



Missouri State[™]
U N I V E R S I T Y

School of Nursing

BSN Student Handbook

Missouri State University
School of Nursing
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BSN Handbook Student Signature Page

I am responsible for the information contained in this handbook. The BSN student handbook is in addition to all policies for undergraduate students at Missouri State University, and specific to nursing. Policies are subject to change at any time, and students will be notified of changes via email as they occur.

Further details about the policies and procedures described in this handbook can be found in the Missouri State University Undergraduate Catalog on MSU's webpage at <https://www.missouristate.edu/registrar/catalog>.

Signature _____

Date _____

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U N I V E R S I T Y

Dear BSN Student,

Hello and welcome to the Missouri State University School of Nursing. We are excited you selected our program for your educational journey. Nursing is both an art and a science, with a rich and extensive history. Florence Nightingale defined nursing over 100 years ago as “the act of utilizing the environment of the patient to assist him in his recovery (Nightingale, 1860). As medicine and health care advanced nursing also transformed. Virginia Henderson one of the first modern nurse’s defined nursing as “the unique function to assist the individual, sick or well, in performance of those activities contributing to health or its recovery (or to peaceful death) (Henderson, 1966). It is important to understand that the definition and role of the nurse continues to evolve.

I am sure you are wondering what to expect during this program. Simply put, expect to grow and change emotionally and professionally. Expect to be challenged, while also feeling a tremendous sense of accomplishment. How can you be successful? Arrive to class/clinical prepared, complete assignments on time, study, utilize resources, make school your priority, remain flexible and demonstrate professionalism.

Nursing school involves more than getting good grades and passing tests. Communication (verbal and nonverbal), behavior and professionalism are a large part of nursing. Nurse professionalism is about putting patients first, upholding ethics and bringing the right attitude every day. Nursing is an honest and caring profession, it ranks as the most honest profession for the last 18 years (Nursg.org, 2020). Nurses are held to a code of ethics (<https://nursing.rutgers.edu/wp-content/uploads/2019/06/ANA-Code-of-Ethics-for-Nurses.pdf>). Your attitude and actions during the program in the classroom and clinical setting are reflective of your ability to demonstrate professionalism. Know that we as the faculty are dedicated, knowledgeable, and experienced clinicians. With a goal of helping you succeed by providing you with the resources and clinical skills to be a clinically competent healthcare professional.

This handbook provides guidance and explanation of the program expectations as well as resources that can assist you in your educational journey.

Kathryn Patterson, DNP, FNP-C
Interim Undergraduate Program Director,
School of Nursing

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Undergraduate Program Director
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SCHOOL OF NURSING

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1.1 About the University

Missouri State University was founded on April 17, 1905, when the Missouri General Assembly authorized the establishment of Missouri State Normal School, Fourth District. The first classes were held in June 1906 in off-campus facilities. Tuition averaged \$6 per term for the more than 500 students enrolled. Forty acres at the corner of Grand Street and National Avenue were donated by the citizens of Springfield for the new campus. When the first building, Academic Hall (now Carrington Hall), was completed in 1908, the campus moved to its current location. In 1919, Fourth District Normal School changed its name to Southwest Missouri State Teachers College. In 1945, the institution's name changed for a second time to Southwest Missouri State College, displaying the school's expansion beyond teacher education to liberal arts and sciences. A residence center was established in West Plains, Missouri, in 1963 for students taking first- or second-year classes. This grew into another campus of the University. In 1972, Southwest Missouri State College changed its name to Southwest Missouri State University in recognition of the diversity of programs at the undergraduate level and development of graduate programs. In 2005, Southwest Missouri State University changed its name to Missouri State University.

In just over 105 years, Missouri State University has grown from a single building at the corner of Cherry and Pickwick to a campus of 163 acres with 40 buildings. Additionally, Missouri State University has Darr Agricultural Center and Jordan Valley Innovation Centers in Springfield; the State Fruit Experimentation Station in Mountain Grove; the Baker Observatory in Webster County; Bull Shoals Field Station; a campus in West Plains; a graduate center in Joplin at Missouri Southern State University; a branch campus in Dalian, China; and a virtual campus that offers educational programs via distance learning technology.

1.12 Missouri State University Mission Statement

Missouri State University is a public, comprehensive metropolitan system with a statewide [mission in public affairs](#), whose purpose is to develop educated persons. The University's identity is distinguished by its public affairs mission, which entails a campus-wide commitment to foster expertise and responsibility in ethical leadership, cultural competence, and community engagement.

The academic experience is grounded in a general education curriculum which draws heavily from the liberal arts and sciences. This foundation provides the basis for mastery of disciplinary and professional studies. It also provides essential forums in which students develop the capacity to make well-informed, independent critical judgments about the cultures, values, and institutions in society.



1.13 Missouri State University Gains National Recognition

Missouri State University's commitment has been recognized by its inclusion in the John Templeton Foundation's Honor Roll for Character-Building Colleges. The Honor Roll recognizes universities that foster a positive attitude, promote community-building values, and encourage their students to explore an individual and moral reasoning process. Missouri State University is among the 6% of the nation's 2,208 four-year universities and colleges selected for the Honor Roll. The University also is recognized for its community engagement by the Carnegie Foundation for the Advancement of Teaching, as a Military Friendly School by G.I. Jobs magazine, and as recipient of the 2014 Higher Education Excellence in Diversity (HEED) Award. MSU has been recognized by Forbes magazine as one of America's Top Colleges and received "Best in the Midwest" distinction from the Princeton Review.



1.2 History of the School of Nursing

Beginning in 1952, the University provided courses for nursing students at St. John's School of Nursing. In 1963, the University offered a Bachelor of Science degree with a major in nursing to prepare faculty for local schools of nursing. The BS degree was available until the Bachelor of Science in Nursing (BSN) degree was established in 1977.

In the early 1970s, the Administration and the Department of Life Sciences Faculty at Missouri State University assessed the need for an additional nursing program for the Missouri area. Early in the study, the University decided that a BSN-completion program would complement existing nursing programs and best serve the needs of the Southwest Missouri region. Graduates of these programs provided most of the nurses working in the area. Although the American Nurses Association recommended that by 1975 the mix of nurses in the area should be 60% diploma or associate degree nurses, 28% BSN, and 12% master's, less than 9% of the nurses in Southwest Missouri had baccalaureate degrees in 1977.

The O'Reilly Clinical Health Science Center opened in the fall of 2015, providing dedicated nursing classrooms, skills labs, and a state-of-the-art simulation center. In 2016 the Department of Nursing was officially changed to the School of Nursing. The School of Nursing is a part of the McQueary College of Health and Human Services (MCHHS).

Nursing programs at Missouri State University continue to expand. Faculty members are actively involved in nursing research, hold leadership roles in professional organizations, maintain clinical skills through nursing practice and continuing education, and are involved in community service.

The BSN program at Missouri State University is accredited by the Commission on Collegiate Nursing Education (CCNE), 655 K Street, NW, Suite 750, Washington, DC 20001, (202) 463-6930. Questions, concerns, or comments can be made to CCNE through the following avenues: phone (202) 463-6930. Website: <https://www.aacnnursing.org>

The prelicensure BSN program has full approval of the Missouri State Board of Nursing. The Missouri State Board of Nursing can be contacted via the following: phone (573) 751-0681; email nursing@pr.mo.gov; or mailing address Missouri State Board of Nursing, PO Box 656, Jefferson City, MO 65102-0656. Website: <https://www.pr.mo.gov/nursing.asp>



1.3 Mission of the School of Nursing

The School of Nursing is an integral part of Missouri State University and the McQueary College of Health and Human Services. The School of Nursing embraces the values of the University public affairs mission and is dedicated to excellence in (1) undergraduate and graduate nursing education, (2) scholarship, and (3) service.

