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Introduction

Dear Students:

Welcome to Webster University! We are pleased that you have selected our BSN and/or MSN program for continuing your education in nursing.

This handbook provides you with important information specific to the BSN and MSN academic programs and policies. Students are notified of changes in these policies by e-mail and/or in class announcement. You need to know that the Nursing Department is in the College of Arts and Sciences to access the Nursing Department website. To stay informed, please obtain a Webster University student email address (via University website listed below, “Connections” log in page) and check it regularly.

University policies, published in the undergraduate and graduate catalogs and the Student Handbook, pertain to all Webster University students. Please refer to the print or online versions of the University policies for information. You may access these policies via the University website: <http://www.webster.edu>

The Nursing Department faculty and staff provide academic advising for all prospective and enrolled BSN and MSN students. Please contact our office at your campus for any questions related to the nursing programs. If you need assistance regarding general university policies or services, we will also be happy to direct you to the appropriate university office.

Kansas City
Maria Kirwan
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On behalf of the Nursing Department, I wish you the best in your pursuit of higher education in Nursing.

Sincerely,

Susan A. Heady, PhD, RN
Professor and Chair
Nursing Department

Philosophy

The purpose of the Nursing Department of Webster University is to provide opportunities for baccalaureate degree completion and graduate study for registered nurses in a liberal arts setting. Faculty creates a student centered environment encouraging self directed learning, mutual respect, and a desire for lifelong learning as global citizens.

Individuals are unique beings in constant interaction with their environment. They have the freedom and responsibility to make choices, adapt behavior, modify the environment, and realize their potential. Individuals are part of larger systems, including families, groups, and communities.

Health is seen as a fluctuating state of well being. Healthy individuals strive toward their maximum potential by engaging in health promotion activities and seeking opportunities for growth.

Nursing is a process directed towards facilitating the health of diverse individuals, families, groups, and communities through health education and health promotion. The profession of nursing utilizes theory and research in planning, implementing, managing and coordinating care.

Revised 3/27/09

Organizing Framework

The nursing faculty at Webster University believes that there are several concepts central to both the undergraduate and graduate curricula. The concepts are theory and holism, health promotion and health education, diversity, nursing practice, ethics/professional values, nursing research and evidence based practice, healthcare safety and quality, and communication.

Theory and holism

Theories from nursing and other disciplines form the foundation of the nursing profession and are vital to research and practice (Tomey & Alligood, 2006). Systems theory describes universal principles that provide a basis for understanding individuals and groups. Systems theory is a holistic paradigm that looks at whole systems in regard to their interconnectedness.

Holism is a philosophy that is compatible and congruent with systems theory. Holistic philosophy views all things in terms of patterns of organization, relationships, interactions, and processes that combine to form a whole. Wholeness is the concept through which experiences are viewed as a totality of relationships and events. Within a holistic framework, the nurse views the patient as a bio-psycho-social-spiritual person (Dossey, Keegan, & Guzzetta, 2008).

Health promotion and health education

Individuals, families, groups, and communities are viewed on a continuum between health and illness. Nurses assist patients toward their optimal level along this continuum through health promotion and education.

Health promotion encourages self-responsibility for healthy lifestyle behaviors to increase the level of well being and actualize health potential (Pender, Murdaugh, & Parsons, 2006). One of the major nursing interventions in health promotion is the provision of health education. Faculty guide students in providing health education and developing health promotion activities with patients.

Health education encourages the practice of healthy lifestyle behaviors that have been found to prevent disease, decrease disability, and enhance wellness (Heady, 2006). The education process is a systematic course of action consisting of two interdependent operations, teaching and learning, which form a continuous cycle (Bastable, 2008). The goal of health education is behavior change.

Nursing practice

Professional nursing practice is based on a systematic process of data collection, assessment, intervention, and evaluation. The nurse uses critical thinking and clinical judgment based on integration of knowledge and skills to promote health in a variety of settings.

Diversity

Diversity includes the “range of human variation, including age, race, gender, disability, ethnicity, nationality, religious and spiritual beliefs, sexual orientation, political beliefs, economic status, native language, and geographical background” (American Association of Colleges of Nursing, 2008, p. 37). Students examine the impact of diversity on the health beliefs and practices of themselves and others. Students provide sensitive, respectful care to individuals, families, groups, and communities who represent diverse backgrounds.

Ethics/professional values

Ethics is an integral part of the professional practice of nursing. This includes adherence to the professional code of ethics (ANA, 2005) and the use of the scope and standards of practice (ANA, 2004). “The nurse is responsible for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse’s obligation to provide optimum patient care” (ANA, 2005, p. 16).

