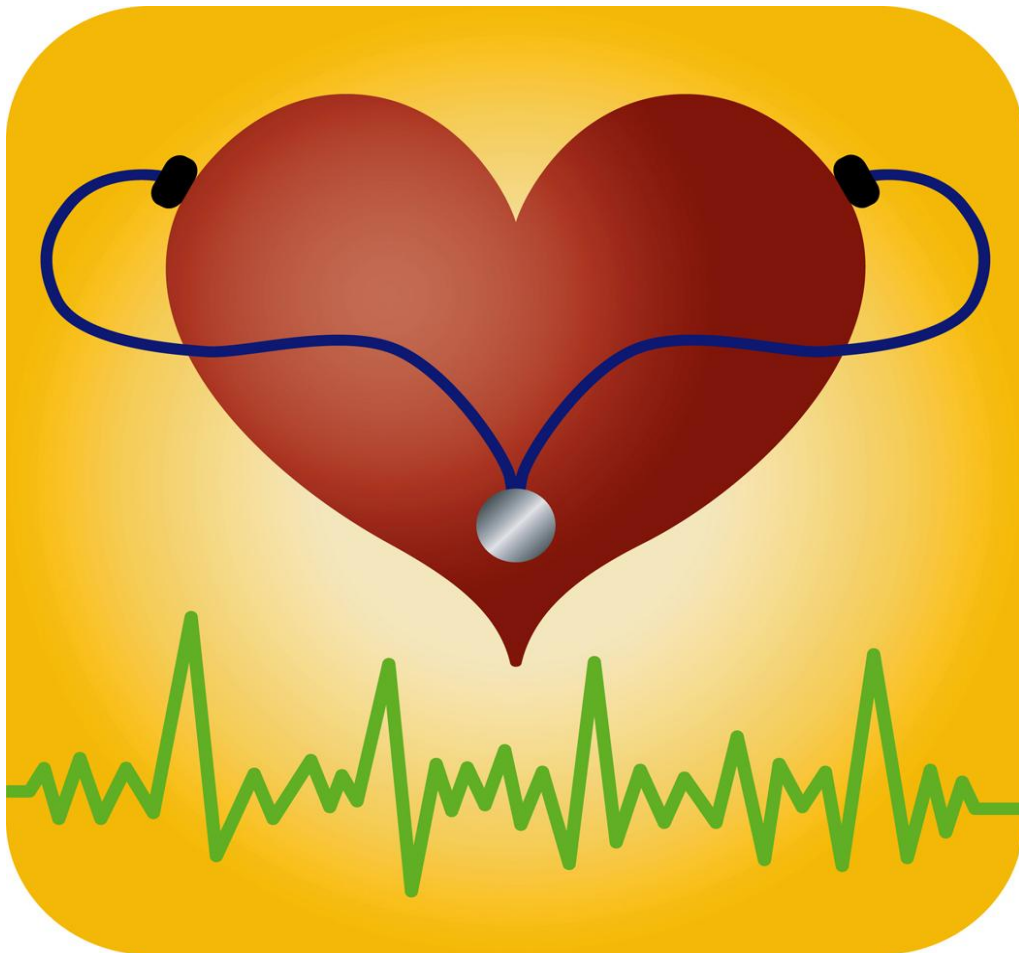


2010 - 2011 MSU School of Nursing Handbook

Updated 3/3/2011



 Mountain State University®

Foreward

The information contained in this handbook is for general guidance on matters of interest to faculty, staff and students in the School of Nursing (SON) at Mountain State University. The handbook cites and summarizes campus and university policies as a convenient reference too. While we have made every attempt to ensure that the information contained in this handbook has been obtained from accurate and current sources, the information in the handbook is provided with the understanding that the official policies of Mountain State University and other campus publications take precedence and are the controlling documents. As such, it should not be used as a substitute for consulting those documents, or unit, college or campus offices when seeking the official versions of campus or university policies.

Please note that the practices and procedures described herein may be subject to change by the SON or and when required by state or federal law or regulation. The contents of this handbook do not constitute a contract, but describe the current practices and procedures of the School of Nursing as of the date of publications.

Statement of Nondiscrimination

Except as necessary to fulfill a bona fide occupational qualification, Mountain State University does not discriminate in administering its employment procedures, educational procedures, admissions procedures, scholarship and/or loan programs, and/or athletic and/or other school administered programs on the basis of race, religion, color, national origin, ancestry, sex, age, blindness, disability, familial status, or veteran status, nor on the basis of any other characteristic that is prohibited by federal, state, and/or local law, nor on the basis of any characteristic that is prohibited by any accrediting body of Mountain State University that is not contrary to federal, state, and/or local law.

Mountain State University is authorized under federal law to enroll nonimmigrant alien students.

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MOUNTAIN STATE UNIVERSITY MISSION STATEMENT

“Mountain State University believes in the value of lifelong learning and the power of knowledge to transform lives. We respond to educational needs by providing accessible, innovative undergraduate and graduate programs that lead to opportunities for personal and professional success. Mountain State University is committed to:

- Encouraging lifelong learning;
- Creating a supportive and stimulating learning environment;
- Promoting critical thinking and communication skills;
- Supporting students with qualified, engaged faculty and staff;
- Providing accessible and affordable private education;
- Preparing students for the global marketplace;
- Employing technology in all educational activities;
- Expanding the university’s global outreach;
- Maintaining high ethical standards; and
- Upholding academic integrity through an active assessment program.

VISION: "Success"

CORE VALUES

- Excellence
- Integrity
- Vision
- Uniqueness
- Accessibility
- Responsiveness
- Collaboration
- Knowledge

Reviewed 5/09, 7/10

PHILOSOPHY OF THE MSU NURSING PROGRAM

The nursing faculty shares the philosophy and mission of Mountain State University and supports its belief in the value of lifelong learning and the power of knowledge to transform lives. The philosophy of the Nursing Program is based on the concepts of the human being, environment, health, nursing, and learning.

