

University of Missouri-St. Louis

College of Nursing

Traditional, Part-Time, and Accelerated BSN

Student Handbook

2018 – 2019

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Greetings!

Welcome to the University of Missouri- St. Louis (UMSL) and to the College of Nursing (CON). The faculty and staff at the CON would like to congratulate you on reaching this amazing milestone in your life and future career. We hope your time at UMSL and academic studies within the CON will provide you with the knowledge, skills, and life-changing experiences that will best prepare you for your next career goal.

This handbook was created to assist you through your academic journey, as well as provide resources to a variety of UMSL policies and procedures to be aware of. Please utilize this handbook throughout the academic year to help navigate through your academic program and assist with any questions you may have.

To assist in this transition, below are some key individuals to be aware of:

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Our dedicated faculty and staff are here to help you succeed throughout your nursing education. Please reach out to them if you need further information, assistance, or clarification. Best of luck during this academic year!

Overview

Introduction

This handbook contains material specific to the College of Nursing (CON), including policies regarding progression and retention. It is meant to supplement the information contained in the University Bulletin (<http://bulletin.umsl.edu/collegeofnursing/>) and the Triton Manual (aka Student Planner) (<https://issuu.com/umslcampuslife>). You are encouraged to review all three of these manuals to obtain important information that will assist you in planning and implementing your program of study. Please feel free to contact your Academic Advisor, Harry Harris, by e-mail at harrisha@umsl.edu or by phone at 314-516-6028 if you have any further questions.

History

The University of Missouri–St. Louis (UMSL) is one of four campuses that constitute the University of Missouri, the ninth largest university system in the United States. Founded in 1839, the University of Missouri became a land-grant institution in 1862. The St. Louis campus was established in 1963, becoming the largest university serving St. Louis and third largest in the state.

For more specific information on the CON's history, please visit the CON website: <http://www.umsl.edu/~nursingweb/About%20the%20College/index.html>

Mission

The mission of the CON at UMSL is to shape the future of nursing and healthcare locally, regionally, nationally and globally through education, research, practice and policy. We develop nurses who are dedicated to the pursuit of excellence and leadership through innovative baccalaureate and doctoral programs. We leverage strategic partnerships to generate, translate, disseminate and apply knowledge that will improve health.

In accordance with its most recent Strategic Plan (approved in April 2013), the CON at UMSL has also adopted its own Vision Statement, Strategic Priorities and Core Values, all of which can be viewed on our website:

<http://www.umsl.edu/~nursingweb/About%20the%20College/Mission%20Statement.html> .

Student Participation in College Committees

Students are encouraged to participate on college committees. The CON offers one committee undergraduate students can serve on:

- *Undergraduate Committee*: Provides leadership for undergraduate curriculum, program evaluation, and student relations.

The Undergraduate Committee meets monthly. Students may address concerns to specific committees by contacting the chair of the committee. Those who are interested in serving

on this committee should contact your Academic Advisor, Harry Harris, by e-mail at harrisha@umsl.edu or by phone at 314-516-6028 if you have any further questions.

Essential Abilities

Students must be aware of the Essential Abilities Requirements set forth by the National Council of State Boards of Nursing, Inc., which includes cognitive, sensory, and psychomotor competencies that are necessary to practice nursing. A student must, with or without reasonable accommodation, satisfy these requirements, which can be found by clicking on the following link:

https://www.jcschools.us/cms/lib03/MO01909951/Centricity/Domain/2854/PN_functional_ability.pdf

If a student has a physical, mental or any other disability that requires special accommodation to meet the nursing program requirements, the student must provide the Disabilities Access Services Office with the proper documentation (<http://www.umsl.edu/services/disability/>). The CON will endeavor to make reasonable modifications and otherwise reasonable accommodations for students with disabilities. Any requests for accommodations will be evaluated by UMSL's Disabilities Access Services Office in collaboration with the CON as appropriate.

Non-Discrimination

It is the policy of the University of Missouri to provide equal opportunity for all enrolled students and applicants for admission to the University on the basis of merit without discrimination on the basis of their race, color, religion, sex, sexual orientation, national origin, age or disability, or Vietnam era veteran status. Sexual harassment shall be considered discrimination because of sex. This policy shall not be interpreted in such a way as to violate the legal rights of religious organizations or military organizations associated with the Armed Forces of the United States of America.

Curriculum

The basic Baccalaureate Nursing Degree (BSN) requires a minimum of 120 credit hours, and prepares students for the professional nurse licensure examination (NCLEX). General education requirements have a strong liberal arts component, including studies beyond the sciences, to prepare students for advancement in the nursing profession. Nursing courses include theory and clinical experiences. Practice in the nursing arts, laboratory, and experience in acute care and community nursing prepares students for diverse practice settings.

The length of the program will vary, according to each BSN Option (i.e. Traditional Full-Time, Traditional Part-Time, and Accelerated). At the completion of the degree requirements, a Bachelor of Science in Nursing is conferred.

**Completion of the nursing program does not guarantee eligibility to take the licensure examination, per section 335.066 RSMo of the Missouri Nursing Practice Act.*

BSN Program Outcomes

Upon completion of the BSN program, students are expected to have achieved the following program outcomes:

1. Integrate into practice theories and evidence-based concepts from nursing, the arts, sciences, and humanities to provide comprehensive nursing care in a variety of settings.
2. Integrate clinical reasoning and problem solving in professional practice.
3. Administer culturally competent, compassionate, holistic care to promote healthy outcomes for diverse individuals, families, communities, and populations during all life phases.
4. Use evidence-based practices to promote health, manage illness, and prevent injury among individuals, families, communities, and populations.
5. Utilize communication skills to enhance relationships with patients and families and collaboration among members of the health care team.
6. Assume responsibility and accountability for decisions and actions based on professional intrapersonal values, ethical and legal obligations, standards of practice, social justice, and economics.
7. Integrate principles of health education, management, leadership, quality care, and patient safety when organizing, coordinating, and engaging in professional practice.
8. Demonstrate knowledge of health care policies and finance in a regulatory environment and their influence on health care access and quality.
9. Exhibit motivation and self-direction in activities that contribute to lifelong personal, professional, and intellectual development.
10. Utilize health care technology and information management systems to promote quality care and patient safety.

Revised and approved, March 2011

BSN Traditional Full-Time Option

Designed for both freshmen and transfer students, the plan of study for the Traditional Full-Time Option consists of 2 ½ years of nursing classes following completion of all general education coursework (with the exception of Junior-Level Writing, which may be taken during the clinical sequence).*

BSN Traditional Part-Time Option

Perfect for the busy non-traditional student who wants to balance work and/or family commitments with academic goals, the plan of study for the Traditional Part-Time Option consists of 3 ½ years of nursing classes, following completion of all general education coursework. Lectures and labs are offered in the evenings and on weekends. Whenever possible, clinical coursework will be offered on evenings and weekends, however there may be times when daytime clinical hours will be required.

BSN Accelerated Option

Ideal for students with a baccalaureate degree in a discipline other than Nursing or for outstanding non degree-holding students, the clinical coursework for the Accelerated Option consists of a 15 month plan of study following completion of all general education coursework.

General Education Course Requirements for the BSN Traditional Option (Full-Time and Part-Time) & Accelerated Option

For specific general education course requirements, please refer to the University Bulletin at the following link: <http://bulletin.umsl.edu/collegeofnursing/>

Nursing Course Requirements

Sample plans of study for the clinical sequence for the Traditional Full-Time, Traditional Part-Time, and Accelerated option can be found in the Appendices of this handbook.

Students must complete all clinical courses within five years. A student who has not taken a clinical course for four semesters must reapply for clinical admission. If the student is readmitted, he/she must repeat all 3000-level and 4000-level Nursing courses (2000-level Nursing courses do not need to be repeated).

Research Statement

Any research conducted as part of the student's formal studies at the University must be reviewed and approved by the CON. Approval by both the CON's and the University's Institutional Review Board must be obtained prior to initiation of data collection. Specific information may be obtained through UMSL's Office of Research.