Nursing research and evidence based practice

Nursing research is systematic inquiry that utilizes controlled methods to answer questions or solve problems. Evidence based practice (EBP) uses clinical evidence from research along with clinical expertise and patient values to make patient care decisions (Burns Grove, 2009; LoBiondo-Wood & Haber, 2010;). Nursing research at the undergraduate level focuses on understanding the research process to identify problems, critically evaluate published research and integrate findings to inform practice and improve outcomes. Utilization of nursing research and EBP is emphasized at the graduate level as it relates to changing and improving nursing practice.

Healthcare safety and quality

Healthcare safety is freedom from accidental injury and minimization of risk to patients and providers when interacting with the health care system (The Joint Commission National Patient Safety Goals, 2009). This includes psychological safety, which is defined as a sense of

interpersonal trust. Quality refers to satisfying or exceeding patients' expectations, maintaining consistency in care practices, and reducing or eliminating errors (Barker, Sullivan, & Emery, 2006). This includes examining methods to continuously improve the safety and quality of the health care system. Nurses collaborate with interprofessional teams to achieve safe, quality patient care.

Communication

Communication is the sharing of a message between one person or group and another which includes the act of imparting thoughts, attitudes, emotions, opinions, or information by speech, writing, or signs (Antai-Otong, 2007). It is a dynamic process that is a primary instrument for change in nursing (Chitty & Black, 2007).

Revised 7/09

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The Joint Commission National Patient Safety Goals. (2009). <http://www.jointcommission.org/patientsafety/nationalpatientsafetygoals/>

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Revised July 2009

BSN Program Outcomes

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

1. Demonstrate critical thinking skills by integrating knowledge from a broad base of disciplines.
2. Apply theory and evidence based knowledge in professional nursing practice.
3. Use a holistic approach to promote health for individuals, families, and communities.
4. Apply ethical principles that reflect professional nursing values.
5. Apply knowledge of the effects of cultural, societal, and environmental factors on health.
6. Demonstrate effective communication.
7. Demonstrate behaviors that reflect the values of nursing as a caring profession.

Revised 12/08

BSN Curriculum

Prerequisites: English, Anatomy & Physiology, Psychology, Sociology, Microbiology, and Computer course or validated computer competency.

Program Requirements

Course Number	Course Title	Credits
NURS 3030	Communication & Information Literacy	3
NURS 3010	Concepts of Professional Nursing	3
NURS 3020	Health Assessment	4
PSYC 2750	Intro to Measurement & Statistics	3
NURS 3270	Research & Evidence Based Practice	3
NURS 3400	Health Education	3
NURS 3410	Family Health Promotion	3
NURS 4010	Gerontology	3
NURS 4240	Nursing Leadership & Management	4
NURS 4250	Community Health Nursing	5

Students must meet 4 of the 9 general educational goals (See catalog).

BSN students must complete at least 30 credits at Webster.

Webster University requires completion of 128 credit hours for a baccalaureate degree.

MSN Program **Program Outcomes**

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

1. Analyze theories for application to research and practice.
2. Analyze the impact of policy, organization, and financing of health care on systems.
3. Apply family systems nursing with clients across the health illness continuum.
4. Integrate cultural understanding in professional practice.
5. Analyze ethical issues relevant to practice.
6. Analyze research for application to practice.
7. Integrate principles of effective communication in professional settings.
8. Implement the role of nurse educator or nurse leader in professional practice.
9. Synthesize concepts from theory, research, and practice into a final project.
10. Contribute to the nursing profession through service and lifelong learning.

MSN Curriculum

Program Requirements

Course Number	Course Title	Credits
<i>Core Courses</i>		
NURN 5000	Theoretical Foundations of Advanced Nursing	3
NURN 5050	Policy and Politics in Nursing	3
NURN 5550	Advanced Nursing Research	3
NURN 5800	Family Systems Nursing	3
NURN 5810	Families in Transition	3
NURN 5820	Families Experiencing Illness	3
NURN 6000	Integrated Studies in Nursing	3
<i>Educator Focus</i>		
NURN 5210	Instructional Methods in Nursing	3
NURN 5220	Curriculum Development and Evaluation	3
NURN 5230	Teaching Practicum in Nursing I	3
NURN 5240	Teaching Practicum in Nursing II	3
XXXX XXXX	Elective	3
<i>Leader Focus</i>		
NURN 5410	Leadership in Nursing	3
NURN 5420	Financial Issues for Nurse Leaders	3
NURN 5430	Legal Issues for Nurse Leaders	3
NURN 5440	Leadership in Nursing Practicum I	3
NURN 5450	Leadership in Nursing Practicum II	3

The degree-seeking student must complete the Core Courses and one of the two focus options.

