



Southwest Baptist
UNIVERSITY

**Mercy College of
Nursing and Health
Science**

**Student Handbook
2019-2020**

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Accreditation

Southwest Baptist University is accredited by:

The Higher Learning Commission

230 South LaSalle Street, Suite 7-500

Chicago, IL 60604

(800) 621-7440

<http://www.hlcommission.org/>

MCONHS Nursing Programs are accredited by:

Accreditation Commission for Education in Nursing (ACEN)

3343 Peachtree Rd NE, Suite 850

Atlanta, GA 30326

(404) 975-5000

<http://www.acenursing.org/>

MCONHS ASN Program has full approval status granted by:

Missouri State Board of Nursing

3605 Missouri Boulevard

Jefferson City, MO 65102-0656

(573) 751-0681

nursing@pr.mo.gov

MCONHS PLBSN Program has initial approval status granted by:

Missouri State Board of Nursing

3605 Missouri Boulevard

Jefferson City, MO 65102-0656

(573) 751-0681

nursing@pr.mo.gov

MCONHS ASR Program is accredited by:

Joint Review Committee on Education in Radiologic Technology (JRCERT)

20 North Wacker Drive, Suite 2850

Chicago, IL 60606-3182

(312) 704-5300

<http://www.jrcert.org/>

History of Mercy College of Nursing and Health Sciences

Southwest Baptist University (SBU)

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

Mercy College of Nursing and Health Sciences (MCONHS)

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

History of Nursing Education Unit

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

History of the Cooperative Agreement by Southwest Baptist University and Mercy Hospital Springfield

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

History of the Radiography Program

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

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

Mission and Vision Statements

SBU Mission

Southwest Baptist University is a Christ-centered, caring academic community preparing students to be servant leaders in a global society.

MCONHS Mission

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

SBU Vision

SBU fulfills its mission with specific care to guard its Christian distinctive and Baptist heritage as it demonstrate continuous improvement; enlarges its ministry through consistent growth in student enrollment, retention and ethnic and racial diversity; markets the institution and its mission regionally and nationally; fosters an environment of open communication and service to others; and cares for employees through competitive compensation and benefits packages.

MCONHS Vision

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

2. Advisement & Registration

Advisement

Academic Advisors

Academic Advisors are available for all pre-nursing, pre-radiology, pre-health sciences students. Academic Advising is an opportunity to exchange information designed to help students reach their educational and career goals. Advising is a shared responsibility between an advisor and the student.

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

New students preparing for entry into a MCONHS program are assigned to an Academic Advisor who will guide them through their general education requirements by helping students:

- Answer questions about academic/student life at MCONHS
- Explore MCONHS majors best suited to students' skills, values, and interests
- Develop skills and strategies for academic success
- Establish initial and ongoing class schedules

Academic Advisor Responsibilities	Student (Advisee) Responsibilities:
<ul style="list-style-type: none"> • Meet with student to recommend general education and required courses as needed • Develop and review students' advising worksheets • Help student develop personal plan of study • Contact and assist students with enrolling in appropriate courses • Provide application process information as needed • Adjust student schedules as needed and /or submit drop/add requests for students as appropriate • If student has a personal problem, discuss options, and make referral as appropriate • Encourage student to develop self-awareness • Encourage communication between student and instructor • Refer student to appropriate academic or personal resources as needed. 	<ul style="list-style-type: none"> ▪ Read the MCONHS & SBU Handbook, Catalog, and supporting materials carefully ▪ Become familiar with program admission requirements and proposed plan of study ▪ Become familiar with their financial aid requirements prior to advisement for registration or change in schedule ▪ Develop self-awareness ▪ Make use of resources available on campus ▪ Make and keep scheduled appointments ▪ Understand the importance of relationships with advisors ▪ Follow through with recommendations ▪ Seek out resources as needed ▪ Keep assigned advisor informed regarding academic issues and challenges ▪ Schedule, prepare for, and keep advising appointments ▪ Update and revise plan of study each enrollment period as necessary ▪ Take responsibility for own decisions per best information and advice available

Faculty Advisors

Students are assigned a Faculty Advisor once accepted into their respective program.

The Faculty Advisor makes sure students are aware of every opportunity available. Advisors provide guidance for developing and achieving meaningful educational, professional, and personal goals.

Successful advising depends upon a shared understanding of and commitment to the MCONHS advising process. Advisors engage students in learning, promote students' academic success, and foster students' personal, ethical, and intellectual growth all of which will carry into their roles as citizens, leaders, and lifelong learners.

Faculty Advisor Responsibilities	Student (Advisee) Responsibilities:
<ul style="list-style-type: none">• Know and communicate the requirements of academic program for which he/she advises• Register students for appropriate classes as needed• Monitor students' progress toward degree completion and work with student to update/revise plan of study as necessary• Be available to meet with students• Refer students to appropriate institutional resources• Proactively involve students in academic and career plans, self-reflection, and resource/option exploration• Help counsel students on success• Encourage student to engage in student campus activities to help student's academic/professional development	<p>In addition to the student responsibilities listed above, student will:</p> <ul style="list-style-type: none">▪ Keep assigned faculty advisor informed regarding academic issues and challenges▪ Schedule, prepare for, and keep advising appointments▪ Keep assigned faculty advisor informed of any necessary changes to program of study▪ Know and understand the requirements of the individual degree program▪ Know and understand the requirements of his/her individual degree programs▪ Take final responsibility for making their own decisions according to the best information and advice available

How to Locate & Contact an Advisor

To find out the name of your Advisor, log onto MySBU. Under Applications tab click on *WebAdvisor* click on *Communication*, click on *Email my Advisor*.

Changing an Advisor

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

https://sbu.formstack.com/forms/request_for_change_of_advisor

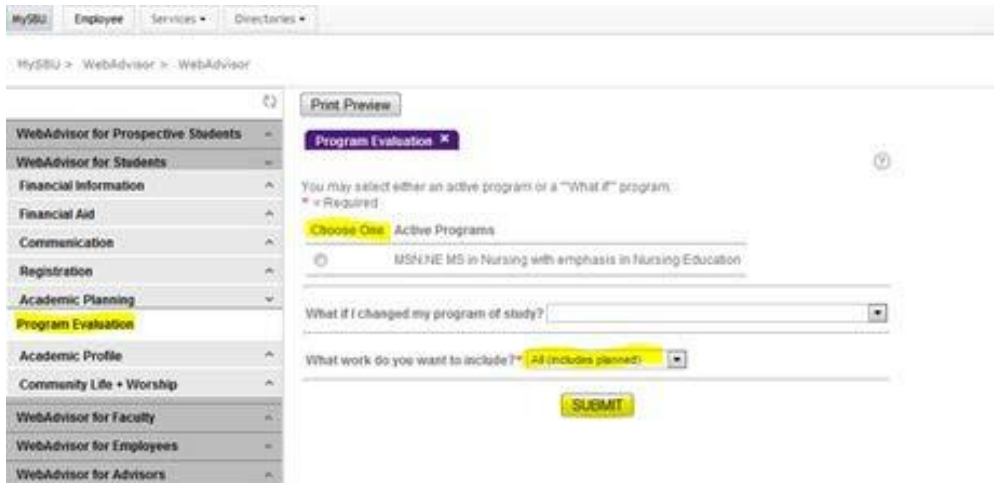
Course by Correspondence (OLIS)

For information on Online Independent Study (OLIS) see SBU Website link.

<http://www.sbuniv.edu/academics/online-education.php>

How to Review My Courses Taken or Needed in My Program

- Log into WebAdvisor through MySBU
- Click on WebAdvisor for Students
- Click on Academic Planning

The screenshot shows the WebAdvisor interface for Program Evaluation. On the left is a navigation menu with options like 'WebAdvisor for Prospective Students', 'WebAdvisor for Students', 'Financial Information', 'Registration', 'Academic Planning', and 'Program Evaluation' (which is highlighted). The main content area has a 'Print Preview' button and a 'Program Evaluation' dropdown menu. Below this, there is a note: 'You may select either an active program or a "What if" program. * = Required'. A 'Choose One' dropdown menu is set to 'Active Programs', with 'MSN/NE MS in Nursing with emphasis in Nursing Education' selected. There are two more dropdown menus: 'What if I changed my program of study?' and 'What work do you want to include?' (set to 'All includes planned?'). A yellow 'SUBMIT' button is at the bottom.

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

Registration

Tuition/Fees

See SBU Undergraduate and Graduate University Catalogs. This information can also be found on the MCONHS Website: <http://www.sbuniv.edu/resources/documents/mercy-college/estimated-cost.pdf>

Registration Process

The registration process consists of the following events:

1. **New SBU students** must meet with an Advisor (Academic or Faculty) to be registered for their initial classes.
2. **Continuing MCONHS students** in pre-requisite and general education classes must meet with their Academic Advisor to register for classes.
3. **Students continuing in a MCONHS program** may self-register online if their account is in good standing. Students are encouraged to meet with a faculty advisor prior to registering.
4. **Receive billing packet** approximately one month prior to classes beginning. Included is the bill for the classes chosen, a schedule of chosen classes, payment plan information, and other pertinent information relating to finalizing the registration process.
5. **Finalize registration** by making full payment of the bill or making financial arrangements through scholarships, federal financial aid, or an acceptable payment plan. The billing packet will have a

due date for completion.

Late Registration Finalization

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

Adding/Dropping a Course

Adding a Course

If a student wishes to add a seated course after the first day of the semester, the student must contact their Advisor. The Advisor will register the student for the course. Students are encouraged to contact the office of Financial Aid for any financial impact.

See the SBU undergraduate catalog Center for Teaching and Learning for adding an online course.

Dropping a Course

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

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

For information regarding the effect of discontinuing a course, see “Withdrawing from (Dropping) a Class” in the current Undergraduate Catalog.

College Withdrawal/Administrative Withdrawal

If a student misses four or more consecutive class periods (seated) or does not check into the online class within the first week, without having notified the University in writing, the student will be administratively withdrawn from their class(s) and can no longer attend.

- If the last date of attendance is prior to the last day to drop without penalty, the student who is administratively withdrawn will be given Ws in all courses.
- If the last date of attendance is after the last day to drop without penalty, the student who is administratively withdrawn will be given Ws in all courses that were being passed and Fs in all courses that were being failed.

If administratively withdrawn for two (2) semesters, a student will have to apply for special permission to be readmitted to Southwest Baptist University.

College Re-Admission

See Program for specific requirements for readmission to a program.

Drug Screens for Program Admission

Students entering a program with a clinical component are required to pass a drug screening. Full acceptance into a MCONHS program is contingent on a negative drug screening. MCONHS will designate the company used. No outside drug screenings are accepted. Failure by the student to have the drug screening by established deadline will result in the student not being permitted to register for any

program courses.

Students who have a positive drug screen are unable to enroll in courses, and will need to reapply to SBU. Information about drug screenings is provided during the admission process. The designated program will have access to the results of the screenings and maintained in the student file.

A drug screening is used for the duration of the student's program enrollment at MCONHS. If admitted to a new program, students will need to complete a new drug screening.

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

Background Check for Program Admission

All background checks are conducted as a condition of MCONHS program admission. Students must comply with state and institutional requirements for criminal background check and/or child abuse background check.

Background check verification must be received prior to course start and used for the duration of the student's program enrollment at MCONHS. If admitted to a new program, students will need to complete a new background check.

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

Background check information is provided during the admission process. The designated program will have access to the results of the background check and maintained in the student file.

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

3. College Wide Academic Policies

Attendance

Please refer to the SBU Student Handbook. In addition, please note the following for MCONHS students. Also review specific course syllabi.

Student Responsibilities for Protection of Self and Others

MCONHS students are strongly advised to have personal health insurance, to cover expenses of their health care treatments in case of an injury, and/or care for a catastrophic illness or exposure within or outside the clinical setting.

Mercy College of Nursing and Health Sciences (MCONHS) of Southwest Baptist University (SBU) is committed to providing a safe and healthful environment for our students. In pursuit of this goal, the exposure control plan is provided to eliminate, or minimize, exposure to bloodborne pathogens or other potential infectious materials in accordance with OSHA standard 29 CFR 1910.1030, "Occupational Exposure to Bloodborne Pathogens."

MCONHS encourages all current and future students to be aware of their actual/potential risk for (not limited to) HBV/HIV/HCV during off campus learning experiences.

As part of the admission to MCONHS programs, it is a requirement of contracted clinical agencies that students must maintain immunity to vaccine-preventable diseases and tuberculosis (TB) screening. Students follow the same recommendations for health care workers from the Centers for Disease Control and Prevention (CDC).

All students must provide current and updated proof of immunizations/vaccinations required to participate on off campus learning experiences. Students who do not receive and provide documentation of required immunizations/vaccinations and Tuberculosis screening, will not be allowed to attend off campus learning experiences. As a result, the student may be dismissed from the program.

Illness, Injuries, Surgery, & Medical Conditions

Illness

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

Surgery/Medical Conditions

Students who have medical conditions, surgery, or other special procedures that may alter their ability to perform clinical or classroom responsibilities must secure a physician's release with activity limitations prior to returning.

Injury/Accidents

Injuries to a student in a student role during clinical are not covered by Worker's Compensation as the

student is not working in a paid position. The reporting policies for each clinical site or institution will be followed in the event of injury or accident. The student must report event to faculty. The student is responsible for all costs/charges incurred for treatment.

Locations for Exposure Treatment

Springfield Locations

Mercy Emergency Department
1235 East Cherokee Street
Springfield, MO 65804

Cox Emergency Department
3801 South National Avenue
Springfield, MO

Cox North Hospital
1423 North Jefferson Avenue
Springfield, MO

**Cox Health Adult Urgent Care
The Turner Center – Urgent Care Plus**
1000 East Primrose Street
Springfield, MO 65807

Urgent Care: Ozark
5548 North Farmer Branch Rd.
Ozark, MO 65721

Urgent Care: Branson
525 Branson Landing Blvd.
Branson, MO 65616

Bolivar Locations

Citizens Memorial Healthcare (CMH) Emergency Department (includes a fast-track urgent care area)
1500 North Oakland Avenue
Bolivar, MO 65613

Polk County Health Center (post exposure testing only; no Immune globulin availability)
1317 W. Broadway
Bolivar, MO 65613

Salem Locations

**Salem Memorial District Hospital
Emergency Department**
35629 MO-72
Salem, MO 65560

Rolla Family Clinic
1060C South Bishop Ave
Rolla, MO 65401

Phelps Health Emergency Department
1000 W 10th St
Rolla, MO 65401

Mercy Convenient Care
1605 Martin Springs Drive
Rolla, MO 65401

Jury Duty

Absences will be excused for students who are summoned to report for jury duty or to serve as a witness. MCONHS advises students summoned for jury duty to contact the court as soon as possible and request a deferral if jury duty will interfere with class/clinical. Many jurisdictions allow college students to defer service to a later date or may even exempt college students from serving on juries. Official documentation of jury service dates or a copy of the subpoena to be a witness must be submitted to instructors in order for absences to be excused. Students are expected to make up academic and clinical work.

Leave of Absence

Under special circumstances students may request to take an approved leave of absence from a

MCONHS program without being required to go through the re-admission process upon return to the University. Students who want to take an approved leave of absence are required to fill out the “Request for Leave of Absence Form” and a required to fill out a “Return from Leave of Absence Form” in order to be allowed to enroll and return to their previous academic program.

Students must apply for a leave of absence prior to the start of the first semester they will not be attending. Students must apply to return from a leave of absence no less than 2 weeks prior to the start of the semester in which the student plans to enroll.

Students who request a leave of absence that is not planned in advance due to a medical emergency or other extenuating circumstance beyond the control of the student will be reviewed on a case-by-case basis. Academic program and graduation requirements may change during a student’s leave of absence, and will be reviewed with the Program Chair.

Some programs may approve students to return on a space available basis. Please note: a student who returns from a leave of absence will continue on the same academic standing that was in place at the time that the leave of absence began.

Leave of Absence Duration

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

Military Duty

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

Mission Trips & Professional Development or Activities

In order to be excused from class or clinical to attend a university or college sanctioned event, the student must submit a request in writing to his/her instructor. The attendance policy in the course/program will be followed. The student will be required to make up any missed assignments, clinical time, or exams and will be responsible for any associated fees.

Process for Obtaining a Leave of Absence

1. Schedule an appointment with your faculty advisor or program chair to review the leave of absence application’s impact on the following issues:
 - Impact on progress toward degree.
 - Catalog year and status after leave of absence.
 - Previous semester’s academic standing at the time of the requested leave.

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

Academic Integrity

Please refer to the SBU Student Handbook. In addition, please note the following for MCONHS students. Also review specific course syllabi.

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

Recycling of Assignments

MCONHS faculty view the submission of recycled work an academic integrity violation. Recycling occurs when students present previously submitted work as a new assignment. A student must communicate with his/her current instructor prior to re-submitting any previously submitted work. This work may have been used in another course, through employment, or previously in the same course, if repeating. Permission is not automatically granted.

Student Responsibility

Student must satisfy all of the following criteria:

- Must obtain written permission from the current instructor before submitting any repurposed or revised work.
- Must email the current instructor a copy of the originally submitted work prior to submission in current class.
- Repurposed or revised work must be properly attributed to the student in the body of the submitted document.
- Student must then substantially enhance and refine what was written previously.

If a student recycles an assignment without permission, this may be deemed as an Academic Integrity Violation, and the Academic Integrity policy will be enforced.

Safe Assign

SafeAssign is a tool used by faculty to verify the appropriate use of resources and originality of work. The instructor reserves the right to submit student assignments to *SafeAssign*. For MCONHS undergraduate students the *SafeAssign* similarity index should be no greater than 30%. For MCONHS graduate students the *SafeAssign* similarity index should be no greater than 20%. When similarity index is greater than allowed, faculty will review and if appropriate the Academic Integrity policy will be enforced.

Communication of Policy Changes to Students

The Student Handbook is published annually in the fall. Situations may occur prompting an immediate policy change. These changes are communicated to the student through the MCONHS Portal announcement. The current MCONHS Student Handbook is available on the MySBU -MCONHS Portal and the main SBU Website. A list of changes made to the MCONHS Student Handbook are published and posted on the MySBU – MCONHS Portal.

Graduation Requirements

Students are eligible to graduate after fulfilling the program requirements described in the academic regulations section of the Undergraduate, or Graduate Catalog under which they first enroll at SBU.

Graduation Absentia Requests

Participation is required in the December or May commencement unless absence is approved. The reason for not participating in commencement must be explained in writing to determine whether to grant or to deny permission to be excused from commencement.

Graduation Pictures

Graduation pictures are required for ASN and ASR programs during the 4th semester. The cost of the pictures is included in student fees.

Student Awards

The following student awards are offered through Mercy College of Nursing and Health Sciences. Students must be applying or already accepted into the nursing program to be eligible for these awards. These awards are not available to pre-nursing students unless stated otherwise.

ASN Program

Semesters 1-4 and Bridge:

*1. Classroom Excellence Award**

Semester faculty will determine the recipient based on the highest earned course grade. First semester NUR1018; second semester NUR1028; third semester NUR2038; Bridge NUR2003/NUR1104; fourth semester NUR2048.

*2. Clinical Excellence Award**

Semester faculty will vote on the recipient based on the student demonstrating exemplary patient care in meeting the clinical course objectives. First semester NUR1018; second semester NUR1028; third semester NUR2038; Bridge NUR2003/NUR1104; fourth semester NUR2048.

4th Semester:

*1. ASN Florence Nightingale Award**

The recipient is voted on by the ASN Program faculty and presented to one student based on the following criteria:

- a. Servant Leadership
 - i. Interaction with peers, faculty, clinical sites, the community, patients and their families
- b. Academic Excellence
 - i. Ability to apply their knowledge of theory and clinical concepts in the delivery of safe, quality, and compassionate patient care.
- c. Professionalism
 - i. Attendance and punctuality
 - ii. Positive presence in the classroom and clinical settings
 - iii. Passion for the profession of nursing

*Monetary award amounts dependent on annual funds available

ASR Program

1. *Highest Academic Achievement Award*

This award is in recognition to the student with the highest GPA.

2. *Best Attendance Award*

This award is in recognition to the student with the best attendance in their ASR didactic and clinical courses.

3. *Clinical Excellence Award*

This award is in recognition to the student who demonstrates the highest clinical excellence in their clinical education courses. This award is from the Smith-Glynn-Callaway Medical Foundation and is voted on the by clinical staff of Radiologic Technologists.

4. *Most Outstanding First Year Student Award*

This award is in recognition to the student with the most outstanding progress in their first year. This is a monetary award from the Mercy Hospital Springfield Auxiliary Department. The award is based on overall academic grades in radiography courses, clinical performance, attendance, and professionalism.

5. *5th District MoSRT Student Scholarship*

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

PLBSN

Semesters 1-5:

1. *Classroom Excellence Award*

Semester faculty will determine the recipient(s) based on the highest earned course grade in PLBSN didactic courses.

2. *Clinical Excellence Award*

Semester faculty will vote on the recipient(s) based on the student demonstrating exemplary patient care in meeting the clinical course objectives in each clinical course.

5th Semester:

1. *PL-BSN Florence Nightingale Award**

The recipient is voted on by the PLBSN Program faculty and presented to one student based on the following criteria:

- a. Servant Leadership
 - i. Interaction with peers, faculty, clinical sites, the community, patients and their families
- b. Academic Excellence

- i. Ability to apply their knowledge of theory and clinical concepts in the delivery of safe, quality, and compassionate patient care.
- c. Professionalism
 - i. Attendance and punctuality
 - ii. Positive presence in the classroom and clinical settings
 - iii. Passion for the profession of nursing

*Monetary award amounts dependent on annual funds available

RN-BSN Program

1. Judy Mitchell Christian Walk Award

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

2. BSN Clinical Excellence Award

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

3. BSN Leadership Award

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

HSC Program:

1. Highest Academic Achievement Award

This award is given to the student in the Bachelor of Science in Health Sciences program with the highest institutional grade point average.

MSN Program:

1. MSN Clinical Excellence Award

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

2. MSN Leadership Award

This award is given to a student who has demonstrated exemplary servant leadership qualities throughout their time in the MSN program. This student has been a leader among their peers, and in the classroom and clinical settings.

Children on Campus

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

At no time may a child be left unattended on campus, including in a campus building, on campus grounds, or in a vehicle. Children must be under the direct supervision of a parent, legal guardian, or responsible adult at all times while on campus. Parents, legal guardians, or responsible adults of children considered disruptive or unsupervised will be asked to remove the children from the campus immediately.

Children in Classrooms or Academic Buildings

The following regulations shall guide the presence of children of students in classrooms and academic buildings:

1. Due to the nature of the equipment and the level of supervision necessary, children will not be allowed in college laboratories, simulation labs, or learning centers that contain medical equipment at any time unless part of a sponsored function.
2. For classrooms and offices, children are allowed at the discretion of the employee. Permission should be granted only for rare occasions due to a temporary, unforeseen emergency or circumstance. Children are not allowed in the classroom in the following situations:
 - a. As an alternative to procuring regular childcare (e.g., infant care or childcare during summers, holidays or after regular school days)
 - b. When the child is too ill to attend regular childcare or school
3. Permission must be obtained from EACH instructor before bringing children into a class that is not expressly prohibited by the regulations above. Each instructor will take into account the class size, activities planned, and maturity of the content being covered.
4. Any student whose child is considered disruptive or unsupervised will be asked to remove the child immediately.