Independent Study Guidelines

An independent study (NURSE 3873: Guided Study in Nursing) is available as an elective to increase a student's knowledge in a specific content area. Students who wish to pursue an independent study must follow the below guidelines:

1. The student is responsible for identifying and initiating contact with a faculty member whose content area is of interest to them.
2. The student and faculty member must establish mutually agreed upon course objectives and evaluation criteria. The agreement is to be recorded on the Independent Study Approval Form, which may be obtained from their academic advisor (See Appendix in this handbook for a copy of the Independent Study Approval Form). This form must be completed **PRIOR** to registering for the course.
3. The faculty member provides guidance, as needed, throughout the course. The degree of independence will vary with student learning objectives.
4. Credit allocation can vary from 1-3 credits per semester depending on the nature of the objectives and content requirements. Credit value is calculated as 1 classroom hour per week = 1 semester credit. No more than 6 independent study credits may be used to meet graduation requirements.

Evaluation

Grading Procedure

Course requirements and methodology for assigning grades are the prerogative of the faculty of each course. Examinations and other graded assignments may be scheduled periodically, with or without notice, and at the end of the semester at the discretion of the faculty. Students who are not making satisfactory progress in courses at midterm are encouraged to confer with their course faculty, their Academic Advisor, and the Office of Student Services.

Many nursing courses include both class and clinical learning experiences. In order to successfully complete a nursing course, students are required to have satisfactory achievement in both theory and clinical. A minimum of a “C” grade with satisfactory clinical performance is required for successful completion of nursing courses.

Grading Scale

The CON has adopted the following grading scale for required nursing courses:

95-100	A
93-94	A-
91-92	B+
87-90	B
85-86	B-
82-84	C+
76-81	C
70-75	D
Below 70	F

Nursing grades are recorded as letters, with pluses and minuses, used at the discretion of the faculty.

Failing

In the CON BSN program, "failing" is defined as an average below 76% at the time of withdrawal or course completion. In the pre-licensure program, this means an average below 76% on quizzes and examinations, including any tests for which a grade of zero (0) has been recorded due to absence on a test day without advance notification to the course faculty. Students must earn a theory grade of 76% based on exams/quizzes prior to the addition of numerical points from any additional projects, papers, or class activities, which includes class participation and attendance, in order to pass the course.

Posting Grades

Out of respect for student privacy, students' grades are not posted in a way that would allow for individual's scores to be identified by others. Faculty are required to only post grades in Canvas course gradebook.

Assessment of Institutional Effectiveness

UMSL has implemented a continuing program to assess institutional effectiveness. A vital part of that effort is the component dealing with student learning outcomes. During the time students are enrolled at the College and later, as alumni, they will be asked to participate in various activities designed to determine how well the College and the University are meeting the stated purposes to provide a positive learning environment where students can create enriched and meaningful lives for themselves. A number of methods are employed in a variety of settings.

Student feedback is important to the CON. During their final semester of courses, graduating students will be asked to participate in an electronic survey hosted by Educational Benchmarking, Inc. (EBI). This survey gives students the opportunity to express their opinions about the CON and the BSN program.

Clinical Policies

Safe Professional Practice by Students in Clinical Settings Policy

- A. The student will demonstrate patterns of professional behaviors which follow the legal and ethical codes of nursing; promote the actual or potential well-being of patients, health care workers, and self in the biological, psychological, sociological, and cultural realms; demonstrate accountability in preparation, documentation, communication and continuity of care; and show respect for the human rights of individuals.

Indicators to be used as guidelines for evaluating safe practice include but are not limited to:

1. **Biological, Psychological, Social and Cultural Realms:** The student's practice meets the needs of the patient from a biological, psychological, sociological, and cultural standpoint.
 - a. Displays mental, physical, or emotional behavior(s) which may negatively affect others' wellbeing;
 - b. Displays disrespectful and unprofessional behavior (e.g. uses profanity);
 - c. Fails to follow through on suggested referrals or interventions to correct deficit areas which may result in harm to others;
 - d. Acts of omission or commission in the care of patients, such as but not limited to:
 - i. Physical abuse;
 - ii. Placing the patient in hazardous positions, conditions or circumstances;
 - iii. mental or emotional abuse; and
 - iv. Medication errors.
 - e. Interpersonal relationships with agency staff, co-workers, peers, or faculty that result in miscommunications, disruption of patient care and/or unit functioning;
 - f. Inability to perform psychomotor skills necessary for carrying out nursing procedures.
2. **Accountability:** The student's practice demonstrates consistency in the responsible preparation, documentation, communication, and promotion of continuity in the care of patients and are not limited to:
 - a. Failure to provide concise, inclusive, written and verbal communication;
 - b. Failure to accurately record comprehensive patient characteristics and behaviors;
 - c. Attempting activities without adequate orientation, theoretical preparation or appropriate assistance;
 - d. Dishonesty.
3. **Regulatory:** The student practices within the boundaries of the Missouri Nurse Practice Act, the guidelines set forth in the course syllabus, the UMSL CON Traditional, Part-Time, and Accelerated BSN Student Handbook, UMSL policies,

and the procedures, rules, and regulations of the health care agency or agencies that are the site of the clinical experience.

- a. Failure to notify the agency and/or instructor of clinical absence in advance;
 - b. Failure to adhere to the dress code;
 - c. Presenting for clinical experience under the influence of drugs and/or alcohol. It is expected that students in laboratory settings will not have used alcohol for at least eight (8) hours prior to the beginning of the clinical time period, nor to use alcohol during the clinical period. At no time is the use of illicit drugs condoned;
 - d. Tardiness to clinical experiences;
 - e. Undertaking activities outside the scope of the course;
 - f. Criminal behavior.
4. **Ethical:** The student practices according to the American Nurses Association Code of Ethics and the Standards of Practice.
- a. Refusal of assignment based on patient's race, culture, sexual orientation, or religious preference;
 - b. Failure to maintain confidentiality;
 - c. Dishonesty;
 - d. Misrepresentation of information to the public;
 - e. Ignoring unethical behavior(s) of other health care persons in the clinical setting(s) which affects patient welfare.
- B. Faculty/staff observing behaviors or circumstances that indicate that the student is potentially unable to practice safely in the clinical setting will remove the student from the clinical setting and refer them for appropriate assessment and intervention. Evidence that problems have been appropriately addressed may be required before the student returns to the clinical setting. This will count as an absence.

A student whose pattern of behavior is found to be unsafe may be terminated from a clinical practicum for reason of unsafe practice at any time during the semester. In order to continue in the nursing program, a student who is terminated from a clinical practicum must appeal to the Undergraduate Committee for readmission to the nursing program.

Procedure:

A student whose pattern of behavior endangers a patient, peer, staff member, or clinical instructor's safety will be given a verbal and/or written warning by the primary clinical instructor. Upon a decision by the faculty that the student's conduct is unsafe, the student may be terminated from the clinical experience and will receive an "F" for the course. Documented evidence from the student, faculty, and/or agency staff will be considered in the decision to terminate a student from a clinical experience. The student may appeal this decision to the Undergraduate Committee.

The primary clinical instructor will:

1. Provide instruction, guidance, and interpretation of objectives during the clinical experience.

2. Document patterns of behavior related to attainment of clinical objectives. Documentation may include direct observation by the clinical instructor, as well as by agency personnel and patient comments as appropriate. Written work will also be evaluated.

Formal Hearing by Undergraduate Committee:

The student may request a hearing by filing a written request to the Undergraduate Committee. The request must contain specific allegations for which the hearing is being requested. These allegations must be substantiated by documentation from both the student and the clinical faculty. The Undergraduate Committee will follow its procedures and timeliness in conducting the hearing. Please see the university guidelines on the appeals process: <http://www.umsl.edu/services/academic/policy/grade-appeal.html> .

Dress Code

Dress in the classroom is casual.

In the clinical area, students are expected to comply with the dress code outlined below or delineated by the clinical facility.