The nursing faculty believes that human beings are holistic and unique with physical, psychological, social, and spiritual dimensions. Each human being, as an integrated whole, interacts dynamically with the environment. Through this interaction, human beings strive to meet basic universal needs.

The environment is an open system. It consists of those ever-changing internal and external factors that affect and are affected by human beings.

The nursing faculty further believes that health is not merely the absence of disease but reflects an ability to adapt to and influence the environment. It is a continuum of existence across the lifespan as defined by individuals and society in relation to the values they espouse.

Nursing is that discipline which promotes health by maximizing fulfillment of universal human needs and fostering positive adaptation to the environment. It is practiced at different levels utilizing a framework of caring. This caring framework encompasses not only those identified as clients, but also extends to students, peers, and society as a whole.

Learning is an active process of acquiring knowledge and skill. It is facilitated by providing opportunities to apply theory to practice utilizing a variety of traditional, creative, and technological methodologies. The outcome of these opportunities will be determined by the unique abilities, developmental level, values, and choices of each learner.

Baccalaureate nursing education is flexible in meeting individual learning needs and incorporates the progression from different backgrounds to the BS degree. It provides accessible innovative undergraduate programs leading to opportunity for personal and professional success. It promotes professional development and the assimilation of a value system conducive to life long service and learning. In this milieu, students acquire the skills and knowledge essential to the role of the professional nurse.

Adopted 1/89,

Revised 10/92, 11/92, 11/94, 5/97, 5/98, 5/01, 5/03, 3/04, 5/07

Mountain State University
School of Nursing
BSN Program
Mission, Purposes, and Outcomes

Program Mission:

The mission of Mountain State University Nursing Program is to prepare students to competently practice professional nursing with caring and compassion in a variety of settings.

Program Purposes: The purposes of the BSN program are to:

1. Assist students to synthesize scientific and humanistic concepts, develop skills and utilize concepts of caring, health promotion, Nursing process, and current national health and safety goals in the practice of professional Nursing in a variety of settings.
2. Facilitate processes of critical thinking, decision-making, problem solving, independent judgment, accountability and self-direction.
3. Provide a learning environment conducive to continuous intellectual, personal, and professional development.
4. Prepare students to be leaders in providing comprehensive service, quality improvement, patient safety and culturally congruent Nursing care to diverse communities.
5. Facilitate recognition of the importance of evidence based Nursing practice, a foundation for graduate study and the knowledge and skills needed for professional advancement and personal success.
6. Promote an understanding of the impact of the environment on health.

Program Outcomes: to be a caring, compassionate and competent practitioner who is central to creating and sustaining healing environments through the science and art of caring:..

1. Synthesize and integrate the arts, sciences, humanities with the science and art of Nursing to provide care for individuals, families, groups, communities and populations in a variety of settings based on theoretical and empirical knowledge.
2. Communicate effectively when collaborating with the interdisciplinary teams and members of the community in delivery of health care.
3. Practice within legal and ethical parameters of the profession.
4. Are self-directed, responsible and accountable when performing the roles of the BSN-prepared professional Nurse.
5. Incorporate appropriate research findings in the delivery of evidence based Nursing practice.

6. Understand information management and patient care technology in delivery of quality patient care.
7. Promote a healthy community through professional practice and service.

Revised 5/99, 5/00, 5/01, 5/07, 8/07; Reviewed 5/02, 5/03, ³/₄, 5/05, 5/08, 5/09, 7/10, 1/11

ORGANIZING FRAMEWORK OF THE MSU BACCALAUREATE NURSING PROGRAM

The philosophy of the School of Nursing serves as the basis for the program's outcomes and organizing framework. The concepts that provide the framework for the program are human beings, environment, health, Nursing, and learning.

The human being, as an integrated whole, has unique physical, emotional, social, and spiritual dimensions. Individuals belong to families, groups, and cultures, which influence their unique abilities, values, and potential for growth and development. As humans grow and develop, they interact with their environment in an effort to meet basic universal human needs.

The environment, as an open system, receives input from constantly changing internal and external factors. Internal factors include physiological, psychological and spiritual influences from within the individual. External factors include physical surroundings and the cultural and societal influences experienced by the individual. As human beings interact with their environment, they seek to adapt to these internal and external factors.

Health is the ability of the human being to adapt to and influence the environment. When positive adaptation is not possible, human beings may demonstrate the inability to meet basic universal human needs. When assistance with adaptation is necessary, human beings become candidates for Nursing care (clients).

Nursing assists clients to best fulfill their universal needs according to their unique problems, considering their strengths, values and goals. Caring is the essence of professional Nursing. It is the processes, the decisions, and the nurturant and skillful actions which are utilized to promote positive adaptation. In formulating and implementing these processes, decisions, and actions the nurse utilizes systematic inquiry and creativity, while reflecting the behavioral characteristics of congruence, openness, honesty, empathy, warmth, sensitivity, supportiveness, and protectiveness.

The role of the professional nurse encompasses being a provider of care, a coordinator of care and a caring professional. As a provider of care, the nurse performs basic Nursing interventions, communicates, educates, and serves as a patient advocate. As a coordinator of care, the nurse assumes a leadership role, manages and directs others in performing care, and gives guidance and support to the various levels of Nursing Assistants, Licensed Practical Nurses

and Registered Nurse graduates of associate and diploma programs. The professional nurse also values the leadership and expertise of those possessing advanced degrees in Nursing. As a caring professional, the nurse demonstrates moral and ethical values and displays responsible, reliable, appropriate, and honest behaviors. The professional nurse maintains personal health, values lifelong learning, and is committed to the advancement of the profession through individual contributions and participating in professional organizations. This role also includes the responsibility for evaluating Nursing research and applying the findings to Nursing care.

Learning is an active process. Nursing education facilitates this acquisition by providing quality learning experiences in a climate that fosters flexibility in individual learning. The faculty recognizes that individual abilities, perceptions, values, culture, and environmental situations along with prior educational backgrounds and experiences influence the potential for learning and the choices and commitments a person makes regarding learning. The potential for learning exists throughout the various stages of individual growth and development. Learning involves the acquisition of knowledge leading to behavioral and attitudinal changes. It is enhanced when the faculty and students share the responsibility for establishing an environment of caring, mutual responsibility and respect. This environment will enable students to assume the role of the professional nurse and will allow faculty to continue their professional growth.