The MSN requires completion of 36 credit hours.

Academic Advising

Throughout their academic career, students work with academic advisors to choose course work to meet individual, educational, and career goals. Academic advisors inform students about new academic policies and procedures. It is recommended that students meet with an advisor at least once a year.

Academic Honesty Policy

Definitions of Academic Dishonesty*

Academic dishonesty includes the following and any other forms of academic dishonesty:

1. **Cheating**— Using or attempting to use crib sheets, electronic sources, stolen exams, unauthorized study aids in an academic assignment or copying or colluding with a fellow student in an effort to improve one's grade.
2. **Fabrication**—Falsifying, inventing, or misstating any data, information, or citation in an academic assignment, field experience, academic credentials, job application or placement file.
3. **Plagiarism**—Using the works (i.e. words, images, other materials) of another person as one's own words without proper citation in any academic assignment. This includes submission (in whole or in part) of any work purchased or downloaded from a Web site or an Internet paper clearinghouse.
4. **Facilitating Academic Dishonesty**—Assisting or attempting to assist any person to commit any act of academic misconduct, such as allowing someone to copy a paper or test answers.

*as noted in the Graduate Catalog. Please see also disciplinary actions.

http://www.webster.edu/gradcatalog/acad_policies.shtml#honesty

Reporting and Tracking

Faculty discuss suspected cases of academic dishonesty with the Chair of the Nursing Department. The instructor and the chair determine the appropriate consequences. Options may include: a written warning; repeating the assignment and receiving a maximum grade of C for the work; failure of the course; or dismissal from the program. A report of the incident and the consequences will be placed in a locked file at the site. These reports will be used to determine whether or not the case is an initial or repeat occurrence.

Avoiding Plagiarism *

When you take notes . . .

- Copy all bibliographic information from sources as you take notes.
- If using Web sources, make sure you have the complete URL.
- Establish a system for separating your thoughts from quotations.
- Use quotation marks around exact quotations, even in your notes.
- If you paraphrase in your notes, paraphrase properly the first time.

Before you write . . .

- Look up the meaning of any words you don't know.
- Try to understand what your sources mean.
- Note how your sources differ from each other.
- Perhaps "translate" your understanding of your sources on scrap paper without looking at your notes.
- Find out what style of documentation (MLA, APA, ACS, etc.) should be used in your paper.

When you write . . .

- Know what the purpose of your paper is. For most academic papers, you will need to use your sources as evidence to support your argument. That is, you will subordinate your sources to your own thinking. (This is not true, though, of abstracts and many kinds of reports).
- If direct quotations are appropriate, use quotation marks and cite the source.
- When paraphrasing or summarizing another source, you still need to cite the source.
- Avoid paraphrasing one sentence at a time. Instead, try to paraphrase whole chunks at a time.
- If you paraphrase most of a sentence but directly quote a significant phrase, put that phrase in quotation marks and cite the source.

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Academic Records

Official student files are maintained by the Registrar's office. Unofficial student files are housed in the Nursing office at the campus site. Students may access their own academic records online via Connections.

Attendance and Credit Hour Allocation

Students are expected to regularly attend all classes and practice learning sessions. There is no obligation for an instructor to provide makeup tests or additional help on material covered when a student has been absent.

Students enrolled in clinical courses are notified by the instructors at the beginning of the course regarding the procedure to follow in case of absence. Unauthorized absence from any practice learning session is a serious matter and must be resolved to the satisfaction of the instructor before a final grade will be issued.

In the eight week format, the classroom/credit ratio is 4:3, i.e., 4 classroom contact hours per week are required for a 3 credit course.

The term “clinical” is used in the BSN program to describe practice learning experiences. The credit hour ratio for clinical in the BSN program is 2 hours of clinical per week for each hour of clinical credit.

The term “practicum” is used in the MSN program to describe practice learning experiences. The credit hour ratio for practicum in the MSN program is 3 hours of practicum per week for each hour of practicum credit.

Code of Ethics for Nurses

Students are expected to follow the “Code of Ethics” in all interactions.

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community.
3. The nurse promotes, advocates for and strives to protect the health, safety and rights of the patient.
4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
5. The nurse owes the same duties to self as others, including the responsibility to preserve integrity and safety, to maintain competence and to continue personal and professional growth.

6. The nurse participates in establishing, maintaining and improving healthcare environments and conditions of employment conducive to the provision of quality healthcare and consistent with the values of the profession through individual and collective action.

7. The nurse participates in the advancement of the profession through contributions to practice, education, administration and knowledge development.

8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.