Items to wear for the clinical experience:

1. Business casual dress or designated CON uniforms;
2. A lab coat;
3. Clean, closed-toed shoes;
4. Facility or UMSL Identification badge.

Items not appropriate for the clinical area:

1. Jeans or any other denim clothing while preparing or caring for patients at any clinical site;
2. Shorts, yoga pants, short skirts, or halter-tops;
3. Sandals, clogs, and/or open-toed shoes are prohibited;
4. Apparel that has other logo or affiliations other than UMSL.

Additional Requirements:

1. Jewelry is limited to one pair of small earrings and one ring on each hand;
2. Nails are to be no more than ¼” long, with no artificial nails, gel nail polish, or extenders. Fresh clear or pale nail polish is allowed (no cracked or peeling polish);
3. Students with tattoos are required to have those tattoos covered at all times during clinical experiences;
4. Students with multiple piercings are required to remove the studs, rings, etc., while in the clinical setting.

If a student is improperly dressed, the nursing staff and/or faculty have the right to tell the student to leave the division. The day will be counted as a clinical absence.

Health Services, Health Insurance, and Malpractice Coverage

All students should have health insurance coverage and are financially responsible for their health care associated with any injuries (needle sticks, exposures, falls, etc.) or illness which may occur on or off campus, including clinical agencies. **UMSL students are not covered by UMSL, UMSL Worker's Compensation, or the clinical agencies.**

Faculty, staff and students enrolled in courses of instruction or practical training offered by, or under the supervision of the University of Missouri, are provided medical professional liability coverage under the University of Missouri Medical Professional Liability self-insured plan.

University Health Services is a cost-effective clinic to get all of the requirements completed 314-516-5671 or you can bring the form to your personal healthcare provider to complete. If your healthcare provider chooses to use a different form or gives you copies of your immunization record, you are still required to have the information transferred to our record. This ensures that all required information is obtained.

*NOTE: University Health Services gets extremely busy before the start of each semester. You are strongly encouraged to schedule your appointment ASAP to avoid not being in compliance with your health documents.

CastleBranch Requirements

Before beginning the clinical rotations, all students must be in compliance with the health and immunization policies of the UMSL College of Nursing. All BSN students are required to set up an account with Castle Branch, the College's secure, online tracking system for clinical compliance.

There is a one-time fee of \$126.75 for the background check, drug test, and medical document tracker. The background check and initial drug test are only completed before or within the first semester of the graduate nursing program, however, the medical document tracker will need to be updated at the beginning of each semester where residency hours are anticipated.

Below are items that will need to be completed through CastleBranch:

1. **Criminal Background Check (CBC)** – A one-time criminal background check must be completed before or at the beginning of the program through Castle Branch. Results are sent directly to the UMSL CON and are confidential.
2. **Missouri's Family Care Safety Registry (FCSR)** – MO FCSR is part of our criminal background check requirement. You are required to register in the MO FCSR before setting up a Castle Branch account.
 - *To register online, go to:*
 - <https://webapp02.dhss.mo.gov/bsees/WelcomeToRegistrationInformation.aspx?ID=9&TEXT=FLUSH&mainMenuFlush=Y&sk=SK19670608>

- or complete the paper form and apply by mail. There is a life-time fee of \$13 (plus a \$1.25 processing fee if you register online). If you have already registered, there is no need to register again. To identify if you are an MO FCSR registrant, go to the link below and enter your Social Security Number:
<https://webapp02.dhss.mo.gov/bsees/IsAPersonRegistered.aspx?ID=2&sk=SK1967060855>
 - Castle Branch will not be able to pull the report and upload it into your account until you have successfully registered in the MO FCSR database, and all the personal identifiers provided to Castle Branch match with the information registered in the MO FCSR.
3. **Urine Drug Screen (UDS)** – A one-time UDS must be on record. Instructions are provided in Castle Branch for locations for a LabCorp facility where the UDS must be completed. Results are automatically recorded into Castle Branch and are confidential between the student and the UMSL College of Nursing.
 4. **Health Insurance** – All students are required to have health insurance. Students are responsible for any injuries that occur at residency sites. UMSL’s Health, Wellness and Counseling Services offers student health insurance. You do NOT need to provide proof of health insurance with your health documents.

Evidence of the following must be submitted into Castle Branch before the start of the semester that you begin clinicals. Each item listed below will need to be kept up to date to remain in compliance with Castle Branch before each semester where the clinical rotations will be anticipated.

1. **MMR (Measles, Mumps, and Rubella)** – Documentation of either a positive MMR titer or 2 MMR immunizations. If your titer result is equivocal or negative, you will need to get the immunization for MMR (1 MMR booster vaccine for equivocal and 2 dose of MMR vaccine for negative).
2. **Varicella (Chicken Pox)** – Documentation of either a positive Varicella titer, 2 Varicella immunizations, or history of disease. If your titer result is equivocal or negative, you will need to get the Varicella immunization (1 booster vaccine for equivocal and 2 dose of Varicella vaccine for negative). If you have had Varicella (Chicken Pox) as a child, a medically documented history of the disease is acceptable.
 - The vaccine is available at the County Health Department or your private healthcare provider’s office. The Varicella immunizations may interfere with the reading of your PPD skin tests, so please check with your health care provider regarding timing of these two requirements.
3. **Hepatitis B** – This requires several, spaced vaccinations. As long as you have started the series of injections before the semester starts AND stay current with the series throughout the clinical semester, you will remain in compliance. Documentation of positive titer is also acceptable. If your titer result is equivocal or negative, you will need to get the Hepatitis B immunization (1 booster vaccine for equivocal and 3 dose of Hepatitis B vaccine for negative). If you decline the Hepatitis B vaccination,

complete the Hepatitis B Declination Form (available for download in Castle Branch) and upload it to your Castle Branch account.

4. **Tdap/Td** – Tetanus, Diphtheria, and Pertussis (Tdap) vaccine performed no more than 10 years ago is required. Upon renewal, a Td booster vaccine is sufficient (renewed Tdap vaccine is also acceptable). If the latest Tdap vaccine is older than 10 years, submit the documentation along with the Td booster record.
5. **PPD** – Proof of a two-step purified protein derivative (PPD) skin test is required for the initial submission. A two-step PPD involves 2 separate injections (each skin test will need to be read 2-3 days later) at least 1 week apart and no more than 3 weeks apart. If a two-step PPD was done in the past, submitting the record along with consecutive annual PPD (single injection) is acceptable, as long as each annual PPD was performed no later than 365 days from the previous test date. Another option for the initial submission is the Interferon-Gamma Release Assays (IGRAs) or the whole-blood tests for TB infection. These include QuantiFERON®-TB Gold and T-Spot TB test.
 - TB tests are good for one year. Upon renewal, annual PPD skin test or the whole-blood tests for TB infection are required. Please keep in mind that to be considered in compliance, the renewal administered date must be no later than 365 days from the latest test date. If it is overdue (more than 365 days), a new two-step PPD skin test is required.
 - If you have a positive PPD skin test or ever tested positive, submit a chest x-ray performed after the positive test along with a completed school TB Symptom Check Form (available for download in Castle Branch). You have to submit a school TB Symptom Check Form annually (within 365 days after the latest submission) throughout the remainder of your nursing program.
 - Please note that it is important that you get a PPD skin test completed BEFORE you go on to have any further vaccinations since many immunizations/vaccinations (especially live virus vaccines) interfere with the reading of a TB skin test.
6. **Flu (Influenza) vaccine** – Proof of a current flu vaccine is required each fall semester. There are several free clinics in the St. Louis area that assist with fulfilling this requirement. You can also receive the vaccine via your private healthcare provider's office, Target Pharmacy, Walgreen's, etc. Please wait until the current flu season (Sept./Oct.) to fulfill this requirement. Proof of the current flu vaccine is always due by October 15th.
7. **CPR** – The UMSL College of Nursing accepts ONLY the following CPR certification:
 - American Heart Association – Basic Life Support (CPR and AED) Program
 - American Red Cross – Basic Life Support for Healthcare Providers
 - Your certification must remain current throughout the entire academic year. Online CPR classes are not permitted. Please contact the American Heart Association or the American Red Cross directly or via their website and search for BLS for the Health Care Provider class dates and times.
8. **St. Louis Passport Program** – Proof of completion or 'transcript' is required. All 16 courses must be completed regardless of whether or not you attend the entity that

academic year. The Passport courses must be renewed yearly on or before its expiration date. See MO Passport Program Requirement document for more detail.