Adopted 3/89

Revised 10/92, 11/94,5/01, 5/03, 5/07

Reviewed 5/96, 5/96, 5/99, 5/02, 3/04, 5/05, 5/08, 5/09, 7/10

Program Outcomes

BSN GRADUATE COMPETENCIES

The baccalaureate nurse provides care to individuals, families, groups, aggregates, and communities according to the major roles of provider of care, coordinator of care, and member of a caring profession. Within a framework of caring the nurse utilizes systematic inquiry and creativity to formulate and implement the processes, decisions, and actions essential to professional Nursing. Based upon attainment of program outcomes the graduate will be able to demonstrate the following competencies.

1. As a caring, compassionate and competent practitioner who is central to creating and sustaining healing environments through the science and art of caring, the nurse graduate will be a provider of care who will:
 - a. Demonstrate the essence of caring in the performance of the art and science of Nursing.
 - b. Complete a holistic assessment of the client's ability to meet universal human needs based on the physical, emotional, social and spiritual dimensions.
 - c. Utilize systematic inquiry and creativity in setting goals, planning, implementing and evaluating client care.
 - d. Integrate knowledge of concepts, theories and principles related to interactions, and humanistic sciences, natural sciences and Nursing science in the provision of care.
 - e. Value cultural and societal influences upon the provision of Nursing care.
 - f. Design, implement and evaluate teaching plans related to the needs and abilities of the client.
 - g. Ensure quality and continuity of care by communicating effectively with clients, their families, aggregates and communities and with other health care providers.
 - h. Serve as a client advocate.

2. As a caring, compassionate and competent practitioner who is central to creating and sustaining healing environments through the science and art of caring, the nurse graduate will be a coordinator of care who will:
 - a. Demonstrate caring in interactions with all health team members.
 - b. Demonstrate leadership in managing, directing, and coordinating others in care.

- c. Collaborate with other health team members in the interdisciplinary approach to meeting client goals.
 - d. Value the leadership and expertise of those possessing advanced degrees in Nursing.
3. As a caring, compassionate and competent practitioner who is central to creating and sustaining healing environments through the science and art of caring the nurse graduate will:
- a. Demonstrate moral, ethical and appropriate behaviors.
 - b. Demonstrate initiative, responsibility, and reliability.
 - c. Maintain personal health.
 - d. Value lifelong learning.
 - e. Evaluate self and seek appropriate assistance.
 - f. Foster advancement of the profession through individual contributions, participation in professional organizations.
 - g. Value and evaluate Nursing research and apply findings to provision of care.
 - h. Practice within ethical and legal boundaries of the role of the professional nurse.
 - i. Promote a healthy community through service.

Reviewed 5/98, 5/01, 5/02, 5/03, 5/08, 5/09, 7/10

Revised 5/99, 5/04, 5/05, 5/07, 1/11

FRESHMAN/SOPHOMORE, JUNIOR, AND SENIOR LEVEL OBJECTIVES

LEVELED TO DEMONSTRATE PROGRESSION OF OBJECTIVES TO EXPECTED STUDENT OUTCOMES

Program: The student synthesizes and integrates the arts, sciences, humanities with the science and art of Nursing to provide care for individuals, families, groups, communities and populations in a variety of settings based on theoretical and empirical knowledge.

Level Objectives:

Fresh/Soph: Integrates, synthesizes and applies arts, humanities, sciences with the science and art of Nursing with emphasis on assessment and concepts of caring.

Junior: integrates, synthesizes and applies the arts, humanities, sciences with science and art of Nursing with an emphasis on planning and implementation phases.

Senior: integrates, synthesizes and applies general education foundation with the science and art of Nursing with emphasis on the evaluation phase.

Program: The student communicates effectively when collaborating with the interdisciplinary team and members of the community in the delivery of health care.

Level Objectives:

Fresh/Soph: Demonstrates the use of basic interpersonal and communication skills with peers, patients and health team members.

Junior: Analyzes/utilizes effective interpersonal and therapeutic communication techniques during interactions with peers, patients/families and health team members.

Senior: Evaluates communication and interpersonal skills used in health care systems.

Program: The student practices within legal and ethical parameters of the profession.

Level Objectives:

Fresh/Soph: Recognizes the legal, ethical, and professional parameters of Nursing practice.

Junior: Reflects upon and apply knowledge and understanding of code of ethics, standards of practice to legal and ethical dilemmas encountered in Nursing practice.

Senior: Upholds legal and ethical standards in the practice of Nursing.

Program: The student is self-directed, responsible and accountable when performing the roles of the baccalaureate-prepared professional nurse.

Objectives:

Fresh/Soph: Assumes the beginning roles of the baccalaureate-prepared nurse as coordinator of care, and caring professional and recognize the importance of professional associations in advocating for Nursing.

Junior: Demonstrates responsibility and accountability in the roles of caring baccalaureate-prepared Nurse, coordinator of care, and advocate for the profession.

Senior: Assimilates the role of the BSN-prepared Nurse as a caring professional, coordinator of care, and advocate for the profession.

Program: The student incorporates appropriate research findings in the delivery of evidence based Nursing practice.

Objectives:

Fresh/Soph: Understands the scientific method, research process and the role of research in improving Nursing practice and health care.

Junior: Critiques Nursing research for evidence based Nursing practice.

Senior: Translates appropriate research findings into evidence based Nursing practice.

Program: The student promotes a healthy community through professional practice, scholarship and service.

Objectives:

Fresh/Soph: Provides community service in selected structured programs.

Junior: Plans and implements strategies to promote the health of selected community populations.

Senior: Implements and evaluates strategies based upon evidence-based practice to promote community health.