9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice and for shaping social policy.

ANA (2001). Code of ethics for nurses. http://nursingworld.org/ethics/code/protected_nwcoe813.htm

Confidentiality

All information that a student learns while in class or through nursing practice is private and confidential. This information may not be shared with anyone except an instructor and those members of the health care team who are directly involved with the care of that client.

Students are expected, without exception, to observe the patient's right to privacy, and failure to do so will result in serious consequences. This statement is consistent with professional ethical guidelines.

Dress Code

Students who are enrolled in clinical courses may need a white lab coat and a Webster University name badge. Lab coats may need to be worn over street clothes to practice learning sessions. Name badges will be distributed during Concepts of Professional Nursing and Theoretical Foundations. Replacement badges may be purchased from the Nursing Office for \$10.00.

Grading Policies

Each instructor sets the parameters for the letter grades. Refer to the University Student Handbook for policies on grades. Any individual student concerns about grades should be directed to the instructor. Grade concerns that cannot be resolved with the instructor should be directed to the Chair of the Nursing Department.

Grading Scale

Grading Scale BSN

A	95-100
A-	93-94
B+	91-92
B	87-90
B-	85-86
C+	83-84
C	77-82
D	70-76
F	69 and below

Grading Scale MSN

Grades for assignments and the course are based on the following standards:

A/A-	Superior graduate work
B+/B/B-	Satisfactory graduate work
C	Work that is barely adequate as graduate-level performance
CR	Work that is performed as satisfactory graduate work (B- or better). A grade of “CR” is reserved for courses designated by a department, involving internships, a thesis, practicum, or specified courses.
F	Work that is unsatisfactory
I	Incomplete work
IP	In progress
NR	Not reported
W	Withdrawn from the course

For additional information, please refer to the current University Graduate Catalog.
(See also, “Progression”)

Graduation

The requirement for the BSN degree is 128 hours. Successful completion of at least 30 credit hours must be earned directly from Webster University. The MSN degree requires 36 hours. See Graduate catalog regarding transfer credit policies.

Bachelors degrees are awarded in May, August, and December. Masters degrees are awarded in March, May, August, October, and December.

Graduation petitions must be completed by the deadlines set by the Registrar's office for each graduation date.

One graduation ceremony is held yearly in May at each campus location.

Honors

Honors may be awarded at the time of graduation. Students receiving honors are recognized at graduation ceremonies at either campus location.

BSN:

University Academic Honors are awarded to students whose “academic records demonstrate excellence in a variety of academic disciplines.” Please see the undergraduate catalog for the criteria.

<http://www.webster.edu/ugcatalog/policies.shtml#honors>

Departmental Honors: The nursing department bases the award of departmental honors on three criteria:

1. Grades in departmental courses (3.50 or better for work at Webster University)
2. Work within specific classes (high level of scholarly/creative performance as documented by at least two Nursing Faculty Members)
3. Creative contributions and/or future potential in Nursing (as identified by Nursing Faculty, i.e., past community involvement, plans for graduate education)

MSN:

The student who completes a graduate degree while maintaining a minimum GPA of 3.95 receives Graduate Academic Honors. Specific criteria are listed in the graduate catalog.

http://www.webster.edu/gradcatalog/policies.shtml#acad_honors

Program Evaluation

Course Evaluation - Students are asked to complete a written evaluation of the course and instructor at the end of each course. Evaluations are used to revise and improve courses. Students may be asked to evaluate the clinical experience following a course.

Faculty Evaluation - Students are encouraged to participate in the evaluation of faculty members for promotion and status. Each instructor may post a notice soliciting testimony regarding their teaching and/or academic advising. The testimony is forwarded to the Chair of the Department of Nursing.

Educational Outcomes Assessment – BSN and MSN student achievement is assessed in the following areas: oral communication, written communication, and clinical performance. Any student scoring an “I” or “U” on the written communications, oral communications, and clinical performance outcome assessment form will have an Outcome Assessment Alert Form completed by the faculty teaching the course. Faculty will forward outcome assessment alert forms to the student and the nursing department designee (St. Louis and Kansas City). A copy will be kept in a locked file. The next instructor will work with the student to improve areas of concern. All students receiving alert forms for written communication must seek assistance from the writing center as outlined below:

First alert form: Use writing center services and obtain proof of attendance/use.

Second alert form: Receive individualized coaching from writing center, obtain proof of attendance/use, and submit to the Nursing Office.

MSN students’ achievement is also assessed in the Educator and Leader Focus areas. Students with an unsatisfactory rating are informed by the instructor of specific recommendations for improvement.

