program

Semester 1	Semester 2
GE 101 - University Seminar (1)	MAT 117 – Elementary Statistics (3)
BIO 103/104L - Principles of Biology with lab (4)	ENG 102 – Composition and Rhetoric II(3)
ENG 101 – Composition and Rhetoric I (3)	BIO 208/209L – Anatomy and Physiology with lab (5)
MAT 111 – Intermediate Algebra (3)	SPT 206 – Fundamentals of Speech (3)
PSY 101 – General Psychology (3)	NUR 100 Pre-Nursing Survey(3)
S/A 201 – Introduction to Sociology (3)	2 3 ()
	Total 17 hours
Total 17 hours	
Semester 3	Semester 4
HIS 101 or 102 World Civilization I or II (3)	NUR 200 – Pharmacology in Nursing (3) ⁺
BIO 301/301L – Microbiology with lab (4)	NUR 220 – Fundamentals of Nursing (5) [#]
PSY 308 – Developmental Psychology (3)	NUR 230 – Principles of Nursing Skills (4)
American Cultural Diversity- Area 7 (3)	AGR 303A – Principles of Nutrition (3)
CHEM 103 – Living with Chemistry (3)	rion sour Timespies of Ivalition (3)
Elization Eliving with entimolity (5)	Total 15 hours
Total 16 hours	Total 13 nours
Semester 5	Semester 6
NUR 300 – Gerontological Nursing (2).	NUR 360 – Introduction to Nursing Research (3) ⁺ ◆ ♣
NUR 305 - Psychosocial Nursing (3)#*	NUR 365 – Nursing of Women & Children (8)#
NUR 322 – Essentials of Health Assessment (3) +	International Cultural Diversity-Area 8 (3)
NUR 340 – Medical-Surgical Nursing I (5)#	
Humanities and Fine Arts-Area 6 (3)	
Total 16 hours	Total 14 hours
Semester 7	Semester 8
NUR 400 - Medical-Surgical Nursing II (5) [#]	NUR 435 - Medical-Surgical Nursing III (5)#
NUR 420- Leadership/Management in	NUR 460 – Legal/Ethical Issues in Prof. Nursing (3) ⁺ ♦♣
Nursing(3)*+ ♦ ♣	NUR 475 - Community Health Nursing (5) **
Humanities and Fine Arts- Area 6 (3)	NOR 4/3 - Community nearth Nursing (5)
HIS 205, 206, PSC 203, 204 (3)	
Activity PE (1)	
	Total 13 hours
Total 15 hours	Total 13 nours

*Writing intensive course + course-can be taken prior to this semester # practicum course • online course • 8 week course

General Education hours - 63 Nursing hours - 60 Total hours - 123

NURSING COURSE DESCRIPTIONS

NUR 100 - PRE-NURSING SURVEY (3) This course introduces the student to nursing as a profession exploring the various roles of the nurse and current issues in nursing and health care. Emphasis is on effective communication, critical thinking and professionalism. This course must be taken prior to seeking admission to the BSN program. This course has 3 hours of theory per week. Prerequisite: BIO 103/104L with a minimum grade of C. Corequisite: English 102

NUR 200 – PHARMACOLOGY IN NURSING (3) This course introduces the basic classification systems of medications and the foundational concepts of pharmacology in relation to the actions and effects of medications on the human body. Utilizing a prototypical drug approach, application of the nursing process will be stressed with emphasis on nursing interventions and patient education. This course has 3 hours of theory per week. Prerequisite: Admission to the BSN program or permission of instructor.

NUR 220 – FUNDAMENTALS OF NURSING (5) This course introduces the student to the diverse nature of professional nursing practice. Students learn concepts and theories basic to the art and science of nursing. Focus will be given to the beginning application of fundamental nursing concepts including: nursing process, therapeutic communication, the teaching/learning process, characteristics of professional behavior, common mechanisms of disease processes, and general nursing interventions to treat frequently occurring health problems. This course has 3 hours of theory and 6 hours of practicum per week. Prerequisite: Admission to the BSN program. Co-requisites: NUR 200, NUR 230, AGR 303A.

NUR 230 – PRINCIPLES OF NURSING SKILLS (4) This course introduces the skills and concepts required to deliver safe and professional nursing care throughout the adult lifespan, utilizing evidence-based practice and technology. Students will explore basic nursing skills ranging from hygiene, vital signs, assessment, mobility, concepts of sterility, IV therapy, and medication administration. This course has 3 hours of theory and 3 hours of laboratory per week. Prerequisite: Admission to the BSN program. Co-requisites: NUR 200, NUR 220, AGR 303A.

NUR 300 – GERONTOLOGICAL NURSING (2) This course is the study and application of evidence-based principles and concepts of gerontological nursing with identification of related alterations and treatments applied in varied health care and community settings. This course has 4 hours of theory per 8 week session. Prerequisites: NUR 200, NUR 220, NUR 230. Corequisites: NUR 305, NUR 322, NUR 340.

NUR 305 - PSYCHOSOCIAL NURSING (3) This course is the study and application of evidence-based principles and concepts of nursing in providing care to meet the mental health needs of adults. Emphasis on clinical prevention and population-focused health for clients in varied health care and community settings. This course has 4 hours of theory and 6 hours of practicum per 8 week session. Prerequisites: NUR 200, NUR 220, NUR 230. Co-requisites: NUR 300, NUR 322, NUR 340.