Adopted 3/89

Reviewed: 10/92, 11/94, 5/01, 5/03, 5/08, 5/09, 7/10

Revised: 3/8/04, 8/05, 5/07, 8/07, 1/11

Mountain State University
School of Nursing
Faculty Outcomes

Faculty outcomes emerge from the mission, goal and praxis model and are manifested in the teaching/learning environment:

Teaching

The faculty members co-create and influence a healing-caring environment within which teaching/learning evolves by

- Directing the student through ‘who do I bring to practice today?’
- finding harmony in and respecting diversity

As learning emerges from both unknowing and knowing participation, the faculty intentionally engage in knowing participation to engage person in a community of learners. The faculty member

- is responsible for his/her own praxis;
- mentors colleagues and comrades;
- shares personal/professional expertise and experience.

The faculty integrate traditional, creative, and technological innovations to nurture and empower the student’s evolution to a caring, compassionate and competent practitioner by

- seeking opportunities to enrich the teaching/learning environment;
- growing partnerships in leadership and technology.

Scholarship

The faculty believe that both quantitative and qualitative research and all ways of knowing are imperative in developing the art and science of Nursing by

- engaging in scholarly activities (pedagogy, presentation, publication, research, evidence-based practice) locally, state-wide, nationally, and internationally.
- seeking external funding opportunities.

Service

The faculty choose to be-in-right relationship with each other and our environment through experiencing the essence of our mission and philosophy and fulfilling the goals of our school through

- serving to the SON, profession, university, and community;
- advocating for the health and well-being of persons, families, communities, the nation and the world.

Practice

In preparing students, the faculty practice as caring, compassionate and competent practitioners who are central to creating and sustaining healing environments.

Adopted 1/11

AMERICAN NURSE'S ASSOCIATION CODE OF ETHICS FOR NURSES

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nurse's primary commitment is the patient, whether an individual, family group, or community.
3. The nurse promotes, advocates for, and strives to protect the health, safety, and the rights of the patient.
4. The nurse is responsible and accountable for individual Nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
6. The nurse participates in establishing, maintaining, and improving healthcare environments and conditions of employment conducive to the provision of quality health care consistent with the values of the profession through individual and collective action.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
9. The profession of Nursing, as represented by associations and their members, is responsible for articulating Nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

ANA 2001

West Virginia Board of Examiners for Registered Professional Nurses (WVBRN)

Once admitted into Nursing, the student is held responsible to and accountable for the WVBRN Law and Scope of Practice and Delegation process. Nursing students are subject to WVBRN disciplinary action. The WVBRN legislative rules and newsletter are required materials for each Nursing course.

PROFESSIONAL VALUES AND BEHAVIORS

The profession of Nursing embodies the specific core values of altruism, equality, esthetics, freedom, human dignity, justice and truth. These values are expressed in attitudes and personal qualities that are reflected in professional behaviors. Students must develop, clarify and internalize these professional values in order to assume the role of the professional nurse. These values are developed through professional socialization – interactions with other professionals, instructors, and fellow students. This socialization process is more far reaching in its social and attitudinal aspects and in its technical features than requirements in most other types of occupations. The professional role extends to all aspects of the life, not just during working hours. In order to facilitate the development of these values, professional behavior is expected in all classes, clinicals, and community settings. The following behaviors are demonstrated by students who take responsibility for their own socialization, and are expected of the MSU Nursing student. Each student will:

- assume responsibility and accountability for own actions
- maintain a positive attitude, realizing that negativity affects herself/himself and others negatively
- respect others by being polite
- respect others' rights to learn by arriving at class on time and not leaving early
- avoid disruptive behavior, including cell phone and beeper interruptions
- respect other students and faculty members privacy
- respect equipment and property by caring appropriately for it and keeping it clean
- not participate in gossip and do their best to deter it
- mentor and support under-classmates
- interact appropriately with other students in and out of class
- participate in class by asking intelligent questions and participating in discussions
- recognize her/his responsibility to help create a dynamic learning environment and not be satisfied to be merely an academic spectator
- demonstrate respect for classmates and patients by never coming to class or clinical unprepared
- seek out new learning experiences
- use the library, labs, and teachers as resources
- do her/his fair share of work in study groups and group projects
- organize her/his work so she/he can meet deadlines
- not let minor personality problems distract her/him from her/his goals
- evaluate her/his own performance realistically
- accept constructive criticism undefensively and modify behavior appropriately
- recognize that *trying* to do good work is not the same as *doing* good work
- choose professional role models
- recognize that each teacher has different expectations and it is her/his responsibility to learn what is expected by each
- demonstrate respect for teacher's time by making appointments whenever possible, and by following the appropriate chain of command
- participate in the student nurse association
- represent Mountain State University with pride

- project a professional appearance
- become a self-directed, lifelong learner
- abide by all MSU and affiliated agency policies, including parking.

(Adapted with permission from *Professional Nursing*, by Kay Chitty)

**PERFORMANCE STANDARDS
MOUNTAIN STATE UNIVERSITY
SCHOOL OF NURSING**

One goal of the Mountain State University School of Nursing is preparation for the professional practice of Nursing through the program of undergraduate education. Graduates of the degree program must demonstrate competencies in those intellectual, physical, and social tasks that together represent the fundamentals of Nursing practice.

The standards of admission to the undergraduate program are established by the faculty and reflect the achievements, skills, and abilities needed for the practice of professional and advanced Nursing. The Academic Standards and Academic Progressions Committee recommends the admission of applicants based upon information in the application, letters of recommendation and other items as required.

Nationally recognized organizations that accredit various programs in the University require the development of broad knowledge and specialized skills and behaviors to prepare for delivering general Nursing care. This educational process enables students to become self-directed learners, pursue further education and deliver competent Nursing care. Courses in Nursing and the basic sciences provide a core of knowledge necessary for clinical practice, while clinical courses include diverse experiences in inpatient and outpatient settings that lead to competence in the practice of Nursing.

The following technical standards specify those attributes the faculty believes are necessary for completing the educational program in Nursing. These standards describe the essential functions students must demonstrate to fulfill the requirements of the degree program in Nursing and thus are prerequisites for entrance, continuation, and graduation.