1.31 Education

The Nursing program promotes an educational environment that develops ethical leadership, cultural competence, community engagement, and encourages life-long learning and the spirit of inquiry. Access to professional nursing education is facilitated through innovative educational technology.

1.32 Scholarship

The scholarly mission of the University, College, and School of Nursing is accomplished through the promotion of faculty and student scholarship. In all types of scholarship, faculty members encourage the direct and indirect involvement of students.

1.33 Service

Consistent with the University public affairs mission, service is accomplished through the involvement of faculty and students in academic, professional, and community service. The School of Nursing faculty provides leadership by serving as experts and role models in nursing education, practice, and scholarship. The nursing faculty and students participate in the shared governance structure of the University by serving on the university, college, and School of Nursing committees.



1.4 Philosophy of the School of Nursing

The School of Nursing values the continual professional development of its faculty and students through education, scholarship, and service.

Professional nursing is a science and art with core values that include caring, altruism, autonomy, human dignity, integrity, social justice, respect and acceptance of diversity. The field of nursing is a unique body of knowledge that incorporates life experiences and builds upon theories and principles from the liberal arts and sciences, as well as from nursing science, practice, and scholarship. The faculty believes that nursing is a collaborative discipline that practices within a framework of ethical and professional standards. Nurses provide care in a variety of roles to clients in diverse settings, such as in the role of care provider, designer, manager, and coordinator of care to clients. As members of a profession, nurses have a commitment to professional development and life-long learning. At the master's level, nurses are prepared for advanced roles as nurse educator, leader, and clinician. At the doctorate level, nurses implement advanced roles as clinicians, scholars, leaders, consultants, and policy makers as system level change agents.

Undergraduate students are prepared as professional nurses to assess health care needs, design nursing care, and provide, manage, and evaluate health care. Licensed registered nurses are prepared to expand their leadership roles by completing their BSN.



1.5 BSN Program Outcomes

1. Use a systematic, deliberative approach in providing health care to clients in diverse settings.
2. Implement professional nursing roles for practice in a variety of health care settings.
3. Demonstrate beginning competence in communication, critical thinking, and therapeutic nursing intervention skills as a generalist in professional nursing practice.
4. Evaluate professional nursing practice, based on professional, legal, and ethical standards.
5. Demonstrate professional development and preparation for lifelong learning.
6. Use knowledge from the arts and sciences in professional nursing practice.



2.0 Prelicensure BSN Program Requirements

The School of Nursing offers a generic, 4-year nursing program that leads to a Bachelor of Science in Nursing degree (BSN). University level requirements and major requirements can be found online at <https://www.missouristate.edu/registrar/catalog/prog-nursing.htm>.

COSTS OF 4-YEAR BSN PROGRAM

BSN estimated costs are listed on the School of Nursing website at <https://www.missouristate.edu/nursing/undergraduate/costs.htm>.

Costs are updated annually and are broken down for students who complete all requirements at Missouri State University and for students complete nursing courses only.

*Tuition and fees subject to change based on University tuition and fees.

**Fees, supplies, and uniform costs are subject to change and are non-refundable.

Refunds are according to the University Refund Policies at <https://www.missouristate.edu/registrar/refunds.htm>.



2.1 TECHNICAL STANDARDS FOR NURSING STUDENTS

Students must demonstrate all essential abilities and characteristics to be able to successfully complete their program and participate in all aspects of nursing education. Patient safety and well-being are major factors in establishing requirements involving the competencies required for admission, progression, and graduation. Such abilities and characteristics include, but are not limited to, the following competencies:

<u>COMPETENCIES</u>	<u>EXAMPLES</u>
MENTAL/EMOTIONAL:	
Possesses the mental and emotional stability to adapt to the environment, function in everyday activities, and cope with stressors.	Demonstrates behaviors appropriate to the situation, uses appropriate coping strategies.
SENSORY:	
Possesses the ability to assess and/or evaluate patient responses and to perform nursing interventions safely and accurately. Subject to reasonable disability-related accommodations, students must have the following capabilities:	
A. Visual - Has normal or corrected vision within the range of 20/20-20/80 - Distinguishes color shades and/or when changes.	Observes patient responses, the appearance of wounds; recognizes changes in skin color or color of body fluids, medications, etc.; distinguishes gradation on syringes when drawing up medications; etc.
B. Auditory Has normal or corrected hearing ability within the 0-45 decibel range.	Hears alarms, emergency signals, cries for help, auscultatory sounds.
C. Tactile Possesses, in at least one hand, the ability to perceive temperature changes and pulsations and to distinguish different textures.	Performs functions of physical assessment and/or functions related to therapeutic interventions (e.g., insertion of catheters or IVs).
MOTOR:	
Possesses the capacity to perform the physical manipulations and diagnostic procedures that are part of a complete nursing practice and diverse clinical experience. Subject to reasonable disability-related	Moves among patient rooms and treatment areas moves physical patients, performs CPR, calibrates and uses equipment, dons personal protective equipment (PPE).



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accommodations, students must have the following capabilities:	
A. Possesses four (4) functional limbs (normal or artificial) that allow the student to perform sufficiently to move from room to room and maneuver in small spaces and possesses gross and fine motor abilities sufficient to provide safe and effective nursing care.	
B. Possesses the ability to exert 20-50 lbs. of force occasionally, 10-25 lbs. of force frequently, and negligible to 10 lbs. of force constantly to move objects.	Positions and moves patients and equipment.
INTERPERSONAL/COMMUNICATION:	
A. Possesses communication abilities sufficient for appropriate and effective interactions with others in both oral and written form.	Explains treatment procedures and/or initiates health teachings, documents nursing actions and patient responses.
B. Possesses interpersonal abilities sufficient to interact appropriately and effectively with individuals, families, and groups from a diverse background.	Establishes rapport with patients and colleagues.
CRITICAL THINKING:	
A. Possesses critical thinking ability sufficient for clinical judgment.	Identifies cause and effect relationships, develops and evaluates the plan of care, and appropriately evaluates situations and promotes patient safety.
B. Applies principals of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions. Interprets and implements a variety of technical instructions. Deals with several abstract and concrete variables	Performs practical application of fractions, percentages, ratio and proportion measurements, and other relevant scientific principles, mathematical calculations.



Students with Disabilities and Nondiscrimination Policy

The process for a student to request an accommodation for a disability is outlined in the Disability Accommodation Policy for Students, which can be found online at <https://www.missouristate.edu/disability/accommodation.htm>. Students may also contact the Disability Resource Center (DRC) at Meyer Library, Suite 111, 417-836-4192 (voice), 417-836-6792 (TTY), <https://www.missouristate.edu/disability/>

Nondiscrimination Policy

Missouri State University is a community of people with respect for diversity. Concerns regarding this policy can be found at the following website:

https://www.missouristate.edu/equity/nondiscrimination_statement.htm

Missouri State University does not discriminate on the basis of sex in the education program or activity that it operates, including in admission and employment. Concerns regarding discrimination on the basis of sex, including sexual harassment, should be referred to Jill Patterson, Title IX Coordinator, Carrington 205, 901 S. National Ave., Springfield, MO 65897, 417-836-8506, or jillpatterson@missouristate.edu. MSU has adopted a grievance procedure policy for the prompt and equitable resolution of allegations of sexual discrimination, including sexual harassment. This policy is available at the Title IX website. Individuals may report an allegation of sex discrimination, file a complaint of sexual discrimination, or file a formal complaint of sexual harassment by contacting MSU's Title IX Coordinator at Carrington 205, 901 S. National Ave., Springfield, MO 65897, 417-836-8506, jillpatterson@missouristate.edu, or visiting the Title IX website. All faculty are required to report to the Title IX Office any concerns or allegations of sex discrimination or sexual harassment involving members of the University community (i.e., faculty, staff, and students) of which they become aware.