9. **Consent to Release SSN to Clinical Agency** – The school form (available for download in Castle Branch) must be signed and dated, and upload to your Castle Branch account.

A criminal background check is required prior to the entry into the program. Additional requirements and/or disclosures may become necessary throughout the course of the program or be required by the clinical agency. Any non-compliance to these mandates may result in failure to progress or dismissal from the program.

A drug screen is required prior to entry into the program. Random drug/alcohol screening could occur throughout the academic year if faculty/staff believes a student is impaired in the clinical setting. Additional requirements and/or disclosures may become necessary throughout the course of the program. Any non-compliance to these mandates may result in failure to progress or dismissal from the program.

- a. If an additional drug screen is requested (after the first initial drug screen), it must be completed **immediately** at a LabCorp facility and will be at the expense of the student.
- b. If a student has a positive drug screen, they will not be allowed to attend clinical.

Students who fail to upload all health documents into the health compliance tracker by the designated date will not be allowed to attend the clinical portions of their courses.

Injury to a Student/Exposure

Students who incur any type of injury must report the injury (clinical agency's may or may not report the injury). Students should seek treatment at the facility or provider of their choice ASAP after the injury is incurred. All students should have health insurance coverage and are financially responsible for their health care associated with any injuries (needle sticks, exposures, falls, etc.) or illness which may occur on or off campus, including clinical agencies. **UMSL students are not covered by UMSL, UMSL Worker's Compensation, or by the clinical agencies.**

If a student is exposed to a patient or patients with tuberculosis, the student must seek treatment from a health care provider and follow the protocol established by the City or County Health Department (baseline PPD and PPD 8-10 weeks after exposure). All costs incurred are to be covered by the student's health insurance.

Exposure to blood borne pathogens will be handled according to the clinical agency's policy.

The CON **is not** responsible for any charges that are incurred for treatment. The student must submit proof of treatment to the clinical coordinator before being allowed to return to the classroom or clinical.

Hospital and Agency Duties

Students must follow the guidelines and duties established in the course syllabus and in the related healthcare agency policy manual. Students must adhere to the policies of the clinical facility, the courses, the CON and the University.

Transportation

All undergraduate nursing students must have access to transportation to their clinical practice experiences. Students must provide their own transportation to and from clinical agencies, which may be scheduled throughout the St. Louis metropolitan area, including Jefferson County and Illinois. Students are reminded that if they transport other classmates, they are assuming personal liability in the event of an accident. *Students who must use public transportation must inform their Program Director.*

Student Clinical Counseling Form

1. Serious violations of the safe practice policy may result in immediate dismissal from clinical and failure of the course. The form then serves as notice of that failure.
2. Students will be given a verbal warning of any behavior or practice that puts them at risk of failure.
3. If the faculty member feels that the student needs further counseling or if the behavior is repeated a student counseling form will be completed. However, failure to complete the form does not mean that the student has successfully completed the clinical/course objective necessary to pass the course.
4. The Student Counseling Form provides a written description of the situation as it relates to course objectives or program policies. This counseling form is used to provide supplemental support to the student.
5. The Student Counseling Form will identify remedies to resolve the problem.
6. Any combination of a verbal warning and a written warning puts a student at risk for failure of the course.
7. The faculty is not required to issue verbal or written warnings for items stated in the syllabus and/or student handbook. For example, attendance policy, dress code, clinical paperwork, etc.

Standardized Nursing Examinations

Standardized Examination Requirements

Many schools of nursing administer one or more standardized examinations to students enrolled in their basic nursing program(s). The faculty of the CON have implemented a standardized examination plan to test all students enrolled in the pre-licensure track of the BSN Program. This examination plan seeks to achieve the following goals:

1. Assess student progress in achieving a professional nursing knowledge base as measured against a national pool of other baccalaureate-nursing students;
2. Identify those students with a deficient nursing knowledge base and assist them to develop strategies to improve their knowledge base;
3. Identify those students whose nursing knowledge base precludes their continuation in the Colleges baccalaureate program;
4. Strengthen students' performance on the national nurse licensure examination (NCLEX-RN).

Nursing Content Examinations

Students enrolled in clinical nursing courses will take standardized examinations for designated courses. The Associate Dean for Academic Programs, the Traditional BSN Program Director, and the Accelerated BSN Program Director, in consultation with faculty teaching in the BSN Program, will determine the courses in which standardized tests are to be administered. The content areas currently tested include:

- Fundamentals of Nursing
- Adult Health Nursing
- Mental Health Nursing
- Nursing of Women and Childbearing Families
- Nursing of Children
- Community Health Nursing
- Management and Leadership in Nursing
- Exit Exam

Standardized content examinations are a component of a number of courses in the BSN program. Faculty includes the standardized examination and standardized testing resources in the calculation of the course grade for the area tested. The faculty have established a benchmark to determine proficiency on these exams.

Rationale:

- Content-area examinations are designed to measure the student's knowledge of a specialized area of professional nursing practice. The examination also compares the student's performance with a national pool of nursing students also completing the examination.

- The comprehensive nursing exit exam assesses the student based on the test plan for the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

Related Procedure:

- Standardized examinations are administered electronically in a computer classroom or in the Online Testing Center. During the semester, the Standardized Testing Assistant will coordinate exam dates with the course faculty, and faculty will communicate the dates to the students.
- When students enrolled in the course have completed the designated examination(s), they can review their results electronically. The class composite results will be assimilated electronically and reviewed by the Traditional BSN/Accelerated BSN Program Director. Individual and normative scores will be accessed and reviewed by the course faculty of record.
- Any student who does not achieve proficiency on any standardized examination will be required to complete a standardized remediation process assigned by their lead faculty for that course.
 - For each exam below proficiency, the student is to complete the assigned standardized remediation process. The student is to complete an alternate version of the assigned standardized exam after completing the remediation process. The student is strongly encouraged to independently complete an individualized electronic review process prior to taking the alternate exam. Details of the remediation process will be communicated to students via the courses lead faculty.
 - Any student who has not met proficiency level on the first exam and has not completed the assigned remediation and the alternate standardized testing exam within the established period will be removed from future enrolled nursing courses until the said process is complete.
 - If the student does not achieve the proficiency level on the alternate version of the standardized exam, the highest conversion score is inserted in grade book.
 - Any student who does not complete the assigned remediation process or assigned alternate exam by the established deadlines will not be allowed to register for the upcoming semester. Course registration will be held until all components of the standardized testing process have been completed.

Office of Student Services

The Office of Student Services can assist you in a variety of ways, such as advising, registration, and referrals to campus resources. Questions about the curriculum, prerequisites, and course requirements should always be directed to your Academic Advisor, Harry Harris, by e-mail at harrisha@umsl.edu or by phone at 314-516-6028. Academic support services, such as tutoring, study groups, workshops, etc. are coordinated by the CON's Student Success & Retention Coordinator, Tiffany Izard, izardt@umsl.edu or at 314-516-7076.

The Office of Student Services is located on the 1st floor of the Nursing Administration Building on South Campus. You may schedule an appointment by calling the CON front desk during normal business hours (Monday-Friday, 8:00am-5:00pm) at 314-516-6066. One day throughout the week during the academic year, the Office of Student Services will be open until 6pm. Direct contact information for each of our staff members can be found on our website (<http://www.umsl.edu/~nursingweb/About%20the%20College/Staff.html>).

Current Students

We hope to make the registration process as easy as possible for you. Shortly before registration time, you will receive two emails to your UMSL email account: one from the Office of the Registrar and one from the CON.