Mountain State University School of Nursing will consider for admission any applicant who demonstrates the ability to perform, or to learn to perform, the skills listed in this document. Applicants are **NOT** required to disclose the nature of any disability, but an applicant with questions about these technical requirements is strongly encouraged to discuss the issue with the Chair.

Certain chronic or recurrent illnesses and problems that interfere with patient care or safety may be incompatible with Nursing education or practice. The health care environment may pose special risk for students with conditions that increase susceptibility to disease. Deficiencies in knowledge, judgment, integrity, honesty, character, or professional attitude and demeanor may jeopardize patient care, and thus become grounds for course failure and possible dismissal from the Nursing program.

Students must possess aptitude, abilities, and skills in five areas: (a) observation; (b) communication; (c) sensory and motor coordination and function; (d) conceptualization, integration, and quantification; and (e) behavioral and social skills, abilities, and aptitude. These areas are described in detail below.

OBSERVATION

Students must be able to observe a patient accurately, at a distance and close-at-hand, noting nonverbal as well as verbal signals. Specific tasks include, but are not limited to the following: observing skin and anatomic structures and body movements, reading written and illustrated material, seeing class and clinical demonstrations, discriminating numbers and patterns associated with patient care instruments and tests (such as sphygmomanometers, monitors, electrocardiograms, urine output, patient call & emergency lights, IV monitors, etc)

COMMUNICATION

Students must be able to relate effectively and sensitively to patients and families, conveying a sense of compassion and empathy. Students must be able to elicit information from patients; accurately describe changes in mood, activity, and posture; and perceive verbal and nonverbal interactions. Communication includes reading, writing clearly and legibly, speaking clearly, distinguishing hearing, and listening. Students must be able to communicate quickly, effectively, and efficiently in oral and written English with members of the health care team. Specific requirements include, but are not limited, to the following: eliciting pain levels from patients, providing patient teaching, and reporting changes in patient states to other members of the health care team. Students must learn to recognize and appropriately respond to emotions such as sadness, worry, fear and anger in patients. Students must be able to read and record observations and plans legibly, efficiently, and accurately in documents such as the patient record. They must be able to prepare and convey concise, but complete, summaries of brief and prolonged encounters with patients. Students must be able to complete forms according to directions in a timely fashion.

SENSORY AND MOTOR

Students must have sufficient sensory and motor function to perform a physical examination using palpation, auscultation, percussion, and other diagnostic maneuvers. In general, this requires sufficient exteroceptive sense (touch, pain, temperature), proprioceptive sense (position, pressure, movement, vibration), physical strength, and motor function. Students should be able to execute motor movements to provide general care and to competently use patient care equipment (such as intravenous monitors, sterile equipment, catheters). They must be able to stand for long periods, lift objects of 25 lbs. or more, and maintain a fast work pace for several hours at a time. They must be able to respond promptly to urgencies within a health care setting, and must not hinder the ability of co-workers to provide prompt treatment and care. Students must be able to learn to perform basic laboratory tests, diagnostic and therapeutic procedures, and patient care procedures (such as fingerstick, dressing changes, intravenous insertions). Some examples of emergency treatment reasonably required of Nursing students include responding quickly when called, initiating appropriate therapeutic procedures, administering intravenous medication, applying pressure to stop bleeding and performing cardiopulmonary resuscitation.

INTELLECTUAL-CONCEPTUAL

These abilities include measuring, calculating, reasoning, analyzing, judging, recognizing numbers, and synthesizing.

Problem solving, a critical skill demanded of nurses, requires all of these intellectual abilities, and must be performed quickly, especially in emergency situations. Students must be able to identify significant findings from history, physical and laboratory data, and recall and retain information. They must be able to arrive at a Nursing diagnosis, plan and evaluate care, and evaluate the outcomes of care. Students must be able to provide reasoned explanations for their diagnoses, learn to implement Nursing interventions (which may include medication), and become skilled in managing time, people, and resources according to their level of educational preparation. The ability to collaborate with other health care professionals and to incorporate new information from patients, families, peers, teachings, and literature into decision making is essential. Discriminating judgments in patient assessment, care planning and evaluating are mandatory. Students must be able to identify and communicate the limits of their knowledge to others when appropriate. Students must be able to interpret graphs describing relationships and to use other modes of data presentation.

BEHAVIORAL ATTRIBUTES

Empathy, integrity, honesty, concern for others, interpersonal skills, interest, and motivation are personal qualities required of all nurses. Students must possess the emotional health required for the full use of their intellectual abilities, the exercise of good judgment, the prompt completion of responsibilities attendant to the care of patients, and the development of mature, culturally sensitive, and effective relationships with patients. These attributes require the ability to be aware of, and appropriately react to one's own immediate emotional responses and biases. Students must be able to develop professional relationships with patients, providing comfort and reassurance when appropriate, while protecting patient confidentiality. Students must possess adequate endurance and strength to function effectively under stress and for extended periods. Students must be able to adapt to changing environments, display flexibility, and learn to function under conditions of uncertainty inherent in the clinical problems of many patients. Students are expected to accept appropriate suggestions and criticisms, and respond with modifications of behaviors when necessary.

**Adopted 5/01, Reviewed 5/02, 5/03, 5/04, 5/05, 5/08
Revised 5/09, 7/10, 1/11**

PROGRAM EXPECTATIONS

Attendance:

Classroom

Due to the professional responsibility of all students to be part of the educational process for themselves and their peers, attendance is expected at all lecture sessions. Faculty must maintain an attendance roster to satisfy Department of Education requirements concerning student eligibility for student aid. Students are to arrive for class on time and remain until class is over. Faculty have set policy equating tardiness with absence, etc. If an absence is necessary, the student is required to contact the instructor prior to the class period. Students are responsible for content discussed and handouts distributed during the missed class period. Arrangements for missed exams will be made according to the syllabus policy for each course.