Children in the Library, Foyer and Student Lounge

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

Student Participation in University Approved Research Projects

1. Surveys administered to students will be voluntary, confidential, and will not impact his/her course grade.
2. Students may request the opportunity to know how the results will be utilized and disbursed and whom they may contact regarding the results.
3. Student participation in research conducted outside of Mercy Health System or Southwest Baptist University will follow that institution's guidelines, provided the study has met the criteria of the institution's Review Board.

Technology/Computer Requirements

Personal Computer (PC)	Macintosh (Apple) Computer
Hardware	
Operating System: Windows 10, 8, or 7	Operating System: 10.5 or 10.6 or newer
CPU (processor speed): 2.3 GHz	CPU (processor speed): PowerPC G3, G4, G5 or an Intel processor
RAM (memory): 2 GB	RAM (memory): 2 GB
Hard Drive: 250 GB (2 GB of free space)	Hard Drive: 250 GB (2 GB of free space)
Monitor: 800X600 16-bit color display or better	Monitor: 800X600 16-bit color display or better
Sound Card	Sound Card
CD-ROM or RW; better to have a DVD-ROM or RW	CD-ROM or RW; better to have a DVD-ROM or RW
Speakers or headphones; a noise cancelling headset with microphone is recommended for online courses	Speakers or headphones; a noise cancelling headset with microphone is recommended for online courses
Webcam (recommended for online courses)	Webcam (recommended for online courses)
Printer &/or Scanner (optional)	Printer &/or Scanner (optional)
Software	
Microsoft Office 2007 or newer is required; Microsoft Works is not acceptable. You are able to download Microsoft Office 2016 free through the MySBU portal.	Microsoft Office 2007 or newer is required; Mac specific software is not acceptable. You are able to download Microsoft Office 2016 free through the MySBU portal.
Note: If you do not want to download the Microsoft Office software, then you must plan to use either a lab computer or another computer that has appropriate software. Assignments submitted in other software file types will not be accepted.	
Browser: Internet Explorer, Firefox, or Chrome	Browser: Safari, Firefox, or Chrome
Multimedia: Windows Media Player, Flash Player, Quicktime, &/or VLC Media Player	Multimedia: Quicktime &/or Flip4Mac (to view Windows media file types on your Mac)
Java	Java Plug-in
Enable Cookies & Javascript	Enable Cookies & Javascript
PDF: Adobe Reader	PDF: Adobe Reader
Anti-Virus & Spyware Software	

Virus and Spyware protection software is essential for any computer used to browse the internet. The software is only effective in the prevention of virus and spyware infections if the subscription is kept active and the definition files are updated frequently. There are many options that may be purchased; however, some quality products are also available for free.

Internet Access

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

SBU Web-Based Resources

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

MySBU:

Provides a single point of access to all university web-based resources at:

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

WebAdvisor:

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

SBU E-mail-Office 365:

The university's e-mail service. The university provides all students and employees with an official e-mail account through Microsoft's Office 365 service. You will access your e-mail from the SBU E-mail-Office 365 link available on the MySBU Portal. Please review the university's E-mail Communication Policy located in section V.D of the handbook. Should the MySBU Portal be down, students can still access email through URL:

<https://outlook.office365.com/sbuniv.edu>

BLACKBOARD:

The university's learning management system that may or may not be used by faculty for course support. All students currently enrolled in at least one course through SBU have an active Blackboard account; however, use of Blackboard is left to the discretion of the instructor. Please contact the instructor if your course is not available by the first day of class. Blackboard is accessed through the MySBU Portal.

Should the MySBU Portal server be down, students may still access Blackboard through the following URL - <https://sbuniv.blackboard.com>

OneDrive:

Microsoft's cloud storage service. It is strongly suggested that you create an account in OneDrive to save and store your assignment files or other important files such as course

syllabi. Currently, you receive 15 GB of free storage accessible from any internet connected computer. A link to the OneDrive website is available on the MySBU Portal.

Password Manager:

Allows you to perform the following operations on your MySBU user account:

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

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

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

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

Web Print

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

Web File Access:

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

Self-Service:

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

4.1 MSN Program Information & Requirements

MSN Program Chair, Faculty, & Staff

Program Chair: Dr. Sharon Zahn

Office: 4431 South Fremont Avenue
Springfield, MO 65804

Faculty and Staff Profiles:

Website: <http://www.sbuniv.edu/academics/programs/nursing-master.php>

History of the MSN Program

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

Nursing Education Track

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

Nursing Administration Track

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

MSN Program Educational Outcomes/Competencies

MSN Program Outcomes:

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

Nursing Education Specialty Program Outcomes:

1. Utilize critical thinking skills to integrate education theories, technology, and professional standards into the design, implementation and evaluation of curriculum (Clinical Judgment).

2. Determine interventions to evaluate learning and curricular outcomes in nursing education (Evidence Based Practice).
3. Analyze ethical, political, organizational, cultural, technological, and professional influences on nursing education (Professionalism).
4. Develop research based educational strategies for multicultural diverse students (Communication).
5. Integrate the principles of Christian discipleship and a Christian worldview into the development of nursing education systems (Christian Discipleship).

Nursing Administration Specialty Program Outcomes:

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

MSN Program Goals

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

Admission to the MSN Program

Refer to the current SBU Graduate Catalog

Transfer Credit

Refer to the current SBU Graduate Catalog

New Student Orientation

A Master's Program student orientation is held during the fall and spring semester for new students. MSN students are enrolled in the MSN online orientation course during their first MSN course and are expected to complete the orientation and required documents by designated deadlines within the course. The orientation course familiarizes the student with the faculty, program and track outcomes, policies and procedures, and numerous other resources available to the master's student.

MSN Program Plan or Program Requirements

Refer to the current SBU Graduate Catalog

Progression & Retention Requirements in the MSN Program

Refer to the current SBU Graduate Catalog

MSN Classroom & Clinical Policies

Classroom

MSN Program General Course Policies

1. Attendance- Online courses may have synchronous meetings which are required. Students are notified of the class sessions prior to the course. Specific course attendance policies are located in the course syllabus and outline any penalties for absences. Points may be assigned for attendance and deductions for arriving late and leaving early may be enforced.
2. Communication- All official communication will be via the SBU student account.
3. Faculty will make every effort to answer emails within one (1) business day. Students should not expect responses to emails on the weekends.
4. Faculty will make every effort to have assignments graded within 7 days of the assignment due date and provide prompt communication.
5. It is the student's responsibility to submit original work and correct referencing. Specific assignments may be turned in through SafeAssign. In graduate level work, the similarity index of papers submitted to SafeAssign should be 20% or less. Papers that have similarity indexes greater than 20% will be evaluated for correct referencing and potential plagiarism. In cases where plagiarism is evident the case will be reviewed by the department chair and dean. Depending on the severity of the individual case, consequences may include reprimand, disciplinary probation, suspension, immediate dismissal and/or denial of privilege to reenroll at SBU. Refer to current SBU Handbook Academic Dishonesty section for further details.
6. All written papers and assignments in the MSN program will use APA format. The information for this writing style is found in: Publication Manual of the American Psychological Association. (6th Ed). American Psychological Association: Washington D.C.
7. MSN students are subject to applicable MCONHS and clinical agency policies regarding, HIPAA, OSHA, and Exposure. The student is required to check in to the course within the first seven days of the term start date. Failure to do so will result in an automatic withdrawal from the course.
8. The following items are required in the MSN program are
 - a. Headset with noise-canceling microphone
 - b. Webcam or device to web chat with recording capabilities
 - c. Additional freeware programs may be required

Classroom Evaluation Grading Scale

Grade	Percentage
A	90% - 100%
B	80% - 89.9%
C	75% - 79.9%
D	65% -74.9%
F	0% - 64.9%

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

Clinical

See Master of Science in Nursing Practicum Guide

Comprehensive Examination

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

MSN Professional Conduct

See Master of Science in Nursing Practicum Guide and the American Nurses Association Code of Ethics for Nurses

4.2 RN-BSN Program Information & Requirements

RN-BSN Program Chair, Faculty, & Staff

Program Chair: Dr. Cindy Todd

Office: 4431 S Fremont Ave

Springfield, MO 65804

Faculty and Staff Profiles:

Website: <http://www.sbuniv.edu/academics/programs/nursing-bachelor.php>

History of the RN-BSN Program

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

RN-BSN Program Educational Program Outcomes/Competencies

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

Admission to the RN-BSN Program

See SBU Undergraduate Catalog

Dual Enrollment in MSN

Students in the RN-BSN program interested in continuing their education can dual enroll in up to 6 credit hours of graduate level NUR course work.

1. Contact RN-BSN faculty advisor to determine eligibility.

- Must have completed the appropriate undergraduate course (Informatics and/or Statistics) prior to enrolling in the approved graduate level course.
 - Must be in good standing with undergraduate program grades.
 - Must have RN License
1. Complete the “Petition for UG course to gain GR credit”
 2. Submit completed Petition for UG course to gain GR credit to the MSN Chair after appropriate signatures are acquired from the Undergraduate Advisor and RN-BSN Program Chair.
 3. The MSN Chair and Dean gives final approval and provides signatures for dual enrollment
 4. Upon completion of the course, completed grades will be submitted to the Registrar. Students must earn a grade of “B” or higher in the MSN course in order to receive dual graduate credit. The credit will be applied to the student transcript and a fee for transcribing the credit will be applied to the student’s account at the current catalog rate for Undergraduate Student Concurrent Graduate Enrollment.

Transfer Students

See RN-BSN Admission requirements.

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

Students with Prior Bachelor’s Degrees

See SBU Undergraduate Catalog

Nursing Diploma Graduates - Lower Division Nursing

(30 credit hours):

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

New Student Orientation

RN-BSN Students will automatically be enrolled in NUR 3010 New Student Orientation when they enroll in their first course. This is a no credit course designed to familiarize the student with the program, learning management system, and promote success in the nursing program.

RN-BSN Program Plan or Program Requirements

RN-BSN Requirements

(128 hours)

For RN-BSN Requirements see the SBU Undergraduate Catalog

Credit for Experience

Mercy College of Nursing and Health Science's RN-BSN students can earn up to four (4) credits for documented prior life experiences that occurred a) before they started college, b) in a previous undergraduate level leadership and management course or c) in their current job if they were doing the same job for at least five years before starting college, provided they can show that what they learned or did is equivalent to college level work focused on leadership and management for the NUR 4434 Administration and Leadership course. Prior learning experience is evaluated through a portfolio-based assessment. Students requesting prior learning experience must have a minimum cumulative GPA of 3.0.

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

Portfolio Based Assessment of Credit for Experience - Process Overview

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

Students must include:

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

Fees for Credit for Life Experience

See Undergraduate Catalog

Progression & Retention Requirements in the RN-BSN Program

RN-BSN Progression Requirements

Academic Probation

See SBU Undergraduate Catalog

Program Probation

The RN-BSN program probation differs from the University Academic Probation. This difference is justified by the grading requirements under the academic standing requirements in the undergraduate catalog because the RN-BSN major requires a higher GPA than the overall university requires for all

coursework in the major.

Students must achieve a grade of “C” or better in all required RN-BSN major courses and the required program courses (BIO 4404 and BEH 3243). A student who fails one RN-BSN required major course will be placed on probation throughout the duration of the RN-BSN program.

At the end of each academic term, if a student receives a grade of “D” or below in one required RN-BSN major course and/or required program course (BIO 4404 and BEH 3243), the student is placed on program probation and is required to repeat that course in the next full term the course is offered. This may be dependent upon class availability (Fall, Spring).

Students will be officially notified by the RN-BSN Chair and dean of program probation status and any actions needed.

Grade Appeal

See SBU Undergraduate Catalog

Program Dismissal

At the end of each academic term, students with a grade of “D” or below in two or more required RN-BSN major courses and/or required program courses (BIO 4404 and BEH 3243), will be dismissed from the RN-BSN program.

Students will be officially notified by the RN-BSN Chair and dean of program dismissal.

RN-BSN Program Appeal

RN-BSN Program Appeal Requests

1. Students are permitted one appeal request throughout the duration of the RN-BSN Program. Program appeal requests are considered on a case by case basis.
2. If a student appeal is approved, any additional nursing course failure will result in dismissal from the RN-BSN program.
3. Violation of any MCONHS or SBU policy may jeopardize the student’s progression in the RN-BSN Program.

Steps for Requesting an Appeal

1. Student must submit a Student Appeal Request form online no later than **five calendar days after notification of course grade.**
2. Student must contact the RN-BSN Chair to schedule a virtual, phone, or in-person meeting with the RN-BSN Chair and/or Dean and a minimum of two members from the APR committee. Factors such as student performance, extenuating circumstance(s), and steps to ensure future success will be considered.
3. The APR Committee members, Dean, and RN-BSN Chair will review the Appeal Request after meeting with the student and make a final decision. They will use the Appeal Request Rubric to determine if an exception will be granted.
4. Exceptions to this policy may be reviewed on a case-by-case basis by the RN-BSN Chair, and/or Dean.

5. The Dean and/or RN-BSN Chair will notify the student of the final decision in writing within five business days of the meeting.
6. The appeal request and final decision documentation will be retained by the University as part of the student's permanent record.

RN-BSN Program Exit

1. If a student decides to withdraw from the RN-BSN program, it is recommended that the student meet with their faculty advisor and/or RN-BSN Chair to discuss options, including additional course work, remediation, or other MCONHS programs.
2. It is recommended that the student also meet with the Office of Financial Aid to discuss the financial implications.
3. Students who withdraw from the RN-BSN program should schedule an appointment or email their academic/faculty advisor to initiate the program exit process.

RN-BSN Classroom & Clinical Policies

Classroom

RN-BSN Program General Course Policies

1. Specific course attendance policies are located in the course syllabus and outline any penalties for absences. Exceptions will be made only in the most extreme circumstances.
2. All official communication in the RN-BSN department will be via the SBU student account set up for them. All students are required to use their SBU e-mail account.
3. Emails will be answered within one (1) business day. Students should not expect responses to emails on the weekends.
4. All written papers and assignments in the RN-BSN program will use APA format. The information for this writing style is found in: Publication Manual of the American Psychological Association. (6th Ed). American Psychological Association: Washington D.C.
5. Specific assignments may be turned in through SafeAssign plagiarism tool. The choice of assignments is up to the instructor. The students will be informed as to which assignments will utilize this service.
6. Instructors expect that work submitted in a course is original work done for that course. In the RN-BSN program, students are not allowed to use an assignment submitted in another course or for a job, students must not assume that this is an acceptable practice. This is referred to as recycling of assignments. All students should be familiar with SBU's policy on Academic Integrity. See Academic Integrity Policy.
7. Online environments and classes are student-learning focused. Faculty will make every effort to have assignments graded quickly and provide prompt communication.
8. The following items are required in the RN-BSN:
 - Headset with noise-canceling microphone
 - Webcam or device to web chat with recording capabilities
 - Additional freeware programs may be required

Classroom Evaluation Grading Scale

Grade	Percentage
A	90% - 100%
B	80% - 89.9%
C	75% - 79.9%
D	65% - 74.9%
F	0% - 64.9%

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

Practice Experiences

Dress Code Practice Experience Activities, Community Service, or any School Sponsored Event

Students are expected to wear the provided Mercy College of Nursing and Health Sciences of SBU nametag to properly identify themselves as a student. When wearing your SBU nametag, you are representing Southwest Baptist University and therefore should be abiding by our Christian ethics and mission.

Proper/appropriate dress is expected at each practice experience site. Students should wear casual business attire at all community sites unless scrubs are permitted (dependent upon the community site). Jeans are NOT permitted at community sites, unless the agency/event requests students to wear jeans.

Professional behavior is expected at all community sites. If a community site contacts the instructor with about a student's behavior(s) or improper dress attire, a course failure could result.

Location of Practice Experience Activities

The RN-BSN program contracts with multiple agencies. A contract must be on file between the school and the agency for the student to complete practice experience activities (any variances will be noted within the course). If the student desires to request a new practice experience location, they must submit their request in writing to course instructor.

Practice Experience Hours & Attendance Requirements

The required practice experience hours and attendance requirements are specified in NUR 4404 Community Health course and syllabi.

Practice Experience Evaluation

Students will have the opportunity to evaluate their practice experience through the Practice Experience Site Evaluation and Practice Experience Reflective Journal (NUR 4404), and course evaluations. Sites have the opportunity to evaluate the student attending the site through the attendance verification form required for each experience.

Practice Experience Evaluation Grading Scale

Practice experience grading is measured by Pass or Fail. Students must have satisfactory practice experience performance in order to pass the particular nursing course. Students who are asked to leave a practice experience agency and not permitted to return will automatically fail the course and may be dismissed from the program. See NUR 4404 Community Health course syllabi.

Health & Immunization Requirements

A student must be current on all requirements for Practice Experiences as listed in the NUR 4404 Community Health course. The instructor will verify these requirements have been met before allowing a student to begin practice experiences

4.3 Pre-Licensure BSN Program Information & Requirements

Pre-Licensure BSN Program Chair, Faculty, & Staff

PL-BSN Program Chair: Nancy Delmont

Office: Jester Learning Center

1600 University Ave.

Bolivar MO 65613

Faculty and Staff Profiles:

<https://www.sbuniv.edu/academics/programs/nursing-bachelor-bolivar.php>

History of the PLBSN Program

Southwest Baptist University (SBU) offers a traditional 4-year Bachelor of Science in Nursing degree (PLBSN). Graduates of the program will meet the requirements to sit for the licensure examination (NCLEX-RN) for registered nurses (RN). **Graduation from this program does not guarantee licensure as an RN.** The pre-licensure BSN program is offered at the SBU-Bolivar Campus. A graduate of the pre-licensure BSN program enters the health care environment as a nurse generalist, prepared to practice in settings where policies and procedures are established and guidance is available. Graduates will have experience caring for individual patients across the lifespan, within the context of their families, communities, and in settings across the health care continuum. The BSN graduate can seamlessly transition to SBU's MSN program for a graduate degree in Nursing Education or Administration.

PLBSN End-of-Program Student Learning Outcomes

The following are the PLBSN End-of-Program Student Learning Outcomes. In addition, the PLBSN Program Outcomes focus on licensure pass rates, program completion rates, and job placement rates.

Upon completion of the baccalaureate of nursing program, the graduate will:

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

Admission to the PLBSN Program

See Undergraduate Catalog

Clinical Requirements:

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

1. Have an acceptable criminal background check and drug screen on file with MCONHS.
2. Meet the clinical settings health screening requirements and maintain documents per MCONHS policy.
3. Meet clinical orientation requirements set forth by MCOHNS or clinical site.
4. Students must be eligible to attend clinical at contracted clinical sites.

Health Requirements:

PLBSN students are required to obtain or provide documentation of the following in compliance with clinical site requirements and tracked through Castle Branch:

- Tuberculosis Screening
- Tdap vaccination within the last 10 years
- Varicella
- Annual Flu Vaccination – per requirements of clinical site
- MMR Vaccinations
- Hepatitis B

Students are required to complete a urine drug screen. Once a student is in the program, they may be subject to drug/alcohol testing under any circumstances: (such as, but not limited to).

- Reasonable suspicion/for cause
- Post-incident/injury
- Random – (e.g. Clinical site or SBU request)
- Program re-admission

Clinical Site Education:

1. My Clinical Exchange – assigned education (Clinical site access can be denied if student is non-compliant).
2. Healthstream – assigned education (Electronic health record (EHR) access can be denied if non-compliant. EHR access is required to complete clinical requirements for ASN program).
 - Mercy clinical site – Students must complete EHR training and have personal login to provide patient care in the clinical environment.
3. Additional education may be required for alternative clinical sites.

Certifications:

1. Current American Heart Association
 - Basic Life Support (BLS): Healthcare CPR certification.

New Student Orientation

PLBSN Students will automatically be enrolled in NRS 3010 New Student Orientation during their first semester of the nursing program. This is a no credit course designed to familiarize the student with the program, learning management system, and promote success in the nursing program.

PLBSN Program Plan or Program Requirements

See Undergraduate Catalog for program requirements and SBU Website for Plan of Study

Progression & Retention Requirements in the PLBSN Program

1. Comply with all policies of SBU, MCONHS, and the PLBSN program.
2. A grade of "C" or higher is required in all nursing and program required courses.
3. Maintain a cumulative GPA of 2.0.
4. Obtain and provide documentation of annual Influenza immunization or any requirements as specified by the clinical agencies.
5. Maintain current American Heart Association Healthcare Provider BLS CPR certification.
6. A student that fails or withdraws from a seated/clinical nursing course must repeat the course (and applicable seated/clinical co-requisite course) in order to progress in the PLBSN program.*
7. A student that fails or withdraws from an online nursing course may continue to follow the degree plan and repeat the online course when available if the anticipated graduation date is unaffected.
8. A maximum of one required nursing course (seated or online) may be repeated throughout the nursing program.
 - a. A seated course with a clinical co-requisite counts as one course for the purposes of progression.
 - b. Students will be dismissed from the PLBSN program after the second nursing course failure.

The ability to repeat course is based upon the availability of a seat in the cohort in which the course is next offered

Appeal Process:

Course Grade Appeal:

See the SBU Undergraduate Catalog for the Grade Appeal Policy under Academic Regulations.

Program Appeal Requests:

1. A student may request to appeal only when unforeseen, extreme personal circumstances contributed to the student's dismissal from the PLBSN program.
 - a. Only students in nursing semesters 3-5 are eligible to request an appeal to repeat nursing courses from the point of dismissal.
 - b. Students are only permitted **one** appeal request throughout the duration of the PLBSN Program.
 - c. Program appeal requests are considered on a case-by-case basis. Student performance, extenuating circumstance(s), and steps to ensure future success must be identified to be considered for an appeal request.
2. If an appeal is approved for a student, any additional nursing course failure by that student would result in the student's dismissal from the nursing program with no future opportunity to appeal.
3. Violation of any MCONHS or SBU policy may jeopardize the student's progression in the PLBSN Program.

Steps for Requesting an Appeal:

1. Submit a Student Appeal Request form online no later than five calendar days after notification of course failure
2. Student must contact the PLBSN Chair to schedule a meeting with the PLBSN Chair and/or Dean and a minimum of two members from the APR committee. Factors such as student performance, extenuating circumstance(s), and steps to ensure future success will be considered.
3. The APR Committee, PLBSN Chair and/or Dean will review the appeals request after meeting with the student and make a final decision.
4. The Dean and PLBSN Program Chair will send a letter to the student detailing the final determination of the appeal request within 5 business days of the final decision.

PLBSN Classroom & Clinical Policies

Classroom Policies:

Classroom Attendance Requirements

Classroom attendance is mandatory. Only 10% of nursing classes may be missed (approximately 2 days in 16 weeks). Students may be administratively dropped at the discretion of the program chair and/or dean for excessive absences. Students must notify the course faculty if they are going to miss class and are responsible for obtaining information covered during absence. If the student is administratively dropped it will count towards the number of withdrawals allowed in the PLBSN program.

Classroom Tardies

Arriving late to class disrupts student learning and is disrespectful to faculty and peers. Students that arrive after the start of classroom will receive a tardy for the day. Excessive tardiness may require a meeting with the course faculty and the student may be required to complete an assignment or placed on a success plan for professionalism at the discretion of the course faculty.

Classroom Exam Make-up

Only under extreme circumstances may examinations be made up. The student is responsible for notifying the course instructor PRIOR to missing the examination. If the student does not notify the course instructor prior to missing an exam, the student may receive a zero (0) for the exam grade. The course instructor reserves the right to deny make-up exams for circumstances other than University-sanctioned events and documented illnesses. The course instructor reserves the right to use an alternate exam for students not taking an exam at the originally scheduled time.