- **NUR 322 ESSENTIALS OF HEALTH ASSESSMENT** (3) This course focuses on health assessment of adult clients. Emphasis on health history and physical exam skill development. Health promotion, primary and secondary prevention strategies are incorporated into the assessment process. This course has 2 hours of theory and 3 hours of laboratory per week. Prerequisites: NUR 200, NUR 220, NUR 230. Co-requisites: NUR 300, NUR 305, NUR 340.
- NUR 340 MEDICAL-SURGICAL NURSING I (5) This course is the study and application of evidence-based principles and concepts of nursing in providing care to the client with altered sensory input, unmet fluid and electrolytes, renal, neurological, movement and coordination needs. This course has 3 hours of theory and 6 hours of practicum per week. Prerequisites: NUR 200, NUR 220, NUR 230. Co-requisites: NUR 300, NUR 305, NUR 322.
- **NUR 360 INTRODUCTION TO NURSING RESEARCH** (3) This online 8 week course introduces the principles of research theory and methodology. Develops skills in critiquing nursing research and its application in evidence-based practice. This course has 3 hours of theory per week. Prerequisites: NUR 300, NUR 305, NUR 322, NUR 340. Co-requisite: NUR 365.
- NUR 365 NURSING OF WOMEN & CHILDREN (8) This course is the study and application of evidence-based principles and concepts of nursing in providing care to meet the needs of women and children, birth through adolescence. Emphasis on clinical prevention and population-focused health for women and children in varied health care and community settings. This course has 5 hours of theory and 9 hours of practicum per week. Prerequisites: NUR 300, NUR 305, NUR 322, NUR 340. Co-requisite: NUR 360.
- **NUR 400 MEDICAL-SURGICAL NURSING II** (5) This course is the study and application of evidence-based principles and concepts of nursing in providing care to the client with unmet nutrition, elimination, regulation, and sexuality needs. This course has 3 hours of theory and 6 hours of practicum per week. Pre-requisites: NUR 360, NUR 365. Co-requisite: NUR 420.
- **NUR 420 LEADERSHIP/MANAGEMENT IN NURSING** (3) This course is the study of leadership and management principles with emphasis of organizational structures, economic and political trends, healthcare environments and workforce management. This course is designated writing intensive. This course has 6 hours of theory per 8 week session. Prerequisites: NUR 360, NUR 365. Corequisite: NUR 400.
- **NUR 435 MEDICAL-SURGICAL NURSING III** (5) This course is the study and application of evidence-based principles and concepts of nursing in providing care to clients with unmet oxygenation, multi-system, and critical care needs. This course has 3 hours of theory and 6 hours of practicum per week. Pre-requisite: NUR 400, NUR 420. Co-requisite: NUR 460, NUR 475.
- NUR 460 LEGAL & ETHICAL ISSUES IN PROFESSIONAL NURSING (3) This course studies legal and ethical issues/events impacting professional nursing practice. Selected legal and ethical issues related to social, political and economic trends are discussed. This course has 6

hours of theory per 8 week session. Prerequisites: NUR 400, NUR 420. Co-requisites: NUR 435, NUR 475.

NUR 475- COMMUNITY HEALTH NURSING (5) This course is the study and application of care for individuals, families, groups, communities, and populations. Emphasis is placed on health promotion and disease prevention. This course has 3 hours of theory and 6 hours of practicum per week. Students will complete a capstone project. This course is intended for BSN students. Prerequisites: NUR 400, NUR 420. Co-requisites: NUR 435, NUR 460.

ONLINE LEARNING/COMPUTER REQUIREMENTS

Prior to beginning an online course, go to LU ONLINE @ https://bluetigerportal.lincolnu.edu/web/ctl/lu-online, click on Current Student tab to access *LU Online User Guide*, which describes software, the learning management system, and computer requirements

It is important that students understand that online courses are just as rigorous as face-to-face courses. Submission of original work and using in-text citations and APA formatted reference lists are required. Clear communication is essential in the online environment. P lease note, it is the student's responsibility to call the Moodle helpdesk if having difficulties with the learning management system. Technical support is available by contacting helpdesk at <u>573-681-5777</u> or email at moodlehelp@lincolnu.edu Please notify the instructor of these difficulties also.

Expectations of Students

- Able to perform computer skills as identified in course syllabus
- Familiar with internet search engines and navigation features
- All assignments are completed and submitted in the format requested within the established deadlines.
- Participate actively and courteously in discussion forums.
- Utilize University email
- Abide by the standards of academic honesty and student code of conduct.

TRANSFER CREDITS

Nursing credits earned at other accredited institutions may be evaluated for direct transfer credits. Students who wish to enroll in non-nursing classes at other institutions and have those credits count toward an LU degree must seek approval prior to enrolling in those classes if they plan to be concurrently enrolled in LU classes. Certification of Transfer Credit forms are available in the nursing office.

TRANSFER STUDENTS

Applicants for admission by transfer must:

- 1. Meet university requirements for admission.
- 2. Complete the nursing admission criteria.
- 3. Meet with a nursing faculty advisor.