3.0 Enrollment Policies

3.01 Academic Advising

Advising is done by the McQueary Health and Human Services Advisement Center. All students are in a cohort and will be assigned faculty for mentoring.

MCHHS Advisement Center is available at <https://www.missouristate.edu/mchhsAdvisement/>.

3.02 BSN Student Orientation

The School of Nursing holds an orientation session for new 4-year BSN students during the semester prior to the beginning of nursing coursework.

3.03 Program Enrollment

Once admitted to the nursing major, students must maintain continuous full-time enrollment in nursing courses and progression through the program in accordance with MSU Prelicensure BSN Curriculum requirements. Completion of the prelicensure program on a part-time basis is not available.

3.04 Encumbrances

An encumbrance may be placed on a student's record for a variety of reasons (see the University's policy at <https://www.missouristate.edu/registrar/catalog/hold.html>).

Most encumbrances will prevent a student from registering for upcoming semesters. In addition, most encumbrances will prevent the release of a student's transcript and diploma. Contact the Office of the Registrar for further information regarding encumbrances.



3.1 Grading Policies

3.11 Grading and Rounding Policy

All nursing courses must be passed with a grade of “C” (70%) or higher. A student who does not pass a course with a “C” or higher must schedule an appointment with the Undergraduate Program Director and School of Nursing Director to discuss options.

Calculating a course grade will follow the process outlined below:

- The cumulative average of all exams in the didactic (lecture) component of this course must be equal to, or greater than, 75%. Exams will be defined in the course syllabus.
- Students who achieve 60% to 74.9% on exams will receive a final course grade of a “D.” If their cumulative exam percentage is calculated to be less than 60%, an “F” will be given as the final course grade.
- After a 75% or higher is earned as the exam average in the didactic component of this course, the remainder of the course components will be calculated into the course grade. The final course grade will be the average of all components of the course.
- The clinical component of a course (if required) must be a “pass” to receive a passing grade in the course.

3.12 Grading Policy for Performance of Laboratory Skills

Students should allow time for the practice of nursing skills prior to a performance check in the laboratory setting. The laboratory will be open at designated times for student practice. Students may schedule additional practice time in the lab.

- Students must show competency of identified skills in the laboratory setting prior to performing the skill in the clinical area.
- See course syllabi for specific information regarding clinical performance.

3.13 Incomplete Grade Policy

Information regarding the Incomplete Grade Policy is available at https://www.missouristate.edu/policy/op3_04_33_incompletegrade.htm.

3.14 Drop/Add Policy

Information on the Change of Schedule (Add/Drop) policy is available at <https://www.missouristate.edu/registrar/catalog/chnsched.html>.

3.15 Auditing a Course



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The School of Nursing does not allow pre-nursing or nursing students to audit nursing courses as a means to complete required courses. Auditing of nursing courses is not allowed by non-majors (https://www.missouristate.edu/policy/op3_04_8_auditingacourse.htm).



3.2 Academic Standing

Four categories describing a student's academic status are discussed below:

3.21 Good Standing

A nursing student in the BSN program who has a cumulative grade point average of at least 2.50 or higher in transfer courses and Missouri State University courses combined and is not currently suspended or on probation, academically or clinically, is considered to be in good standing.

3.22 Probation

The purpose of academic or clinical probation is to remind students the quality of their cumulative academic or clinical work is unsatisfactory. A student on academic or clinical probation will be required to maintain certain standards as a condition of their probation. Students on academic probation are not eligible for nursing scholarships from the School of Nursing.

3.23 Dismissal

Any student who fails to meet the minimum requirements for retention in the BSN program or fails to meet the conditions of their academic or clinical probation will be dismissed from the prelicensure BSN program.



3.3 Civility and Online Etiquette

Information regarding civility and online etiquette is available online at

https://www.missouristate.edu/assets/Nursing/4.4-ONLINE_ETIQUETTE_AND_CIVILITY.pdf

3.31 Social Media Policy

Information relating to the use of social media in nursing is available at

<https://www.ncsbn.org/resources.htm?topic=Social+Media&type=&audience=&knowledgeNetwork=&year=#filterForm>.

Social media are Internet and mobile technology platforms that allow users to share content and interact with each other. Examples include but are not limited to Facebook, Twitter, LinkedIn, YouTube, blogs, and online forums.

3.32 Enforcement

MSU School of Nursing reserves the right to deny or revoke access to School of Nursing-branded social media accounts at any time. Violators of this policy will be subject to sanctions administered by School of Nursing administrators.



3.4 NCLEX Readiness and Normed Testing Policy

Normed testing is a method adopted by the School of Nursing to determine students' mastery of content in nursing courses and their ability to apply that knowledge using critical thinking. Student participation in standardized exams, case studies, and practice tests will be included in coursework throughout the program.

During the last semester of the nursing program in NUR 478 Senior Seminar, the student will complete a comprehensive review of nursing content and NCLEX testing strategies to prepare the student to take the NCLEX-RN exam, as specified in the course syllabus.



3.6 Student Nurse Employment

- The nursing curriculum is rigorous and time-consuming, and therefore working outside the program is discouraged.
- The student nurse seeking employment is not to work as a student nurse, wear the student nurse uniform, or in any way represent him or herself as a student nurse from Missouri State University.
- The student nurse is not to perform any task on the basis of being a student nurse at Missouri State University while employed outside of school experiences.



3.7 Military Deployment of BSN Nursing Students

Nursing students who serve in the military and are deployed to active duty while a full-time prelicensure BSN student will be guaranteed a position in the nursing program upon return from deployment. The student must maintain all prerequisites for the program.



4.0 Clinical Policies

Students are required to comply with all policies and procedures of the clinical agency to participate in clinical and successfully meet the course objectives. Students should be aware that clinical sites may require additional security checks or other procedures before permitting students to enroll in their clinical practicum. Students will be responsible for paying for any additional fees for security checks.

4.01 Immunization and CPR Policy

1. Students must maintain current immunizations, PPD, T-Spot, or QuantiFERON-TB gold with appropriate medical follow-up for positive individuals, influenza shot, and health insurance requirements.
2. The PPD, T-Spot, or QuantiFERON-TB gold **is required by the first day of classes for the junior year and again before the first day of classes for the senior year** (according to the MSU academic calendar). Students who have previously received the BCG vaccination should contact the BSN program.
3. AHA BLS Healthcare Provider certification is required prior to beginning clinical time.
4. Students with expired clinical documentation or those who fail to provide the necessary documentation (immunizations, CPR, PPD/T-Spot/QuantiFERON-TB gold, influenza shot, BLS, health insurance) will not be allowed to attend clinical.