In order to make up a missed exam, the student must meet the following criteria:

1. Notify the faculty of absence prior to the missing the exam-this includes University-sanctioned events.
2. Make arrangements with the course instructor for a rescheduled exam to be taken at the instructor's convenience. Exams may not be taken early under ANY circumstances.
3. Students who are absent due to illness must obtain a note dated the same day as the absence from the Killian Health Nurse or Primary Care Provider and provide to the course instructor upon the next class period or make-up exam time, whatever comes first.

4. Final exams follow the SBU policy and under most circumstances, may not be made up/dates changed. If an exception is made, the applicable fee applies. See the SBU Student Handbook for details.

*Absences due to military or jury duty and Mercy Orientation for New Hires are exempt from this policy.

Late Work

Refer to course syllabi for late work policy for each course. Technical issues over the weekend will not be addressed by faculty. Technical issues should be addressed by the Help Desk (417-328-1705 or helpdesk@sbniv.edu). Late work may be accepted upon the discretion of the instructor only under extreme circumstances.

Classroom Evaluation Policies

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

1. Must have 75% average or above on exam points in each course
2. Must have a cumulative point total of 75% or above including exams and additional classroom points.
3. For courses that are combined classroom and clinical, the student must successfully meet all clinical outcomes in addition to meeting the required total exam average and cumulative point average.
4. Students with a total exam score average of less than 75%, even with a 75% or greater average in total course points, or that fails to pass a combined clinical rotation, will be assigned the course grade of D, regardless of total course percentage.
5. There is no rounding of percentages. Students with anything below 75% in total course points will not be successful.

Classroom Evaluation Grading Scale (All PLBSN Courses)

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

Classroom Performance

- a. Content Examinations
 - Course examinations are developed by the faculty responsible for the course.
 - Examination content is directed by the course outcomes for each unit of study.
 - A test blueprint will be developed for each examination.
 - Course faculty will be responsible for carefully evaluating each examination, utilizing statistical data to ensure integrity and validity of the question construction.
 - Standardized examinations will be utilized throughout the nursing program to assess performance of students in comparison with national norms. Although progression in the PLBSN program is not solely dependent on these tests, their value will be significant to course points.
 - Preparation materials will be available to students well in advance of any standardized testing.

- b. Additional Course Classroom Points may include:
 - Quizzes
 - Assignments
 - Papers
 - Projects

Course Exam Failure

- Failure of one examination in a course may place the student at risk of failing the course.
- **Students are responsible to initiate a meeting to review the exam and develop a plan to be successful in the course.**
- Students may be referred to their faculty advisor for additional assistance.

Math Requirements

Math proficiency is an essential skill for safe patient care in nursing. Students will be expected to demonstrate competency in math as they progress in the PLBSN Program. Dimensional analysis is considered the best practice for medical math calculations and is the only method of calculation presented in the nursing program.

1. Medical math will be introduced and assessed initially in NRS 3113 Fundamentals of Nursing Practice. Medical math proficiency will continue to be reinforced and assessed throughout the remainder of the PLBSN curriculum on course exams and in the clinical setting.
2. Students will be expected to pass a medical math test at 90% accuracy using dimensional analysis at the beginning of each semester.
3. A student who is unable to pass a medical math test at 90% accuracy, at the beginning of each semester, will not be allowed to administer medications due to safety. Students may repeat the math test on subsequent days following remediation. Once a 90% accuracy is achieved, the student may administer medications for that clinical rotation.
4. A student who cannot administer medications due to inability to pass a medical math test may be unable to successfully meet course outcomes to pass the clinical course.

Clinical Policies:

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

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

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

Clinical Dress Code

1. Students must reflect a high standard of cleanliness and hygiene at all times in the clinical setting.
 - Students should appear and smell clean without odors on them or their clothing.
 - This includes the need for sensitivity when using colognes or perfumes that could be offensive to others. Uniforms must never smell like cigarette smoke.

2. The student will wear the designated uniform of the PLBSN program.
 - The uniform must be appropriately maintained and laundered so it appears neat.
 - When working outside the student role, the student uniform may not be worn.
 - The name badge issued by the SBU must be worn for all clinical experiences
 - Only the white SBU lab coat may be worn in the clinical facility over the uniform.
3. A plain white tee shirt or turtleneck may be worn under the scrub top if desired.
 - White is the only acceptable color that may be worn.
 - The tee shirt or turtleneck may not be worn without the scrub top.
 - The tee shirt or turtleneck must not have any visible markings on it
4. Scrub pants should be worn at the waist line.
 - Pants must be hemmed so that they do not touch the floor.
 - Pants with the waist folded or rolled down are not acceptable.
 - Students should not wear their pants with rolled legs, split side seams, or frayed hems as pant legs that drag on the ground are an infection control issue.
5. Undergarments must not be visible even with normal movement and no visible print, pattern or color should be apparent.
6. Black or white shoes designated only for clinical experiences are required.
 - In order to comply with CDC, OSHA and Joint Commission guidelines, shoes may not have open toes or “holes” which would allow materials to pass through. Shoes must have backs; no slip on shoes are allowed. Canvas shoes are not acceptable.
 - Shoes must be clean.
7. Plain white or black socks or black/white/natural colored hose must be worn Facial jewelry is allowed only in the ear.
 - Earrings will be limited to two pair of small studs (no rings) in each ear only, including daith piercings.
 - Gauges must have clear or flesh-colored plugs in place.
8. All other jewelry should be kept to a minimum to comply with infection control standards.
 - A maximum of one ring per hand is allowed. Large stones should be avoided.
 - A watch with a second hand should be worn or available at every clinical experience.
 - Safety and appropriateness for the workplace will determine the wearing of all other jewelry including necklaces.
 - Jewelry must not affect services provided in any way, including cleanliness, nor should they be noisy or distracting.
9. Any cosmetics should be worn modestly.
10. Hair will be neat, clean and well-groomed.
 - Hair which is shoulder length or longer must be secured at the nape of the neck or worn up with no loose strands.
 - Hair which is long enough to fall forward into work area will be pinned up off the neck in a neat manner.
 - Hair ornaments may include a solid-colored headband that matches the uniform.
 - Extreme hairstyles and/or colors, including temporary colors and feathers are not acceptable.
 - Facial hair
 - a. Beards, mustaches, and sideburns must be well groomed.
 - b. Clean shaven without the appearance of stubble.

11. Fingernails must be clean, well-manicured, and of conservative length to ensure the health and safety of patients.
 - Artificial fingernails, acrylic dipped, nail polish, gel or shellac may not be worn during clinical experiences due to infection control/prevention.
12. Tattoos must be covered at all times while in the clinical setting.
13. Students will be expected to continue to follow all other clinical facility policies regarding dress code.

Clinical Skills Requirements

- Students are expected to provide patient care in a safe, professional, holistic manner and participate as a member of the healthcare team; clinical skills competency is an essential component of this expectation.
- Students will be expected to initially demonstrate clinical skills proficiency and develop clinical skills competency as they progress through each semester of the PLBSN program.
- Each semester, new clinical skills will be introduced. Students will be provided an opportunity for supervised practice and skills check-offs throughout the semester.
- The student's skills competency is determined by an instructor following a skills checklist.
- In order to progress in the PLBSN program, and to meet class and clinical course outcomes, students must successfully demonstrate clinical skills competency.
- Students may only perform skills in the clinical setting that they have been instructed on in the nursing program and at the discretion of the clinical instructor.

Skills Check-offs Days

- Students must successfully complete the skills check-off during the time period allotted for that skill.
- Clinical dress code is required during clinical skills check-offs. Students will be required to reschedule their skills check-off if they are not dressed in clinical attire.
- The order of procedural steps from the checklist may vary as long as patient safety is not compromised.
- Students may not request clarification of skills procedures during the skills check-off.
- Students that are not successful in demonstrating skills during the scheduled skills check-off, will be placed on a Skills Improvement Plan and required to schedule remediation time in the LRC. After a minimum of 1-hour remediation in the LRC, students may schedule an additional opportunity to demonstrate skills with an instructor.
- Violation of patient safety components in the procedure that could potentially result in patient harm will constitute an unsatisfactory performance rating.
- Students who demonstrate repeated lack of preparedness for skills check-off following the implementation of a Skills Improvement Plan, will be placed on a Clinical Success Plan for professionalism and safety. Students placed on a Clinical Success Plan must meet all specified requirements of the plan to successfully meet the clinical course outcomes. Failure to meet the specified requirements will result in a clinical course failure.

Clinical Attendance Requirements

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

Any absence of 15 minutes or more from a scheduled clinical (onsite clinical, skills lab, or simulation), including pre- or post-conference time, will be sent home and constitute a clinical absence for the entire

day requiring clinical make-up at the student’s expense. Students must notify clinical faculty of any delays or disruptions to their assigned clinical schedule, and must give advance notice of anticipated delays or disruptions. Delays or disruptions to the assigned clinical schedule, no matter how small, should be extremely rare. Students with repeated delays or disruptions are subject to disciplinary action at faculty’s discretion.

Clinical Absences

If a student will be absent from skills lab, simulation or clinical, he/she must notify the clinical faculty one hour prior to the scheduled start of the clinical experience. A \$50 clinical fee for each make-up clinical day will be charged. Students that are fulfilling obligations with jury duty, military duty, or Mercy Orientation for New Hires are exempt from the make-up fee with appropriate documentation.

Tardy Policy

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

Clinical Make-Up Time

Missing clinical practicum hours does not allow adequate time for the student to meet the course outcomes, and thus constitutes failure of the course. The reasons for absences, regardless of how legitimate or important, do not alter the enforcement of this policy. Course faculty are not able to make exceptions to the policy. If a student misses more than the maximum time allowed, the student will not be allowed to continue in the clinical practicum, thus preventing progression in the PLBSN program.

Course	Maximum allowance for missed clinical days (Includes LRC/Simulation)
NRS 3113-16 wk course	2
NRS 3213-16 wk course	2
NRS 3313-16 wk course	2
NRS 4112-8 wk course	1
NRS 4403-8 wk course	1
NRS 4404- 8wk course	1
NRS 4544-16 wk course	2

Clinical Attendance Exceptions

Mandatory clinical make-up is a course requirement. (See course calendar for schedule). Failure to complete clinical make-up during the scheduled clinical make-up period will result in failure of the course. Students that are fulfilling obligations with jury duty, military duty, or Mercy Orientation for New Hires are exempt from the make-up fee.

Clinical Evaluation

A Clinical Evaluation Tool (CET) is the instrument used to assess student performance, offer feedback, and evaluate student progress. It is comprised of the clinical course learning outcomes and student learning outcomes specific to each course with a clinical component to evaluate and direct student

clinical performance while in the PLBSN program. The student learning outcomes, listed under course outcomes, progress in complexity and guide student progress from semester to semester. Because learning is a cumulative process, students will be accountable for applying all previously acquired knowledge in the clinical area.

Clinical Evaluation Grading Scale

Clinical Grading is measured by “Pass” or “Fail.” The clinical evaluation tool is completed collaboratively through student self-evaluation and reflection followed by instructor feedback on a regular basis to keep the student informed of their progress in the clinical area. Students who do not meet course outcomes due to clinical absence, will receive an unsatisfactory evaluation. Students must have satisfactory clinical performance in order to pass the particular nursing course. Students who are asked to leave a clinical agency and not permitted to return will automatically fail the course and may be dismissed from the program.

Students should progress and grow with decreased instructor guidance over the course of the PLBSN program.

PLBSN Professional Conduct

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

Nursing Student Roles and Responsibilities

Nursing students are responsible for their own actions in the delivery of patient care and are encouraged to seek out information as needed. Nursing students are expected to conduct him or herself in a professional manner by following all MCONHS and clinical site policies.

Student Clinical Guidelines

1. All medications students administer **must** be checked by on-site faculty, preceptor or licensed nurse designated by the instructor using the 7 (seven) rights prior to administration of medications to the patient. The on-site faculty, preceptor, or designated licensed nurse must access all controlled substances or medications from the medication dispensing device. All controlled substances administered by the student must be under the direct supervision of the on-site faculty, preceptor or designated licensed nurse.
2. Students will document in the EHR the administration of any controlled substance given in the clinical site. Clinical site policy for licensed personnel witnessing the administration must be followed.
3. Only under the direct supervision of the on-site faculty, preceptor or designated licensed nurse, students may administer IV fluids, IV piggyback medications, IV push medications (**Registered Nurses only**), IM and/or SQ medications or utilize central lines. Students may not initiate access to implanted ports. The student may be allowed to independently administer IV saline flushes to peripheral IV sites at the instructor’s discretion after satisfactory demonstration of this skill.

4. After the student has demonstrated satisfactory medication administration skill for any other route of medication administration, the instructor may use discretion to allow the student to administer all other forms of non-parenteral medications except for controlled substances independently.
5. All invasive procedures must have prior approval and be **supervised** by on-site faculty, preceptor, or licensed nurse designated by the instructor.
6. MCONHS students may not participate in the administration of blood or blood products. Clinical site policy regarding monitoring the infusion may be followed.

Invasive Procedures Policy

Students may only practice IV starts and IM injections on manikins in the Learning Resource Center. **Students are not allowed to perform any invasive procedures on other students, friends, or family members on or off campus.**

Student Nurse Clinical Restrictions

The individual clinical site area may add additional restrictions.

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

1. Administer blood or blood products, moderate sedation, and parenteral chemotherapy
2. Admissions or discharges
3. Change PICC line dressings
4. Document on restraints or other floor specific documentation
5. Draw blood for laboratory testing
6. Initiate access to implanted ports
7. Perform bedside blood glucose testing (*Note: Students who may have access as co-workers to perform tests do NOT have approval to do so while in a student role.*)
8. Set up or program PCA's or epidurals
9. Take verbal or phone orders or perform order entry

Documentation:

1. Access to EHR will be based on the MCONHS nursing student's completion of training appropriate for the level of experience the nursing program has requested.
2. Students are accountable for their documentation. The student should request a co-sign from the licensed nurse who witnessed the student's performance of any patient care that requires supervision. The exception to this is medication administration of oral non-controlled substances. The responsible licensed nurse reviews and co-signs the student's charting for patient care they witnessed and notes additional assessment findings as necessary. The on-site faculty may review the student's charting as needed to evaluate the student's level of documentation competency.
3. Students may document the following:
 - a. Daily care and care plan interventions
 - b. Medication administration
 - e. Patient assessments, re-assessments, and education
 - f. Patient charges for student care per clinical site institutional policy

Use of Preceptors in the PLBSN Program

In the PLBSN program, preceptors are used as role models, mentors and supervisors of students in some clinical settings with the exception of Fundamentals of Nursing Practice in 1st semester. Preceptors do not replace faculty in the education of the student, but serve to assist faculty and the student in achieving the clinical outcomes.

PLBSN Student responsibilities when working with Preceptors:

1. Attend classroom/clinical orientation(s) to review and assimilate understanding of the clinical expectations.
2. Complete assigned clinical hours.
3. Be aware of and responsible for knowing and achieving the objectives for the clinical experience.
4. Participate in learning about nursing management on the assigned unit.
5. Assume responsibility for own learning and professional development in completion of the clinical assignment.
6. Notify the preceptor and the responsible faculty of any problems or concerns in the clinical setting or problems with completion of clinical hours as soon as they are known to the student.
7. Complete a preceptor evaluation.
8. Complete the Clinical Evaluation Tool (CET) as assigned.

Success Plan

When a student is not meeting classroom or clinical course outcomes, written documentation in the form of a Success Plan will be established between the student and instructor with behaviors identified to successfully complete the course outcome(s).

Certification or Licensure(s)

Graduates of the PLBSN program are eligible to apply for the NCLEX-RN exam. *Completion of the program does not guarantee eligibility to take NCLEX-RN examination.* NCLEX-RN applications are completed prior to the final semester of the PLBSN program.

4.4 ASN Program Information & Requirements

ASN Program Chair, Faculty, & Staff

Program Chair: Dr. Renay McCarley
Office: 4431 South Fremont Avenue
Springfield, MO 65804

Faculty and Staff Profiles:

<https://www.sbuniv.edu/academics/programs/nursing-associate.php>;

<https://www.sbuniv.edu/academics/programs/rn-bridge-salem.php>

History of the ASN Program

Southwest Baptist University (SBU) Springfield offers a two-year Associate of Science in Nursing (ASN) degree on Springfield and Salem campuses. SBU offers a seamless transition to the online BSN program for students concurrently in the ASN program or upon graduation. Graduates of the ASN program enter the health care environment as a nurse generalist, prepared to practice in settings where policies and procedures are established, and guidance is available. Graduates will have experience caring for individual patients across the lifespan, within the context of their families, communities, and in settings across the health care continuum. Graduates of the ASN program meet the requirements to sit for the licensure examination to become nurses (NCLEX-RN). Graduation from this program does not guarantee licensure as an RN.

ASN End-of-Program Student Learning Outcomes

End-of-Program Student Learning Outcomes (PSLO):

1. Provides compassionate **Patient-Centered Care** in full partnership with the patient and family, recognizing the patient's preferences, values, and needs.
2. Maintains a **Safe** environment using clinical judgment in all health care settings.
3. Demonstrates **Teamwork and Collaboration** by effectively partnering with nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision making to achieve quality patient care.
4. Utilizes **Spirit of Inquiry** to identify current evidence when providing safe, quality care to patients across the lifespan.
5. Exhibits **Professionalism** within standards of practice and established ethical guidelines.
6. Exemplifies **Servant Leadership** by facilitating the health, well-being and growth of those served through personal integrity, shared values and service.

Admission to the ASN Program

See Undergraduate Catalog

Transfer Admission Criteria for Advanced Placement

An advanced placement student is any student in good standing who transfers nursing credits to the ASN program from another nursing program. Contact the Admissions Department at 417-820-3272 for specific information. Students requesting to transfer into the ASN Program must be in good standing with the prior institution to be considered for advanced placement. Nursing courses taken at another institution will be reviewed on an individual basis for acceptance of nursing credits. Students

unsuccessful in a prior nursing program are required to apply for admission into first semester. Only a three-credit hour pharmacology course taken within the past three years with a B or higher will be accepted as a nursing course transfer for students unsuccessful in another nursing program.

Health Requirements, Clinical Site Education, and Certifications

All documents must be received prior to beginning the ASN program.

Clinical Requirements: Students enrolled in MCONHS ASN Program will complete 720 hours of clinical experiences as part of the plan of study.

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

1. Have an acceptable criminal background check and drug screen on file with MCONHS.
2. Meet the clinical settings health screening requirements and maintain documents per MCONHS policy.
3. Meet clinical orientation requirements set forth by MCOHNS or clinical site.
4. Students must be eligible to attend clinical at contracted clinical sites.

Health Requirements:

ASN students are required to obtain or provide documentation of the following in compliance with clinical site requirements and tracked through Castle Branch:

- Tuberculosis Screening
- TDap vaccination within the last 10 years
- Varicella
- Annual Flu Vaccination – per requirements of clinical site
- MMR Vaccinations
- Hepatitis B

Students are required to complete a urine drug screen. Once a student is in the program, they may be subject to drug/alcohol testing under any circumstances: (such as, but not limited to).

- Reasonable suspicion/for cause
- Post-incident/injury
- Random – (e.g. Clinical site or SBU request)
- Program re-admission

Clinical Site Education:

1. My Clinical Exchange – assigned education (Clinical site access can be denied if student is non-compliant).
2. Healthstream – assigned education (Electronic health record (EHR) access can be denied if non-compliant. EHR access is required to complete clinical requirements for ASN program).
 - Mercy clinical site – Students must complete EHR training and have personal login to provide patient care in the clinical environment.
3. Additional education may be required for alternative clinical sites.

Certifications:

1. Current American Heart Association
 - Basic Life Support (BLS): Healthcare CPR certification.

New Student Orientation

ASN students will automatically be enrolled in NUR 1010 New Student Orientation during their first semester of the nursing program. This a no credit course designed to familiarize the student with the program learning management system and promote success in the nursing program.

ASN Program Plan or Program Requirements

See SBU Undergraduate Catalog for program requirements and SBU Website for plan of study.

Progression Requirements in the ASN Program

**The ability to repeat a course is based upon the availability of a seat in the cohort in which the course is next offered.*

1. Complete all pre-requisites to progress in the nursing program.
2. Maintain a "C" or higher in all required program courses.
3. Maintain a 2.7 GPA in all required ASN program and science courses.
4. A student may withdraw from a maximum of two nursing courses while in the ASN program. If a nursing course has been dropped once, it cannot be dropped a second time.
5. Only one nursing course (NUR 1018, NUR 1028, NUR 2038, or NUR 2048) may be repeated due to a grade of "D" or "F" upon space availability. The Student Success Course must be taken concurrently with the repeat nursing course. Students must successfully complete the Student Success Course (NUR 0011) with a "C" or higher to progress in the nursing program.
6. Students not successful in any of the three Pharmacology courses (NUR 1011, NUR 1021, or NUR 2031) will be allowed to retake the course **one** time. Successful completion of the pharmacology course is required for student progression in the nursing program. Pharmacology courses may not be taken concurrently. Two failures in any of the three one-hour pharmacology courses is equal to **one** nursing course failure and requires students to complete the Student Success Course.
7. Students are not allowed to progress in the ASN program after **two** nursing course failures.
8. Students unsuccessful in the Bridge or Transitions course may request to be placed in first semester. Enrollment in these courses will be made as space is available.

ASN Program Re-Admission

To allow for life changes or periods of crisis, students may sit out of the nursing program for one semester. After sitting out two consecutive semesters or more, students must reapply to restart the nursing program in first semester. Students sitting out of the program for more than 30 days (excluding official school breaks), may be required to complete a drug screen prior to resuming clinical. The student is responsible for cost and will be notified when the test is scheduled.

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

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

Program Appeal Requests

Appeals may be requested by third or fourth semester students only. The appeal process is for students with unforeseen extreme personal circumstances that contributed to the student's dismissal from the ASN program. Students are only permitted one appeal request throughout the duration of the ASN Program.

Student Progression Appeal

1. Program appeal requests are considered on a case by case basis. Student performance, extenuating circumstance(s), and steps to ensure future success must be identified to be considered for an appeal request.
2. If an appeal is made for a student, any additional nursing course failure by that student would result in the student's dismissal from the nursing program.
3. Violation of any MCONHS or SBU policy may jeopardize the student's progression in the ASN program.

Steps for Requesting an Appeal:

1. Student must submit a Student Appeal Request form online no later than five calendar days after notification of course failure.
2. Student must contact the ASN Chair to schedule a meeting with the ASN Chair and/or Dean and a minimum of two members from the APR committee. Factors such as student performance, extenuating circumstance(s), and steps to ensure future success will be considered.
3. The APR Committee, ASN Chair, and Dean will review the Appeal Request after meeting with the student and make a final decision.
4. The Dean and ASN Chair will send a letter to the student detailing the final determination of the appeal request within 5 business days of the final decision.

ASN Classroom and Clinical Policies

Classroom Attendance Requirements

Classroom attendance is mandatory. Only 10% of nursing classes may be missed (approximately 2 days in 16 weeks). Students may be administratively dropped at the discretion of the program chair and/or dean if this occurs. Students must notify the course coordinator if they are going to miss class and are responsible for obtaining information covered during absence. If the student is administratively dropped it will count towards the number of withdrawals allowed in the ASN program.