Transfer credit from other colleges and universities will be evaluated on an individual basis for equivalency to current program requirements. Only courses with a grade of "C" or better will be considered. Required courses in the social and biological sciences form the basis for making

nursing judgments. The nursing faculty reserves the right to require students to retake these courses when credit was earned several years prior to enrollment in the BSN.

GRADING AND UNSATISFACTORY ACADEMIC/NONACADEMIC PERFORMANCE

University policies for grading and academic probation are outlined in the *Lincoln University Undergraduate Bulletin*. 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*.

Courses that include a practicum portion must be successfully completed in order to pass the course. The practicum portion of the course is 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.

The following grading scale is used to designate the level of performance in required nursing courses:

A=90-100%

B=80-89%

C=75-79%

D=60-74%

F= 59% & below

ATTENDANCE POLICY

A student's grade may be lowered due to class absences in accordance with University policy as published in the *Lincoln University Undergraduate Bulletin*. Laboratory and practicum experiences are essential components to nursing education and to the successful completion of nursing courses. Therefore, attendance at the practicum and laboratory experiences is mandatory in all nursing courses. Absences, excused or unexcused, may jeopardize the student's ability to meet laboratory objectives.

PROGRESSION

Each student must satisfy all course requirements of each course before progressing in the nursing sequence. Comprehensive examinations are administered at the end of each semester of study in the BSN program. Courses may also include a laboratory and math practicum which must be successfully completed in order to pass the course. The practicum portion of the class is pass/fail. Unsatisfactory performance in either theory or practicum will result in failure for the course. Any student who earns a failing grade in practicum, but who has an average of 75 or more in theory, will be awarded a grade of "D" for the course.

Students admitted to the nursing program who twice enroll, within the past five years, in any course required for the nursing degree and do not receive a grade of "C" or above will be denied progression in the program. A student may repeat two nursing courses within a five year period. A repeated nursing course must be passed on the second attempt. If extenuating circumstances have occurred, the student may petition the faculty in writing for an exception.

A student withdrawing from a nursing course is required to contact the course faculty. If the grade earned at the time of withdrawal is D or F this will be considered a course failure for purpose of curriculum progression. If the grade earned at the time of withdrawal is a C or above there may be no effect in regard to curriculum progression. A student must reapply for reenrollment within two consecutive semesters. Re-enrollment is contingent upon space available in the course. If a student is unable to re-enroll and return to the course within two consecutive semesters the student may be required to repeat all or part of previously completed courses within the curriculum. If extenuating circumstances have occurred, the student may petition the faculty in writing for an exception.

DEPARTMENTAL PROBATION/DISMISSAL

The standards of professionalism as noted in this handbook will be upheld. These standards are comprehensive, and further specified in course syllabi and/or practicum evaluation tools. A student whose behavior falls short of the professional standards may be warned, placed on probation, or dismissed from the nursing program. Probationary status will be preceded by a formal written report 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.

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 as noted on the final practicum evaluation form of each nursing course. 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
- Failing grades in the theoretical portion of the course, such that in the professional judgment of the faculty the student does not have sufficient theoretical background to function safely and adequately in the practicum area.

READMISSION

A student eligible for readmission to the BSN program must complete the requirements in the current bulletin at the time of readmission. A student, who exits the BSN program for any reason or fails to progress with his or her class, is not guaranteed readmission to the program. The nursing faculty reserves the right to require a readmitted student to audit or re-take a nursing course when the current course varies significantly from content during prior enrollment or when faculty believe that the amount of time since the student was enrolled in the course has been sufficient to jeopardize the student's success in the BSN program. These students may be allowed to document course competence by successfully writing the final examination(s) for the courses involved. When a student desires readmission to the program, he/she should write a letter to the department head describing the reasons for withdrawal or exclusion, when readmission is

desired, and the changes which have occurred to facilitate program completion. This letter should be received in the department office prior to finals week in order for the request to be reviewed by the nursing faculty. The student will be notified in writing of the response to his/her request and whether space is available to accommodate him/her. Eligible candidates can only be admitted if space is available.

APPEALS PROCEDURE

A student may appeal through normal administrative channels, academic as well as non-academic matters. Appeals related to academic matters are initiated with the faculty member involved using the Student Academic Complaint Policy and Procedure Form. This form is available in the departmental office and complaints must be filed within 90 days of the occurrence. Appeals related to non-academic matters are handled by the Office of Student Affairs in accordance with the policies and procedures outlined in the *Lincoln University Undergraduate Bulletin*.

PRACTICUM REQUIREMENTS

The purpose of practicum experiences is to provide the student the opportunity to synthesize and apply the knowledge acquired in the BSN program. The course objectives for the semester must 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.

Prior to the beginning practicum courses students must submit verification of the following requirements to www.certifiedbackground.com It is the student's responsibility to keep these requirements up to date while in the practicum courses.

- American Heart Association Healthcare Provider CPR certification (see below)
- Criminal background fingerprint check
- Ten panel drug plus alcohol
- Hepatitis B vaccine series
- MMR vaccine (2 doses) or antibody test
- DTaP vaccine (within the last 10 years)
- Varicella vaccine (2 doses) or antibody titer
- Annual Influenza vaccine
- Annual Mantoux TB skin test
- Individual practicum 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.