4.02 Dress Policy

Clinical Uniform Policy

The following guidelines are to be followed in all skills lab and clinical settings:

1. Clean maroon scrubs.
2. Tobacco and alcohol use is prohibited while in uniform (see university policy: https://www.missouristate.edu/policy/Op11_18_TobaccoUse.htm).
3. Uniforms should be worn only in the clinical setting or in Missouri State classrooms.
4. The Missouri State student name badge will be worn anytime students are in uniform.

Proper Dress for Clinical Settings

Students are expected to follow the dress code policy. If a student is not adhering to the policy, that student may be asked to leave the clinical facility, skills lab, or simulation and return appropriately attired. This may constitute a clinical absence.

- **Name Badge**

- The name badge is to be worn on the front of the shirt or lab coat.



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- Access to patient records will be denied if the student is not wearing his or her name badge.
- **Shirt**
 - The maroon scrub uniform with the Missouri State nursing logo must be worn.
 - A plain, white, black, gray, or maroon short, midlength (3/4) or long-sleeved tee shirt in good repair may be worn under the scrub top.
 - All uniforms must be loose enough to provide ease of movement in clinical activities.
- **Pants**
 - Students must wear maroon scrub pants.
 - A skirt (below the knee) may be worn.
 - All uniforms must be loose enough to provide ease of movement in clinical activities.
- **Shoes**
 - Shoes must be closed toe.
 - Shoes must be kept clean.
 - Sandals, platform shoes, or clogs are not acceptable.
- **Jackets**
 - A maroon lab coat with the Missouri State nursing logo may be worn.
 - No sweatshirts or other jackets are allowed.
- **Jewelry**

To ensure asepsis and safety, jewelry will be limited to the following:

 - Watch with second hand.
 - Two rings. Rings should be confined to those that will not scratch the patient and can be kept clean.
 - Small post earrings - maximum allowed two post earrings per ear, no dangling. Clear or skin-colored plugs only for gauging of ears or nose rings.
 - Body piercing jewelry other than earrings should be removed or concealed.
- **Hair**

Hair will be controlled so that asepsis is maintained for both the student and the patient as follows:

 - Loose strands should not brush or fall into a work area or fall in front of the face when leaning forward.
 - Hair, beards, and mustaches are to be clean and neat.
 - Hair or head bands/accessories must be solid white, gray, maroon, or black.
- **Nails**
 - Nails will be clean, short, and smooth to ensure patient and student safety.
 - Only polish allowed is clear, must not be chipped. No artificial, extensions, gel, shellac, etc.
- **Miscellaneous**
 - Scented body products are not allowed.



- Good personal hygiene is required, if faculty note body odor the students will be privately asked to correct the situation and expected to do so.

4.03 Clinical Scheduling

The School of Nursing makes every attempt to schedule clinical experiences that provide excellent learning experiences. Because the School of Nursing relies on other agencies for these experiences, occasionally a clinical schedule will need to be changed. **Students are asked to be flexible in accommodating these occasional changes.** The School of Nursing follows the academic calendar for holidays and closings:

<https://calendar.missouristate.edu/academic.aspx>. In the event the university closes, students will be notified and will not attend clinical.

4.04 Clinical Attendance

To meet nursing course objectives, clinical **attendance is required**. Clinical sites and times are arranged for the student to practice nursing skills and provide real world experiences. Our clinical partners allow students to practice their skills and apply knowledge in the healthcare environment, accordingly students are expected to conduct themselves in a professional manner.

Professionalism is evidenced by

- **Making Clinical a priority**
- Communicating professionally with assigned clinical faculty and all healthcare providers
- Arriving on time and being prepared
- Arriving tardy is defined as any amount of time after clinical start time; this may result in disciplinary action at the discretion of the instructor and/or program director.
 - The student is responsible to notify the clinical instructor/preceptor, it is not the responsibility of the faculty to contact the student.
 - A pattern of tardiness may result in sanctions.

Absences

Students are expected to attend all assigned clinical days; this is a program requirement

- In the event a student is ill, **the student is responsible to notify the clinical instructor/preceptor**
- A pattern of absences from clinical will result in a meeting with Undergraduate Program Director to discuss future options.

4.05 Clinical Make-Up

Students will be responsible for clinical make-up, which is dependent on the availability of clinical sites and clinical instructors.

Clinical experience may not be able to be rescheduled, based on site and faculty availability and faculty/student ratio.



Only qualified faculty approved by the State Board of Nursing for Missouri State University may participate in clinical makeup. Please note that it may not be possible for all clinical absences to be made up.

4.06 Clinical Evaluation

Clinical instructors will provide guidance, coaching, and support to students as needed in the clinical area. Clinical instructors will continually evaluate the student's application of knowledge and skills acquired in classroom, lab, simulation, and clinical.

The student will be graded as pass/fail for the clinical component of each course. The clinical component of the course must be passed for the student to receive a passing grade for any clinical nursing course.

4.07 Clinical Expectations

1. Always be professional. This includes attire, punctuality, and behavior.
2. Have a courteous approach that reflects the respect for self, patients, family, visitors, colleagues, and the nursing profession.
3. Demonstrate safety in clinical performance. Recognize limitations and seek help accordingly.
4. Assist in controlling the environment to protect the patient, members of the health care team, and others from real and/or potential hazards.
5. Always keep the clinical instructor and the nurse in charge of the assigned patient informed of changes in the patient's condition.
6. Always have medications checked by the clinical instructor or the nurse preceptor.
7. Documentation must be reviewed by the course instructor or the preceptor prior to entry in the patient's chart.
8. Demonstrate ethical and legal standards of nursing practice as supported by the ANA *Nursing: Scope and Standards of Practice* (ANA, 2015; <https://www.iupuc.edu/health-sciences/files/Nursing-ScopeStandards-3E.pdf>) and the ANA *Code of Ethics for Nurses* (ANA, 2019; <https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/coe-view-only/>).



4.1 Skills Lab and O'Reilly Simulation Center

Skills Lab Competency Policy

See course/clinical syllabus for specific implementation and schedule.

O'Reilly Simulation Center

Mission

To provide simulated healthcare experiences in a safe environment that fosters experiential learning and teamwork to develop learners into safe and competent clinical professionals

Vision

The O'Reilly Simulation Center will develop skilled clinicians that lead the future of healthcare across the globe.

Values

In alignment with Missouri State University and the McQueary College of Health and Human Services, The O'Reilly Simulation Center will value:

- a **learner-centered learning environment** and **excellent teaching** that promote and support academic success and professional development.
- **inclusiveness**, fairness, equity and social justice; the recognition that each person possesses not just one, but multiple identities; and the celebration of the similarities, as well as the differences, of our diverse campus and community.
- an **environment of respect** for all individuals within a climate of civility, trust and collaboration.

Philosophy

The Simulation Center provides an environment that attempts to mimic realistic healthcare environments by using simulation technology that fosters an immersive healthcare experience. Through a myriad of educational frameworks that support adult learning, and international standards that guide simulation best practices, the Simulation Center will guide learners through the process of discovery and clinical judgement while fostering interprofessional collaboration and the use of evidence-based practice. The advancement and discovery knowledge within the global healthcare community will be fostered through ongoing research and scholarship.