The email from the Office of the Registrar will include your registration date, which is assigned by class standing (graduate students and seniors first, juniors next, etc.). **Be aware that it is not an appointment.** It is simply the first day that you will be *eligible* to register for courses.

Advising for clinical students is done in group advising. An academic advisor will come to a class and walk through the registration process and specific courses you will register for. You will register using your "MyView" account once the registration date is open.

International and Permanent Resident Students

Students with international status are required to take the English for Academic Purposes (EAP) assessment at the University. Based upon the assessment students may be required to complete recommended EAP courses prior to enrolling in nursing courses.

All students with international coursework (whether they are classified as an international student or as a citizen or permanent resident of the United States) must submit official transcripts from the international school(s), as well as official course descriptions (in English) for every course taken at a foreign institution. Please click here for detailed information on this process:

<http://www.umsl.edu/~intelstu/prospectivestudents/undergrad.html> .

Add and/or Drop Course(s)

To add and/or drop a course after you initially register for courses, you must contact an Academic Advisor in the CON (the “Advising Hold” is not removed after your initial advising/registration meeting). Students may call the CON front desk to schedule a follow-up appointment to make changes to their schedule, or students may contact their Academic Advisor directly (if it is a minor change). Your Academic Advisor will discuss how dropping a course may impact your progression in the Nursing major and your overall study plan.

Students must be aware of the add/drop deadlines set forth by the Office of the Registrar, as well as the reassessment schedule set forth by the Cashier’s Office.

- Add/Drop Deadlines: <http://www.umsl.edu/~registration/students/add-drop-change.html>
- Reassessment Schedule: <http://www.umsl.edu/cashiers/tuition-fees/fee-reassessment.html>

Program/Plan Change

A student who is declared as a Nursing major and wishes to change their major to something else at UMSL must fill out a Program/Plan Change Form (<http://www.umsl.edu/~registration/forms/>). Students must meet with their Academic Advisor for the major they wish to change to in order to submit this form (Academic Advisors in the CON cannot change a student’s major out of Nursing; they can only change a student’s major to Nursing). Likewise, any student who is enrolled at UMSL in a different major and wants to switch to a Nursing major must meet with their Academic Advisor in the CON in order to review the student’s eligibility to the major and submit the Program/Plan Change Form.

Retention Services

Nursing school is a unique experience that is wonderfully rewarding, emotionally challenging, and academically rigorous all at the same time. The CON aims to provide all nursing students with the tools and support necessary to be successful. Within the CON, academic support services are coordinated by the Student Success & Retention Coordinator. Comprehensive services include information and guidance for students who are at-risk for course failure or who are not achieving their full potential. Students who are having difficulty navigating through nursing school are encouraged to seek the assistance of the Student Success & Retention Coordinator as early as possible. Faculty refers students directly to the Student Success & Retention Coordinator if they identify a student to be at-risk for course failure. In addition to individual academic coaching appointments, the CON offers several student development workshops throughout the semester. The Student Success & Retention Coordinator works closely with the Program Directors, student services staff, and resources across campus to provide academic support to all nursing students. Students may contact the Student Success & Retention Coordinator at 314-516-7076 to set up an appointment.

Early Alert

UMSL utilizes an electronic Early Alert system that allows faculty to refer students to academic supports early in the term. When faculty members recognize signs for potential course failure or course struggle at any point during the course, they can initiate an Early Alert. Early Alerts steer students to campus resources and academic supports designed to help them successfully complete the course. An Early Alert is not noted on campus transcripts, but is a mechanism to support learning and provide students with direct access to campus resources.

1. An Early Alert will be completed by the course faculty on any student who is *near or below* the criteria of a theory grade of 76%, is not meeting performance standards for the course, or is not satisfactorily meeting the clinical requirements of a course.
2. An electronic copy of the Early Alert completed by the faculty will be forwarded to the student, the Office of Student Enrichment and Achievement, and the CON Student Success & Retention Coordinator. The student is expected to meet with the faculty member who completed the Early Alert form and the Student Success & Retention Coordinator for further assistance. In addition, the Traditional/Accelerated BSN Program Director and Academic Advisors will have access to the system and be able to view Early Alerts.

Student Academic Policies

Probation

Students will be placed on probation if their cumulative grade point average falls below 2.0. The Office of Student Services will notify students:

1. When being placed on probation.
2. When being removed from probation.

While on probation, students will **NOT** be allowed to enroll in clinical courses. However, students may continue in non-clinical nursing courses. Students are allowed to continue on probation for two semesters (excluding summer).

Dismissal

Dismissal from the CON at UMSL can occur under the following circumstances:

- Failure to complete a probationary period satisfactorily.
- Irresponsible, unsafe or unprofessional behavior as determined by the CON or University (See “Code for Academic and Professional Conduct”).
- Unsatisfactory grades:
 - Failure of any three general education courses which serve as prerequisites to nursing courses;
 - Failure of any two nursing courses;
 - Failure of the combination of any two general education courses (which serve as pre-requisites to nursing courses) and a course designated as nursing;
 - Failure to earn a satisfactory grade (C or above) in a required nursing course which they are repeating;
 - Failure to earn a satisfactory grade (C- or above) in a general education course, which is a pre- requisite to a nursing course which they are repeating.
- General education courses, which are required for University graduation but are not prerequisites to nursing courses, may be satisfactorily completed with a grade of D. Examples are American History, American Government, Humanities Electives (other than Philosophy) or their equivalents and do not count towards repeated failures.
- All courses with an “N” prefix are included in this policy.
- Failure is designated as receiving a grade of D or F in nursing courses, or general education courses that serve as prerequisites to nursing courses.
- The falsification of any information provided to the CON or University on any record.

Failure of a Single Nursing Course

Students who fail a 3000-level or 4000-level Nursing course are at risk of becoming “out of sequence” and potentially delaying their graduation. If a student fails a 3000-level or 4000-level Nursing course, the student must meet with their Academic Advisor in the CON and

the Traditional/Accelerated BSN Program Director to map out a plan for the student's progression in the program. The student should start by contacting their Academic Advisor. After deciding upon a progression plan, the student should reach out to the Program Director to discuss the plan moving forward. The Program Director will then seek approval from the Associate Dean for Academic Programs before progressing further.

Failure of any clinical requires approval of the undergraduate committee to progress in the program, but may result in dismissal from the program. The student must apply through the appeals process.

Grade Appeals

On each campus of the University of Missouri, it is the Chancellor who is ultimately responsible to the President and the Board of Curators for all campus programs, policies, and activities. On the UMSL campus, the Chancellor has delegated responsibility for the overseeing the grade appeal process to the Executive Vice Chancellor for Academic Affairs/Provost. The Executive Vice Chancellor for Academic Affairs/Provost is therefore responsible for assuring that grade appeals are handled in a fair and timely manner. More specifically, an officer is responsible for seeing that the procedures are appropriately followed.

The CON endorses the grade appeal procedures of UMSL and has only changed terminology to reflect the administrative positions and faculty committees of the CON. The CON Undergraduate Committee is charged with hearing student appeals at the undergraduate level. For the entire grade appeal process, please refer to the following website: <http://www.umsel.edu/services/academic/policy/grade-appeal.html>

Stopping Out/Leave of Absence

Students who need to stop the CON program due to personal/medical reasons, military deployment, etc. must meet with both their CON Academic Advisor and the Program Director in order to map out a plan for the student's return. If the student has stopped out for medical reasons, the CON may ask the student to provide a statement from their health care provider stating that they will be unable to perform the task necessary to be successful. The student should start by contacting their Academic Advisor to develop the student's return plan, and then meet with the Program Director to discuss the return plan. After deciding upon a return plan, the Program Director will seek approval from the Associate Dean for Academic Programs. Returning to the CON is dependent on availability.

Switching From One BSN Option to Another

Students in the Full-Time Traditional Option and Part-Time Traditional Option **MAY NOT** switch to the Accelerated Option mid-program. Students in the Part-Time Traditional Option cannot switch to the Full-Time Traditional Option mid-program without approval.