Transportation to and from the practicum is the sole responsibility of the student.

Nursing students are required to provide documentation of certification to perform adult (one man, two man), child and infant cardiopulmonary resuscitation (CPR) prior to beginning practicum nursing courses in the BSN program. CPR courses must include a hands on component for the practice of CPR. *Online CPR courses will not be accepted. The course must*

<u>be The American Heart Association "Basic Life Support for Healthcare Providers</u> (<u>CPR/AED</u>)." Students must document current CPR certification throughout their enrollment in the BSN program. The University provides professional liability insurance for all students; however, additional liability insurance is an option at the cost of the student.

Students who are employed are encouraged to limit their hours of work in order to take full advantage of the learning experiences available to them in the BSN program. Students do not represent Lincoln University or the Department of Nursing Science in their extracurricular employment.

Background Checks

A background check and assessment of the Employee Disqualification List of the Department of Health and Senior Services are required by state statute. All students entering the nursing program will complete the university background check at the students' expense. This investigation meets statutory requirements and is to insure students have not previously committed violent crimes against persons. If practicum agencies require re-verification, students must complete additional background checks as required by the agencies.

Students must meet the requirements of the agencies where Lincoln participates in practicum experiences. If the results of the criminal records background check reveal a record or conviction, guilty pleas or no contenders pleas involving Class A or Class B felonies as listed under Missouri law, the student will not be able to participate in practicum. 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 of a Law Enforcement Officer, first or second degree
- Forcible Rape or Sodomy
- Child Molestation, first degree (with aggravating circumstances)
- Statutory Rape or Sodomy in first degree
- Sexual Abuse (with aggravating circumstances)
- 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.

Dress Code

Under the Department of Nursing Science's Policy, the professional attire expected and required shall include:

- Charcoal scrub top with Lincoln University logo and charcoal scrub bottom (neat, clean, and pressed in appearance).
- Black, navy blue or khaki slacks/skirt (skirt must be below knee length), a white or navy blue collared blouse/shirt, and clean, polished closed toe shoes shall be worn for practicum experiences outside the hospital setting (i.e. psych., geriatrics, community service and other experiences when representing Lincoln University.
- A clean white short sleeve or long sleeve t-shirt may be worn under the uniform depending upon individual hospital uniform policies. A white lab coat with the Lincoln University logo may also be worn.
- Sweatshirts, sweatpants, leggings, jeans, and T-shirts are not acceptable in any practicum setting.
- Underwear should be worn and not be visible under uniform.
- Shoes must be clean, white, black or gray and polished (covering the entire foot) with rubber soles and clean shoelaces if tie shoes..
- White, gray or black socks/hosiery must be worn. Needs to be above the ankles.
- A nametag (white letters on navy background) should be worn at all times when representing Lincoln University. Students without appropriate identification will be sent home.
- Student identification may not be worn with the uniform for purposes other than educational experiences.
- Hair must be kept neat, clean and tied back (off of the shoulders) and in no way interfere with patient safety and/or asepsis.
- Men's mustaches and beards must be neatly trimmed.
- Personal hygiene and grooming are essential. Use of deodorant is expected.
- No perfumes, cologne, and/or aftershave shall be worn.
- The only jewelry to be worn is a watch, wedding/engagement ring, and earrings in no more than one filled hole per ear (earring not to exceed 5 mm). No jewelry for pierced body parts other than ear lobes may be worn.
- Tattoos are to be covered and non-visible.
- Nails should be clean, neatly trimmed, and no longer than ¼ inch. The wearing of artificial nails is prohibited. Only clear nail polish is acceptable.
- A watch with a second hand, a stethoscope, and bandage scissors are required.
- Positively no gum chewing.

Professional appearance and behavior will be maintained whenever representing the Lincoln University Department of Nursing Science. Nursing students are required to report in complete uniform for all practicum and laboratory experiences as designated by faculty.

ORIENTATION TO PRACTICUM

Tour of Facility/Clinical Practice	Tour of areas that student will utilize
Floor(s)	
Orientation	Safety/Disaster/codes/Fire
	Parking/Breaks
	Confidentiality
	Blood Born Pathogens
Orientation of Patient Care	Charting
	Medication
	Procedure manual and protocols
	Forms
	Reporting Procedure
	Equipment as appropriate
Pre-and Post-Conference Orientation	Site
	Purpose and expectations
Clinical Expectation	Grading Strategies
	Call-in policy
	Clinical coursework expectation
	Student Behavior/Expectations

The following adult vital sign parameters must be reported to the RN within 5 minutes:

Systolic BP<100 or >140	If there is more than a 20 point	Always take a manual BP
	change in the systolic BP	reading to verify the BP before
		reporting the BP to the nurse
Diastolic BP<60 or > 90	If there is more than a 10 point	Always take a manual BP
	change in the diastolic BP	reading to verify the BP before
		reporting the BP to the nurse
Respiration <14 or >28	Also report difficult breathing	
	or shortness of breath	
Temperature $< 96 \text{ or} > 100$		
O2 Saturation < 90%	Or as instructed by the nurse	
Pain score of 3 or greater	Report new pain, chest pain,	
	pressure or discomfort	
Weight gain or loss of more		
than 3 lbs.		
Output < 240cc in 8 hours		
Blood glucose $< 70 \text{ or } > 200$		

ASSESSMENT POLICY

Students will be required to take nationally normed tests (Kaplan Integrated Testing) throughout the curriculum. The first four semesters, students will be required to take content specific exams as a course requirement. Each student will meet with an instructor to discuss strengths and weaknesses. Each student will complete instructor designed supplemental instruction for weaknesses prior to receiving a final grade in the semester. In the final semester, students must take Kaplan comprehensive exit exams, complete supplemental instruction, and complete a NCLEX Review Course to pass the course.