Classroom Tardies

Arriving late to class disrupts student learning and is disrespectful to faculty and peers. Students that arrive after the start of classroom will receive a tardy for the day. Excessive tardiness may require a meeting with the course faculty and the student may be required to complete an assignment or placed on a success plan for professionalism at the discretion of the course faculty.

Classroom Make-up Exam

Only under extreme circumstances may examinations be made up. Students are responsible to notify the course coordinator of extreme circumstance prior to a scheduled exam. In order to make up the missed exam, the student must meet the following criteria:

1. Contact faculty within 24 hours to schedule the missed exam.
2. Complete the makeup exam by date determined by the course faculty.

If the student fails to do any of these two, a zero will be given as the grade of the missed exam. Faculty reserve the right to provide student with an alternate make-up exam. A \$25.00 fee will be charged for all course and standardized exams. This fee should be paid to the receptionist before taking the exam and the receipt brought to faculty when the exam is taken.

NOTE: Make-up exams related to military duties or mandatory Mercy orientation for new hires will not be charged the make-up exam fee.

Late Work

Late work will receive no points. Technical issues over the weekend will not be addressed by faculty. Technical issues should be addressed by the Help Desk (417-328-1705 or helpdesk@sbuniv.edu). Late work may be accepted upon the discretion of the course faculty only under extreme circumstances.

Clinical Attendance Requirements

Punctuality is essential in the nursing profession and is a component of professionalism. Students are expected to be on time for the scheduled clinical time. Any absence of more than 15 minutes from the clinical site during a scheduled shift including pre- or post-conference time will constitute a clinical absence for the entire day. Emergencies will be communicated with the program chair and determined on a case by case basis. Arriving late, leaving early, or leaving during a shift disrupts the clinical experience for the student and can affect client care as well as the workflow for hospital staff. Students must give advance notice to clinical faculty of any expected absences to their assigned clinical schedule.

Clinical Tardies

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

Clinical Absences

Students absent from clinical **must notify the clinical instructor** prior to the scheduled start of the clinical experience. There will be a flat \$50 charge for each clinical make-up day. Fee must be paid prior to clinical make-up.

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

Clinical Make-up Time

Mandatory clinical make-up is a course requirement. Failure to complete clinical make-up during the scheduled clinical make-up period will result in **failure** of the course. To allow time for students to meet all clinical learning outcomes and clinical hour requirements, students can miss no more than **two** (7.5

hr.) clinical days during each 8-week clinical rotation of NUR courses. Students completing 12 hr. rotations may only miss only one 12-hr. shift during each 8-week clinical rotation of NUR courses. Students may be required to complete full clinical days if they miss LRC or Simulation. No partial days of clinical make-up are allowed. Clinical make-up is required at the end of each 8-week rotation to be successful in NUR courses.

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

NUR Course	Required Clinical Hours	Required Clinical Make-up (13% or less of total time)
NUR 1018	135 hrs.	1 st 8 weeks = 1 clinical day 2 nd 8 weeks = 2 clinical days
NUR 1014 (FA19 only)	90 hrs.	2 nd 8 weeks = 2 clinical days
NUR 1028	180 hrs.	1 st 8 weeks = 2 clinical days or one 12 hr. clinical day 2 nd 8 weeks = 2 clinical days or one 12 hr. clinical day
NUR 1034 (FA19 only)	90 hrs.	2 nd 8 weeks = 2 clinical days or one 12 hr. clinical day
NUR 2038	180 hrs.	1 st 8 weeks = 2 clinical days or one 12 hr. clinical day 2 nd 8 weeks = 2 clinical days or one 12 hr. clinical day
NUR 2024 (FA19 only)	90 hrs.	2 nd 8 weeks = 2 clinical days or one 12 hr. clinical day
NUR 2048	225 hrs.	1 st 8 weeks = 2 clinical days or one 12 hr. clinical day 2 nd 8 weeks = 2 clinical days

**Students requiring 12 hour clinical make-up day may be required to complete two 7.5 hour days.*

Classroom and Clinical Evaluation Policies

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

1. 75% average or above on total exam scores in each course.
2. Cumulative point total of 75% or above including exams and additional classroom points.
3. Successful completion of all clinical learning outcomes for NUR courses with clinical components.
4. No rounding of percentages with grades are allowed in the ASN program.

Classroom Evaluation Grading Scale (All ASN Courses)

- A = 90 – 100
- B = 80 – 89
- C = 75 – 79
- D = 65 – 74

- F = 64 or below

Classroom Performance

1. Written Examinations
 - Course examinations are developed by the faculty responsible for the course.
 - Examination content is directed by the course objectives for each unit of study.
 - A test blueprint will be developed for each examination.
 - Course faculty are responsible to evaluate each examination, utilizing statistical data to ensure integrity and validity of the question construction.
2. Additional Course Points may include:
 - Quizzes
 - Assignments
 - In-Class Participation
3. Standardized Examinations will be utilized throughout the nursing program to assess performance of students in comparison with national norms. Points may be allotted toward classroom or testing points based on exam score.

Course Exam Failure

- Failure of one examination in a course may place the student at risk of failing the course.
- **Students are responsible to initiate a meeting to review the exam and develop a plan to be successful in the course.**
- Students may be referred to their faculty advisor for additional assistance.

Math Requirements

Math/Dosage Calculation: The problem solving method of dimensional analysis will be utilized to teach the process of dosage calculations. A portion of pharmacology classroom time is devoted to teaching and assessing math/dosage calculations in first, second, and third semester. A math/dosage calculation quiz will be provided in each semester including the bridge course using standardized math testing instructions. Math/dosage calculation questions may be included on all course exams. The math quiz will include ten questions and will be calculated in assignment points. Remediation and retesting is a requirement for any student that scores less than 80% on a math quiz. To be successful in the course all students must achieve 80% or higher. If students require repeat testing they can score no greater than 80% on the second exam. If they require further testing they can score no greater than their highest score on the previous exams.

Clinical Evaluation Grading Scale

Clinical Grading is measured by "Pass" or "Fail." The clinical evaluation tool is completed by instructor and student utilizing a rubric. It is reviewed by both instructor and student on a regular basis, keeping the student informed of their progress in the clinical area. Students must have **satisfactory** clinical performance in all course learning outcomes to be successful in nursing courses. This will be reflected on the summative evaluation. Midterm and summative evaluations will be completed by instructor. Students not successfully meeting all clinical objectives at midterm will receive a "D" on their midterm course grade. 4th semester students who do not meet all clinical objectives at midterm will **not** be allowed to continue in clinical; this will count as one NUR course failure. Students asked to leave a clinical agency and not permitted to return will automatically fail the course and may be dismissed from

the program.

Satisfactory Clinical Performance is defined as a student that needs minimal verbal cues in order to accomplish desired behavior. Demonstration of successful performance will consistently include:

1. Utilize learning opportunities available to them
2. Demonstrate ability related to previously learned skills
3. Improve performance with practice
4. Recognize and correct own mistakes
5. Improve behavior following constructive feedback
6. Recognize and communicate own learning and supervisory needs
7. Regularly attend clinical practicum and pre/post conference

Unsatisfactory Clinical Performance is defined as clinical practice that is unsafe and/or unsuccessful in demonstrating desired behaviors. The student needs repeated verbal and/or nonverbal cues from instructor and is unable to meet one or more of the clinical performance expectations. Not Met performance may occur if the student consistently:

1. Fails to engage in learning opportunities available
2. Demonstrates marked difficulty with previously learned skills
3. Fails to improve with practice
4. Overlooks own mistakes
5. Fails to improve following constructive feedback
6. Fails to communicate with instructor
7. Does not regularly attend clinical practicum and pre/post conferences
8. Requires an unusual amount of supervision/assistance

Classroom or Clinical Student Success Plan

- Any student not meeting the course learning outcomes in the classroom or clinical setting will be issued a Student Success Plan.
- In a success plan, the instructor identifies areas of needed improvement with an established time frame for the student to meet the goals.
- A success plan is a written agreement between the instructor and the student.
- A copy of the success plan will be given to the student.
- Students on a success plan will be evaluated frequently to assess progress toward achieving their goals.
- Failure to meet the goals of the success plan may result in failure of the course.
- Students issued a success plan for behavior that does not reflect the mission and vision of the MCONHS ASN program will remain on the success plan for the remainder of time the student is in the ASN program.
- If a student elects to drop a course after the date to drop without academic penalty and has a clinical success plan in place, the student will receive no higher than a D.

ASN Professional Conduct

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

assigned.

Nursing Student Roles and Responsibilities

Nursing students are responsible for their own actions in the delivery of patient care and are encouraged to seek out information as needed. Nursing students are expected to conduct him or herself in a professional manner by following all MCONHS and clinical site policies.

Student Clinical Guidelines

1. All medications students administer **must** be checked by on-site faculty, preceptor or licensed nurse designated by the instructor using the 7 (seven) rights prior to administration of medications to the patient. The on-site faculty, preceptor, or designated licensed nurse must access all controlled substances or medications from the medication dispensing device. All controlled substances administered by the student must be under the direct supervision of the on-site faculty, preceptor or designated licensed nurse.
2. Students will document in the EHR the administration of any controlled substance given in the clinical site. Clinical site policy for licensed personnel witnessing the administration must be followed.
3. Only under the direct supervision of the on-site faculty, preceptor or designated licensed nurse, students may administer IV fluids, IV piggyback medications, IV push medications (**Registered Nurses only**), IM and/or SQ medications or utilize central lines. Students may not initiate access to implanted ports. The student may be allowed to independently administer IV saline flushes to peripheral IV sites at the instructor's discretion after satisfactory demonstration of this skill.
4. After the student has demonstrated satisfactory medication administration skill for any other route of medication administration, the instructor may use discretion to allow the student to administer all other forms of non-parenteral medications except for controlled substances independently.
5. All invasive procedures must have prior approval and be **supervised** by on-site faculty, preceptor, or licensed nurse designated by the instructor.
6. MCONHS students may not participate in the administration of blood or blood products. Clinical site policy regarding monitoring the infusion may be followed.

Invasive Procedures Policy

Students may only practice IV starts and IM injections on manikins in the Learning Resource Center.

Students are not allowed to perform any invasive procedures on other students, friends, or family members on or off campus.

Student Nurse Clinical Restrictions

The individual clinical site area may add additional restrictions.

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

1. Administer blood or blood products, moderate sedation, and parenteral chemotherapy
2. Admissions or discharges
3. Change PICC line dressings
4. Document on restraints or other floor specific documentation
5. Draw blood for laboratory testing
6. Initiate access to implanted ports
7. Perform bedside blood glucose testing (*Note: Students who may have access as co-workers to*

perform tests do NOT have approval to do so while in a student role.)

8. Set up or program PCA's or epidurals
9. Take verbal or phone orders or perform order entry

Documentation:

1. Access to EHR will be based on the MCONHS nursing student's completion of training appropriate for the level of experience the nursing program has requested.
2. Students are accountable for their documentation. The student should request a co-sign from the licensed nurse who witnessed the student's performance of any patient care that requires supervision. The exception to this is medication administration of oral non-controlled substances. The responsible licensed nurse reviews and co-signs the student's charting for patient care they witnessed and notes additional assessment findings as necessary. The on-site faculty may review the student's charting as needed to evaluate the student's level of documentation competency.
3. Students may document the following:
 - a. Daily care and care plan interventions
 - b. Medication administration
 - e. Patient assessments, re-assessments, and education
 - f. Patient charges for student care per clinical site institutional policy

Dress Code in the Clinical Setting

Students not complying with this policy will not be allowed to participate in clinical. Failure to comply with the below requirements may result in a tardy or clinical absence (fees for make-up day will be required). Faculty reserve the right to require students to remove any item inappropriate in the clinical setting.

1. Students are responsible for maintaining appropriate levels of personal hygiene.
 - a. Person free from body and clothing odor, including cigarette/cigar smoke or products (perfumes, lotions, or cologne).
 - b. Oral care, daily showering/bathing, and the use of deodorant/antiperspirant is expected.
 - c. Make-up should be subdued.
2. Hair should be neat, clean, pulled back off the face, secured with small non distracting items that allows the hair not to hang over or come in contact with patients or equipment. Extreme hair styles and/or non-natural/fad colors, including sprayed coloring are not appropriate in the clinical setting.
 - a. Small (less than 2 inches) white, black, or neutral color headbands are permitted. Hats, caps, head scarves or large hair ornaments (unless approved due to religious accommodation or medically necessary) are not permitted.
3. Facial hair
 - a. Beards, mustaches, and sideburns must be well groomed.
 - b. Clean shaven without the appearance of stubble.
4. Nails- In accordance with CDC recommendations if providing patient care fingernails are to be kept well-groomed with the length not to extend greater than $\frac{1}{4}$ beyond the fingertip.
 - a. Artificial fingernails, acrylic extenders, dipped, or shellac are not permitted.
 - b. No nail polish or nail ornaments are allowed.
5. Jewelry & Body piercings
 - a. No body piercing jewelry is permitted, except for two studs per ear only (no dangling or hoops). No bar bells or ear cuffs. Daith piercings are allowed. Gauge piercings must use solid flesh or clear plugs.

- b. Watches are permitted.
 - c. A maximum of one ring set per hand is allowed.
6. Tattoos – SBU and/or clinical site reserves the right to judge the appearance of visible tattoos. Tattoos may be visible so long as the images or words:
 - a. Do not convey violence, discrimination, profanity, sexually explicit content, gang or other group affiliation, extremist philosophy, or depict illegal activities. Tattoos containing such images or messages must be completely covered while at clinical.
 - b. Tattoos on the head, face, neck and scalp must be covered.
 7. Students will wear designated uniform of Mercy College of Nursing and Health Sciences which must be appropriately maintained and laundered to appear neat, clean, free of wrinkles, stains, tears, frays and rips, and fit appropriately. The uniform may not be worn when working outside the student role. Undergarments must not be visible even with normal movement.
 - a. A **plain** white tee shirt or turtleneck may be worn **under** the scrub top if desired.
 - b. Scrub pants must be hemmed (not rolled) so that they do not touch the floor.
 8. Shoes must be clean; black, white, or neutral colors are required. Shoes must be made of leather or leather-like material. No mesh allowed.
 - a. In compliance of clinical site recommendations, CDC, OSHA, and Joint Commission guidelines, shoes must be made of a material that will not absorb or allow bio-hazardous materials to pass through and that can be cleaned.
 - b. Socks or hose are required in clinical setting.
 9. The name badge issued by the Mercy College of Nursing and Health Sciences must be worn for all clinical experiences, displayed with the picture and identifying information facing outward, remain clean and free of clutter, and worn on the outermost layer of uniform and not at the waist. If the student is a co-worker at the clinical site, the student badge must be worn over the co-worker badge.
 10. Students will purchase royal blue uniforms until summer 2019. Beginning fall 2019 students will purchase grape scrubs. Previously admitted students are not required to purchase the newly selected uniforms and may continue to wear the royal blue uniforms.
 - a. The color of the pant must match the color of the top.
 - b. Students who wear a grape top/bottom with a contrasting royal blue top/bottom will be considered “out of uniform” and will be sent home. The time will be considered an absence.
 - c. Students may continue to wear the white lab jacket when desired. SBU embroidered white lab coat only over uniform (no hoodies, fleece, warm-up jackets, etc.)

Use of Preceptors in the ASN Program

In the ASN program, preceptors are used as role models, mentors and supervisors of students in clinical settings, except for the fundamentals nursing course. Preceptors do not replace faculty in the education of the student but serve to assist faculty and the student in achieving the clinical outcomes.

MCONHS student additional responsibilities include:

- Assume responsibility for own learning and professional development in completion of the clinical assignment.
- Notify the preceptor and the responsible faculty of any problems or concerns in the clinical setting or problems with the completion of clinical hours as soon as they are known to the student.

Certification or Licensure(s)

Graduates of the ASN program are eligible to apply for the NCLEX-RN exam. *Completion of the program does not guarantee eligibility to take NCLEX-RN examination.* NCLEX-RN applications are completed prior to the final semester of the ASN program.

4.5 HSC Program Information & Requirements

HSC Program Chair, Faculty, & Staff

Program Chair: Dr. Amanda Doneski

Office: 4431 S. Fremont St.

Springfield, MO 65804

Faculty and Staff Profiles:

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

History of the HSC Program

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

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

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

HSC Program Educational Outcomes/Competencies

BSHS Program Educational Outcomes/Competencies

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

Computed Tomography (CT) Outcomes

1. Demonstrate a mastery of basic radiographic medical-imaging skills and advanced medical-imaging skills in CT.
2. Demonstrate effective communication skills that provide compassionate and age-appropriate patient care.
3. Demonstrate problem-solving/critical thinking skills that provide ethical and safe patient care.

4. Demonstrate the value of professional development for patient care and medical imaging through lifelong learning that meets the needs of the medical-imaging community

Magnetic Resonance Imaging (MR) Outcomes

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

Interventional Procedures (IR) Outcomes

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

Leadership Outcomes:

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

Admission to the HSC Program

See SBU catalog.

Health Sciences Associate of Applied Science Degree

See SBU Catalog

Transfer Hours

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

Concurrent Enrollment for ASR/BSHS

- ASR students may take designated BSHS courses during the ASR program. Students may take up to six credit hours per semester
- If a student has 2 areas of advanced certification, then they can only use one certificate to complete a track.

- If a student has an area of advanced certification, and the student wants to complete a second area, then they can “double track.” In that case, the transcript (not the diploma) will reflect both areas of specialization.
- The Radiology advanced certificate is being transcribed similar to “credit by examination” which fulfills the specific course requirements but does not have a grade attached (“X” is on the transcript). (i.e., it is not a “block” of hours on the transcript.)

Functional Abilities Necessary for Participation in the HSC Program, Advanced Imaging Only

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

1. Having sufficient strength, motor coordination, and manual dexterity to:
 - a. Move, manipulate, and adjust a variety imaging equipment and accessory equipment.
 - b. Lift, move, and transport patients from wheel chairs or carts to the x-ray table or the patient's bed. Assist weak ambulatory patients to the restroom, dressing room, or exam room.
 - c. Communicate effectively with patients and their families in all aspects of their care. Communicate effectively, verbally and in writing, with physicians, staff members, and instructors.
2. Being capable of:
 - a. Standing and walking a majority of the time during assigned hours.
 - b. Giving physical and emotional support to the patient during imaging procedures. Recognizing emergency situations and providing emergency care until the physician arrives.
 - c. Adapting to stressful situations related to technical and procedural standards and patient care situations.
3. Having mental, visual, or intellectual capacity to:
 - a. Evaluate and critique images to identify proper patient identification, positioning, exposure factors, and technical quality.
4. Select, calculate, and manipulate exposure factors adapting to the requirements of the procedure and patient's needs with sufficient speed and accuracy

New Student Orientation

HSC Students will automatically be enrolled in HSC 3010 New Student Orientation when they enroll in their first course. This is a no credit course designed to familiarize the student with the program, learning management system, and promote success in the nursing program.

Progression & Retention Requirements in the HSC Program

Academic Probation

See SBU Undergraduate Catalog

Program Probation

The HSC program probation differs from the University Academic Probation. This difference is justified by the grading requirements under the academic standing requirements in the undergraduate catalog because the HSC major requires a higher GPA than the overall university requires for all coursework in the major.

Students must achieve a grade of “C” or better in all HSC major requirements course and/or a program requirement course (BIO 2204, BIO 3304, HSC 1013). A student who fails one HSC major requirement course will be placed on probation throughout the duration of the HSC program.

At the end of each academic term if a student receives a “D” or below in one HSC major requirements course and/or program requirement course (BIO 2204, BIO 3304, HSC 1013) the student is placed on program probation and is required to repeat that course in the next full term the course is offered. This may be dependent upon class availability (Fall, Spring).

The HSC program chair will notify the student through electronic communication of program probation status and any actions needed.

Grade Appeal

See SBU Undergraduate Catalog

Program Dismissal

At the end of each academic term, if a student receives a “D” or below on two or more HSC major requirements courses and/or program requirement courses (BIO 2204, BIO 3304, HSC 1013), the student is dismissed from the HSC program.

Students will be officially notified by the HSC Chair and dean of program dismissal.

HSC Program Appeal

HSC Program Appeal Requests

1. Students are permitted one appeal request throughout the duration of the HSC Program. Program appeal requests are considered on a case by case basis.
2. If an appeal is approved for a student, any additional HSC course failure by that will result in the student’s dismissal from the HSC program.
3. Violation of any MCONHS or SBU policy may jeopardize the student’s progression in the HSC Program.

Steps for Requesting an Appeal

1. Student must submit a Student Appeal Request form online. This request must be submitted no later than **five calendar days after notification of program dismissal**.
2. Student must contact the HSC Program Chair to schedule a virtual, phone, or in person meeting with the HSC Program Chair and/or Dean and a minimum of two members from the APR committee.
3. The APR Committee members, Dean, and HSC Program Chair will review the Appeal Request after meeting with the student and make a final decision. They will use the Appeal Request Rubric to determine if an exception will be granted.
4. Exceptions to this policy may be reviewed on a case-by-case basis by the HSC Committee, Instructor, HSC Program Chair, and or Dean.
5. The Dean and/or HSC Program Chair will notify the student of the final decision in writing within five business days of the meeting.
6. The appeal request and final decision documentation will be retained by the University as part of the student’s permanent record.

HSC Program Re-Admission

See Admission to the HSC Program

Incompletes

1. The HSC department refers to the SBU Student Handbook on policies which states, “incomplete I” is given only if circumstances beyond the student’s control prevent completion of required course work during the semester. In no case may an “I” be agreed to unless the student has completed at least 80 percent of the class. If the work is not satisfactorily completed within one year, the “I” is changed to an “F”.”
2. The HSC department limits the number of student incomplete requests to two (2) requests per academic year.
3. Exceptions to this policy may be reviewed on a case-by-case basis by the HSC Committee, Instructor, HSC Program Chair, and or Dean.

HSC Program Exit

1. If a student decides to leave the HSC program, it is recommended the student meet with their faculty advisor and/or HSC Program Chair to discuss options including other potential MCONHS programs, additional course work, remediation, etc.
2. It is recommended the student also meet with the Office of Financial Aid to discuss the financial implications, or should also advise the student of any other potential MCONHS program options, additional course work, remediation, etc.
3. Students who intend to leave the HSC program, should schedule an appointment or email their academic/faculty advisor to initiate the program exit process.

HSC Classroom & Clinical Policies

Classroom

HSC Program General Course Policies

1. Specific course attendance policies are located in the course syllabus and outline any penalties for absences. Exceptions will be made only in the most extreme circumstances.
2. All official communication in the HSC department will be via the SBU student account set up for them. All students are required to use their SBU e-mail account.
3. Emails will be answered within one (1) business day. Students should not expect responses to emails on the weekends.
4. All written papers and assignments in the HSC program will use APA format. The information for this writing style is found in: Publication Manual of the American Psychological Association. (6th Ed). American Psychological Association: Washington D.C.
5. Specific assignments may be turned in through SafeAssign plagiarism tool. The choice of assignments is up to the instructor. The students will be informed as to which assignments will utilize this service.
6. Instructors expect that work submitted in a course is original work done for that course. In the HSC program, students are not allowed to use an assignment submitted in another course or for a job, students must not assume that this is an acceptable practice. This is referred to as recycling of assignments. All students should be familiar with SBU’s policy on Academic Integrity. See Academic Integrity Policy.
7. Online environments and classes are student-learning focused. Faculty will make every effort to have assignments graded quickly and provide prompt communication.