Laboratory

Attendance at the on-campus laboratory sessions is mandatory. Due to the nature of the laboratory content, make-up sessions may not be possible. If an absence is necessary, the student is required to contact the instructor prior to the lab session. Laboratory performance must be evaluated for competency prior to clinical exposure.

Clinical

Attendance at clinical and clinical orientation is mandatory. Students who do not attend clinical orientation will not be allowed to attend clinical rotation. This is a school and agency policy. It is essential for optimal learning. The instructor must have adequate opportunity to assess the student's performance to determine competency. If an emergency prevents attendance, the student must notify the clinical agency two hours before the clinical day begins. The student must take note of the name and title of the person reported to. Due to time and clinical restrictions, it is extremely unlikely that some clinical experiences can be re-scheduled. It is the student's responsibility to contact the instructor for possible clinical makeup time. The student must complete absence / tardy form (Appendix A) and submit to the instructor within one week of the missed clinical. Missing more than 20% of clinical time, no matter what the reason, will result in a failing grade for the clinical portion.

Punctuality on the clinical unit is mandatory. If an emergency arises that will result in tardiness, the student is to contact the clinical agency. Since patient assignments must be adjusted in these circumstances, students arriving late may not be accommodated. Any student arriving on the clinical area unprepared to give patient care will not be permitted on the unit, and receive a failing grade for the clinical day. This will count as a clinical absence.

Clinical Guidelines

- a. Students are to consult with the clinical instructor before performing any procedure.
- b. All procedures performed by students must comply with the policy and procedure manual of the clinical agency.
- c. Students are responsible to keep the nurse assigned to the patient and the instructor informed of the patient's status throughout the day. Charting and reporting must be completed prior to leaving the area. The student must inform the instructor at any time the student leaves the unit.
- d. Students are responsible for having all charting co-signed by the instructor.
- e. Storage space is limited at clinical facilities and security of personal items cannot be guaranteed. Students are requested to carry only necessary items and a small amount of money in the pocket.
- f. Eating, drinking, chewing gum, and smoking are absolutely not permitted on the units.
- g. Hospital telephones are to be used for patient-related calls only. Cell phones are not allowed to be used while engaged in patient care.
- h. Transportation to and from clinical sites is the students' responsibility. Clinical sites and times will vary. Travel outside of your designated class location may be required for clinical experiences. Students assigned to the same clinical group are requested to car-pool at clinical sites with limited parking. Students are responsible for all expenses encountered during clinical rotations such as meals, gas, and tolls.
- i. When MSU classes are canceled or placed on a 2-hour delay due to inclement weather, the clinical experiences for that day are also canceled. Students will be notified of the inclement weather schedule through radio, television, and MSU website. Cancelled classes or clinicals will be rescheduled.
- j. Students will respect patient rights and confidentiality and conduct themselves professionally at all times.

Professional Behavior and Attire

Professional behavior includes, but is not limited to, respecting and caring for self and others. In the spirit of caring, good health habits are encouraged. To present a positive role model, students will not smoke or smell of smoke while in uniform. Drug/alcohol

use will compromise clinical judgment and will not be tolerated. If a student demonstrates indications of impaired performance or the smell of alcohol on the breath is noted, the student will be asked to submit to blood alcohol or drug testing at the student's own expense. Students must realize that any misdemeanors or other infractions of the law may jeopardize their ability to sit for licensure exams and may prevent them from obtaining a professional license.

Another component of professionalism is self and program evaluations. Evaluation is essential for individual professional growth and for program development. As part of their professional commitment, students must take national standardized exams. Some of these exams are at the students' own expense. They must also complete self and course evaluations.

Professional behavior as identified on page 16-17 is expected at all times including, but not limited to, classroom, clinical and community settings. Violations of these standards may result in dismissal from the Nursing program.

Any concerns that arise during a course should be discussed first with the instructor of that course. Appointment should be made during the instructor's office hours. Should discussion not resolve the issue, please refer to the Grievance Policy and Procedure. The SON philosophy of caring extends to student-faculty relationships.

Personal appearance can influence others' opinions about the student, MSU and the SON. Personal cleanliness and hygiene are essential for the interpersonal activities, which are inherent in the Nursing profession. Therefore, the following regulations for grooming will be enforced:

A. Classroom Attire

Students are to wear their program polo shirt and dress pants to class. Scrubs may be worn for on-campus labs. In the second semester of the senior year, students will be required to attend class in professional attire and lab coats. This is to help with transition to the professional role.

B. Clinical Attire

Any time students are in a clinical facility, they must wear either a uniform or a white lab coat over dress clothes with name pin. MSU uniforms must be worn in the senior capstone clinical. The official program insignia of the SON must be worn at all times on the uniform and on the lab coat. Sandals, shorts, blue jeans, form fitting or revealing clothing, wrinkled, torn, or soiled apparel will not be permitted. Clinical agency personnel have the authority to require students to leave the clinical site if inappropriately dressed. Faculty will explain any exception to this dress standard.

When uniforms are required, students must wear the official uniform and name pin of the Nursing program at all times. The uniform must be clean, neat, and pressed. No sweaters may be worn in the clinical area. A clean white short sleeved T-shirt may be worn under uniforms but not be visible. A clean lab coat may also be worn for warmth. The instructor will specify attire for out-rotations.

Complete Uniform

- School name pin
- Uniform – clean, hemmed and pressed
- Plain white hose or socks (women); white socks (men)
- Appropriate under attire - white or beige and a slip when wearing the dress.
- White shoes - clean, neat, polished leather or simulated leather without colored insignias or logos. Clog style footwear must have solid surface to cover the top of foot. Shoes with holes or cut-outs on top or sides of the shoe wear are not permitted.
- Watch with second hand
- Bandage scissors
- Stethoscope
- Penlight
- Black ink pen
- Clinical evaluation tool

Hair must be arranged so that it is neat, clean, and contained and secured in such a manner that it does not fall forward when bending forward. Facial hair must be neat, clean, and appropriately groomed and in accordance with the requirements of the clinical site.