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, a general education check will be completed by the Registrar.

FILING FOR DEGREE

A student must file for graduation with the Record's Office on or before the last day to file in accordance with the deadline date listed in the academic calendar. A student filing after this deadline will not be able to receive the degree certificate until the next graduation period.

GRADUATION REQUIREMENTS

A minimum of 123 credit hours with a minimum GPA of 2.00 is required for graduation with a BSN degree. Students must complete all general education and nursing courses with grades of "C" or better.

Nursing - A minimum of 60 credit hours in nursing are required for graduation. A minimum of 30 credit hours of 300 and/or 400 level course work must be successfully completed in residence to obtain a baccalaureate degree. Specific major requirements are NUR 210, 220, 230, 300, 305, 322, 340, 361, 365, 410, 421, 431, 461, and 490.

Non-nursing – A minimum of 63 credit hours of general education are required for graduation. Precollege level courses do not count toward graduation requirements. For general education requirements, refer to the sample program.

Successful completion of the BSN requirements qualifies the student for consideration by the faculty for recommendation to receive the Bachelor in Science Degree with a major in Nursing.

PINNING CEREMONY

A pinning ceremony is held at the end of each semester for the graduating class. In addition to receiving the LU nursing pin, awards will be given for academic achievement and outstanding performance. A graduate from each class will be selected by the nursing faculty for receipt of the Helen L. Monroe Award. This award is based on exemplary performance in the roles of the nurse as further delineated by the of the *Essentials of Baccalaureate Education for Professional Nursing Practice* (AACN, 2008). Academic achievement awards are based on cumulative GPA earned in courses required for the nursing degree and are as follows: GPA 3.2-3.49 Scholar; GPA 3.5-3.69 Silver Scholar; GPA 3.7-4.0 Gold Scholar. Graduates are expected to participate

in the pinning ceremony and are strongly encouraged to participate in the commencement ceremony.

REQUIREMENTS FOR LICENSURE

Upon graduation, with a BSN degree, the graduate is eligible to apply to the Missouri State Board of Nursing (or the state board in which you plan to practice) to take the National Council Licensing Examination for Registered Nurses (NCLEX-RN); however, completion of the program does not guarantee eligibility to write the NCLEX-RN. The State Board of Nursing determines eligibility requirements. According to Missouri Statute 335.046,

"The applicant shall be of good moral character and have completed at least the high school course of study or equivalent thereof as determined by the state board of education, and have successfully completed the basic professional curriculum in an accredited or approved school of nursing and earned a professional degree or diploma in an approved school of nursing."

Requirements include:

- 1. Graduation from an accredited professional nursing program verified with an official transcript.
- 2. Completion of the licensure application form which includes:
 - a. Legal name, previous name(s).
 - b. Address, telephone number.
 - c. Place and date of birth.
 - d. Social security number.
 - e. Nursing program information.
 - f. Name, address, phone number of two references.
 - g. Explanation of previous applications/licensure.
 - h. Explanation of any crime that resulted in a conviction (excluding traffic violations).
 - i. Explanation of any traffic offense related to or resulting from drugs or alcohol.
 - j. Explanation of any addiction to drugs or alcohol.
 - k. Submission of fees.
 - 1. Attachment of recent photo.
- 3. Signature of program director.

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* (ANA, 2001) 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, or population.
- 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 Scope and Standards of Professional Nursing Practice (ANA, 2010) 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, coordinates care delivery, and employs strategies to promote health and a safe environment.

The registered nurse coordinates care delivery.

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.
- Evidence-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 the healthcare consumer, family, and others in the conduct of nursing practice.
- **Professional practice evaluation**: The registered nurse evaluates her/ his nursing practice in relation to professional practice standards and guidelines, relevant statues, 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.

The student should be aware that there are 16 reasons why an applicant could be denied a license or a nurse could have a license revoked. Excerpted below is a section of the State of Missouri Nursing Practice Act. Each prospective nursing student should use this information to help determine the feasibility of applying to and/or enrolling in a nursing program. The entire Nursing Practice Act can be reviewed in the department nursing office or online at http://www.pr.mo.gov/boards/nursing/npa/pdf

MISSOURI REVISED STATUTES Chapter 335

August 28, 2013

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

335.066. 1. The board may refuse to issue or reinstate any certificate of registration or authority, permit or license required pursuant to chapter 335 for one or any combination of causes stated in subsection 2 of this section or the board may, as a condition to issuing or reinstating any such permit or license, require a person to submit himself or herself for identification, intervention, treatment, or rehabilitation by the impaired nurse program as provided in section 335.067. The board shall notify the applicant in writing of the reasons for the refusal and shall advise the applicant of his or her right to file a complaint with the administrative hearing commission as provided by chapter 621.