Outcomes & Goals

Through the design and facilitation of evidence based simulated healthcare experiences, the Simulation Center will advance learner confidence and competence in:

- Knowledge application;
- Competent decision making;
- Patient safety + Infection control;
- Patient-centered care;
- Therapeutic interventions;
- Medication safety;
- Information systems + technology;
- Communication;
- Teamwork + collaboration;
- Cultural competence; and
- Ethical practice

**Outcomes are identified based on INACSL learning standards and recommendations for safe clinical practice by AHRQ, IHI, NCSBN, IPEC, and QSEN. Not all objective categories may be addressed during a simulated experience.*



4.2 Bloodborne Pathogens Training

The MSU School of Nursing is committed to providing a safe work environment for nursing students, faculty, staff, and clients. In pursuit of this commitment, the following Bloodborne Pathogens training and exposure plan is provided to eliminate or minimize occupational exposure to Bloodborne Pathogens in accordance with Occupational Safety and Health Administration (OSHA) standard 29 CFR 1910.1030, "Occupational Exposure to Bloodborne Pathogens."

1. All nursing students, faculty, and staff should be aware and adhere to the Bloodborne pathogens policies and procedures. Nursing students will receive an explanation of the [exposure plan](#) during their initial student orientation, and faculty and staff will receive the information at their orientation to the School of Nursing. Annual training will be done in August each year.
2. The exposure plan will be published in the student nurse handbook for each of the School programs, which is available to each student in hard copy and on the School of Nursing website at <http://www.missouristate.edu/nursing>.
3. Clinical supervisors must have access to and be familiar with the Bloodborne pathogen post-exposure management plans of the clinical agency where students are engaged in clinical experiences. The exposed individual will use the following procedure if exposed to a Bloodborne pathogen. Should an exposure incident occur, immediately implement the following first-aid procedures:
 - a. Wash hands and clean the body area exposed with antibacterial soap and water as soon as possible.
 - b. Flush eyes or other mucous membranes with water.
 - c. Notify the clinical supervisor and clinical preceptor for guidance in managing the post exposure incident within 60 minutes of the exposure.
 - d. Complete any documentation requested by the clinical agency and the School of Nursing.
4. Clinical instructors and course faculty members will keep a record of the circumstances of the needle stick or body fluids exposure and the counseling the student received. A record of the exposure incident and follow-up evaluation will be kept in the nursing School. The record will be handled and considered confidential information.



4.3 Exposure Incident Plan

An exposure incident may include any needle stick, cut, or splash exposing the skin or mucous membranes (eyes, nose, mouth) to blood or other potentially infectious material; a cutaneous exposure involving large amounts of blood or other potentially infectious materials; or prolonged contact with such materials, especially when the skin is not intact. The exposed individual will use the following procedure if exposed to a bloodborne pathogen:

- Should an exposure incident occur, immediately implement the following first-aid procedures:
 - Wash hands and clean the body area exposed with antibacterial soap and water as soon as possible.
 - Flush eyes or other mucous membranes with water.
 - Notify the clinical supervisor and clinical preceptor for guidance in managing the exposure incident within 60 minutes of the exposure.
 - Complete any documentation requested by the clinical agency and the School of Nursing.
- The clinical supervisor will use the following guidelines for managing the exposure:
 - Notify the School of Nursing and the program director. The McQueary College of Health and Human Services Dean will be notified by either the School of Nursing Director or the Program Director.
 - Complete an MSU COLLEGE OF HEALTH AND HUMAN SERVICES ACCIDENT REPORT FORM (see Appendix).
- Encourage the exposed individual to seek management from a health care provider covered by his or her health insurance company immediately after the incident.
- Exposed individuals may seek management from the clinical agency or Magers Health and Wellness Center at their own expense.
- Exposed individuals shall follow the recommendations from the Centers for Disease Control and Prevention https://www.cdc.gov/ncidod/dhqp/pdf/bbp/Exp_to_Blood.pdf.
- The Program Director is responsible for follow-up and documentation of the exposure incident for any faculty or student bloodborne exposure.



4.4 Impairment Policy

The Missouri State University School of Nursing is committed to a legal, professional, and ethical responsibility to provide a safe teaching and learning environment for its students, guests, and clients. Nursing students must not be impaired while participating in any learning experience.

- An impaired person is one whose mood, perception, or consciousness interferes with the individual's ability to meet standards of performance and safety in any clinical setting, skills lab, simulation, or classroom. Additionally, the use of illegal/designer drugs or the use of alcohol, prescription drugs, or over-the-counter drugs may pose serious safety and health risks not only to the individual but also to all people coming in contact with the individual.
- Students are subject to both the School of Nursing policy concerning drugs, alcohol, and tobacco use and any employee policies in place at any clinical facility in which the student participates in a clinical practicum. Failure to abide by all applicable policies is considered to be unethical and unprofessional conduct and will result in disciplinary action up to and including dismissal from the program.
- An impaired student will not be allowed to remain at clinical, will not be allowed to drive, and must secure immediate transportation off of the premises. The student will receive an "F" for the clinical and course and will not progress in the program.

4.41 Procedure for Potentially Impaired Students

When there is reasonable suspicion or cause to believe a student is impaired, the student will be removed from the clinical or academic setting. The faculty will direct the student to submit to drug/alcohol testing and sign a consent form agreeing to submit to such testing. Failure to agree to such testing shall be sufficient cause for dismissal from the BSN program. The refusal for testing will be documented on the consent form and witnessed by the faculty. The student will receive an "F" for the course and clinical and not progress in the program.

Within one hour of completing the consent form, the student shall report to an approved lab that uses the chain of custody procedure for blood and/or urine testing. The student may not drive a motor vehicle to this lab or from the lab to home. The student will be responsible for all transportation costs, as well as any costs associated with the blood and/or urine testing for drugs or alcohol.

The student may not attend class or clinical activities until the results of the blood and/or urine testing have been reviewed by the School of Nursing director. The results will be kept confidential and will be reported to the School of Nursing director, program director, and reporting faculty. The school director and/or program director will meet with the student to



discuss the behaviors, results, and sanctions. A positive blood and/or urine drug screen will result in dismissal from the nursing program.

If the student location or time of day prohibits drug testing within the required time frame, the student will be removed from clinical based on observed unprofessional behaviors. Discretion must be given to the faculty in recognizing the usual signs and symptoms of drug and/or alcohol use.

Nursing students are expected to be aware of and to abide by pertinent laws and regulations set forth by the federal and state governments, the university, and clinical agencies where practical experiences are sought. Unlawful possession, use, or distribution of drugs and/or alcohol by students is strictly prohibited. Violations will result in dismissal from the nursing program.

4.42 Positive Drug Screens or Convictions After Admission

Student nurses must abide by the terms of this policy and must report any conviction under a criminal drug statute for violations occurring on or off university premises. A conviction must be reported to the head of the School of Nursing within five (5) days after the conviction. Students convicted of involvement in a criminal drug offense will be dismissed from the nursing program and required to withdraw enrollment in all nursing courses. Students should also refer to the University Drug and Alcohol use policy listed on the Missouri State University website at https://www.missouristate.edu/policy/Op5_06_DrugandAlcohol.htm. In addition, students who wish to pursue nursing as a career should refer to the Missouri State Board of Nursing Nurse Practice Act Rules and Regulations at <https://pr.mo.gov/nursing-rules-statutes.asp> for requirements for licensure in the State of Missouri.

4.43 Appeal Any Grievances

Students who are asked to withdraw from nursing courses and are denied full admission due to positive drug screening will be notified in writing of the sanction within five (5) business days of receipt of the drug screen information. However, a student may elect to appeal the decision. A student may appeal the decision as listed under the subheading of “Grievance Policy.”