In some circumstances, students may be allowed to switch from the Accelerated Option to either the Full-Time Traditional Option or the Part-Time Traditional Option; or from the

Full-Time Traditional Option to the Part-Time Traditional Option. **These switches are not guaranteed.**

In such cases, the student must meet with their Academic Advisor in the CON and submit an updated plan of study. After their Academic Advisor has approved the updated plan of study, the student should arrange a meeting with the Traditional/Accelerated BSN Program Director to seek approval. If approved by the Program Director, the Associate Dean for Academic Programs will then be asked to grant final approval.

Graduation and Licensure

Applying for Graduation

During their final semester, students will apply for graduation online through MyView.

Applying for Licensure

During their final semester, students are required to make an appointment with their Academic Advisor to submit the Missouri Application for License as a Registered Professional Nurse by Examination. *Completion of the nursing program does not guarantee eligibility to take the licensure examination, per section 335.066 RSMo of the Missouri Nursing Practice Act.*

If seeking licensure in a state other than Missouri, students should indicate this to their Academic Advisor and review the requirements of the state they are seeking licensure in.

Fingerprinting and Criminal Background Check for Licensure

Initial nurse licensure applicants to the Missouri State Board of Nursing are required to complete fingerprinting for criminal background checks. Information concerning the fingerprint process will be distributed with the NCLEX Application Candidate Bulletin approximately 3 months prior to graduation from the program. Students are responsible for making an appointment with the fingerprinting company and paying for their fingerprinting. Exam applicants will not be allowed to take the licensure exam until the Board Office has the results of the background check.

Graduation Awards

A select number of awards are presented to graduating students each semester, which recognizes student excellence in nursing research, professional nursing practice, and College leadership. Nominations for each award are generated by faculty and/or students and are submitted to the Undergraduate Committee and Graduate Committee for consideration and selection. Award recipients are recognized each semester at the CON's Graduation Awards and Recognition Ceremony.

- **Excellence in College Leadership Award:**
 - This award is presented to a student who has actively participated in UMSL's student government and/or in the CON's student associations (i.e. SNA and/or MSNA); has participated in community service activities above and beyond course requirements; and has volunteered service to promote the CON in the community.
- **Excellence in Professional Nursing Award:**
 - This award is presented to a student in the Pre-licensure BSN Program (i.e. Traditional, Part-Time, or Accelerated) who has consistently demonstrated excellence in clinical nursing practice.
- **Shirley A. Martin Distinguished Nurse Award:**

- This award is presented to a student who has demonstrated outstanding personal and professional growth. This growth is reflected in voluntary participation in or contribution to programs in the CON.

Student Responsibilities

BSN Program Professional Requirements

Each BSN student will be academically evaluated on their ability to meet the following requirements as influenced by the NSNA Code of Academic and Clinical Conduct. Failure to meet these expectations may render a student ineligible for program progression.

Professional appearance may be defined as, but is not limited to:

1. Maintenance of professional attire and appearance, including by not limited to the CON student nursing uniform;
2. Adherence to agency dress-code requirements;
3. Display of appropriate professional and University identification.

Professional conduct may be defined as, but is not limited to:

1. Protection of patient rights and privacy;
2. Maintenance of patient confidentiality and HIPPA Guidelines;
3. Academic Honesty (See Academic Honesty Statement below);
4. Delivery of safe nursing care;
5. Prompt reporting of mistakes, errors, accidents or unusual circumstances to supervising faculty and appropriate health team staff;
6. Adherence to policies of clinical agencies and those of individual courses;
7. Functioning under the specific direction of faculty;
8. Civil, courteous and respectful interpersonal interactions (See Civility Statement Below);
9. Prepared, present and punctual.

A faculty member is obligated and has the authority to remove a student from any academic activity in which the student's behavior is irresponsible, unsafe, or unprofessional.

Reviewed and approved by Faculty 12/13/2013

Statement of Scholarly Work

All formal papers required in the program are to be written in a scholarly manner using the following technical standards:

1. All work is to be properly documented within the body of the paper as well as reflected in a complete reference list.
2. Correct composition and grammar must be followed throughout the paper including correct sentence and paragraph structure, spelling, and punctuation.
3. Guidelines as listed in the latest edition of the publication manual of the *American Psychological Association (APA)* are to be followed for all formal papers. It is strongly recommended that students purchase a copy of the manual at the beginning of their enrollment in the program.

Code for Academic and Professional Conduct

Every student has unique talents and experiences that enrich the culture of learning in the UMSL CON. Faculty and students share the responsibility for effective teaching and learning. This relationship thus becomes a commitment to ethical principles in achieving academic and professional goals within the classroom and clinical settings.

Upon entry into the nursing major's clinical coursework, each UMSL CON student is expected to understand and comply with the Code of Ethics for Nurses according to the American Nurses Association (2017): <https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/>

NSNA Code of Academic and Clinical Conduct

Preamble

Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments. The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust with which society has placed in us. The statements of the Code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

A Code for Nursing Students

As students are involved in the clinical and academic environments we believe that ethical principles are a necessary guide to professional development. Therefore within these environments we:

1. Advocate for the rights of all patients.
2. Maintain patient confidentiality.
3. Take appropriate action to ensure the safety of patients, self, and others.
4. Provide care for the patient in a timely, compassionate and professional manner.
5. Communicate patient care in a truthful, timely and accurate manner.
6. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
7. Promote excellence in nursing by encouraging lifelong learning and professional development.
8. Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual beliefs.

9. Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of patient care
10. Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
11. Encourage faculty, clinical staff, and peers to mentor nursing students.
12. Refrain from performing any technique or procedure for which the student has not been adequately trained.
13. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the patient, self, or others.
14. Assist the staff nurse or preceptor in ensuring that there is full disclosure and that proper authorization are obtained from patients regarding any form of treatment or research.
15. Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.
16. Strive to achieve and maintain an optimal level of personal health.
17. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
18. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

Reviewed and approved by Faculty 12/13/2013

Statement of Academic Honesty

UMSL encourages students to pursue excellence within a respectful and collegial environment and to assume responsibility for the consequences of personal actions. For that reason, the University requires students to reject any type of dishonest behavior. Conduct for which students are subject to sanctions falls into multiple categories and can be viewed in Section 200.010 Standard of Conduct

(https://www.umsystem.edu/ums/rules/collected_rules/programs/ch200/200.010_standard_of_conduct). Specifically Academic Honesty precludes cheating, plagiarism, sabotage and/or forgery, alteration, or misuse of University and CON documents.

Reviewed and approved by Faculty 12/13/2013

UMSL Student Conduct Code and Discipline

Apart from and in addition to these professional standards and requirement by which Nursing students will be graded and evaluated academically, all University of Missouri

students are subject to the Standard of Conduct for students which appears in Section 200.010 of the Collected Rules and Regulations of the University of Missouri and for which they may be disciplined in accordance with the procedures in Section 200.020.

*Reviewed and approved by Undergraduate Faculty Committee 11/2013
Reviewed and approved by Faculty 12/13/2013*

Civility

Civility is defined as treating others, as well as ourselves, with respect, dignity, and care. Civility is apparent when we are sensitive to the impact that our communication, practices and behaviors have on others, and when we acknowledge each person's self-worth and unique contributions to the community as a whole. Nursing students are expected to:

1. Address patients and hospital nursing staff appropriately; for example Dr., Mr., Ms. and their last name. Addressing a person by the first name can be disrespectful in some cultures.
2. Treat faculty, patients and other students with respect and courtesy.
3. Maintain an attitude of shared goals and intellectual openness with other students.
4. Be intolerant of injustice or bigotry of any kind, and strive to correct these issues on behalf of classmates, patients or community.
5. Speak the truth in all matters; do not propagate rumors or prematurely judge people or situations.
6. Conduct oneself appropriately when representing the University or CON, and especially when wearing a CON uniform that identifies you as a nursing student of UMSL.
7. Exercise good judgment and adhere to HIPPA laws when posting information on e-mail and social media, including, but not limited to Facebook, Twitter and Google.