8. The following items are required in the HSC:

- Headset with noise-canceling microphone
- Webcam or device to web chat with recording capabilities
- Additional freeware programs may be required

Classroom Evaluation Grading Scale

Classroom / Grading Scale: 90-100 A

80-89 B

75-79 C

65-74 D

64 – Below F

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

Clinical-Advanced Imaging

HSC Professional Conduct

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

Students are expected to respect and abide by the philosophies of Southwest Baptist University (SBU) and that of the clinical sites.

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

Dress Code Clinical –Advanced Imaging

1. Students are required to wear a professional uniform. The uniform must be appropriately maintained and laundered so it appears neat.
2. Students must wear their radiation badge (if applicable) if they are in a clinical site utilizing radiation. These badges will be provided to the students.
3. The name badge issued by MCONHS must be worn for all clinical experiences.
4. A plain white tee shirt or turtleneck without a visible marking on it may be worn under the scrub top if desired. White is the only acceptable color that may be worn.
5. “Duty” shoes or leather/vinyl athletic shoes are required for clinical experiences. In order to comply with CDC, OSHA and Joint Commission guidelines, shoes may not have open toes or “holes” which would allow materials to pass through. Shoes must be clean. Canvas shoes are not acceptable. Socks or hose must be worn with scrubs. Socks or hose that are loud colors or vividly patterned are not appropriate.
6. Hair, including facial hair, shall be neat, clean, and well-groomed. Hair which is shoulder length or longer must be secured at the nape of the neck or worn up with no loose strands. Hair which is long enough to fall forward into work area shall be pinned up off the neck in a neat manner. Hair ornaments must be small and non-distracting. Extreme hairstyles and/or colors, including temporary colors are not acceptable. Beards and mustaches must be neat, clean, and trimmed. Beard length of more than two inches is not appropriate. For male students, daily shaving is required if necessary so that stubble is not present. The “unshaven look” is not acceptable.
7. Fingernails must be clean, well-manicured, and of conservative length to ensure the health and safety of patients. Artificial fingernails, acrylic extenders, and shellac are not permitted. Nail designs and unusual nail colors are not appropriate.
8. Offensive, large, or an excessive number of visible tattoos are not appropriate and must be covered

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

Location of Clinical Sites

The student learning experience can be optimized by following the guidelines that follow. Students have input into the selection of their clinical site, contingent on space and availability. All clinical sites must be approved by the HSC faculty. Clinical affiliation agreements must be approved by MCONHS and final arrangements made by the clinical faculty. The clinical staff must have degree specific to their area of practice.

Clinical Assignments

Students assist with the selection of clinical sites according to their learning interests. Faculty members help select clinical practice sites and clinical faculty based on achievement of competencies. Students may be required to travel to geographically diverse clinical settings in order to meet course objectives and obtain specific clinical experiences. Students are responsible for the direct and indirect expenses associated with travel. The student is responsible for individual costs related to clinical experiences including registration fees, transportation, parking and meals.

Clinical Education Hours

For settings with flexible clinical hours, students are to negotiate acceptable hours with the clinical site.

Students are expected to make necessary personal and work schedule accommodations required for completion of the clinical hours specified by the course. A proposed schedule by the students is required no later than the first day they attend clinicals. Scheduled hours will be set up by HSC faculty.

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

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

Clinical Attendance Requirements

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

Clinical Attendance Grading Requirements

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

Clinical Evaluation Grading Scale

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

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

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

6. A copy of the success plan will be placed in the student's permanent HSC file.

Clinical Safety

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

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

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

Radiation Safety Policy

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

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

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

The Radiation Safety Officer maintains and monitors student radiation exposure data. The student will be notified if they exceed ALARA trigger levels. These limits are set well below regulatory dose limits to ensure that the individual does not exceed those dose limits. If regulatory dose limits are exceeded the student will be rotated out of radiation areas for the duration of the monitoring period of which the dose limit was exceeded.

Monitoring & Control Program (Radiation Safety)

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

In order to maintain occupational dose's ALARA, notification levels have been established that are based

on a quarterly scaling of the Occupational Dose Limits.

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

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

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

Occupational Dose Limits

Dose Equivalent	Annual (mREM)
Effective Whole Body	5000
Eye Dose Equivalent	15,000
Skin or Extremity, Shallow Dose Equivalent	50,000

ALARA Notification Levels (mREM/quarter)

Dose Equivalent	Level 1	Level 2
Total Effective Dose Equivalent	>125	>375
Eye Dose Equivalent	>375	>1125
Skin or Extremity, Shallow Dose Equivalent	>1250	>3750

Magnetic Resonance Imaging (MRI) Safety Policy

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

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

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

4.6 ASR Program Information & Requirements

ASR Program Chair, Faculty, & Staff

Program Chair: Dr. Amanda Doneski

Office: 4431 S. Fremont St.

Springfield, MO 65804

Faculty and Staff Profiles:

Website: <http://www.sbuniv.edu/academics/programs/radiography.php>

History of the ASR Program

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

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

Mission of Mercy Associate of Science in Radiography

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

ASR Program Educational Outcomes/Competencies

1. Goal: The program will continuously monitor its effectiveness.
 - a. Students will complete the program
 - b. Graduates will pass the ARRT national certification exam on the 1st attempt
 - c. Graduates will be satisfied with the program
 - d. Employers will be satisfied with the graduates
 - e. Of those seeking employment, graduates will find employment within 12 months post-graduation
2. Goal: Students will apply critical thinking and problem solving skills.
Student Learning Outcomes:
 - a. Students will evaluate radiographic images
 - b. Students will perform non routine procedures
3. Goal: Students will be clinically competent.
Student Learning Outcomes:
 - a. Students will apply positioning skills
 - b. Students will utilize radiation protection
 - c. Students will select proper technical factors
4. Goal: Students will communicate effectively.
Student Learning Outcomes

- a. Students will communicate effectively with patients
 - b. Students will demonstrate oral communication skills
5. Goal: Students will grow and develop professionally.
- Student Learning Outcomes:
- a. Students will demonstrate professional behavior
 - b. Students will treat everyone as a valued individual

Admission to the ASR Program

See SBU Undergraduate Catalog

Functional Abilities Necessary for Participation in the ASR Program

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

1. Having sufficient strength, motor coordination, and manual dexterity to:
 - a. Move, manipulate, and adjust a variety of x-ray equipment, including mobile and other accessory equipment, in order to align the patient, x-ray equipment, and image receptor. Carry image receptors from the exam room to the image processor.
 - b. Lift, move, and transport patients from wheel chairs or carts to the x-ray table or the patient's bed. Assist weak ambulatory patients to the restroom, dressing room, or exam room.
 - c. Communicate effectively with patients and their families in all aspects of their care.
 - d. Communicate effectively, verbally and in writing, with physicians, staff members, and instructors.
2. Being capable of:
 - a. Standing and walking a majority of the time during assigned hours.
 - b. Giving physical and emotional support to the patient during radiographic procedures. Recognizing emergency situations and providing emergency care until the physician arrives.
 - c. Adapting to stressful situations related to technical and procedural standards and patient care situations.
3. Having mental, visual, or intellectual capacity to:
 - a. Evaluate and critique images to identify proper patient identification, positioning, exposure factors, and technical quality.
 - b. Select, calculate, and manipulate exposure factors adapting to the requirements of the procedure and patient's needs with sufficient speed and accuracy.

Advanced Placement

An advanced placement student is any student who transfers credits to the Associate of Science in Radiography (ASR) program from another ASR program. See admission criteria for general information.

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

New Student Orientation

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

Sample ASR Program Plan or Program Requirements

See SBU Catalog for ASR Degree Major.

Prerequisites:

ENG 1113 English Composition I	3 hours	PSY
1013 General Psychology	3 hours	MAT
1143 College Algebra	3 hours	BIO 2204
Human Anatomy & Physiology I	4 hours	BIO 3304
Human Anatomy & Physiology II	4 hours	CIS 1103
Computer and Information Management	3 hours	CHE 1004
Chemistry for Allied Health (or General Chemistry or General Physics)	4-5 hours	
		Prerequisites Total 24 hours

Radiography Program:

Fall 1st Year:

RAD 1103 Intro to Radiologic Technology (8 week course)	3 hours
HSC 1013 Medical Terminology (8 week course)	3 hours
RAD 1305 Radiographic Procedures I	4 hours
RAD 1503 Radiologic Science	3 hours
RAD 2002 Clinical Education I (8 week course)	2 hours
	Total 15 hours

Winterfest 1st Year

RAD 2101 Clinical Education II	1 hour
	Total 1 hour

Spring 1st Year

BIB 1013 Old Testament History	3 hours
RAD 1604 Radiographic Procedures II	4 hours
RAD 1803 Radiographic Imaging I	3 hours
RAD 2103 Clinical Education III	3 hours
	Total 13 hours

Summer 2nd Year

RAD 2203 Clinical Education IV	3 hours
	Total 3 hours

Fall 2nd Year

BIB 1023 New Testament History	3 hours
RAD 1201 Contrast Agents (8 week course)	1 hour
RAD 1612 Radiographic Procedures III	3 hours
RAD 1812 Radiographic Imaging II	2 hours
RAD 1902 Radiation Protection & Biology	2 hours
RAD 2213 Clinical Education V	3 hours

	Total 14 hours
RAD 1911 Advanced Imaging Modalities (8 week course)	2 hours
RAD 1921 Career Development (8 week course)	1 hour
RAD 1931 Radiologic Cross-Sectional Anatomy (8 week course).....	1 hours
RAD 1922 Radiologic Pathology (8 weeks)	2 hours
RAD 1944 Curriculum Review (8 week course)	4 hours
RAD 2223 Clinical Education VI	3 hours
	Total 12
	hours Radiography Program Total
	58 hours
	Total 82 hours

Hybrid/Blended Radiography Course

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

National Review Seminar

A national review seminar is provided as part of the RAD 1944 Curriculum Review course. This is a two day seminar held in Springfield with emphasis on subject content of the American Registry of Radiologic Technologists (ARRT) exam. Registration fees are paid by Southwest Baptist University.

Attendance at the seminar is a requirement for completion of the Curriculum Review Course. Seminar is subject to availability.

Progression & Retention Requirements in the ASR Program

ASR Progression Requirements

To continue in the ASR program the student must fulfill the following requirements:

- a. Compliance with all policies of SBU, clinical sites, and the radiography program.
- b. Maintenance of a grade of “C” or higher in all required courses, radiography, science or other.
To progress in a radiography course, the student must meet all pre-requisites or co-requisites for the course.
- c. Maintain GPA of 2.0
- d. Required TB screening, required immunizations, and annual flu immunization (see health requirements).
- e. Attendance of MCONHS and/or the ASR Program Orientation prior to start of program.
- f. Completion of orientation to the clinical site as applicable prior to Clinical Education I.
- g. Current Healthcare Provider CPR certification. This is completed prior to or during Clinical Education I and must be current for all subsequent Clinical Education Courses.
- h. Grade of D or less in one required ASR radiography courses will result in dismissal and ineligibility to continue in the ASR program
- i. Meet functional abilities (see Functional Abilities Necessary for Continuation in the ASR Program).
- j. A student who has been dismissed or has withdrawn voluntarily from the program must reapply to the radiography program to be re-admitted.

Progression Exception Requirements

There are no exceptions to the ASR Progression requirements.

Advisement of Student Achievement

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

ASR Program Re-Admission

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

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

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

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

Contracts

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

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

Safe Practice in Radiologic Technology

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

1. Clinical staff or the clinical facility refusal to continue working with the student due to

clinical safety issues.

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

Incomplete Grades/Work:

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

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

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

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

Student Program Withdrawal

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

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

ASR Classroom & Clinical Policies

Classroom

ASR Program General Course Policies

1. Students are responsible for compliance with the policies stated in the Student Handbook.
2. It is expected that Written and Lab Exams will be taken on the date scheduled (see attendance policy on missed exams).
3. Faculty reserves the right to make changes in the class schedule as they deem necessary to facilitate the learning process.

4. Plagiarizing or cheating will result in an automatic "0" for that assignment or exam.
5. Students' papers, logs, and projects become the property of SBU. If students wish to have their own copy; they should make a duplicate before submitting the original.
6. Students will have the opportunity to evaluate the course and the faculty at the end of the course.

Classroom Attendance Requirements

Attendance is expected and strongly encouraged for maximum preparation for the progression of Radiologic Technology. Students are expected to attend all classes.

Absence for any reason does not relieve the student of responsibility for any course requirements. Students are allowed two absences per course, at the third missed class a 10% grade deduction will occur for each additional absence. The faculty will notify the student by email after the second absence. Students must contact the course and program chair by the end of the missed class day. If the student does not contact the instructor, a grade reduction of 10% will be taken off their final course grade.

Faculty reserves the right to state more specific attendance guidelines of the course. Students are expected to arrive on time for class and stay until class dismissed. Excessive tardies may result in a grade reduction at the instructor's discretion.

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

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

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

Late Work Policy

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

Classroom Evaluation Policies

Evaluation of classroom achievement is based on course objectives through written examination, practical examinations (labs), written, and/or oral presentations, and selected assignments. Course

examinations will be developed by faculty responsible for the course. Examination content will be directed by course objectives for each unit of study covered by the examination. Course faculty will be responsible for carefully evaluating each examination.

A cumulative score of 80% must be achieved to successfully complete the course.

Classroom Evaluation Grading Scale

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

Classroom/Grading Scale

94% - 100%	A
87% - 93%	B
80% - 86%	C
79% & below	F
Passing = P	
Failing = F	

Course Exam Failure

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

Clinical

ASR Professional Conduct

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

1. Students are expected to respect and abide by the philosophies of Southwest Baptist University (SBU) and that of the clinical site.
2. Students must abide by all policies of the clinical facilities (hospital and clinics) during their clinical assignments. Students failing to abide by any policies are grounds for course failure and may result in dismissal from the program.
3. Students must abide by all safety policies. Students failing to abide by any policies are grounds for course failure and may result in dismissal from the program.
4. Faculty, administration, students, patients, physicians and employees of SBU and the clinical site will be treated with respect and dignity at all times. Disrespectful behavior and insubordination will not be tolerated. Students will be asked to leave the classroom or clinical area and the time will be considered as an absence.
5. Disruptive conduct (i.e. sleeping, talking, interrupting the instructor) or offensive behavior, will not be tolerated in either the classroom or clinical. Students will be asked to leave the classroom or clinical area and the time will be considered as an absence.
6. Students are subject to the SBU policies regarding academic integrity.
7. Confidentiality is imperative. Health professionals must keep the patient's Protected Health Information (PHI) confidential and secure. Health professionals have an obligation to follow the laws of the Health Insurance Portability and Accountability Act (HIPAA). Students must not discuss patient information in any public area of the health center or the community (i.e.

restaurant, cafeteria, elevator, lobby, home, control area in radiology services, etc.). Students will limit discussion of patients to the classroom or with their clinical instructors or supervisors in a private area. Students must never place health system information considered highly confidential on a social network site that conflicts with the clinical site's, policies and procedures, or that compromises the privacy and security of any patient, physician, co-worker, student, of the clinical site.

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

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

Dress Code Clinical/ Lab Classes

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

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

11. Facial jewelry is allowed only in the ear. Earrings will be limited to maximum of two in each ear and will be no longer than $\frac{3}{4}$ inch in length. Jewelry should be kept to a minimum to comply with infection control standards. A maximum of one ring set per hand is allowed. Safety and appropriateness for the workplace will determine the wearing of all other jewelry including necklaces and bracelets. In all cases jewelry must not affect services provided in any way including cleanliness, nor should they be noisy or distracting.
12. Hair, including facial hair, shall be neat, clean, and well-groomed. Hair which is shoulder length or longer must be secured at the nape of the neck or worn up with no loose strands. Hair which is long enough to fall forward into work area shall be pinned up off the neck in a neat manner. Hair ornaments must be small and non-distracting. Extreme hairstyles and/or colors, including temporary colors are not acceptable. Beards and mustaches must be neat, clean, and trimmed. For male students, daily shaving is required if necessary so that stubble is not present. The “unshaven look” is not acceptable.
13. Students are not to wear hats, caps, or head scarves unless approved due to religious accommodation, medically necessary, or necessary to achieve a sterile environment.
14. Fingernails must be clean, well-manicured, and not to extend greater than $\frac{1}{4}$ ” beyond the fingertip to ensure the health and safety of patients. Artificial fingernails, acrylic extenders, dipped and shellac are not permitted. If polish is worn, it cannot be chipped, cracked, or peeling. Nail ornaments aren’t allowed.
15. Tattoos may be visible so long as the images or words do not convey violence, discrimination, profanity, sexually explicit content, gang or other group affiliation, extremist philosophy (e.g., racial, gender, religious, and/or ethnic hatred or intolerance, etc.), or depict illegal activities. Tattoos may not be obscene or offensive. Tattoos containing such images or messages must be completely covered during working hours. Tattoos on the head, face, neck and scalp must be covered.
16. Students will wear the uniform for Radiographic Procedures Course Labs.
17. The school faculty reserves the right to determine the appropriateness of dress.

Failure to observe the dress code policy:

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

Location of Lab Classes

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

Clinical Assignments

The majority of student clinical rotations begin at 7:00 a.m., selected clinical rotations begin at 8:00 a.m. or 8:30 a.m. Dismissal time is at 3:00 p.m. Evening rotations begin at 2:30 pm and end at 8:00pm. The specific times may be found in the clinical education course syllabi. The school’s week begins on Monday and ends on Friday. Students are never scheduled for more than 40 hours in one week for the radiography program (classroom and clinical). The program limits assigned student activities to educationally related and valid academic and clinical requirements. Students are not allowed to take the

place of qualified Staff. Clinical Education Schedule and student hours are subject to change.

RAD 2002 Clinical Ed I (Fall)	8 weeks (2nd session)	Tues Thurs Fri	22.5 hours/week max	180 total hours max
RAD 2101 Clinical Ed II (Winterfest)	2 weeks	Mon Tues Wed Thurs Fri	37.5 hours/week max	75 total hours max
RAD 2103 Clinical Ed III (Spring)	15 weeks	Tues Thurs Fri	22.5 hours/week max	338 total hours max
RAD 2203 Clinical Ed IV (Summer)	8 weeks	Mon Tues Wed Thurs Fri	37.5 hours/week max	300 total hours max
RAD 2213 Clinical Ed V (Fall)	15 weeks	Mon Wed Fri	22.5 hours/week max	338 total hours max
RAD 2223 Clinical Ed VI (Spring)	15 weeks	Mon Wed Fri	22.5 hours/week max	338 total hours max
				1568 total hours max

Clinical Education Schedule and student hours are subject to change

Clinical Attendance Policy:

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

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

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

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

Arrival/Sign In and Tardy Policy:

Students are required to sign in each day upon arrival in the designated area using the Trajecsys system. Punctuality is essential and is a component of professionalism. Arriving 8 minutes past the start time of the clinical day will constitute a tardy (see Clinical Attendance Grading Score).

It is the student's responsibility to keep track of their attendance including tardies.

Dismissal/Sign Out:

The student will sign out using the Trajecsys system. If the student leaves 8 minutes early, it will be considered leaving early. The time will be deducted from the student's absence per semester and the amount deducted will be in 30 minute increments.

If the student needs to leave early, the student must receive permission from a technologist or faculty

member. The technologist will verify that the student had permission to leave early by entering a comment on the log sheet feedback form.

Absences:

If the student will be absent from clinical, the student **must email the clinical coordinator and program chair** prior to the scheduled time of clinical assignment.

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

RAD 2002 Clinical Education I	Fall 1 st Year	10 hours
RAD 2101 Clinical Education II	Winterfest 1 st Year	0 hours
RAD 2103 Clinical Education III	Spring 1 st Year	10 hours
RAD 2203 Clinical Education IV	Summer 2 nd Year	10 hours
RAD 2213 Clinical Education V	Fall 2 nd Year	10 hours
RAD 2223 Clinical Education VI	Spring 2 nd Year	10 hours

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

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

Trajecsys Exception Forms

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

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

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

The following are examples of absences:

1. When the student does not report to his or her assigned area at the scheduled time.
2. Missing 60 minutes or more during the scheduled clinical day.
3. Leaving the assigned area without permission or proper documentation according to the established procedure.
4. Misrepresenting sign in or sign out times.

5. Having someone other than self-sign in or sign out.
6. Using a computer to sign in or sign out that is not designated for the student's assigned rotation area.

Clinical Attendance Grading Score:

The student will begin each semester with 100% for clinical attendance.

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

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

Make Up Time:

Students must fulfill attendance requirements in order to complete the course.

Students are given a specified number of hours per semester as stated above. All hours missed in excess of the allotted hours given must be made up. Students may not exceed 7.5 hours per day for any reason, excluding makeup time which may not exceed 10 hours per day.

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

Failure to complete clinical attendance requirements will result in failure of the course or an incomplete grade (see ASR incomplete policy). Students with repeated disruptions in clinical attendance are subject

to disciplinary action at the faculty's discretion. Failure of courses may result from lack of attendance.

Exceptions:

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

The faculty reserves the right to grant or deny the request.

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

On-The-Clinical Incidents, Illnesses, Accidents

Students are required to report any illness, communicable diseases, and other conditions that might affect the health of the student, patients, or personnel of the clinical site to the Clinical Coordinator.

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

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

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

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

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

Clinical Expectations of Students and Technologists

Students' Expectations of Technologists:

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

private. Technologists' Expectations of Students

- Respect: Student treats the technologist with respect as a valued individual.
- Communication: Student communicates effectively with the technologist.
- Motivation/Learn: Student is engaged in the learning, cooperates with the technologist and strives to improve their performance based on technologist feedback.
- Initiative: Student willingly seeks out exams, performing or assisting with the entire exam.

- Attendance: Student will arrive on time, uses time wisely and remains for the entire rotation as scheduled.

Clinical Education Evaluation Requirements

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

Mammography Policy

The radiography program sponsored by Southwest Baptist University has revised its policy, effective August 1, 2019, regarding the placement of students in clinical mammography rotations to observe and/or perform breast imaging. (Additionally, the policy may be applied to any imaging procedures performed by professionals who are of the opposite gender of the patient.)

Under the revised policy, all students, male and female, will be offered the opportunity to participate in clinical mammography rotations. The program will make every effort to place a male student in a clinical mammography rotation if requested; however, the program is not in a position to override clinical setting policies that restrict clinical experiences in mammography to female students. Male students are advised that placement in a mammography rotation is not guaranteed and is subject to the availability of a clinical setting that allows males to participate in mammographic imaging procedures. The program will not deny female students the opportunity to participate in mammography rotations if clinical settings are not available to provide the same opportunity to male students.

The change in the program's policy regarding student clinical rotations in mammography is based on the sound rationale presented in a position statement on student clinical mammography rotations adopted by the Board of Directors of the Joint Review Committee on Education in Radiologic Technology (JRCERT) at its April 2016 meeting. The JRCERT position statement is included as Addendum A to the program's policy and is also available on the JRCERT Web site, www.jrcert.org, Programs & Faculty, Program Resources.

Clinical Evaluation Grading Scale

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

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

Final Clinical Grade Calculation

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

- The student must achieve a total score average of 80% or above in each of the Clinical Education Grade Requirements each semester to successfully pass and complete this course.
- The student must achieve an 80% average on the Competency Evaluation total score to successfully pass and complete this course. The student must successfully complete all required Competency Evaluations to successfully pass and complete this course.
- The student must achieve an 80% average on the Performance Evaluation total score to

successfully pass and complete this course. The student may be required to repeat a clinical rotation in order to successfully pass a Performance Evaluation (80% or above) at the discretion of the program.