4.44 Request for Reinstatement to the Nursing Program After a Positive Drug Screen or Conviction

After completion and documented evidence of treatment remedying the rationale for dismissal, the student may apply for readmission to the School of Nursing. Readmission to the program would be based on space availability in the program and would not be assured due to the maximum capacity of the program. A student who has been dismissed for drug, alcohol or criminal offenses is advised to refer to the Missouri Nurse Practice Act listing of criteria for applicants seeking nurse licensure, which can be found at the Missouri State Board of Nursing website <https://pr.mo.gov/nursing-rules-statutes.asp> or obtained by mail at P.O. Box 656, Jefferson City, MO 65102, or by phone at (573) 751-0681.



5.0 Student Rights

Code of Student Rights and Responsibilities

The University has adopted a Code of Student Rights and Responsibilities which is available on the Missouri State University website

(<https://www.missouristate.edu/studentconduct/12331.htm>).

Student Representation

Students from the student body serve as representatives to the Student Advisory Committee of the School of Nursing. Representatives are recruited annually to provide student input to the faculty on curricular and policy matters or any matters that impact student education. In addition, opportunities for representation at School of Nursing, college, and university exist through the student government and College Student Advisory Council.



5.1 Student Responsibilities

5.11 Academic Integrity

Nursing students are expected to demonstrate satisfactory academic, clinical, and professional behavior. Academic integrity is an expectation of all students in the clinical and classroom settings. Refer to the Academic Integrity Policies and Procedures in the Missouri State University Undergraduate Catalog

(<https://www.missouristate.edu/registrar/catalog/academicintegrity.htm>) and on the Missouri State University website at

https://www.missouristate.edu/assets/policy/Op3_01_Academic-Integrity-Policies-and-Procedures-07-28-2014.pdf

See course syllabus for course specific information regarding academic integrity and testing policies and procedures.

5.12 Ethical Behavior

In addition to the responsibilities expected of all students, students in the BSN Prelicensure and Completion programs are expected to adhere to the American Nurses Association (ANA) Code of Ethics listed at <https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/coe-view-only/>.

5.13 Policy on Professionalism and Professional Conduct

In addition to meeting the academic standards of Missouri State University and the School of Nursing, students enrolled in nursing courses that are part of the BSN program of study must demonstrate professionalism in clinical and classroom experiences. Professionalism is defined as behaviors and attitudes congruent with the ANA (2019) *Code of Ethics for Nurses* (<https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/coe-view-only/>), the ANA (2015) *Nursing: Scope and Standards of Practice* (<https://www.iupuc.edu/health-sciences/files/Nursing-ScopeStandards-3E.pdf>), the State of Missouri Nurse Practice Act (2014; <http://www.moga.mo.gov/mostatutes/ChaptersIndex/chaptIndex070.html>). Inherent within the concept of professionalism is the development of behaviors by the student during the BSN program that demonstrates increasing maturity, competence, integrity, regard for human dignity, respect for social justice, accountability, responsibility, and caring as they progress through the program. Therefore, students within the BSN program are to be professional at all times and to have behaviors consistent with professional conduct. Acts of dishonesty, failure to provide safe care, lack of professional accountability or maturity, and any acts that could be detrimental to one's self or others are considered unprofessional behavior.



A student who demonstrates unprofessional behavior will be notified by the faculty at the time of the misconduct or discovery of the misconduct that disciplinary action may be taken.

5.14 Academic Performance

Following the midterm exam, or during the ninth week of a 16-week course, students who are at or below 76% in either exam average or overall course average will be notified of their at-risk status in the course. A notification email will be sent to the student's MSU email address. The email will include the exam average and the overall average in the course. Students at risk are required to contact the faculty member of that course to develop "a plan for success". The "plan" will consist of a written document that clearly identifies issues contributing to this at-risk status. It is the student's responsibility to document specifically the tasks that will be completed by the student to demonstrate correction or resolution of the issue(s).

Definition

For this policy, remediation is defined as a series of events, outside of the standard course curriculum, designed to assist underperforming students to a level of competency required to be successful in the nursing program. The remediation assignments are designed to correct academic deficiencies pursuant to a student earning less than 75% on any course exam.

Remediation

To remediate means to review an area that is not fully understood. The instructor will provide a description of the remediation plan for the missed concepts from the exam to the student. The ATI coordinator and instructor will collaborate with the student to assign a focused ATI practice exam for the student. The student is responsible for completing the assigned remediation.

5.15 Clinical Performance

Clinical performance is evaluated by the assigned clinical faculty and clinical preceptors. Students must achieve a Pass in the clinical courses in order to progress through the program. Clinical performance evaluation is based on technical skills and demonstration of professionalism. This is evaluated by clinical faculty to ensure clinical competence and patient safety. Students who do not meet clinical competency will be required to complete clinical remediation.

Clinical Remediation

Students who do not demonstrate safety and professionalism in the clinical setting will be required to complete clinical remediation. Clinical remediation will consist of additional skills lab or patient simulation to ensure technical skills and safety can be demonstrated by the student.



Issues related to professionalism or personal conduct will result in a meeting with the assigned clinical faculty and the program director. The student is expected to complete all requirements of the remediation by the designated timeframe as outlined in the conditions planned by the student and clinical faculty. Failure to successfully complete the remediation could potentially result in a clinical failure.

BSN Student Clinical Evaluation Policy

Satisfactory Clinical Evaluation

Students will receive a P/F: Pass/Fail for clinical courses. Clinical failure results in failure of the course.

Satisfactory Clinical Performance is evidenced by

- Meeting or exceeding the specific nursing course listed clinical objectives.
- Satisfactory clinical performance rating on the CET per evaluation rubric.
- Final Typhon clinical evaluation must meet 60 points or greater, with no ratings < 3.

Evaluation

- Undergraduate nursing students are evaluated utilizing the clinical evaluation tool (CET). This evaluation is completed by the student and the assigned clinical faculty a minimum of twice (midterm & final) throughout each clinical rotation. May occur more frequently at faculty discretion.
- For preceptor led clinical experiences, students will complete a self-evaluation utilizing the CET, preceptors will be provided with a modified version of the CET.
- The CET will be completed a minimum of twice during each clinical rotation. Midterm & at completion of clinical rotation.
- Clinical faculty will meet with their assigned students to review student's clinical performance and address areas of concern.
- Any student unsuccessful in meeting the clinical course objectives at midterm, will develop a written clinical plan for success documenting how they will be successful in meeting the course objectives. Plan will be approved by faculty.

Simulation

- Meeting or exceeding the specific simulation listed clinical objectives.
- Satisfactory clinical performance rating on the simulation evaluation tool.

Faculty Evaluation of Student for Preceptor led clinicals

- The faculty will complete site visit (s) to ensure the student is progressing and meeting the objectives of the course.
- Clinical faculty will communicate with preceptors to evaluate student clinical performance.
- Clinical faculty will evaluate student clinical performance



- In the event a clinical problem is identified, students will be notified by the clinical faculty.

Any student unsuccessful in meeting the clinical course objectives at midterm, will develop a written clinical plan for success documenting how they will be successful in meeting the course objectives. Plan will be approved by faculty.

Clinical Improvement Process/Procedure for Remediation

An unsatisfactory score on the CET will result in the following:

- Placement on clinical probation
- A meeting between the student and clinical faculty to review the identified areas where improvement is required
- Development of a clinical remediation plan * (i.e., additional supervised time in simulation, clinical, or skills lab)

*If the student is unsuccessful in completing the clinical remediation plan, a meeting will be scheduled with the assigned clinical faculty, the student and the undergraduate program director.