2. The board may cause a complaint to be filed with the administrative hearing commission as provided by chapter 621 against any holder of any certificate of registration or authority, permit or license required by sections 335.011 to 335.096 or any person who has failed to renew or has

surrendered his or her certificate of registration or authority, permit or license for any one or any combination of the following causes:

- (1) Use or unlawful possession of any controlled substance, as defined in chapter 195, or alcoholic beverage to an extent that such use impairs a person's ability to perform the work of any profession licensed or regulated by sections 335.011 to 335.096;
- (2) The person has been finally adjudicated and found guilty, or entered a plea of guilty or nolo contendere, in a criminal prosecution pursuant to the laws of any state or of the United States, for any offense reasonably related to the qualifications, functions or duties of any profession licensed or regulated pursuant to sections 335.011 to 335.096, for any offense an essential element of which is fraud, dishonesty or an act of violence, or for any offense involving moral turpitude, whether or not sentence is imposed;
- (3) Use of fraud, deception, misrepresentation or bribery in securing any certificate of registration or authority, permit or license issued pursuant to sections 335.011 to 335.096 or in obtaining permission to take any examination given or required pursuant to sections 335.011 to 335.096;
- (4) Obtaining or attempting to obtain any fee, charge, tuition or other compensation by fraud, deception or misrepresentation;
- (5) Incompetency, gross negligence, or repeated negligence in the performance of the functions or duties of any profession licensed or regulated by chapter 335. For the purposes of this subdivision, "repeated negligence" means the failure, on more than one occasion, to use that degree of skill and learning ordinarily used under the same or similar circumstances by the member of the applicant's or licensee's profession;
- (6) Misconduct, fraud, misrepresentation, dishonesty, unethical conduct, or unprofessional conduct in the performance of the functions or duties of any profession licensed or regulated by this chapter, including, but not limited to, the following:
- (a) Willfully and continually overcharging or overtreating patients; or charging for visits which did not occur unless the services were contracted for in advance, or for services which were not rendered or documented in the patient's records;
- (b) Attempting, directly or indirectly, by way of intimidation, coercion or deception, to obtain or retain a patient or discourage the use of a second opinion or consultation;
- (c) Willfully and continually performing inappropriate or unnecessary treatment, diagnostic tests, or nursing services;
- (d) Delegating professional responsibilities to a person who is not qualified by training, skill, competency, age, experience, or licensure to perform such responsibilities;

- (e) Performing nursing services beyond the authorized scope of practice for which the individual is licensed in this state;
- (f) Exercising influence within a nurse-patient relationship for purposes of engaging a patient in sexual activity;
- (g) Being listed on any state or federal sexual offender registry;
- (h) Failure of any applicant or licensee to cooperate with the board during any investigation;
- (i) Failure to comply with any subpoena or subpoena duces tecum from the board or an order of the board;
- (j) Failure to timely pay license renewal fees specified in this chapter;
- (k) Violating a probation agreement, order, or other settlement agreement with this board or any other licensing agency;
- (l) Failing to inform the board of the nurse's current residence;
- (m) Any other conduct that is unethical or unprofessional involving a minor;
- (7) Violation of, or assisting or enabling any person to violate, any provision of sections 335.011 to 335.096, or of any lawful rule or regulation adopted pursuant to sections 335.011 to 335.096;
- (8) Impersonation of any person holding a certificate of registration or authority, permit or license or allowing any person to use his or her certificate of registration or authority, permit, license or diploma from any school;
- (9) Disciplinary action against the holder of a license or other right to practice any profession regulated by sections 335.011 to 335.096 granted by another state, territory, federal agency or country upon grounds for which revocation or suspension is authorized in this state;
- (10) A person is finally adjudged insane or incompetent by a court of competent jurisdiction;
- (11) Assisting or enabling any person to practice or offer to practice any profession licensed or regulated by sections 335.011 to 335.096 who is not registered and currently eligible to practice pursuant to sections 335.011 to 335.096;
- (12) Issuance of a certificate of registration or authority, permit or license based upon a material mistake of fact;
- (13) Violation of any professional trust or confidence;
- (14) Use of any advertisement or solicitation which is false, misleading or deceptive to the general public or persons to whom the advertisement or solicitation is primarily directed;

- (15) Violation of the drug laws or rules and regulations of this state, any other state or the federal government;
- (16) Placement on an employee disqualification list or other related restriction or finding pertaining to employment within a health-related profession issued by any state or federal government or agency following final disposition by such state or federal government or agency;
- (17) Failure to successfully complete the impaired nurse program;
- (18) Knowingly making or causing to be made a false statement or misrepresentation of a material fact, with intent to defraud, for payment pursuant to the provisions of chapter 208 or chapter 630, or for payment from Title XVIII or Title XIX of the federal Medicare program;
- (19) Failure or refusal to properly guard against contagious, infectious, or communicable diseases or the spread thereof; maintaining an unsanitary office or performing professional services under unsanitary conditions; or failure to report the existence of an unsanitary condition in the office of a physician or in any health care facility to the board, in writing, within thirty days after the discovery thereof;
- (20) A pattern of personal use or consumption of any controlled substance unless it is prescribed, dispensed, or administered by a provider who is authorized by law to do so;
- (21) Habitual intoxication or dependence on alcohol, evidence of which may include more than one alcohol-related enforcement contact as defined by section 302.525;
- (22) Failure to comply with a treatment program or an aftercare program entered into as part of a board order, settlement agreement, or licensee's professional health program.