- The student must achieve a score of 80% or above in the Clinical Attendance total score to successfully pass and complete this course.

Clinical Evaluation Records

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

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

Clinical Safety

Health Requirements

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

Immunizations

1. ASR students will be required to provide evidence of immunity to
 - Measles
 - Mumps
 - Rubella
 - Varicella
2. Immunization for Hepatitis B is strongly encouraged. If a student elects not to be immunized, a signed declination form will be required to be on file. If a student has been immunized for Hepatitis B, proof of immunity is required.
3. Students in the ASR program are mandated to receive an annual flu vaccination.
4. ASR students will be required to provide written verification of a negative T-Spot tuberculosis screening prior to their first course in the ASR program after being notified of their selection.

Practices for Tuberculosis T-Spot Testing:

Pre-Admission Testing:

- a. Students are required to have a blood test for the detection of M. Tuberculosis, also known as an interferon gamma release assay (IGRA). Mercy College of Nursing and Health Sciences has chosen to use the T-Spot test because of its 95% sensitivity and specificity. Only documented evidence of a T-Spot within the previous 3 months would negate this requirement.
- b. New students with a history of a negative TB test, who test positive with the T-Spot will be required to obtain a chest x-ray, at their expense, and complete a symptoms review questionnaire. These students will be referred to their PCP or the Greene County Health Department for evaluation and treatment, if indicated.
- c. New students with no previous history of a positive TB test, who test "invalid" with the T-Spot, Corporate Health Nurse will notify the student to repeat the T-Spot using a new sample within 30 days.
- d. New students who test "borderline" will be notified and retested in 8 weeks. They will be asked

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

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

Post Exposure Testing:

- a. Any student with a known exposure to a TB positive patient shall have a T-Spot test conducted as soon as possible (baseline) unless the student has had a negative T-Spot within the last 3-month period. A repeat T-Spot test will be conducted 8 weeks after the known exposure date. If previously negative, students having a positive test following exposure are considered a “new converter”. When a “new converter” event occurs, an incident report is completed and chest x-ray is taken and a symptom review questionnaire will need to be completed. The student is referred to their PCP or the Greene County Health Department for medical evaluation and treatment.
- b. Students whose test is “Invalid” will have the test repeated using a new sample within 30 days.

Procedures:

- a. The T-Spot is a blood test requiring blood collection using one standard blood collection tube. A staff member or a phlebotomist trained will perform the venipuncture. One 6 ml lithium or sodium heparin collection tube will be used. The tube will be marked with the candidate’s name, birth date, time and date of collection. The samples will then be packaged and sealed to be sent to Oxford Laboratories via Federal Express each business day that at least one T-Spot test has been drawn and packaged.
- b. Any student with known immunosuppression from HIV, AIDS, Rheumatoid Arthritis, or currently immunosuppressed will have two standard tubes drawn and shipped for testing.
- c. Students will be registered via a paper “T-Spot TB test requisition”. Results may be reviewed online through Oxford Laboratory Web Portal and will be faxed to Corporate Health.

Resulting:

- a. Any student with a “positive” or “borderline” test result will be notified directly by Corporate Health.
 - i. Any student whose T-Spot converts to positive during employment at Mercy is considered a “new converter”.
 - ii. When a “new converter” event occurs, an incident report is completed, a chest x-ray will be required, and a symptom review questionnaire form will need to be completed. The student is then referred to their PCP or the Greene County Health Department for evaluation and treatment.
 - iii. All new converters will be counseled about the risks they pose to their contacts and should be instructed to seek evaluation of any signs and symptoms that may be due to TB
- b. Students with no positive TB history, who test “positive” with the T-Spot, will be diagnosed with LTBI. The student will complete the symptom questionnaire review form, obtain a chest x-ray at their expense, and will be referred to their PCP or Green County Health Department for evaluation and treatment.
- c. If the T-Spot is positive and either the chest x-ray or symptoms are positive, the student will be masked and sent to their PCP or the Greene County Health Department for evaluation and

treatment.

- d. Students who test “negative” with the T-Spot will be considered not to be infected with M. Tuberculosis.
- e. Student who test “borderline” with the T-Spot must be retested in 8 weeks. If the result is still “borderline” on retesting using a blood specimen, symptom review questionnaire and chest x-ray will need to be obtained by the student at their expense. They will be referred to their PCP or Greene County Health Department for evaluation and treatment.
- f. Students whose test result is “invalid” will have the test repeated using a new sample, within 30 days. Corporate Health will notify the student.
- g. Students can request a copy of their T-Spot test report through Corporate Health.

Safety

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

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

Students are encouraged to consult with appropriate clinical site’s manuals as necessary. These manuals are available through the clinical site’s Intranet.

Students are subject to all safety policies including those regarding the use of ionizing radiation, magnetic resonance imaging, and ultrasonography. Students are responsible for conducting themselves in a safe manner, reporting any safety hazard detected to their supervisor, and knowing emergency procedures.

Student Supervision Policy

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

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

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

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

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

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

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

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

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

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

Radiation Safety Policy

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

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

Students are subject to all radiation safety policies and procedures of the clinical sites' Imaging Department, Nuclear Medicine Department, and the Radiation Oncology Department. Students shall not hold patients or imaging receptors during any radiographic procedure. Students must wear a lead apron for all portable exams.

If there is a possibility of pregnancy in a female patient of child bearing age the student must have permission from the supervising technologist before making any radiation exposure. The Radiation Safety Officer maintains and monitors student radiation exposure data. The student will be notified if they exceed ALARA trigger levels. These limits are set well below regulatory dose limits to ensure that the individual does not exceed those dose limits. If regulatory dose limits are exceeded the

student will be rotated out of radiation areas for the duration of the monitoring period of which the dose limit was exceeded.

See the Clinical Site Radiation Safety Policy in the course syllabus Clinical Site Radiation Safety Policy.

Monitoring & Control Program (Radiation Safety)

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

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

ALARA Level 1 is established to be 10% of the annual Dose Limit, scaled to a quarterly period. ALARA level II is established to be 30% of the annual Dose Limit, scaled to a quarterly period. Participants exceeding these notification levels will be notified as to their dose readings. Some high volume work environments may lead to participants exceeding these notification levels. The RSO will report to ALARA Levels to the RSC on a quarterly basis, who will make corrections and improvements as needed to facilitate a reduction in Occupational Dose.

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

Occupational Dose Limits

Dose Equivalent	Annual (mREM)	
Effective Whole Body	5,000	
Eye Dose Equivalent	15,000	
Skin or Extremity, Shallow Dose Equivalent	50,000	
ALARA Notification Levels (mREM/quarter)		
Dose Equivalent	Level 1	Level 2
Total Effective Dose Equivalent	>125	>375
Eye Dose Equivalent	>375	>1125
Skin or Extremity, Shallow Dose Equivalent	>1250	>3750

Pregnancy Policy

A student who becomes pregnant or believes that she may be pregnant is strongly encouraged to inform

the Program Chair immediately. The disclosure of pregnancy to the Program Chair is voluntary. If disclosure is chosen it must be in writing. A form for Declaring Pregnancy is provided. This will allow the Program Chair and Radiation Safety Officer to implement proper radiation safety measures for the unborn embryo/fetus.

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

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

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

In addition:

- A copy of the student's written declaration of pregnancy will be forwarded to the Radiation Safety Officer. The Radiation Safety Officer shall oversee the training during pregnancy.
- Any student electing to remain in the program during part or all of her pregnancy shall be expected to complete her assigned clinical rotations, but shall be under the supervision of the Radiation Safety Officer. She shall not be allowed to exceed the radiation dose to the fetus as recommended by N.C.R.P. Report Number 116. If regulatory dose limits are exceeded the student will be rotated out of radiation areas for the duration of the monitoring period of which the dose limit was exceeded.
- Aprons will be worn when exposures are made while standing in an unshielded location. Wrap around aprons to be utilized when possible.
- Aprons will be worn during mobile examinations and fluoroscopy. Wrap around aprons to be utilized when possible.
- Do not hold patients during exposures.

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

MCONHS X-Ray Lab Radiation Safety Policies:

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

1. The X-ray Lab will be kept locked when not in use.
2. There is a key switch on the exposure control. Only the qualified radiographers, Radiation Safety Officers/Health Physicists, and Clinical Engineers will have access to the key.

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

Magnetic Resonance Imaging (MRI) Safety Policy

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

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

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

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

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

Radiologic Technologists according to the clinical site's policies.

4. PERCUTANEOUS PROCEDURES – Students are NOT allowed to perform percutaneous procedures of any kind
5. INVASIVE PROCEDURES – Students are NOT allowed to perform invasive procedures of any kind.

Certification or Licensure(s)

Application for ARRT Exam

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

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

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

To contact the ARRT: ARRT
1255 Northland Drive
St. Paul, MN 55120-1155
(651)687-0048
www.arrt.org

In order to complete the ARRT application the student must report if he or she has been convicted of a misdemeanor, felony, or a similar offense in a military court martial. The student must report if he or she has had any professional license, permit, registration or certification denied revoked, suspended, placed on probation, under consent agreement or consent order, voluntarily surrendered or subjected to any conditions or disciplinary actions by a regulatory authority or certification board (other than ARRT). The student must report if he or she has been suspended, dismissed or expelled from an educational program that he or she attended in order to meet ARRT certification requirements.

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

Currently, no professional licensure for Radiologic Technologists in the state of Missouri exists. The American Society of Radiologic Technologists (ASRT) and Missouri Society of Radiologic Technologists

(MoSRT) are professional organizations of Radiologic Technologists. Students are encouraged to be active in the professional societies.

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

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

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

5.1 Student Conduct Policy

Student Conduct Expectations and Guidelines

MCONHS student behavior is expected to align with Southwest Baptist University's behavior guidelines and expectations are meant to reflect Christian values. All students are responsible for the expectations and guidelines outlined in the SBU Student Handbook. In addition to the SBU Student Handbook, MCONHS provides additional expectations and guidelines in alignment with clinical site requirements, regulating and accrediting body requirements, and expectations of the professions.

Unfamiliarity with institutional regulations or rules is no ground for excusing behavior. Attempting, abetting, or being an accessory to any prohibited act set forth in either handbook shall be considered the same as a completed violation. These regulations are not designed to define prohibited conduct in exhaustive terms. See SBU Student Handbook.

Cell Phone & Electronic Devices

Use of electronic communication devices for example but not limited to cell phones, tablets, smart watches, etc. for non-emergency purposes in clinical settings is prohibited. Use includes, but is not limited to:

- phone calls
- texting
- emails and
- photography

Notifications and ringers should be turned off during all classroom and clinical activities. Faculty reserves the right to confiscate any electronic communication device causing disruption during class or clinical times.

Possession or use of electronic communication devices during exams, standardized testing, or exam review may be interpreted as academic dishonesty and a zero for the exam may be given and/or failure of the course may result.

Student ID Badges

Student name badges must be worn at all times while on campus, in the clinical setting, and College events.

Social Networking Policy

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

Netiquette

Netiquette is the acceptable way of communicating electronically. The instructor reserves the right to remove any type of communication deemed as inappropriate. Communication platforms may include discussion forums, emails, etc. Communication may be viewed as inappropriate or disruptive to the

academic environment when one or more of the following conditions occur:

- 1) **Disrespect:** Impolite and impertinent behavior towards the instructor or another student.
- 2) **Offensiveness:** Inappropriate language and materials such as graphic terminology, sexual discussions, inappropriate jokes or icons, and swearing are inexcusable and is considered unacceptable behavior.
- 3) **Discrimination:** Derogatory statements about race, color, national or ethnic origin, religion, sex, age, disability, sexual orientation, and veterans.

The student could be placed on probation, suspension, or even dismissed based on the SBU Student Handbook "Student Conduct".

Weapons Policy

To ensure that the college is safe and free of violence for all faculty, students, staff, and visitors.

- MCONHS prohibits the possession or use of any firearm or other weapon regardless of any license or permit that an individual may have which would otherwise authorize the individual to carry firearms or weapons. A license to carry a weapon does not supersede this policy.
- Weapons include, but are not limited to: firearms, explosives, knives, and other weapons or items that might be considered dangerous or that could cause harm.

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

MCONHS Alcohol and Drug Policies

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

Mercy College of Nursing and Health Sciences is committed to maintaining a facility free of illegal drug and alcohol use to ensure the safety and well-being of our students, faculty, patients, and visitors.

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

Student Expectations and Responsibilities

Failure to adhere to these expectations and responsibilities will result in disciplinary action up to, and including, dismissal.

- Students are expected to arrive fit for classroom or clinical assignments. Students are prohibited from attending classroom or clinical with illegal drugs or alcohol in their system or the smell of alcohol on their breath.
 - Unauthorized use or possession of an open container of alcohol while on Mercy College of Nursing and Health Sciences' property.
- Students who are taking any prescription or experiencing an illness that might alter their performance are required to notify their clinical faculty before beginning clinical assignment.
- Using a prescribed drug in a manner that is inconsistent with the physician's orders or using a

controlled substance not prescribed for the student.

- Students are expected to conduct themselves in a legal and lawful manner while on Mercy College of Nursing and Health Sciences' property or in any clinical facility. The manufacture, sale, possession, distribution, or use of illegal drugs while on Mercy College of Nursing and Health Sciences' property or in any clinical facility is prohibited.
- Students are expected to adhere to the requirements of any drug or alcohol treatment or counseling program in which he/she is enrolled.
- Any student is required to notify Course Faculty and the Chair of the Program in which the student is enrolled within five (5) days of any arrest, conviction, plea of "guilty," suspended imposition of sentence, or "no contest" under any criminal drug statute.
- Students who suspect that another student or co-worker is replacing, diluting, shaving, adulterating, manipulating, or changing any drug intended for patient use must report the suspicion and reasons for that suspicion to their supervisor promptly.
- If as a result of the student's use of alcohol or drugs, Mercy College of Nursing and Health Sciences or any Clinical area/agency has suffered damages, the student may be asked to make restitution for such damages.
- Using, possessing, manufacturing, distributing, dispensing, selling, negotiating a sale, or purchasing illegal drugs while on Mercy College of Nursing and Health Sciences' property or while in any clinical agency.
- Each student is responsible for promptly reporting to the Dean of the College of Nursing and Health Sciences any incident regarding the manufacture, possession, sale, distribution, or use of illegal substances by another student on Mercy College of Nursing and Health Sciences' property or while conducting Mercy College of Nursing and Health Sciences' business.
- Refusing to submit to a search when requested by the Clinical Agency and/or the MCONHS Administration based upon reasonable suspicion that a student is in possession of illegal or controlled substances or has an open container of alcohol. Search may include obtaining evidence of altered medication intended for patient use.

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

Mercy College of Nursing and Health Sciences Responsibilities:

- Faculty or staff may call safety personnel of a clinical agency or the police to remove any student who may be endangering the safety or well-being of others.
- The Dean of Mercy College of Nursing and Health Sciences and the Program Chair of the program in which the student is enrolled, will be notified and initiate any actions to be taken by the university.

For Cause Drug & Alcohol Policy

The Dean of MCONHS shall be immediately notified if staff, faculty, or clinical agency observe student behavior(s) that may indicate the need for a "for cause" drug screening. The faculty, staff, or clinical agency must notify the Dean in a timely manner. For example, if a student arrives at a clinical site, showing signs and symptoms of impairment. The notification will be followed up with a formal written statement from the individual that directly observed the behavior.

The Dean will then review the situation and collaborate with SBU Administration if needed. If the situation supports reasonable suspicion of illegal drug, alcohol use, or impairment, as defined in the 'University Sanctions of Alcohol Policy' and the 'University Policy of Illegal Drugs' section of the SBU Student Handbook, the student will be required to complete a "for cause" drug test at a vendor specified by the college. Testing must be completed on the same day as the suspected drug or alcohol use/abuse was identified. Failure to comply will result in the student's immediate dismissal from the program.

Random Urine Drug Screening

Mercy College of Nursing and Health Sciences may conduct random urine drug screens for undergraduate degrees requiring clinical at any time during the program. A random selection process will be used and students will be notified on the day of testing if selected. Students will receive a Random Urine Drug Screen Form that provides instructions and acknowledgment of selection for random urine drug screen and time frame for which it is to be completed.

Students who refuse to comply, fail to report, or do not report within the specified time frame, will be administratively withdrawn and notified by the Program Chair of their dismissal from the program.

MCONHS Violation Classifications

MCONHS Class "A" Violations

"Class A" Violations for all MCONHS students in addition to the SBU Student Handbook include:

1. Inappropriate use of electronic device in classroom, lab, or clinical setting.
2. Classroom disruption(s) that impede(s) the learning of student(s), including the learning of the student who is creating the disruption.

MCONHS Class "B" Violations

"Class B" Violations for all MCONHS students in addition to the SBU Student Handbook include:

1. Unauthorized sponsorship of a group(s) on or off campus.
2. Student uniforms should not be worn in public settings outside of clinical time. While in SBU clinical uniform, students are a representative of SBU. Any reports of students in uniform in situations or locations outside of SBU's Principles, Mission and Values will be addressed.

MCONHS Class "C" Violations

"Class C" Violations for all MCONHS students in addition to the SBU Student Handbook include:

1. Withholding or providing false information to faculty or staff related to absences, medical changes impacting ability to attend clinical, medical releases.
2. Signing someone else's name on official school documents, including but not limited to, attendance sheets.
3. A breach of patient confidentiality or violation of the Health Information Privacy Accountability Act (HIPAA).

Student Conduct Disciplinary Procedures

The preceding list of "Class A" violations will be addressed by the faculty who observed the violation in the following manner.

1. Faculty will address action(s) with student.

2. Action may include the following (See SBU Student Handbook for definitions):
 - a. Find the student to be in actual violation, resulting in one or more of the following sanctions.
 - i. Verbal warning
 - ii. Educative sanction(s)
3. Repeated violations of this policy will result in written notification being forwarded to the Program Chair for further evaluation and potential action(s), which may include the following (See SBU Student Handbook for definitions):
 - i. Absolve the student of charge(s) relevant to the violation(s).
 - ii. Official reprimand
 - iii. Disciplinary notice
 - iv. Restrictive sanction(s)

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

1. Faculty or staff will complete a written Academic Infraction Form to be turned in to the Program Chair.
2. Action may include:
 - a. Absolve the student of charge(s) relevant to the violation(s).
 - b. Find the student to be in actual violation resulting in one or more of the following sanctions (see SBU Student Handbook for definitions):
 - i. Official reprimand
 - ii. Financial restitution
 - iii. Community services
 - iv. Educative sanctions
 - v. Disciplinary notice
 - vi. Restrictive sanctions
3. The appeal for “Class B” violations is formally submitted in writing and will be addressed by the MCONHS Dean.
4. The Dean’s decision is final.

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

Disciplinary matters involving Bolivar campus graduate and undergraduate students both on and off campus will be addressed as outlined in the SBU Student Handbook.

Disciplinary matters involving Springfield and Salem campus graduate and undergraduate students will be addressed in conjunction with the Campus Director.

- Investigative procedures will be initiated as outlined in the SBU Student Handbook.

6. Student Resources

WiFi

The university provides wireless internet access at all four campuses. You must use your MySBU login credentials to authenticate your user account on the wireless login page before you can browse to other websites.

Text Alerts

All SBU students are automatically enrolled in the SBU alert program to receive emergency notifications sent to your SBU email address. To add a cell phone number to receive text messages, you will need to click on the SBU Alert link in the Applications tab of the MySBU portal to manage your alert account.

University Learning Management System

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

Email

Southwest Baptist University will establish a SBU e-mail address for all registered students that will be used as the official e-mail address for all University communication. The SBU email address is the e-mail address ending in @sbuniv.edu that is provided to all students once registered. All official University e-mail communication is sent to the SBU e-mail account. <https://outlook.office365.com/sbuniv.edu>

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

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

Printing

SBU printers require appropriate network rights and sufficient printing credit. Printers will only work when network login credentials are used to access an SBU computer or to print from your own device. Wireless printing is available from student laptops using SBU Print Manager as long as the computer is logged into MySBU.

Students receive a \$20.00 print credit at the beginning of every semester. To add additional print money to your print account, call the SBU Help Desk at 417-328-1702. Money is added immediately to the print account and charges appear on the student's university billing statement the following month. Excess money on the print account is non-refundable, and does not carry over between the fall and spring semesters. Any remaining print money in the fall carries over into the January term then is reset for spring. Money in the spring semester carries over into the summer term but is reset when the fall semester starts.

Every page associated with the print request is deducted from the printing account. Printing stops when the account reaches zero or the print request has more pages than the available funds.

Copy Machines

A copy machine are available in each Library to make copies of student papers or library materials for a fee. Please note that all copies made must adhere to copyright guidelines. If you have a question about U.S. copyright law, you should contact the Librarian.

Parking

Springfield Campus

JF Johnson Education Center

No permits required. Students are to park on the north, south and west parking lots. The spaces located on the east side at the main entrance are for visitors and those with special needs.

Wayne and Diana Hutchins Center for Nursing Education

No permits required. Limited parking is available. Students should not park in the Price Cutter parking lot or curb-side along Lark Street. Students may park at the JF Johnson Education Center and walk or carpool to the Wayne and Diana Hutchins Center for Nursing Education.

Mercy Hospital

Parking is permitted in the East Parking Garage on the top two levels, 5 and 6. If the garage is full or closed on the top level due to ice, students may then park in white striped spaces. A shuttle bus is available in the parking lots. Any necessary changes will be communicated by the college if necessary.

Other Clinical Rotations Sites

Student designated parking for clinical experiences is determined by each clinical site and must be followed.

Library

The Southwest Baptist University Libraries system has four branch campus libraries: the [Harriett K. Hutchens Library](#) on the Bolivar campus, the [Springfield Campus Library](#) on the Springfield campus, and the [Wisdom Library](#) on the Salem Campus and the [Mountain View](#) Library on the Mountain View Campus.

Students are welcome to use each of the four campus locations which provide students access to resources such as books, e-books, periodicals, databases, media materials and other print and electronic resources to assist with research related to course assignments. Electronic resources, including the library catalog, e-books, periodical indices, and full-text journals are made accessible via the library website. Students may access electronic resources from the research computers in any library location, campus computer labs, or remotely via the Internet. Access to the library's electronic resources is restricted to currently enrolled students so students will need to provide their SBU login information to access electronic resources from off campus.

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

visiting that library with their current SBU ID card. To find out more about requesting books not owned by SBU, please visit <https://libguides.sbuniv.edu/howto/request-books>.

Hours

During the fall, spring, and summer terms, the normal operating hours for each campus is available on the library website (<http://libguides.sbuniv.edu/about-us/location-hours>) and are posted in the library at least one week prior to any change.

Online services are available via chat and email. Hours can be found at <http://libguides.sbuniv.edu/ask-a-librarian>. If chat is not available during the posted hours, the librarians are likely in a meeting together. Please check back occasionally to see if a librarian has become available.

Library Policies

A valid SBU student ID card is required to use many of the Library's resources and is required to check out any item from the library. Your student ID card has a library barcode across the bottom of the front of the card.

Books and media items in the regular collections may be borrowed for a period of four weeks. Books may be renewed, as needed, if there are not any other students who have requested it.

Books and videos can also be placed "on reserve" by instructors. These can be textbooks, supplemental readings, research materials, etc. These items have varied check-out times since instructors specify the length of time a reserve item may be loaned. They can be a 2-hour, 1-day, 3-day or 7-day loan period.

Overdue fines will be charged for items not returned to the library by the due date. The full fines and fess policy may be found [here](#).