Lack of clinical improvement/progression is evidenced by:

- Unsatisfactory student clinical performance determined by clinical faculty
- Continued safety concerns
- Failure to comply and demonstrate professional behaviors consistent with those expected of a nursing student.

Students have the right to appeal, please refer to section 5.16 for the grievance and appeal process.

Clinical Failure

Students enrolled in a clinical nursing course may receive a clinical failure for one or more of the following:

- Inability to demonstrate clinical competency of technical skills despite remediation
- Pattern of issues with professionalism/personal conduct
- Inability to comply with clinical course or clinical agency policies
- Unwillingness to follow clinical recommendations of the preceptor or faculty.
- Acts of dishonesty
- Demonstrating clinical behaviors that are unsafe or potentially unsafe practice according to professional standards or laws.



5.16 Grievance and Appeal Policy and Procedure

The student has the right to appeal a decision by the School of Nursing. The decision being appealed should be one that adversely affects the student's academic standing, such as a course grade or a sanction for unprofessional behavior.

A student who demonstrates unprofessional behavior that places him or herself or others at risk for harm, such as dishonesty, drug use, or alcohol use (see Impairment Policy), will receive the most stringent sanctions.

Acts of dishonesty also will be reported to the University Academic Integrity Council. Please refer to "Academic Integrity: Policies and Procedures" in the current Missouri State University Undergraduate Catalog (<https://www.missouristate.edu/registrar/catalog/academicintegrity.htm>) and on the Missouri State University website at https://www.missouristate.edu/assets/policy/Op3_01_Academic-Integrity-Policies-and-Procedures-07-28-2014.pdf for policies and procedures related to academic dishonesty and to retention and enrollment criteria for the nursing program. A student who is not satisfied with the disciplinary action may appeal following the Grievance and Appeal Policy in this Handbook.

Appeal Steps

1. If the student wishes to initiate a formal appeal to refute any decision, the student must submit a letter of appeal to the faculty member within 3 business days of receiving the decision.

Response: Upon receipt of the student's letter of appeal, the faculty member will review all available information relevant to the situation and provide the student with a written decision within 3 business days.

2. If the resolution of the grievance is not achieved, the student should contact the Program Director (or appointed representative) within 3 business days following receipt of the faculty member's written decision. A meeting between the Program Director or representative and the student should be held within 3 business days of the student's request for a meeting. The student will receive written notification of the Program Director's decision within 3 business days.
3. If the student wishes to appeal the Program Director's decision, the student should contact the School Director (or appointed representative) within 3 business days following receipt of the Program Director's written decision. A meeting between the School Director or representative and the student should be held within 3 business days of the student's request for a meeting. The student will receive written notification of the School Director's decision within 3 business days.



4. If the student wishes to continue the appeal process beyond the School Director, the student should make an appointment with the Dean of the College of Health and Human Services (or designated representative) within 3 business days.
5. After this point of the appeal procedure, Office of Provost Student Grievance Policies will be followed as outlined: <http://www.missouristate.edu/registrar/catalog/graderev.html>.
6. The instructor must allow a student involved in an appeal to continue attending class until all appeals are resolved.
7. In the case of unsafe practices by the student in a clinical area, the student will not be allowed to continue at a clinical site until all appeals are resolved.

The Letter of Appeal

- The letter of appeal should clearly state the grounds for the appeal by the student and should provide evidence/rationale for the appeal. The letter should include the student's full name, student ID number (M#), course title, semester enrolled, section number, and the name of the faculty, or faculty members, involved.
- If the faculty is on leave or is no longer employed at Missouri State University, the letter of appeal should be sent to the Program Director or the School Director.

5.17 Retention and Readmission Policies

Retention Policy

Information pertaining to retention, progression, and graduation policies is available at <https://www.missouristate.edu/registrar/catalog/prog-nursing.htm>.

Readmission Policy

Students who have interrupted their progression in the nursing courses for one semester or more must apply for readmission to the School of Nursing. (See university policy: https://www.missouristate.edu/policy/Op5_01_8_Readmission.htm.)



STUDENT RESOURCES

6.0 Writing Resources

Writing skills are important for successful completion of the Prelicensure BSN program. Throughout the program, you will be writing papers, and all papers for your nursing courses will use the most recent edition of the Publication Manual of the American Psychological Association (APA) as a guide for formatting and style.

Resources for writing are available through the Writing Center at the Bear Claw on the MSU campus and through their web page at <https://writingcenter.missouristate.edu/>, or you may call 417-836-6398.

The Writing Center offers in-person appointments for those near campus or assistance via email. Ask to speak with someone who is knowledgeable about APA style. In addition, you will find written resource materials and tutorials on APA, and other writing styles. For more information about arranging a writing center consultation via email visit: <https://www.missouristate.edu/writingcenter>. For an in-person consultation call 417-836-6398 or visit the Writing Center at The Bear Claw in the Meyer Library Learning Commons – 1st Floor behind the circulation desk.



6.1 Financial Aid

General Missouri State University Financial Aid Information

- Financial Aid, Carrington Hall, Room 101, 417-836-5262
<https://www.missouristate.edu/FinancialAid/>

Information and application for loans, grants, work study, and other sources of financial aid

6.12 Scholarships

- The Nursing Scholarship Program is a selective program of the U.S. Government that helps alleviate the critical shortage of registered nurses currently experienced by certain types of health care facilities by helping needy students complete their registered nurse training. In exchange for the scholarship, upon graduation, the newly minted nurses work at these types of facilities for at least 2 years. Applicable to BSN-DNP Students.
<https://bhw.hrsa.gov/loansscholarships/nursecorps/scholarship>

6.13 Scholarship Websites

- <https://www.aacnnursing.org/students/financial-aid>
- <https://www.minoritynurse.com/nursing-scholarships/>



6.2 MSU Campus Resources

6.21 Student ID (Bear Pass Card Office)

- The Bear Pass Card office is located in the Plaster Student Union, room 128.
- Phone: (417) 836-8409
- Bring a driver's license or a picture ID

6.22 Parking

1. Day or Semester Passes available at Parking Administration
 - Located on Elm St., between the Professional Building and Bear Park North parking garage.
 - Phone: (417) 836-4825
 - See <https://www.missouristate.edu/transportation/parking> for maps, permit information, and parking policies
2. Make sure to park in the lots with the same color as your parking pass (yellow). There are two parking garages and several other lots to park in. Refer to the MSU campus map for locations of each.

6.23 Computer Services

1. Cheek Hall Computer lab is the place to go for your MSU private ID login information and Bear Mail account (campus email) setup.
2. The Cheek Computer lab is located in room 150.
3. The Computer Help Desk is also in the Cheek computer lab

- Phone: (417) 836-5891 <https://helpdesk.missouristate.edu/>

Other Computer Labs available for word processing, email, and access are located in

- Cheek Hall, Room 150 - <https://helpdesk.missouristate.edu/cheek-hall-150.htm>
- Glass Hall, Room 229 - <https://helpdesk.missouristate.edu/glass-hall-229.htm>
- Meyer Library, Room 105 - <https://helpdesk.missouristate.edu/meyer-library-200.htm>
- Professional Building, Room 102 - <https://helpdesk.missouristate.edu/college-of-health-and-human-services.htm>



6.3 MSU Services

Missouri State University provides a wide range of resources aimed at facilitating, supporting, and stimulating the intellectual, social, cultural, recreational, and spiritual growth and development of the student. A partial list of these resources is provided below.