SAFE NURSING PRACTICE

Society holds student nurses to the same standards of practice as any reasonable, prudent registered nurse. It is for this reason that students are granted the privilege of practicing professional nursing under the supervision of a faculty member who is licensed in the State of Missouri. 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 practicum 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 records and documents.

The student is accountable to the client, the client family, the Department of Nursing Science, Lincoln University, and the practicum agency. *The Missouri Nurse Practice Act, the Code of Ethics* (2001), *The Essentials of Baccalaureate Education for Professional Nursing Practice* (AACN, 2008), and professional standards of practice should guide the student in the delivery of

patient care. The student may be denied practicum privileges if, in the professional opinion of the faculty, the student violates policies and/or professional standards.

The student may return to practicum only upon validation by the instructor that the deficiency has been removed. Failure to achieve the practicum objectives of a course within the specified time will result in failure of the course. If a student displays unsafe behaviors within a course or the program, the faculty may decide that the student be placed on departmental probation or be dismissed from the program. The due process procedures for departmental probation are outlined in the *BSN Student Handbook*.

Reporting to practicum while under the influence of alcohol and/or drugs that impair the ability of the student to provide safe and effective care is considered unsafe practice. In such instances, the Lincoln University Department of Nursing Science will initiate the Chemically Impaired Nursing Student Procedure. If a student displays other behaviors that are defined as disciplinary misconduct, he/she is subject to the policies and procedures and sanctions as outlined in the BSN Student Handbook.

CHEMICALLY IMPAIRED NURSING STUDENT PROCEDURE

- 1. If the faculty member makes a professional judgment that a student's performance is not safe based on behaviors observed, 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 he/she are in violation of the policy for safe nursing practice.
- 2. 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 would be accompanied by the faculty member, or representative of the department.
- 3. Any costs incurred during the above evaluations will be the responsibility of the student. If the tests are negative, the cost of the tests becomes the responsibility of the Department of Nursing Science.
- 4. 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 his/her student file. The department head will inform all appropriate faculty involved with the student on a need to know basis only.
- 5. The department head will review documentation of the faculty member and results of any other evaluations to determine whether other assessment, monitoring, and/or treatment plan is necessary.
- 6. 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 to participate in the meeting as outlined in Student Conduct Code for the University.
- 7. 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.
- 8. 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 his/her own cost.
- 9. Student progress will be monitored by the treatment counselor.
- 10. A semester grade of I (incomplete), W (withdraw) 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.
- 11. Upon completion of the terms of the written treatment plan, a written request for reinstatement in the program must be submitted for the semester that the student desires to return. The student may be readmitted, if there is a space available in the requested semester at that time.
- 12. If the student suffers a relapse, the nursing faculty will recommend that the student be administratively dismissed from the program.
- 13. The student may initiate the appeals process, as noted in the *Lincoln University Undergraduate Bulletin*.

SOCIAL NETWORKING POLICY

Patient confidentiality is an integral part of the role of the nurse and described in *the ANA Code of Ethics for Nurses* (ANA, 2001). The student is responsible for maintaining patient confidentiality. This includes social networking sites (Twitter, MySpace, Facebook, etc.) as well as personal conversations, and written work. Social networking sites can often reach farther than a student might intend but the consequences are the same regardless of 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 the nursing faculty. The department expects students to adhere to the ANA Social Media Policy (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.

Six 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. (revised 10/4/11)

NOTICE OF NON-DISCRIMINATION

Students 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 its programs and activities. Questions that may arise in regard to the University's compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act should be directed to the Coordinator of Disabilities Services, 304 Founders Hall, Lincoln University, Jefferson City, Missouri 65102-0029. For more information, contact the Office of Career Counseling and Disability Services at: 304 Founders Hall; 573-681-5162, email: disabilityservices@lincolnu.edu.

SERVICES FOR STUDENTS WITH DISABILITIES

Disability Services are coordinated through the Office of Career Counseling and Disability Services. Lincoln University is committed to providing equal opportunities to persons with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act (ADA) of 1990, as it relates to the physical infrastructure of all University property.

Upon admittance to the University, any person requiring reasonable accommodations must register with the University before any accommodations will be afforded to them. Documentation of a disability from a qualified medical and/or authorized professional must be submitted before accommodations will be afforded to the individual requesting services. The types of accommodations vary greatly and are provided, based on documented and expressed needs. The University also provides on-campus housing accommodations for students with physical disabilities. Requests for accommodations are provided in a timely manner.

If a student finds that a classroom is inaccessible, he/she should report this to the Coordinator of Disabilities Services or the academic dean of his/her college. Every effort will be made to make

programs accessible. Any informal or formal grievance should be filed with the Office of Career Counseling and Disability Services. The procedure for doing so is outlined in print and electronically.