Students are required to pay for lost or damaged items checked out on their card. The Library Director will determine whether a damaged item must be replaced. The student's account will be charged the replacement cost of the item, a \$10 non-refundable processing fee and the overdue fine for materials overdue for more than 3 weeks or after the last day of the semester.

Students who borrow materials through MOBIUS are subject to the lending library's overdue and replacement policy. The lending library determines the loan period for loaned materials. Libraries in the MOBIUS consortium charge a minimum of \$120 for a lost item.

Covered food and drinks are allowed in the library main room and study rooms. We ask that you are quiet and courteous to other students when eating or drinking and that you remove any trash when you are finished. Tobacco use is not allowed in the library or any other place on campus. The full food and drink policy is [here](#).

There are several places to study in each of the campus libraries. You are able to reserve study rooms on the Bolivar and Springfield campus up to one month in advance. On the library home page (library.sbuniv.edu) click on the link on the right that says "[Booking Group Study Rooms](#)". Once you are taken to the reservation page, you will select the campus location, date and time for your reservation. Reservations are limited to two hours per day, per individual, to allow equal access to everyone. The full

study room reservation policy is [here](#).

You can always find a [complete list of policies](#) online, or you may ask in the library and we will be happy to print you a copy of the desired policy.

Personal Librarians

Each college has a personal librarian that specializes in their subject area. Information about, and contact information for, each of the personal librarians can be found at <https://libguides.sbuniv.edu/about-us/personal-librarian>. You may schedule a one-on-one research consultation with your personal librarian by visiting <https://libguides.sbuniv.edu/Research-consultations> or by clicking on the “Schedule Appointment” link in their profile banner. A list of all library employees, their positions, and their contact information can be found at: <https://libguides.sbuniv.edu/about-us/employee-directory>.

Computer Labs

Computer labs are located on each campus, and available for student’s use when not in use by faculty. Please respect other students by taking cell phone calls and personal conversations outside of the computer labs. No food or drink is allowed while using the computers. Students may be asked to leave if noise is excessive.

The Springfield campus has two computer labs. Computer Lab A is located in the library and Computer Lab B is on the west side of the building. The Bolivar campus has two dedicated computers labs within the Don and Carrie Babb Department of Nursing in the Jester Building. The Salem campus has one computer lab on the main level.

Learning Resource Center

The Learning Resource Center (LRC) is a place for students to learn or strengthen clinical skills by practice in simulated clinical situations. Clinical experiences can be stressful when providing care for patients. The LRC allows an opportunity for the student to practice a skill without the added stress of a “real” patient.

Motor skill learning requires practice, the opportunity to “try” and refine all processes essential for a smooth, coordinated performance. Continued practice will increase learning, efficiency and confidence.

Each campus has a Learning Resource Center. The Springfield Campus LRC is located in the Wayne and Diana Hutchins Center for Nursing Education. The Salem Campus LRC is located in the lower level of the building. The Bolivar Campus LRC is located in the Don and Carrie Babb Department of Nursing on the second level of the Jester building.

Simulation Lab

Simulation is a means of practicing skills, procedures, and problem solving in a safe non threatening environment. Students will develop critical thinking skills, practice communication skills, and show professionalism.

Each campus has a Simulation Lab (Sim Lab). The Springfield Campus Sim Lab is located in the Wayne and Diana Hutchins Center for Nursing Education. The Salem Campus Sim Lab is located in the lower level of the building. The Bolivar Campus Sim Lab is located in the Don and Carrie Babb Department of Nursing on the second floor of the Jester building.

Student Study Rooms

Each campus has a variety of student study rooms available for individual or group work.

Springfield Campus

The JF Johnson Education Center has two glass study rooms located in the lobby, two study rooms located by Computer Lab B, and five study rooms located within the library as well as a Library Collaboration Room and the Science Study Room. The Wayne and Diana Hutchins Center for Nursing Education has three student debriefing rooms that may also be used as a student study room. To reserve a study room located in the library please contact the library staff, for all other study rooms, contact the Receptionist.

Salem Campus

A group study room is located off the main lobby of the campus. Refreshments are allowed in the study room.

Bolivar Campus

Study rooms are available through the Library. See the SBU Student Handbook for information.

Student Lounge

Each campus has a dedicated student lounge with tables, chairs and snacks/vending machines. The Springfield Campus is located in the JF Johnson Education Center building and a small area off the main entrance of the Wayne and Diana Hutchins Center for Nursing Education. The Salem Campus is located off the main lobby of the building. The Bolivar Campus is located in the Goodson Student Union.

Smart Thinking

MCONHS offers students writing assistance through Smarthinking. Smarthinking's tutors work with students online to address writing-specific topics, such as pre-writing techniques, research strategies, documentation, and grammar and mechanics.

Students can also submit their writing for a detailed writing review. Our tutors review paragraphs, essays, cover letters, and resumes and provide substantive, individualized comments designed to help students improve their writing. We can also provide specialized support in technical writing, creative writing, ESL and career writing.

Smarthinking's writing tutors provide comments and suggestions but do not edit, proofread, or fix student work. Writing review services include the following options:

- Paragraph, Standard Essay, or Long Essay Review
- Grammar and Documentation Review
- Resume and Cover Letter Review

Each detailed critique contains a response form with substantial personalized feedback on strengths and areas for improvement, a distilled revision plan, and targeted comments embedded directly in the student's writing submission.

For more information, see <http://www.pearsoned.com/higher-education/products-and->

[services/smarthinking/subjects/writing/](#)

Electronic Message Boards/ Bulletin Boards

Electronic message boards are used on each campus to post important information about university and/or campus news and events. Students are responsible for checking the electronic message boards.

Bulletin boards are also used on each campus and may be available for student use. Any postings must first have prior approval by the front office personnel.

Suicide Prevention Training

See MySBU – Springfield Campus Portal <http://www.asklistenrefer.org/mercybsu/main>

Financial Services

A financial aid coordinator is available at MCONHS to assist students. Visit the MCONHS website for specific information about the types of financial aid available. If you have any questions please contact financial aid (417) 328-5032 or djemes@SBUniv.edu. You may also access more information on financial aid at: <http://www.sbuniv.edu/about/campus-locations/springfield/index.php>

Billing and Payment Information

SBU offers several payment plan options and accepts different payment types. You can access SBU Accounting Service options at <https://www.sbuniv.edu/admissions/financial-aid/payment-information.php>

Question Regarding:	Office to Contact	Phone Number	E-Mail
Payment Plan	Accounting*	417.328.1524	cashier@sbuniv.edu
Tuition Fees and Charges	Accounting*	417.328.1523	cashier@sbuniv.edu
Schedule Changes	Student's Advisor	Various	Various
Scholarships/Grants/ Loans	Financial Aid	417.447.8660	finaid@sbuniv.edu

University business hours are 8:00 a.m. to 5:00 p.m., Monday through Friday.

*Accounting Office hours 8:00 a.m. to 4:00 p.m., Monday through Friday.

Account Balances:

To access your account, select the Self-Service link in the applications web part in the MySBU portal. Click on "Student Finance". To make a payment, click on "Make a Payment." To view your account, click on "Account Activity". If you need a copy of your statement, click on "Account Activity," choose the term you would like to see in the dropbox, and then click on "View Statement." The statements are available in PDF and can be viewed, saved, or printed. For step-by-step directions to make a payment online, please visit www.sbuniv.edu/admissions/financial-aid/payment-information.php and click on the green box that says "Online Payment Instructions."

Please direct all of your financial questions, phone calls and e-mails to the following: Danella Jemes, Financial Aid Coordinator for the Springfield Campus – 417-328-1571, djemes@sbuniv.edu. For account holds please contact, Greg Stewart, gstewart@sbunit.edu, 417-328-1570.

Scholarships & Funding Opportunities

Mercy Hospital Foundation – Springfield

J.F. Johnson and Charles and Angelina Sansone Hospital Fund Nursing Educational Assistance Program

Available for Springfield campus Nursing Students only

The Mercy Health Foundation administers the J.F. Johnson and Charles and Angelina Sansone Hospital Fund Nursing Educational Assistance Program. Thanks to the generous donation of the late J.F. Johnson and Charles Sansone and Angelina Sansone, the Mercy College of Nursing and Health Sciences of SBU is able to provide nursing education assistance to students enrolled in the ASN, ASN-BSN concurrent students, BSN and MSN academic programs. This provides assistance with educational expenses for nursing students. Please note that this is an education assistance program and not a scholarship. Student's must apply electronically at the end of each semester.

For more information, please review the [Johnson and Sansone Guidelines](#). Questions may be directed to Aimee Richardson, Information Processing Coordinator, at (417) 820-2069 or axrichardson@sbuniv.edu.

Southwest Baptist University

The following scholarships are awarded on an annual basis to pre-nursing, ASN and/or RN-to-BSN students through Southwest Baptist University. Students must be pre-enrolled in at least six credit hours for the next semester to be eligible. Scholarships are granted under the direction of the Scholarship Committee and awarded upon availability of scholarship funds. Because of limited funds, not all requests will be met. All award amounts vary depending on funds available. Scholarship information is available at <https://sbuniv.academicworks.com/>

Mildred Pratt Scholarship

One scholarship is to be awarded to a student preparing for nursing or a related healthcare service. Preference will be given to the neediest student with a GPA of 3.0 or above.

Neva Blunt Scholarship

May be awarded to one or more worthy pre-nursing, ASN or RN-to-BSN students preparing for a career in nursing and will be awarded based upon demonstrated need.

Amy Sneed Honey Scholarship

To be awarded to one or more worthy pre-nursing and ASN students with strong Christian convictions and a definite commitment to the nursing profession as they prepare to serve as a nurse.

Kem Scholarship

Awarded to one or more worthy students preparing for ministerial, nursing, or music fields. Preference will be given to students from Indiana.

Citizens Memorial Healthcare Foundation

Awarded to one or more worthy students enrolled in the nursing program on the Bolivar campus at the Junior or Senior level, with a preference to a student from one of the following counties in Missouri: Polk, Dallas, Cedar, Hickory, or Dade.

Citizens Memorial Hospital Scholarship

Awarded to one or more worthy students enrolled in the nursing program on the Bolivar campus at the Junior or Senior level, with a preference to a student from one of the following counties in Missouri: Polk, Dallas, Cedar, Hickory, or Dade.

Adams Endowed Nursing Scholarship

Awarded to students admitted to SBU Bolivar nursing program. First preference to one or more high achieving students who also demonstrate financial need.

Liddicoat Nursing Scholarship

Awarded to one or more worthy students preparing for nursing.

Gammill Family Foundation

Awarded to Bolivar nursing student who demonstrates financial need and meets GPA requirement.

Helen L. Bolton RN Scholarship Fund

Awarded to one or more worthy students preparing for a career in nursing. Preference given to students pursuing public health related nursing fields.

The Musgrave Foundation

To be awarded to one or more worthy students preparing for a career in nursing.

Raines Family Scholarship

Applicants must be current employees of Lester E Cox with the preference to auditory care department. To be awarded to one or more worthy pre-nursing, ASN and/or RN-to-BSN students.

SBU Private Scholarships

Scholarships are available for students enrolled in pre-nursing, A.S.N. or B.S.N. programs.

CampusRN Nursing Scholarships

Campus RN has \$15,000 in scholarships available to nursing and allied health students.

Jobs in Nursing

Search thousands of entry-level jobs, externships, and scholarship opportunities on CampusRN.

Information/Technology Services

SBU provides a computer help desk to assist all students with technology related questions or needs. Students should contact the Help Desk first with any technology related question or need.

SBU Help Desk: 417-328-1705 or 417-328-1702

Hours: Monday – Friday, 8:00 am – 5:00 pm (subject to change)

Login Credentials

All new students are mailed a letter from the Director of Administrative Computing with information regarding their login credentials to access lab computers and all SBU web-based resources. If you have misplaced this letter your SBU ID# may be located on an official billing statement or by contacting the SBU Help Desk.

All student usernames will begin with the letter s + the last 6 digits of their SBU ID#. Example: s##### (do not include the leading zero of your ID#).

- If you are a new student, your password is set to your 6 digit date of birth (mmddyy format).
- If you are a current student, use your last known password.
- If you are a returning student and have been out for one or more semesters, please contact the SBU Help Desk at 417-328-1702 to request a password reset.

Name & Address Change Process

Students are responsible for keeping the university advised of student information changes. Failure to do so may delay grade reports or other information important to the student. For a name change or address change please submit your request in writing to Susan Plank at splank@sbuniv.edu or pick up a form at the front desk.

Health Services

Health services can be accessed through Killian Health Center on the campus of Southwest Baptist University in Bolivar.

You can contact the Health Center or visit anytime between 9 a.m. to 4 p.m., Monday through Friday, during fall and spring semesters (Health Center hours vary in January, June and July). Although walk-ins are welcome, to make your visit more efficient and help Health Center staff best meet your healthcare needs, call (417) 328-1888 to make an appointment for your visit.

Counseling Services

Students who attend MCONHS of SBU are eligible to receive one confidential consultation with a Licensed Professional Counselor, at no charge, on the Springfield campus. This consultation will provide appropriate referrals to services available in our area. All students are further eligible to seek counseling services at the Bolivar campus of SBU at no charge, when appointment times are available. Students will be responsible for the cost of their transportation to and from the Bolivar campus. Psycho-educational services are also provided on the MCONHS campus on topics such as stress management, time management, study skills, wellness, and more. Students who are also employees of Mercy are encouraged to seek out their eligibility to participate in the Employee Assistance Program (EAP) benefits provided by Mercy. The EAP is provided to eligible Mercy employees and includes free counseling services through Mercy providers.

Contact:

Debbie Walker, Psy.D. Licensed Psychologist
Coordinator of Counseling Services (800) 526-5859
(417) 328-1729
dlwalker@SBUiv.edu

Bill Walkup, M.S., L.C.S.W. Licensed Clinical Social Worker
Assistant Professor of Psychology
1(800) 526-5859
(417) 328-1731
bwalkup@SBUiv.edu

SBU Bookstore

The SBU bookstore website is <http://www.bkstr.com/southwestbaptiststore/home>.

Transcript Requests

Transcripts are requested in person at the Registrar's Office on the Bolivar Campus or through the National Clearing House at <https://studentclearinghouse.org/>.

SBU Nursing Honor Society

This Honor Society was formed in 1997 in order to honor excellence. In order to be inducted and be a member of the SBU Honor Society of Nursing, the BSN or MSN student must have an overall institutional GPA of 3.0 or higher and must also be in the upper 35% of the graduating class. Students will be selected

for membership in 3rd semester. Those students who meet the standards for induction at the end of 4th semester will be formally inducted. Students will receive recognition at the MCONHS Graduation by publication in the Graduation Brochure. Students are required to pay \$30.00 membership fee in order to be inducted. Alumni also have the opportunity to join as a Community member after graduation.

Alpha Delta Nu Honor Society

Beta Phi chapter of the Alpha Delta Nu Nursing Honor Society recognizes the academic excellence of students in the study of Associate Degree Nursing. The society encourages the pursuit of advance degrees in the profession of nursing as well as continuing education as a life-long professional responsibility. Criteria for membership includes a cumulative GPA of 3.0 and 3.0 or above in all nursing courses. Students will receive recognition at the ASN Pinning Ceremony and also have their names published in the Graduation Brochure.

Spiritual Life & Ministry

Spirituality is an important part of our educational environment. Students are encouraged to seek out appropriate spiritual activities.

Missions Work & Trips

Students are encouraged to participate in mission work as work and school schedules permit. See SBU Student Handbook

Also see SBU Website page: <http://www.sbuniv.edu/campus-life/spiritual-life/cgc.php>

8. Standards of Practice & Compliance

Clinical Agencies

Students enrolled at the Mercy College of Nursing and Health Sciences will be required to adhere to all policies and procedures of the clinical agency to which they are assigned. For example this would include any policy related to HIPAA, dress code, health requirements and/or any other policy of the clinical agency.

For more information on clinical requirements see specific program requirements.

Confidentiality

Throughout the educational process, students will have access to confidential patient information. Students will be required to sign a confidentiality statement prior to attending the clinical setting. Failure to uphold confidentiality could result in immediate dismissal from the program and/or legal action. Some off-site clinical areas require additional specific confidentiality statements signed. This also includes confidentiality regarding all components of simulation activities.

Student Exposure

In an event of a possible student exposure, students are responsible to notify their immediate clinical or course faculty. Faculty will refer to MCONHS Pathogens Exposure Control Plan.

Health Insurance Portability and Accountability Act (HIPAA)

MCONHS students have a legal responsibility to keep our patients' personal and medical information safe and private. Any accidental access of such patient information must be reported immediately to your instructor.

Confidential information includes information from any source including, without limitation, written or hard copy materials, computer data, written communications, and oral communications or recordings.

Confidential information is to be handled in strict confidence and is not to be read, discussed, utilized by, or disclosed to, any person without proper written authorization or professional need-to-know for the performance of job duties. If uncertain about the confidentiality status of any information, ask your instructor.

Students will not be assigned to the care of a family member, friend, or one of their associates. Should this occur, the involved student must inform the instructor immediately and receive another assignment. Under no circumstances should the student access information on any such patient, even if requested to do so by the patient.

Failure to comply with a Clinical Agency's HIPAA Privacy Policy and Procedure may result in the student being refused clinical placement. This will result in automatic course failure and/or dismissal from the program.

All sanctions will be consistent with the clinical site HIPAA Policy, the Health Insurance Portability and Accountability Act (HIPAA) of 1996, and SBU student guidelines.

Professional Practice Scope, Standards, and Guidelines

Students are expected to be familiar with and comply with the following professional standards for their respective programs

State of Missouri Nursing Practice Act Section 335.046 and 335.066

See the following links: <http://www.moga.mo.gov/statutes/C300-399/3350000046.HTM>
<http://www.moga.mo.gov/statutes/C300-399/3350000066.HTM>

American Society of Radiologic Technologists Practice Standards and Scope of Practice

See the following links: <https://www.asrt.org/main/standards-and-regulations/professional-practice/practice-standards>

Student Representation on Committees

Student representatives to MCONHS committees provide student input and the opportunity to influence College and program policies. Student representatives may be personally invited to participate in committees by faculty and/or chairs of committees. Students may also volunteer to serve on a committee as a representative for their program on the portal page by selecting a sign up link located under the student organizations section. Faculty should strongly encourage any student service.

Student Identification Cards

All MCONHS students are required to wear their SBU Student ID, and may be denied entrance without photo identification.

Springfield MCONHS students see the Springfield Campus Receptionist or call 417-820-2069.

Bolivar MCONHS students see the Bolivar Campus Secretary or call 417-328-1454.

Salem MCONHS students see the Administrative Office or call 573-729-7071.

Replacement ID cards are \$5.00.

NOTE: All students should report a lost badge or card with access to the building immediately to the Front Desk at 417-820-2069 so access can be terminated.

Building Access Hours

Students will not have access to the building after posted hours. MCONHS building closures, summer and holiday hours, FAQ's, and other detailed information are posted on the MCONHS Portal page.

Transportation Requirements of Students

Students are responsible for their own transportation to clinical and classroom settings. Driving time to and from clinical and classroom is not counted as clinical contact hours. The University is not responsible for accidents, property damages, or providing transportation. The State of Missouri requires motorists to carry public liability and property damage insurance.

Medical Emergencies

To report an Emergency, Call 911

- Remember, it is important to stay on the line until the dispatcher interviews the caller in a systematic way regarding the victim's location, consciousness, breathing, and chief complaint to determine appropriate response.
- When reporting the medical emergency, provide the following information:
 - Type of emergency
 - Location of the victim
 - Condition of the victim
 - Any dangerous conditions

Those trained to perform CPR and first aid can act within their expertise while those who are not trained should remain calm and stay with the person. Crowding is generally not helpful unless the presence of others is required.

Have someone stand outside the building to flag down EMS when they reach the vicinity of the building. Once the victim has been cared for and is transported, normal injury procedures should be followed if applicable.

In a non-life-threatening event, agencies may be contacted at the following numbers:

Bolivar Safety & Security (417) 328-1556 or (417) 328-8733 or Bolivar Police (417) 326-5298

Springfield Police: (417) 864-1810

Salem Police: (573)-729-6550

MCONHS Campus Closing

The University will, as a rule, remain open and encourage its faculty and staff to report to work even during periods of inclement weather. However, weather conditions may occur that necessitate a delay in the opening of Campus activities, cancellation of classes and normal business hours, and/or early closing of the campus.

Plan for Inclement Weather Conditions

During severe weather conditions that could potentially impact the safety of students or employees, the university will consider closing or moving to a delayed start schedule. The delayed start schedule will delay the start time according to the modified class schedule detailed below specific to each campus. The decision to close or to adopt the delayed start schedule will be made as early as possible. Announcements will be made via text through the SBU Alert system, on the website and the MySBU portal, through posts on social media (Facebook, Twitter, and Instagram) and with local television stations.

*Faculty, staff, and students that may travel long distances should use discretion based on individual ability to travel.

When inclement weather is expected or has affected the service area, the University will make every effort to report closings in a timely and accurate manner, with the understanding that weather and conditions often change throughout the day and evening.

Springfield Campus Delayed Start Scheduled Late Start

Associate of Science in Nursing (NUR Courses Only)

Regular Class Time	Delayed Class Time
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8:00-12:00	9:00-12:30
1:00-2:00	1:15-2:15

Regular Clinical Time	Delayed Clinical Time
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6:15 – 2:15	9:00 – 2:15
6:30 – 7:00	9:00 – 7:00
8:00 – 4:00	9:00 – 4:00

Regular Sim/LRC Time	Delayed Sim/LRC Time
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6:15 – 2:15	9:00 – 2:15
6:30 – 7:00	9:00 – 7:00
8:00 – 4:00	9:00 – 4:00
7:30 – varies by course	9:00 – varies by course

Associate of Science in Radiology (RAD Courses Only)

ASR 1st year fall

Regular Class Time	Delayed Class Time
8:00-9:30	9:00 – 10:00
9:45-11:15	10:15-11:15

ASR 2nd year fall

Regular Class Time	Delayed Class Time
8:00- 8:50	9:00 – 9:30
9:00-10:40	9:45-10:40
10:50-11:40	normal time

ASR 1st year spring

Regular Class Time	Delayed Class Time
8:00- 8:50	9:00 – 9:30
9:00-10:40	9:45-10:40
10:50-11:40	normal time

ASR 2nd year spring

Regular Class Time	Delayed Class Time
1st 8 weeks	
8:00-10:30	9:00-10:30
12:00-2:45	Normal time
2nd 8 weeks	
8:00-11:40	9:00-11:40

Note: Schedules for ASN and ASR programs are subject to change. Students will not be penalized for weather related absences, fees will not apply, make up of clinical/class time missed may be required.

Springfield Campus General Education Courses

Official closing and or delayed opening of the Springfield Campus for unscheduled reasons will be decided and communicated by the MCONHS Dean and/or Campus Director.

Evening Classes

Evening Classes will meet as scheduled, unless otherwise announced.

Administrative Offices

Springfield campus administrative offices will open at 9:00 a.m. when the Springfield campus is following the delayed start schedule. Personnel who normally report to work prior to 8 a.m. should report to work 60 minutes after their normal report time.