Fingernails must be cut short or filed so that the nail does not extend beyond the fingertip. Only clear nail polish in good repair may be worn. No artificial nails are allowed.

Only a smooth band ring may be worn. No visible body piercing jewelry is permitted. However, small post-type earrings, one earring per ear lobe, will be allowed. No chains, medals, or necklaces are to be in sight.

Make-up should be conservative. Body and breath odors, residual smoke smells and odors from strong perfumes and hair sprays, are offensive to others, may aggravate allergies, and are not permitted. Smoking in uniform is prohibited.

Pregnancy

Recognizing that pregnancy is a contraindication to many therapeutic modalities, and that certain diseases may impose a risk to the fetus, the student must assume responsibility for

her welfare. Under ADA, pregnancy is not considered a disability. In the event that a student becomes pregnant during her matriculation in the Nursing program, the student is required to see her private healthcare provider as soon as possible and discuss with her physician the physical demands of the academic/clinical program. The student must submit documentation from her physician indicating the date the student must suspend unrestricted participation in the Nursing Program activities if that becomes necessary.

Disabilities

It is not required that students disclose specific disabilities; however students who wish to have disability-related accommodations must make request through the University's Dean of Students. The general guidelines for documentation of a disability may be found on the University Website.

Health Status

All students are required to carry health insurance and have a physical exam completed prior to entering the program. The student will provide evidence of a satisfactory physical examination and required immunizations and screening for tuberculosis on a form provided by the school. Tuberculosis screening must be done annually.

Health insurance must be maintained the entire time the student is enrolled in the program. It is the student's responsibility to inform the faculty of any medical condition that prevents the student from safe participation in any aspect of the Nursing program.

If withdrawal from the Nursing program due to a medical condition is necessary before completion of the program, the Program Chair will arrange a completion schedule with the student. Health provider appointments are **not** to be scheduled during clinical or class time. Students will not be allowed to leave clinical early.

Employment and Extracurricular Activities

Nursing is a demanding professional program. Students must realize that the stringent requirements will limit their time for employment and extracurricular activities. Success in the program will require students to set appropriate priorities. A conflicting work schedule will not be considered just cause for a change in rotation assignment. Employment will not be considered an acceptable excuse for absenteeism, or a reason for not being prepared or completing assignments.

CPR Certification – Health Care Provider Course

Students are required to be certified in basic CPR prior to entering the clinical rotation. This must be maintained throughout the program.

Liability Insurance

MSU provides liability insurance for students while they are in the clinical area.

Health Insurance

Students will provide documentation of continuing health insurance before admittance to each clinical rotation.

Progression

Students are required to earn a grade of “C” or better in all courses required for the BSN program. This includes non-Nursing or general education courses. In addition, students must maintain a cumulative GPA of 2.75 during progression through the School of Nursing. If their cumulative GPA drops below 2.75, students may be placed on academic probation for the following term under the following conditions:

1. The student’s GPA has fallen below 2.75 with no grades below “C”.
 - The student must raise GPA to 2.75 the following semester.
 - The student may progress; however, if the GPA is not raised by the end of the probationary semester, the student is withdrawn from the program.
2. The student has earned a grade lower than ‘C’ in a support course (non-Nursing courses in the curriculum)
 - Student must repeat the course the next term the course is available. The student may enroll in courses the following term if the failed course is not a prerequisite or co-requisite for the next sequence of courses (Nursing or support).
 - If the GPA is not raised by the end of the probationary semester, the student is withdrawn from the program.
3. The student has earned a grade lower than “C” in a Nursing course.
 - If this is the first Nursing failure, the student must repeat the course the next term the course is available.
 - The student may not progress in Nursing if this course is a prerequisite for other Nursing courses. If a grade of “C” and the GPA is not increased to 2.75, the student is withdrawn from the program.

* Students will be allowed only one probationary semester during their Nursing program progression

Academic Integrity

Mountain State University School of Nursing THE HONOR CODE

Individual accountability and integrity are fundamental tenets of professional Nursing. The Nursing faculty at Mountain State University believes that the instillation and reinforcement of these values is an essential part of professional Nursing education. Academic dishonesty is in

direct violation of both individual accountability and professional integrity and cannot be tolerated in those who seek to become registered professional nurses. This honor code is designed to promote an atmosphere of mutual trust, respect and confidence among students and faculty. It is the responsibility of each student to understand this Honor Code, to sign the Honor Pledge, to reaffirm this pledge on all submitted work, and to report all infractions of the Honor Code to the faculty.

Violations of the Honor Code

Incidents of dishonesty such as, but not limited to, cheating, lying, plagiarism, falsifying records, stealing or receiving stolen goods, or failing to complete class or clinical assignments or rotation, will be considered to be violations of the Honor Code, and are grounds for dismissal from the program. Sanctions and related procedures are discussed in the MSU Student Handbook (at mountainstate.edu student policies section). The following section explains certain violations in more depth.

Cheating: Cheating is copying or attempting to copy another student's work: For example, giving access to another student to copy your work, using unauthorized materials, information, or study aids in any academic exercise or test, submitting work for an in-class assignment or test that has been prepared in advance, taking an examination, or completing an assignment for another, letting another person take an examination or complete an assignment for you, or collaborating on an examination or other individual assignment

Multiple submission: Multiple submission is the use of work previously submitted to fulfill academic requirements in another class without the permission of both instructors.

Plagiarism: Plagiarism is a form of intellectual theft. It involves failure to acknowledge the sources from which we obtain words, ideas, or sequence of ideas. Plagiarism can occur in many forms: writing, art, music, computer code, mathematics, and scientific work can be plagiarized. It may occur with unpublished as well as published material. Unauthorized collaboration on a class assignment or submitting another student's work as your own is considered plagiarism. Common examples of plagiarism include: direct plagiarism- copying verbatim from an original source without properly acknowledging the source; Paraphrased plagiarism-paraphrasing ideas from another without properly acknowledging the source; Plagiarism mosaic-combining words, ideas, or data from an original source with one's own material without properly acknowledging the source; Insufficient acknowledgement- not providing complete, accurate acknowledgement of an original source.