Lincoln University Department of Nursing Science will make every reasonable accommodation to help students with disabilities 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. 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 practicum evaluations associated in the course.

The Coordinator of Disabilities Services will review the documentation and in consultation with the student and his/her heath 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 with 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:

- 1. Possess sufficient energy and mobility to provide patient care to meet course objectives.
- 2. 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.
- 3. Provide patient care for up to 12 hours; attend practicum experiences at assigned times.
- 4. 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).
- 5. 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 cauterization, tracheostomy care, giving an injection).

Cognitive:

- 1. Elicit and interpret verbal and nonverbal communications.
- 2. Communicate effectively both verbally and in writing, using appropriate words, grammar, and vocabulary.

- 3. Make accurate decisions in a timely manner, under stressful and challenging conditions.
- 4. Utilize analysis, synthesis, critical thinking and mathematical calculations in the provision of safe patient care.

Interpersonal:

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

HEALTH REQUIREMENTS

Nursing students are required to meet health requirements established by the University. All applicants accepted for admission to the BSN program must be physically and mentally healthy. Because they attend practicum experiences in a variety of health care agencies, students must assure that they are in good health throughout their enrollment in the BSN program. Students must maintain documentation of immunizations/titers (Varicella, Hepatitis B, influenza, DTaP, MMR), and Mantoux TB testing. Students are required to have any laboratory test(s) as requested by agencies, including a urine drug screen. Due to the nature of practicum experiences and the risk of exposure to illness and injury, all nursing students are encouraged to have health insurance. The cost of treatment for any injury or illness is the responsibility of each student.

AIDS POLICY

The Lincoln University's statement of Policy and Procedure on AIDS may be obtained from the Office of Student Affairs. In keeping with University policy, the nursing program does not discriminate against students with AIDS; however, the nursing faculty reserves the right to limit a student's (with AIDS) patient care contact if he/she cannot control his/her body secretions.

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

- Center for Comprehensive Counselling
- Office of Access and Ability Services
- Center for Academic Advisement
- Center for Career and Academic Support Services
- Dr. Jabulani Beza International Student Center
- Thompkins Health Center
- Page Library
- Center for Ethnic Studies
- Media center
- Center for Teaching Learning
- 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 Undergraduate Bulletin*.

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.

STUDENT NURSES' ASSOCIATION

Membership in the Lincoln University Student Nurses' Association (LUSNA) and the state and national association is strongly encouraged. Membership in these organizations fosters professional liaisons and development which should serve as a prelude to involvement in professional organizations upon completion of the BSN program.

PROGRAM COST

In addition to tuition, laboratory fees, Kaplan fees, and a discipline fee, the student should anticipate spending approximately \$4000.00 for the following nursing expenditures: textbooks, uniforms, stethoscope, watch with second hand, bandage scissors, membership fees for Student Nurses' Association, graduation fees & pin, health portfolio, and State Board Examination fee.

FINANCIAL AID

General financial aid information is available through the Financial Aid Office located in 106 Young Hall Telephone 573-681-6156. Website: <a href="http://www.lincolnu.edu/web/financial-aid/financia

FACULTY ROSTER

Stefanie Birk, RN, Assistant Professor AAS & BSN, Lincoln University MSN, University of Missouri- Columbia MBA, William Woods.

Glenda Dahlstrom PhD, RN, Professor BSN, Central Missouri State University MSN and PhD., University of Missouri-Columbia

Darla Douglas, RN, Associate Professor. Diploma, Lutheran School of Nursing BSN and MSN, University of Missouri-Columbia.

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

Anne Heyen, RN, Assistant Professor. BSN, Avila College MSN, University of Missouri-Columbia. DNP, Rush University- Chicago, IL

Lois Jaegers, RN, Associate Professor. BSN, Central Missouri State University MSN, Clarkston College. Jenny Lockhart, RN Instructor. AAS, Columbia College BSN, University of Missouri-Columbia.

Janet Long, RN, Associate Professor. BSN, Iowa Wesleyan College MSN, University of Missouri-Columbia. DNP, Rush University- Chicago, IL

Jennifer McCord, RN, Instructor AAS, Columbia College BSN, University of Missouri-Columbia MSN, University of Missouri-Kansas City.

Ann McSwain, DHA, RN Associate Professor. AAS & BSN, Lincoln University MSN, University of Missouri-Columbia DHA, University of Phoenix

Shelby Thomas, RN, CLNC, Instructor. BSN, University of Missouri-Columbia

Cynthia Thompson, RN, Instructor. AAS, Mount San Antonia College Diploma, Los Angeles County School of Nursing BSN, California State University-Los Angeles

LINCOLN UNIVERSITY

Department of Nursing Science		
I,	(Print Name)	
	the Department of Nursing Science 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 A	AND RELEASE OF LIABILITY	
	Department of Nursing Science, that a drug/alcohol test	
may be requested at any time throughout the progress		
certain drugs, alcohol, or controlled substances is grounderstand that I am not obligated to comply with this	ands for immediate dismissal from the program. I further	
dismissal.	s serecting, nowever, retusar to consent will result in	
I hereby release Lincoln University and the Departme	nt 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's Department of Nursing Science.		
Student signature	Date	
Witness signature	Date	