Bolivar Campus Delayed Start Scheduled Late Start

Pre-Licensure BSN (NRS Courses Only)

Regular Class Time	Delayed Class Time
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8:00 – 12:00	9:00 – 12:30
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12:00 – 4:00	12:15 – 4:00
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1:00 – 4:00	1:15 – 4:00
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Regular Clinical Time	Delayed Clinical Time
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6:30 – 3:00	9:00 – 3:00
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Regular Sim/LRC Time	Delayed Sim/LRC Time
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8:00 – varies	9:00 – varies
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Salem Campus Delayed Start Scheduled Late Start

ASN Students on the Salem Campus will follow the Salem Campus closure and delayed start. In the case of the Springfield Campus has a delayed start, live class streaming will follow the delayed schedule below and will be communicated to you by course faculty.

Associate of Science in Nursing (NUR Courses Only)

Regular Class Time	Delayed Class Time
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8:00-12:00	9:00-12:30
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1:00-2:00	1:15-2:15
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Regular Clinical Time	Delayed Clinical Time
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6:30 – 2:30	9:00 – 2:30
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2:30 – 10:30	2:30 – 10:30
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Regular Sim/LRC Time	Delayed Sim/LRC Time
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6:15 – 2:15	9:00 – 2:15
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6:30 – 7:00	9:00 – 7:00
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8:00 – 4:00	9:00 – 4:00
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7:30 – varies by course	9:00 – varies by course
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Note: Schedules for ASN programs are subject to change. Students will not be penalized for weather related absences, fees will not apply, make up of clinical/class time missed may be required.

Cancellation of Individual Classes or Clinical Sessions

Individual classes or clinical sessions may be cancelled due to faculty absence in collaboration with the program chair(s). Notification will come from course faculty or program chair. Faculty will arrange the necessary clinical make-up time, and will determine when to reschedule cancelled classes or how to distribute the course materials in another manner.

Emergency Procedure

Emergency maps are located in each campus building with evacuation routes and recommended areas to take shelter during severe weather. Emergency procedures are available online at www.sbuniv.edu/safety. Students and employees should take time to review what to do in emergency situations.

Weather Warning Systems

In the event of a known tornado or similar weather emergency, each individual campus will activate the SBU Alert system. This system can include email alert, text alert, SBU IP Phone Message, and Information Display messages. All members of the SBU Community are encouraged to sign up for the SBU Alert.

Shelter in Place

Springfield J.F. Johnson Building:

If inside the building:

- Take shelter in the shower rooms located on each side of the LRC on the ground floor or in Classroom C or D in the middle of the building.
- If bathrooms are full, seek shelter in the interior east-west hallways.
- If upstairs, go to the lowest level of the building if possible.
- Stay away from windows.
- Use arms to protect head and neck in a “drop and tuck” position.
- Do not leave until the “All Clear” is sounded

If outside the building and there is no time to get inside:

- Lie in a ditch or low-lying area or crouch near a strong building.
- Use arms to protect head and neck in a “drop and tuck” position.
- Use jacket, cap, backpack, or any similar items, if available, to protect face and eyes.

Springfield Hutchins Center Building

If inside the building:

- Seek shelter in the bathrooms or Task Trainer room LRC section
- Get as far away from windows and glass as possible
- Do not leave until the “All Clear” is sounded.

If outside the building and there is no time to get inside:

- Lie in a ditch or low-lying area or crouch near a strong building.
- Use arms to protect head and neck in a “drop and tuck” position.
- Use jacket, cap, backpack, or any similar items, if available, to protect face and eyes.

Salem Campus

If inside the building:

- Go immediately to the basement, preferably the LRC section. Close LRC door after all have entered.
- Do not leave until the “All Clear” is sounded.

If outside the building and there is no time to get inside:

- Lie in a ditch or low-lying area or crouch near a strong building.
- Use arms to protect head and neck in a “drop and tuck” position.
- Use jacket, cap, backpack, or any similar items, if available, to protect face and eyes.

Bolivar Campus

Emergency maps are located in each campus building with evacuation routes and recommended areas to take shelter during severe weather.

Evacuation

In an event of an emergency, determine the nearest exit to your location and the best route to follow.

Students: Do not leave campus without notifying faculty or staff. Employees: Do not leave campus without notifying your supervisor.

Lockdown

A lockdown is used when there is an immediate threat of violence around the school. A lockdown minimizes access and visibility and shelters students, faculty, staff and visitors in secure locations.

Upon lockdown the following steps should be taken:

- Call 911 and notify Campus authorities.
- As soon as the announcement of the lockdown is made, all building occupants are to immediately evacuate all public areas such as hallways and bathrooms and take cover in the nearest room that can be either barricaded or locked, usually a classroom or office. Individuals who are close to an exit may find it most prudent to exit the building.
- Once in the room, all doors are to be shut and locked. Doors should be barricaded with desks, tables, or any available furniture. No one will be allowed to leave until an “All Clear” is announced
- Everyone should remain silent so not to give away which rooms are occupied. Text messaging for help is encouraged as long as sound is off. All cell phones should be silenced or turned off.
- Turn off all lights and close the window blinds; remain seated away from all windows and doors. If there is not a suitable area of the room, then all occupants should lie face down on the floor so that no silhouette target can be seen from outside the room.
- Faculty/staff is to take attendance of all taking cover in their room.
- The doors should never be unlocked by any person inside the rooms, not even for the voice of a familiar person. Once it is safe, police will unlock the doors from the hallway. Occupants should never open a door for anyone claiming to be an emergency responder.
- Once room doors are unlocked, faculty/staff will report anybody who was missing from the attendance taken during the lockdown to the, supervisor on site, or the Police. Only report those people who were present prior to the lockdown but who were not in the room at the time the doors were locked.
- Everyone is to remain in the building until the “All Clear” is announced, even if your classroom is unlocked by security.
- Exterior doors will not be unlocked until the “All Clear” is announced.
- The “All Clear” announcement will come from Police

10. Glossary of Terms

Academic Year—Begins in with the summer semester, continues through fall semester, and concludes with the spring session.

Accountability—The process of providing justification for behavior of self or others. In nursing practice, the nurse is accountable for client outcomes. Being accountable presumes that the nurse will maintain knowledge and skills through life-long learning.

Advisor—Faculty who guide students to successfully complete their program of study.

Academic Advisor— Assists students with enrolling in appropriate courses for personal plan of study until all pre-nursing, pre-radiology, general education, and required courses are completed, or in progress; offers students experiencing academic difficulty information on such topics as study & learning techniques, learning styles, time management, and note taking as appropriate.

Faculty Advising-- Monitors students' progress toward degree completion, proactively involving students in the academic and career planning process, self-reflection, and the exploration of options and resources.

Advocacy—Speaking on behalf of the client's needs, requests and rights. This commitment flows from the American Nurse Association Code of Ethics to safeguard the clients' rights for human dignity, autonomy and self- determination.

Alumni—Individuals who have attended or graduated from Southwest Baptist University.

Bearcats—SBU mascot.

Blackboard—An online learning platform used by Southwest Baptist University.

Block Classes—Classes meeting for the first or second 8 weeks of a semester.

Caring— An intentional human action characterized by commitment and a sufficient level of knowledge and skill that allows the nurse to support the basic integrity of the person. Caring develops from a natural response to help persons in need, respect for self and others, and the knowledge that caring is a part of nursing ethics.

Certificate—Document representing that the student has completed a University Certificate.

Christian Discipleship— Incorporation of core values of SBU and Mercy into personal approaches to professional behavior and delivery of patient-centered care. Core values include, but not limited to, the following:

Christian Distinctiveness – including a Christian worldview which is grounded in the Old and New Testament beliefs.

Dignity – accepting all persons as created in the image of God.

Academic Excellence – pursuing excellence in teaching, scholarship, service, and stewardship by striving to attain high standards of performance and proficiency.

Social and Spiritual Development – including a commitment to justice by honoring each person’s rights and responsibilities.

Class Schedule — An online listing of courses offered for a specific term

Clinical — Planned instructional activities with clients across the lifespan that are sufficient to achieve the student learning outcomes and role-specific graduate competencies and are supervised by qualified faculty who provide feedback in support of learning.

Clinical Judgment— Understanding needs, concerns and health problems to respond in concerned and involved ways using the components of *noticing, interpreting, responding* and *reflecting*. (Lasater, K. (2007). Clinical judgment development: Using simulation to create an assessment rubric. *Journal of Nursing Education, 46(11)*, 496-503).

Noticing—Involves focused observation, recognizing deviations from expected patterns, and information seeking.

Interpreting — Involves prioritizing and making sense of data.

Responding—Involves calm, confident manner, clear communication, well planned intervention, flexibility, and being skillful.

Reflecting—Involves evaluation, self-analysis, and commitment to improvement.

College—Group of academic departments and/or programs administered by a college dean, i.e. Mercy College of Nursing and Health Sciences.

Commencement—Ceremony held at the end of the fall and spring semesters to recognize candidates for graduation.

Communication — The use of principles of written, verbal and non-verbal communication, and information technologies for the purpose of initiating and participating in ongoing complex interactive processes.

Concurrent Enrollment— Being enrolled in two programs at the same time.

Co-requisite—Two or more courses that must be taken during the same semester.

Credentialing—Examination and review of the credentials of individuals meeting a set of educational or occupational criteria and therefore being licensed in their field.

Accreditation – A voluntary, non-governmental process that uses peer review to determine if academic programs meet public confidence. Institutional accreditation evaluates an entire institution as a whole. Specialized accreditation evaluates a particular educational unit or program(s) within a governing organization.

Approval – The term generally referred to by most state regulatory agencies for nursing to describe authorization of nursing education programs meeting minimal standards as defined in the state nurse practice act or rules and regulations.

Certification – The process by which an organization, association, voluntary agency, or state regulatory agency grants recognition that an individual possesses predetermined knowledge and/or skills specified for practice in an area of specialization.

Licensure – The process by which a governmental agency gives affirmation to the public that the individuals engaged in an occupation or profession have minimal education, qualifications, and competence necessary to practice in a safe manner.

Credit Hour—The unit of measuring education credit.

Didactic—For every 15 hours of student contact time in the classroom, 1 course credit hour is earned by the student.

Clinical—For every 45 hours of student contact time in the clinical, 1 clinical credit hour is earned by the student. Simulation time is counted the same as clinical time.

Dean (academic)—Highest administrative officer of a college.

Degree Check—Advising tool designed to assist in tracking a student’s progress towards graduation.

Diploma—Document provided by Southwest Baptist University certifying that the student has earned a degree.

Enrollment Status—Terms used for reporting a student’s academic load to external agencies, i.e. full-time, half- time.

Evidence Based Practice— Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care. (Cronenwett, L et al. (2007). Quality and Safety Education for Nurses. *Nursing Outlook*, 55(3), 1-10.)

Family Educational Rights and Privacy Act (FERPA)—Affords students certain rights with respect to their education records.

General Education Courses—Group of foundation courses required of undergraduate students.

Good Standing—Academic status of students who are not on probation or under suspension.

Grade Point—Numerical value given to grades, i.e. four grade points per credit hour is awarded for a grade of “A”.

Grade Point Average (GPA)—Calculation derived from dividing the grade points earned by the number of credits attempted.

Graduate Student—A student who has earned a bachelor’s degree and is pursuing additional education in a specific field.

Grievance or Complaint— A formal allegation against a party or program typically expressed in a written signed statement. The grounds for a grievance is a wrong or hardship suffered; the formal expression of a grievance is a complaint.

Health— A continuous balancing of the dimensions of the holistic person to produce a higher quality of existence (Anspaugh, Hanrick, & Rosato, 1994).

Health Continuum—A continuous line representing degrees of health that a person might experience at any given time, with high level wellness at one end and death at the other. Status on the continuum is constantly changing toward either end as various influences such as illness or disease or lifestyle changes affect the person.

Health Maintenance—Activities that preserve the level of health and decrease the individual's vulnerability to illness.

Health Promotion—Engagement in activities that increases the level of health and well-being and actualizes or maximizes the health potential

Health Restoration—Activities that renew or strengthen the level of health (from a state of injury or illness).

Hold—Block which prohibits students from functions such as registering for courses or receiving a transcript or diploma. Most holds are due to unpaid financial obligation or failure to complete a required process.

Holistic Care— Nursing interventions provided for a human being who has unique and universal dimensions that include physiological, psychological, socioeconomic, cultural developmental and spiritual aspects. These dimensions represent a unified whole that is more than the sum of the individual parts. Each dimension is interdependent on the others.

Cultural Dimension—Those aspects of the holistic person concerned with beliefs, values, norms and practices of a particular group that are learned and shared which guide thinking, decisions, and actions in a patterned way.

Developmental Dimension—Those aspects of the holistic person concerned with progression across the life span from conception to death.

Physiological Dimension—Those aspects of the holistic person concerned with bodily functions.

Psychological Dimension—Those aspects of the holistic person concerned with the mind in all its relationships.

Socioeconomic Dimension—Those aspects of the holistic person concerned with financial status and being a member of society.

Spiritual Dimension—Those aspects of the holistic person concerned with belief in God or belief that gives purpose to life. Commitment exists to respect those varied spiritual beliefs that clients may express

Illness—A highly personal state in which the person feels unhealthy; may or may not be related to disease.

Inter-professional – Sharing of information among two (2) or more healthcare professionals working together as a team with a common purpose and mutual respect.

Life Span—Address all events in the life of the patient from birth to death.

Lower Division Courses—Undergraduate courses numbered lower than 3000.

LRC—Learning Resource Center where students practice and learn in a simulated environment.

Manager of Care—Providing and coordinating care for a group of clients with health care needs. This activity utilizes principles of organization, collaboration and delegation. **MCONHS Portal**—An Intranet for SBU-MCONHS students and faculty to access email, blackboard, online registration, and much more.

NCLEX—National Council Licensure Examination for students who have graduated from an accredited nursing program providing psychometrically sound and legally defensible nursing licensure consistent with current practice.

Non-traditional student—Includes evening students, married students, students with children, and students 22 years of age and older.

Nursing Ethics— Identify and develop the essential elements of ethical agency, cultivate the virtues of nursing, understand ethical theories that dictate and justify professional conduct, and be familiar with bioethical stands for professional nursing conduct. (Taylor, C., Lillis, C., LeMone, P., & Lynn, P. (2008) *Fundamentals of Nursing: The Art and Science of Nursing Care* (6th ed.), Philadelphia: Lippincott Williams &Wilkins).

Nursing Intervention—Provision of individualized holistic care utilizing a caring scientific approach in a variety of environments

Nursing Process—A systematic problem solving approach used to rectify, prevent and treat actual or high risk health problems, and promote wellness. Components of the nursing process include assessment, diagnosis, planning, implementation and evaluation.

Assessment—The deliberate systematic collection of data to determine a client's health status, both current and past, as well as functional status and coping patterns.

Diagnosis—A clinical judgment about client responses to actual or potential health problems which provide a basis for the selection of nursing interventions.

Plan—Identifying outcome criteria, establishing priorities, and interventions.

Implementation—Involves action; it is the phase in which the nurse initiates and carries out the prescribed plan necessary to accomplish defined outcomes.

Evaluation— A critical analysis of the plan of care and subsequent patient outcomes as a result of those nursing interventions. Revision in the plan of care may be needed if the patient goals have not been met.

Outcome – A statement that reflects the achievement of identified goals.

Program Outcomes – Indicators that reflect the extent to which the purposes of the nursing education unit are achieved and by which program effectiveness is documented. Program outcomes are measurable consumer-oriented indexes designed to evaluate the degree to which the program is achieving its mission and goals. Examples include, but are not limited to, licensure/certification examination pass rates, program completion rates, graduate satisfaction, employer satisfaction, and job placement rates.

Student Learning Outcomes – Statements of expectations written in measurable terms that express what a student will know, do, or think at the end of a learning experience; characteristics of the student at the completion of a course and/or program. Learning outcomes are measurable learner-oriented abilities that are consistent with standards of professional practice.

Overload—Semester credit hours that exceed the maximum number of hours permitted based on the student level (undergraduate or graduate). Permission is required for an overload

Pass Rates—The number of students passing an exam for first-time test-takers.

Certification Examination Pass Rates – Performance on the certification examination for first-time test-takers.

Licensure Examination Pass Rates – Performance on the licensure examination for first-time test-takers.

Patient-Centered Care—Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for the patient's preferences, values, and needs (includes cultural diversity) (Cronenwett, L et al.(2007). Quality and Safety Education for Nurses. *Nursing Outlook*, 55(3), 1- 10).

Patient Education—Influence the patient’s behavior to effect change in knowledge, skills, and attitudes to maintain and improve health.

Practicum—A course of study that involves work in the area of study.

Preceptor— An academically and experientially qualified nurse who has received formal training to function as a resource and role model for nursing students.

Prerequisite – A course that is required prior to the taking of another course. The first course provides a foundation for the subsequent course(s). A prerequisite course is included in the total credits of the program of study if the majority of the students enrolled in the nursing program are required to take the course.

Probation—Status that indicates unsatisfactory academic progress. Students may be subject to academic load limitations and other restrictions.

Professionalism— Nursing practice within the framework of professional standards and codes that incorporates evidenced-based practice (based on research and experience) and value-based judgments (based on principals of merit and desirable moral qualities).

Program Chair—Leader of an academic program such as the health sciences program chair.

Quality Improvement—Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems (Cronenwett, L et al. (2007). Quality and Safety Education for Nurses. *Nursing Outlook*, 55(3), 1-10).

Registration—The act of registering for classes.

Sanctions—Consequences or penalties.

Safety—Minimize risk of harm to patients and providers through both system effectiveness and individual performance (Cronenwett, L et al.(2007). Quality and Safety Education for Nurses. *Nursing Outlook*, 55(3), 1-10).

Semester—Instructional period of weeks plus a final examination period offered three times a year (referred to as summer, fall, and spring semester).

Servant Leadership—A philosophy and set of practices that enriches the lives of individuals, builds better organizations and ultimately creates a more just and caring world. The servant-leader is servant first, focusing primarily on the growth and well-being of people and the communities to which they belong, making sure that other people’s highest priority needs are being served. The servant-leader shares power, puts the needs of others first and helps people develop and perform as highly as possible. <https://www.greenleaf.org/what-is-servant-leadership/>

Service Learning—Integrated meaningful community service with instruction and reflection enriching the learning experience.

Simulation—Using scenarios to learn in a simulated environment.

SOHP—Student Organization of Health Professionals. All students enrolled at Mercy College of Nursing and Health Sciences are members and pay membership dues as part of their student fees.

Student Services Fees—Required fees assessed at the time of registration that cover the student’s access to a variety of services, programs, and activities.

Syllabus—Document describing the objectives, outcomes, assessment activities, and structure of a course that is made available to students during the first week of classes.

Teamwork, Collaboration—Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care (Cronenwett, L et al. (2007). Quality and Safety Education for Nurses. *Nursing Outlook*, 55(3), 1-10).

Traditional Student—A student who enrolls in college immediately after graduating high school.

Transcript—Serves as the student’s official academic record and the University’s official record of credit and degrees awarded, including the courses taken by a student and the grades received in each course. Probations, suspensions, and disciplinary expulsions also appear on the transcript.

Transfer Credit—Courses taken at another accredited institution and accepted toward degree requirements at Southwest Baptist University.

Tuition—The amount of money that must be paid for classes. Other fees may be assessed in addition to tuition.

Undergraduate Student—A student who has not yet earned a bachelor’s or equivalent degree.

Upper Division Courses—Undergraduate courses numbered 3000 and above.

“W” Grade—Grade reflected on transcript indicating the student withdrew from (dropped) a class without academic penalty.

Wellness: attitudes and behaviors that enhance quality of life and maximize personal potential.

11. Table of Changes

Number and Title:	Approved for:	Program(s) Affected:	Change Type:	Reason for Change:
1 General Information	Fall Semester	All	Update/Revision	Updated and reformatted Accreditation section. Updated/corrected mission and vision statements.
MCONHS Student Handbook Title Page	Fall Semester	All	Update/Revision	Updated cover page for new academic year. Reformatted MCONHS Leadership Page. Removed signatures.
2. Advisement & Registration	Fall Semester	All	Update/Revision	Reviewed and updated to current processes.
3 Children on Campus	Fall Semester	All	Update/Revision	Removed from the "Student Conduct" section and relocate to the "College Wide Academic Policies". Updated to current process.
3 College Wide Policies	Fall Semester	All	Update/Revision	Removed duplicates to SBU policies and updated to current process.
3 Student Participation in Evaluation & Research	Fall Semester	All	Update/Revision	Remove from Standards of Practice section and relocate to College Wide Academic Policies. Updated to reflect current process.
3.X Immunization and Screening Notice	Fall Semester	All	New Policy	New policy, process for student exposures.
3.X Locations for Exposure Treatment	Fall Semester	All	New Policy	New policy to address student exposure
4.1 MSN Program Information and Requirements	Fall Semester	MSN	Update/Revision	Update
4.2 RN-BSN Program Information & Requirements	Fall Semester	RN-BSN	Update/Revision	Updated for clarity.
4.3 PLBSN Program Information and Requirements	Fall Semester	PLBSN	Update/Revision	Updates
4.3 Pre-Licensure BSN Program Information & Requirements	Fall Semester	PLBSN	Update/Revision	Revised to be more consistent with ASN
4.4 ASN Program Information & Requirements	Fall Semester	ASN	Update/Revision	Revised after faculty discussions, some information outdated in old policy

Number and Title:	Approved for:	Program(s) Affected:	Change Type:	Reason for Change:
4.5 Clinical Education hours	Fall Semester	HSC	Update/Revision	Need to specify number of hours required.
4.5 Clinical-Advanced Imaging HSC Professional Conduct	Fall Semester	HSC	Update/Revision	Removed Mercy and add clinical sites Also edit by removing additional spacing in the very first sentence.
4.5 HSC Program General Course Policies	Fall Semester	HSC	Update/Revision	Remove dropbox account
4.5 HSC Program Information & Requirements	Fall Semester	HSC	Update/Revision	Updated to match rest of handbook.
4.5 Progression & Retention Requirements in the HSC Program	Fall Semester	HSC	Update/Revision	Updated policy and procedures.
4.6 Admission to the ASR Program: Advanced Placement	Fall Semester	ASR	Update/Revision	Update phone number
4.6 ASR Program Information & Requirements ASR Program Chair, Faculty, & Staff	Fall Semester	ASR	Update/Revision	Remove Phillip and delete one learning outcome
4.6 Clinical Assignments	Fall Semester	ASR	New Policy	Added policy per accrediting body.
4.6 Make up Time	Fall Semester	ASR	Update/Revision	changed the number of hours allowed for make-up time
4.6 Radiation Safety Policy	Fall Semester	ASR	Update/Revision	Had to add apron policy for portables due to accrediting body and mention student issued badges.
4.6 Trajecsys Exception Form	Fall Semester	ASR	Update/Revision	changed from 30 minutes to 60 minutes
5.1 Student Conduct	Fall Semester	All	Update/Revision	Updated to reflect current processes.
6 Student Resource Section	Fall Semester	All	Update/Revision	Updated to include all campuses and current processes.

Number and Title:	Approved for:	Program(s) Affected:	Change Type:	Reason for Change:
7 Student Services	Fall Semester	All	Update/Revision	Update wording to be inclusive off all campuses. Removed items/references to SBU Student Handbook
7 Student Services	Fall Semester	All	Update/Revision	Updated Billing and Payment Information
8 Standards of Practice & Compliance	Fall Semester	All	Update/Revision	Relocated Student Participation in Research to College Wide Academic Policies. Updated to reflect current process.
9 Safety & Security Section	Fall Semester	All	Update/Revision	Updated to current processes, reworded sections and removed duplicates/referrals of existing SBU student policies, added delayed start information