Reviewed and approved by Faculty 12/13/2013

Social Media Policy

Social Media Definition: Social media is defined as, but not limited, to web-based or mobile technologies used for interactive communication. Examples of social media include but are not limited to collaborative projects, blogs (WordPress, Blogger) and microblogs (e.g., Twitter, Snapchat), content communities (YouTube), social networking sites (Facebook, Google+), and others as they evolve. Confidentiality and privacy issues may also involve the use of email and texting.

Social media tools and applications allow the University to reach many audiences including faculty, staff, students, and alumni. Social media is a powerful tool that when used inappropriately, can blur the lines between private, confidential, personal and the professional sharing of information in your role within the CON. Information shared on social media by faculty, staff, and/or students as individuals, actually reflects the CON and the profession of nursing collectively as a community.

This document serves as a policy to identify and direct the appropriate use of social media by students, faculty, and staff. Use of social media by CON faculty, staff and students presents special concerns for privacy and confidentiality.

The personal use of social media by UMSL CON faculty, staff and students outside their respective roles in the College is not affected by the following policy. This policy will apply to the sharing of any confidential information about the CON (including the faculty, staff, and/or students), patients and/or patient care situations, and/or UMSL CON-clinical affiliates (agencies with which the CON has a contractual relationship for students). This policy will be updated regularly as technology and social media applications evolve. It is the responsibility of every staff, faculty, and student member to check for updates each semester. Adherence to this policy is mandatory. If you accidentally violate it, please notify the Associate Dean for Academic Programs immediately so problems can be quickly mitigated.

Violations that include the sharing of confidential information as listed above may result in clinical or course failure. Other violations will be handled through the appropriate disciplinary process.

Please read https://www.ncsbn.org/Social_Media.pdf

Guidelines for Appropriate Social Media Use

1. Guarding Your Online Reputation:
 - a. All information posted and shared online is public. It is not, and will never again be private or confidential. Even with the most robust privacy settings, screenshots of posted information can be reposted. Content contributed on these platforms is immediately searchable and shareable, regardless of whether that is the intention of the contributor. Once posted online, the content leaves the contributing individual's control forever and may be traced back to the individual in perpetuity. It becomes part of your online reputation which in turn becomes part of your professional reputation. The following information should be reviewed:
 - b. Six Tips for Nurses Using Social Media: https://www.nursingworld.org/~4af5ec/globalassets/docs/ana/ethics/6_tips_for_nurses_using_social_media_card_web.pdf
 - c. FERPA: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>
 - d. PCI: <http://www.informationshield.com/papers/PCI-Security-Policies-Using-ISPME.pdf>
 - e. ANA: <https://www.nursingworld.org/practice-policy/nursing-excellence/social-networking-Principles/>
 - f. NCSBN White Paper: https://www.ncsbn.org/Social_Media.pdf
2. Facebook Guidelines and Use of the GROUP Account Type:
 - a. CON affiliated student groups must choose the "Group" account type when using Facebook. <http://www.facebook.com/groups>. Facebook groups are like a message board; they are easy to manage and have several privacy options.

- b. Set any CON affiliated Facebook Group privacy option to CLOSED
<http://www.facebook.com/help?page=982>
 - c. CON affiliated Facebook Groups must add a member of the CON faculty as an Admin of their group. This allows the faculty to ensure that students are not bullying others.
3. Live the CON Core Values:
- a. The CON core values include caring (nurturing and mentoring), professionalism (following the ethical standards of nursing) and mutual care/support (respect for one another). Content associated with you must be consistent with these values. Social media is used to build relationships. Do not use social media to harm another's reputation. Never impersonate someone else or purposely obscure your identity as a representative of the CON.
4. Build Your Own Reputation:
- a. Care about what you are posting. Write what you know. Stick to your area of expertise and provide unique, individual perspectives on what's going on at the CON and in the world. Do not share secrets. Respect proprietary information, confidentiality, brand, trademark, copyright, and fair use.
5. Remember Everything Online is Discoverable:
- a. There is no such thing as a private social media site. Search engines may retrieve posts years after they were published. Comments can be forwarded, copied, and printed. Archival systems save information even if you delete a post.
6. Keep It Legal:
- a. Have all the facts before you post. It is better to verify information with a source first than to have to post a correction or retraction later. Cite and link to your source. Keep your links up to date and make sure they work.
7. Be Respectful and Professional:
- a. CON students should always keep in mind our principles of respect for others and the civil and thoughtful discussion of ideas. The freedom and speed of online conversations can often prompt people to behave in ways they may otherwise would not. Your reputation and the CON are best served when you express yourself professionally. Do not spam.
8. Give Credit Where Credit is Due:
- a. Always cite when quoting someone else. Make sure images are shareable through Creative Commons, as well as make sure to attribute them. Never use copyrighted material without permission.
 - b. UMSL CON students, faculty, and staff are prohibited from disclosing through social media the following:
 - i. Protected Health Information, as defined by the Health Insurance Portability and Accountability Act (HIPAA) – For example, individuals may not disclose patient names or otherwise refer to patients in any way that identifies them individually, including by their initials or by location (e.g., hospital name or unit).

- ii. Education Record Information, as defined by the Family Educational Rights and Privacy Act (FERPA) – Employees may not disclose FERPA protected information regarding students.
- iii. Confidential Personnel Information – Employees may not disclose confidential personnel information regarding other employees.
- iv. Confidential, non-public or proprietary information about families, clinical facility staff or clinical institutions.

The use of social media for clinical discussions that include any identifiable information related to patients or our affiliated clinical facilities is prohibited.

Last updated: January 4, 2018

Adapted from: Original Source: © 2009 SocialFish & Croydon Consulting, www.socialfish.org, UPenn, and UNC, Chapel Hill.

General Information

Computer Proficiency Requirement

The CON requires all students to be computer proficient prior to entering any Nursing courses. Students must indicate proficiency in the following skills:

Required Skills:

- Logging on to UMSL's Online Course Management System Canvas
- Logging on to UMSL's Student Information Management System MyView
- Send, receive, and respond to web-based email on and off campus
- Attach a document/file to an email message
- Familiar with using a graphical interface to access programs (use of icons on the Desktop)
- Start up and switch between multiple programs/windows
- Copy, move, rename and delete files
- Create, move, rename and delete folders
- Able to use a web browser to access the Internet
- Able to create and organize bookmarks in web browser
- Be familiar with several different search engines to find information
- Use the Internet to collect and print information
- Able to download programs from the Internet to their computer (e.g. Adobe Reader, Adobe Flash)
- Able to save, copy, and incorporate Internet information into a word processor
- Create a document using a word processor
- Able to save, edit, and print a document in a word processor

Preferred, but not required:

- Able to create, edit, enter formulae for calculations, and create graphs using a spreadsheet
- Able to create PowerPoint presentations (including adding video clips, sounds, and links to other presentations)

The College of Nursing has adopted:

- Windows as its operating system
- Microsoft Office products (Word, Excel & PowerPoint) as its primary application software
- APA, the latest edition, as the standard manuscript style

The University has adopted:

- Canvas as its course management software

Resources for Computer Literacy Learning:

- Computer course

- Computer lab training

Computer Technology/Student Laboratories

The CON is committed to integrating technology into your academic experience. All information relative to the use of Canvas, a course management package, and your student emails will be outlined in *Student Technology Guides* prepared each fall by Information Technology Services (ITS) (<http://www.umsl.edu/technology/>).

- Computer Help Desk Phone Number/email: 314-516-6034/ helpdesk@umsl.edu
- Computer Help Desk Hours of Operation: Monday – Thursday 7:30 am - 7:00 pm and Friday 7:30 am - 5:00 pm.
 - The help desk is closed weekends and holidays.

If the help desk is unable to resolve your problem, please call the CON Software Support Analyst-Expert at 314-516-6755.