- **Adult Student Services**, Meyer Alumni Center, Suite 400, 300 S. Jefferson Ave., (417) 836-4126, <https://adultstudents.missouristate.edu/>
Provides a variety of services for adults who are attending college, including advisement, placement testing, registration, scholarship and financial aid opportunities.
- **Bear Pantry**, <https://www.missouristate.edu/cce/bear-pantry.htm>
BearPantry@missouristate.edu
Food pantry available to MSU students, faculty, and staff. Also available—hygiene items, bus passes, school supplies, etc. Bring your BearPass ID. Services are confidential.
- **Collegiate Recovery Program**, (417) 836-5116, <https://health.missouristate.edu/crp/>
Weekly meetings
Facebook - <https://www.facebook.com/msusobear/>
Provides weekly support group meetings, alcohol- and drug-free events, and outreach opportunities.
- **Computer Labs**, <https://helpdesk.missouristate.edu/open-access-computer-labs.htm>
(417) 836-5891 available for word processing, email, and access at:
Cheek Hall, Room 150 (Help Desk <https://helpdesk.missouristate.edu/>)
Glass Hall, Room 229
Professional Building, Room 102
Meyer Library, Room 105
- **Copy This**, Plaster Student Union, Room 210, (417) 836-5808
<https://www.missouristate.edu/printingandpostal/copythis.htm>
A full service copy center for students, faculty, and staff
- **Counseling Center**, Magers Health and Wellness Center, Suite 304, (417) 836-5116
<https://counselingcenter.missouristate.edu/>
Provides confidential services to individuals with personal-social concerns.
- **Disability Resource Center**, Meyer Library, Suite 111, (417) 836-4192 or
TTY (417) 836-6792, <https://www.missouristate.edu/disability/>
DSS provides verification of disability and assists students in obtaining services from the university and the community.
- **Hammons Student Center**, between Harrison and Monroe, west of National, (417) 836-5240, <https://www.missouristate.edu/hsc/>
A multipurpose recreation facility for students, staff, and faculty.
- **International Programs**, Morris Center, 301 S. Jefferson Ave., Suite 101, (417) 836-6618
<https://international.missouristate.edu>
Provides academic, social, and cultural programs throughout the year.



Missouri State School of Nursing

- **Learning Diagnostic Clinic**, Meyer Alumni Center, 300 S. Jefferson Ave., Suite 502, (417) 836-4787, <https://psychology.missouristate.edu/ldc/>
Provides academic support services to students with learning disabilities.
- **Magers Health and Wellness Center**, 715 S. Florence, (417) 836-4000
<https://health.missouristate.edu/>
Offers clinic services and health education programs.
- **Meyer Library**, 850 S. John Q. Hammons Parkway, (417) 836-4700
<https://library.missouristate.edu/>
A member of the Center for Research Libraries, with a collection of over 3.5 million is available. Houses books, periodicals, videos, and microfilm collections. Online Catalog and Inter-library loans are available.
- **Missouri State Online**, Meyer Alumni Center, 300 S. Jefferson Ave., Suite 400, (417) 836-6929
<https://outreach.missouristate.edu/online/>
Provides information for online students about how to get started online, student support services, online test proctoring, online course tuition, and more.
- **Multicultural Resource Center**, Freudenberger House, Basement; Plaster Student Union, Room 141, (417) 836-5652
<https://www.missouristate.edu/multiculturalprograms/>
Promotes diversity and cultural awareness, has a video library, book collection, and other information relative to cultural diversity.
- **Multicultural Services**, Plaster Student Union, Room 405, (417) 836-8921
<https://multicultural.missouristate.edu>
A unit in the Division of Student Affairs, includes Access Programs, Multicultural Programs, Transition and Support (Bears L.E.A.D.), and TRIO Student Support Services.
- **Student Government Association**, Plaster Student Union, Room 123, (417) 836-5500
<https://sga.missouristate.edu/>
The official voice of the students to the Administration of Missouri State University.
- **Veteran Student Center**, Meyer Library, Room 108, (417) 836-6199
<https://www.missouristate.edu/veterans/>
Provides services to students eligible to receive educational assistance from the U.S. Department of Veterans Office.
- **Writing Center in the Bear Claw**, Meyer Library, Main Level, (417) 836-6398
<https://writingcenter.missouristate.edu/>
Assist students with any aspect of writing by walk-in or by appointment. Services are free to students.



6.4 Nursing Resources

Missouri State University School of Nursing Website

<https://www.missouristate.edu/nursing>

American Association of Colleges of Nursing (AACN)

<https://www.aacnnursing.org/>

American Nurses Association (ANA)

<https://www.nursingworld.org/>

Commission on Collegiate Nursing Education (CCNE), (202) 877-6791

655 K Street, Suite 750

Washington, D.C. 20001

<https://www.aacnnursing.org/CCNE>

Health Care Resources

<https://www.missouristate.edu/nursing/HealthCareResources.htm>

Missouri League for Nursing, (573) 635-5355

604 Dix Rd.

Jefferson City, MO 65109

<https://www.mlnmonursing.org/>

Missouri Nurses Association (MONA), (573) 636-4623

3340 American Avenue, Suite F

Jefferson City, MO 65109

<https://www.missourinurses.org/>

Missouri State Board of Nursing, (573) 751-0681

3605 Missouri Boulevard

P.O. Box 656

Jefferson City, MO 65102

<https://pr.mo.gov/nursing.asp>

Missouri State University Alumni Association, (417) 836-5654

Alumni Association

300 S. Jefferson Avenue, Suite 100

Springfield, MO 65806

Membership is open to all Missouri State University nursing graduates. The association maintains a current address file of alumni, participates in alumni surveys, and scholarship programs.

<https://www.alumni.missouristate.edu>

Sigma Theta Tau International (STTI) international honor society of nursing. (888) 634-7575

550 W. North Street

Indianapolis, IN 46202

<https://www.sigmanursing.org/>

Please direct any questions about this handbook to a member of the School of Nursing at (417)836-5310 or nursing@missouristate.edu

7.0 ACCIDENT REPORT FORM

COLLEGE OF HEALTH & HUMAN SERVICES

MISSOURI STATE UNIVERSITY

IMPORTANT: Notify **SAFETY** first (836-5509). Once Safety has been notified, immediately contact the CHHS Dean's Office and follow up with completed form.

1. Person injured:

Name: _____
(Last) (First) (Middle)

Phone no. _____ Classification: ☐ Faculty ☐ Staff ☐ Student ☐ Visitor

Department (if applicable): _____

2. Date of Accident _____ Time of Accident _____ a.m.
_____ p.m.

4. Give specific location of the accident:

3. Describe in detail how the injury occurred and the nature of the injury.

4. Witness(es):

Name: _____ Phone no. _____

Name: _____ Phone no. _____

5. Has Public Safety been contacted? ☐ Yes ☐ No If yes: a) person contacted _____
b) date of contact _____ c) time of contact _____

6. Person completing this form:

Name: _____
(Last) (First) (Middle)

Phone no. _____ Classification: ☐ Faculty ☐ Staff ☐ Student ☐ Visitor

Department (if applicable): _____

Signature _____ Date _____

7. Accident was reported to:

Department _____ Date reported _____

Name of person _____ Time reported _____

Signature _____ Date _____

8. Completed form received by College of Health & Human Services: _____
Name of person receiving form

Signature _____ Date _____