(See Appendix A for tools for measuring achievement of outcomes BSN; Appendix B for MSN).

Progression

BSN Program

To progress through the program, nursing courses (NURS) must be completed with a grade of “C” or higher. In addition, in courses with a clinical component, students must receive a grade of “Satisfactory” in the clinical portion of the course in order to pass the course. Unsatisfactory completion of the clinical component of the course results in automatic failure of the course. Students may repeat a specific nursing course only one time and no more than two nursing courses may be repeated during the program.

MSN Program

In courses with a clinical/practicum component, students must receive a grade of “Satisfactory” in the clinical/practicum portion to pass the course. Unsatisfactory completion of the clinical/practicum component of the course results in automatic failure of the course.

If a MSN student receives a C, F, or ZF the following conditions prevail:

Probation: A student who receives a C is on probation.

Dismissal: A student who receives two C’s, an F, or a ZF is dismissed from the University. Students who are dismissed cannot enroll or attend classes unless and until they are reinstated pursuant to relevant University reinstatement policies.

Registration Policy

The registration policy varies by campus site (St. Louis and Kansas City), but students may register in the Nursing Department or online.

In order to register online, students must have registration clearance in the computer. Students must request, in advance, approval from a Nursing Department advisor for the specific courses they plan to take, in order to be cleared for registration.

BSN Program:

St. Louis Campus: Formal registration is conducted twice a year - in November for Spring I, Spring II and in April for Summer, Fall I and Fall II.

Kansas City Campus: Formal registration occurs three times a year during the latter part of each semester and the summer session.

MSN Program:

Formal registration occurs three times a year in both St. Louis and Kansas City.

In St. Louis and Kansas City, rolling registration for both programs occurs throughout the year for new students or for those who cannot register at the formal registration times.

Risk Management

Needle Stick Procedures (A University Self-Insured Program)

Webster University has certain responsibilities to students and faculty who are injured because of a skin puncture with a needle during the process of completing a patient medical service. In the event this type of incident would occur, following are the procedures to follow:

1. The incident is immediately reported to the faculty member in charge of the program.
2. The faculty member reports the incident to the University.
3. The source patient's blood is drawn for testing at an approved facility.
4. Webster University Health Services takes charge of the incident and the records.
5. Health Services schedules the student to see the University physician.
6. The physician completes the necessary lab work.
7. The University physician reads the lab work and submits it to Health Services.
8. Health Services meets with the student to provide the results of the testing.
9. The University physician follows up on all needle sticks at regular intervals:
 1. 6 weeks,
 2. 12 weeks, and
 3. 6 months.
10. Additional testing is done by the University Physician at other intervals depending on the results of the source patient's blood work.
11. Health Services continues to track the student's health condition until the appropriate intervals of time have expired.
12. Health Services maintain the student medical records.

The invoices for the services provided to the student are submitted to the Risk Management Office. The Risk Management Office self-insures the needle stick claims and pays the costs of the tests for the injured student. The Nurse Anesthesia insurance and the Nursing insurance are both professional liability insurances and do not cover needle stick claims.

It is in the best interests of the students and faculty that Health Services and Risk Management work in collaboration to manage such an incident.

8-05

Special Requirements for Clinical/Practicum Experiences

In order to protect health and safety of clients, students, and faculty, agreements with affiliating agencies/institutions used as practice learning environments require the Nursing Department to keep specific documentation on file for each student. To comply with these agreements, **ALL students are expected to provide documentation of the following to the Nursing Department office at the campus site upon enrollment and when requested throughout the program:** current Missouri RN license, current PPD test and immunization records, criminal background check, and drug screening results. Current information regarding requirements for the criminal background and drug screening is available in the nursing office at your campus site. Additional documentation (e.g., Hepatitis B immunization, rubella titer, color blindness test, etc.) specified by the affiliating agency may be required for specific courses due to variation in requirements among practice sites and campus locations. You will be informed prior to these courses of any additional documentation needed.

Any student without the required documentation will be dropped from the course. Failure to submit the required documents, or concern about any requirement, may result in temporary or permanent inability to complete clinical/practicum requirements. Clinical/practicum requirements must be met for completion of degree requirements. Concerns will be discussed with the student by the Chair of the Nursing Department.

Student Representation on Faculty Committees

The Department of Nursing encourages student participation in the Recruitment and Retention, Curriculum, and Evaluation Committees. Interested students may volunteer.

Transportation of Clients

It is the policy of the Nursing Department that nursing students should not transport clients in their personal automobiles.

Travel to Agencies

It is the student's responsibility to make arrangements for their own transportation to all practice learning sessions.

This Student Handbook is subject to change.

Revised: August 2009