A number of student computer laboratories are available on campus. See the “Student Labs” page on the Instructional Support Services website for further information: <http://www.umsl.edu/technology/iss/Student%20Labs/index.html>

Communication

The CON’s faculty and staff communicate with students in a variety of ways, including the use of Canvas bulletin boards and university email. Students are responsible for all communication regarding program information/changes relayed through such campus communication systems.

Students are responsible for reading their UMSL email or for taking appropriate steps to forward that email to another account. Faculty and staff will only use the UMSL email address for the student.

Faculty and Staff Offices and Mailboxes

Nursing faculty and staff offices and mailboxes are located in Seton Hall and the Nursing Administrative Building. The buildings are open Monday - Friday 7:30 am - 9:00 pm and 7:30 am-5:00 pm on Saturdays.

Student Organizations

- **Sigma Theta Tau**
 - The Nu Chi Chapter of Sigma Theta Tau was officially established in April 1984. Membership is offered by invitation to those students graduating in the upper third of their class and to those recognized as outstanding community nursing leaders. Professional presentations are held twice each year and feature leaders in the nursing profession.
- **Student Nurses' Association (SNA)**
 - The CON is a constituent of the National Student Nurses' Association. The purpose of this organization is to provide nursing students in the basic

baccalaureate program the opportunity to connect with the nursing profession prior to licensure. SNA provides students with volunteer, donation and networking opportunities to increase their involvement in the nursing community.

- **Minority Student Nurses' Association (MSNA)**

- The Minority Student Nurses' Association (MSNA) was developed to function as an academic support and networking group. The focus of MSNA is to provide service, knowledge, and sense of awareness through community and university service; and to create a bond between minority nursing students. MSNA is all about support, academics and community outreach. Membership is open to all students from the CON regardless of race, culture, religion, or ethnic background.

Appendices

1. Independent Study Approval Form
2. BSN Full-Time Traditional Sample Plan of Study
3. BSN Part-Time Traditional Sample Plan of Study
4. BSN Full-Time Accelerated Sample Plan of Study

Independent Study Approval Form

Student: _____

Date: _____

Faculty: _____

Semester: _____

Course Title and Number and Credits: _____

Topical Focus of Requested Hours:

Rationale for Requested Hours:

Learning Objectives:

Learning Activities to be completed during the course:

Evaluation: What will be graded? Describe product(s) expected and the due date for submission. What will be used as the grading Scale (e.g., letter grades, letter grades with +/-, percentage grades, or pass/fail)?

Note: Consider the workload effort for these credits to have two components. First, there is the workload equivalent that you would have for the 'in class' time, calculated as approximately 1 hour of time for every 1 credit of class per week. In addition, at the graduate level we aim for 3 hours of homework for every 1 credit hour of class for the average student. In this doctoral level independent study class, that equates to 9 hours of reading, writing, thinking and interacting per week. In total, the average student will need to plan to spend approximately 11.5 to 12 hours every week on activities related to this course.

Signature of Faculty Accepting Responsibility: _____

Signature of Student Agreeing to Stipulations Specified: _____

BSN FULL-TIME TRADITIONAL SAMPLE PLAN OF STUDY

CLINICAL TERM 1			CLINICAL TERM 2			CLINICAL TERM 3		
N2101	Introduction to Nursing	2	N 3101	Nursing and Health	6	N 3205	Adult Health Nursing I	5
N2103	Nutrition and Health	3	N 3111	Pharmacotherapeutics in Nursing Practice	3	N 3214	Psychiatric Mental Health Nursing	4
N2105	Communication in the Nursing Profession	3	N 3804	Ethical and Legal Dimensions in Nursing Practice	3	N 3817	Introduction to Nursing and Health Informatics	3
N 3110	Pathophysiologic Bases of Nursing	3	ENGL 3100	English Composition- Junior Level	3	N 3807	Research and Evidenced Based Nursing Practice	3
N 3106	Assessment of Clients in Health and Illness	4						
Total Credit Hours Term 1		15	Total Credit Hours Term 2		15	Total Credit Hours Term 3		15
CLINICAL TERM 4			CLINICAL TERM 5					
N 3206	Adult Health Nursing II	5	N 4300	Community Health Nursing	4			
N 3215	Nursing of Women and Childbearing Families	4	N 3808	Management and Leadership in Nursing	2			
N 3216	Child and Family Health Nursing	4	N 4310	Senior Synthesis	6			
Total Credit Hours Term 4		13	Total Credit Hours Term 5		12	Total Clinical Credit Hours		70

BSN PART-TIME TRADITIONAL SAMPLE PLAN OF STUDY

CLINICAL TERM 1			CLINICAL TERM 2			CLINICAL TERM 3		
N2101	Introduction to Nursing	2	N 3106	Assessment of Clients in Health and Illness	4	N 3111	Pharmacotherapeutics in Nursing Practice	3
N2103	Nutrition and Health	3	N 3110	Pathophysiologic Bases of Nursing	3	ENGL 3100	English Composition- Junior Level	3
N2105	Communication in the Nursing Profession	3						
Total Credit Hours Term 1		8	Total Credit Hours Term 2		7	Total Credit Hours Term 3		6
CLINICAL TERM 4			CLINICAL TERM 5			CLINICAL TERM 6		
N 3101	Nursing and Health	6	N 3214	Psychiatric Mental Health Nursing	4	N 3205	Adult Health Nursing I	5
			N 3817	Introduction to Nursing and Health Informatics	3	N 3807	Research and Evidenced Based Nursing Practice	3
Total Credit Hours Term 4		6	Total Credit Hours Term 5		7	Total Credit Hours Term 6		8
CLINICAL TERM 7			CLINICAL TERM 8			CLINICAL TERM 9		
N 3215	Nursing of Women and Childbearing Families	4	N 3804	Ethical and Legal Dimensions in Nursing Practice	3	N 3808	Management and Leadership in Nursing	2
N 3216	Child and Family Health Nursing	4	N 3206	Adult Health Nursing II	5	N 4300	Community Health Nursing	4
Total Credit Hours Term 7		8	Total Credit Hours Term 8		8	Total Credit Hours Term 9		6
CLINICAL TERM 10								
N 4310	Senior Synthesis	6						
Total Credit Hours Term 10		6				Total Clinical Credit Hours		70

BSN FULL-TIME ACCELERATED SAMPLE PLAN OF STUDY

SUMMER-CLINICAL TERM 1			FALL-CLINICAL TERM 2			SPRING-CLINICAL TERM 3		
N 3120	Foundations in Nursing	7	N 3804	Ethical and Legal Dimensions in Nursing Practice	3	N 3350	Nursing of Adults II	5
N 3121	Clinical Foundations in Nursing	3	N 3330	Nursing of Adults I	5	N 3351	Clinical Nursing of Adults II	3
N 3820	Introduction to Evidence-Based Nursing Practice and Informatics	5	N 3331	Clinical Nursing of Adults I	3	N 3360	Maternal-Child Nursing	5
			N 3340	Behavioral Health Nursing	2.5	N 3361	Clinical Maternal-Child Nursing	3
			N 3341	Clinical Behavioral Health Nursing	1.5			
Total Credit Hours Summer Term 1		15	Total Credit Hours Term 2		15	Total Credit Hours Term 3		16
SUMMER-CLINICAL TERM 4								
N 4520	Population Focused Nursing	2						
N 4521	Clinical Population Focused Nursing	2						
N 4530	Leadership Development and Professional Nursing Practice	4						
N 4531	Clinical Leadership Development and Professional Nursing Practice	4						
Total Credit Hours Term 4		12				Total Clinical Credit Hours		58

BSN Handbook 2018-2019 Agreement

I _____ have received the BSN Handbook. I understand this handbook contains information and policies that may be important during my time at UMSL. By signing this document, I understand that I am held responsible to the policies and all information presented in this handbook. I also understand that I should have my own health insurance coverage and am financially responsible for all health care associated with any injuries or illness which may occur on or off campus, including clinical agencies.

Student Signature: _____

Date: _____