False citation: False citation is citing a source that does not exist or falsely citing a source or attributing work to a source from which it did not come.

Fabrication of data: Fabrication of data is inventing, distorting, or altering data to deliberately mislead.

Gaining unlawful access: Breaking and entering a building or office for the purpose of obtaining

tests or other information is illegal. Students are not to be in faculty offices without permission. Students are not to access other students' files or personal data.

Facilitating academic dishonesty: Academic dishonesty is facilitated when one intentionally and knowingly helps or attempts to help another to commit an act of academic dishonesty.

Test Procedures

To promote academic integrity various policies may be implemented during examinations. The course instructor will explain these and any additional precautions deemed necessary.

Students may be required to sit in designated seats during exams. There will be no materials on a student's desk during an exam other than writing instrument, eraser, test scratch paper (if approved by instructor), and the answer sheet. Any other items must be approved in advance by the instructor, or will be considered cheating. No headphones or cell phone use will be allowed.

Talking during tests is absolutely prohibited. If a student needs assistance or needs to leave the room for any reason, the student must raise his/her hand and wait to be recognized. All other behavior will be construed as cheating.

If the instructor allows a student to leave the room, the test and answer sheet must be turned in to the instructor before leaving, and picked up upon returning. An instructor may accompany the student.

Upon finishing the test the student will so indicate by a raise of the hand. Upon recognition, the student will hand answer sheet, test, and scratch paper to the instructor and leave the room immediately. The instructor cannot answer questions at this time. Only one student is allowed at the front with an instructor at any one time.

Students who have completed the test are to leave the immediate vicinity of the testing room and refrain from talking within hearing distance of the testing room.

Eight Cardinal Rules of Academic Integrity

The following eight rules will provide guidance to the student in terms of maintaining academic integrity. They are quoted from [http: www.northwestern.edu/uacc/8cards.html](http://www.northwestern.edu/uacc/8cards.html) (6/26/03, 1/20/11)

1. **Know Your Rights.** Do not let students in your class diminish the value of your achievement by taking unfair advantage. Report any academic dishonesty you see.
2. **Acknowledge Your Sources.** Whenever you use words or ideas that are not your own when writing a paper, use quotation marks where appropriate and cite your source in a footnote, and back it up at the end with a list of sources consulted. [See previous section on plagiarism.]
3. **Protect Your Work.** During examination, do not allow your neighbors to see what you have

written; you are the only one who should receive credit for what you know.

4. **Avoid Suspicion.** Do not put yourself in a position where you can be suspected of having copied another person's work, or of having used unauthorized notes in an examination. Even the appearance of dishonesty may determine or may undermine your instructor's confidence in your work.
5. **Do your own work.** The purpose of assignments is to develop your skills and measure your progress. Letting someone else do your work defeats the purpose of your education, and may lead to serious charges against you.
6. **Never falsify a record** or permit another person to do so. Academic records are regularly audited and students whose grades have been altered put their entire transcript at risk.
7. **Never fabricate** data, citations, or experimental results. Many professional careers have ended in disgrace; even years after the fabrication first took place.
8. **Always tell the truth** when discussing your work with your instructor. Any attempt to deceive may destroy the relation of teacher and student.

General Policies

A. Request for Reference

Students must sign a release form prior to requesting references.

Requests for references must be submitted in writing to the specific faculty member at least two weeks prior to the time the reference is needed. Students are reminded that faculty may not be available during the summer months. An addressed, stamped envelope should be included with the request.

References will be given only for those agencies for which the student is currently seeking employment.

B. Taping Policy

As a part of academic freedom, taping of lectures will be at the lecturer's discretion. There may be very valid reasons why this is not allowed. Taping against the permission of the instructor is direct insubordination.

C. Standard Precautions

1. All students are expected to know and apply the principles of infection control. This includes utilizing standard blood and body fluid precautions at all times.
2. All students will be educated on pathogen exposures and hospital policies and procedures of such.
3. All clinical students at MSU clinical affiliates are required to follow all hospital policies and procedures related to the hospital's exposure control plan for

pathogens.

4. Students are to immediately report any exposure incident that occurs during the clinical rotation to the appropriate instructor and hospital personnel. They are required to complete an MSU incident report (see Appendix A) and submit it to the Chair/. Complete an agency incident report, and follow the exposure procedure at the clinical agency.

D. Incident Reporting

During the course of a clinical rotation, the student is exposed to numerous procedures. He/she is expected to carry out the procedures in an accurate and conscientious manner. In the event of any unusual occurrence, the student should inform the clinical instructor immediately and fill out an MSU incident report that will be filed with the Chair/. The clinical agency may also require that an incident report be completed for their records.

Chemical Impairment

The Nursing faculty requires that Nursing students provide safe, effective, and supportive client care. To fulfill this purpose, Nursing students must be free of chemical impairment during participation in any part of the Nursing program including classroom, laboratory, and clinical settings.

The Nursing faculty defines the chemically impaired student as a person who, while in the academic or clinical setting, is under the influence of, or has abused, either separately or in combination: alcohol, over-the-counter medication, illegal drugs, prescribed medications, inhalants, or synthetic designer drugs. Abuse of the substances includes episodic misuse or chronic use that has produced psychological and/or physical symptomology.

The student understands and agrees that he/she is required to submit to initial mandatory drug screening prior to the start of the Nursing program. Said screening shall be performed in accordance with chain of custody procedures. The mandatory drug screen shall be performed at the expense of the student. The student will be responsible for the mandatory screening with results available 2 weeks before the first day of class to the Chair/ or her designee.

Upon request of the Nursing faculty of the Nursing program, if reasonable cause exists, the student shall agree to submit to testing to determine whether any unlawful controlled substance or substances, which may or may not impair performance, are present in his/her blood and/or urine. Said testing shall be performed within 2 hours following proper chain of custody procedures. Testing pursuant to probable cause shall be at the expense of the student. Failure to submit to such a reasonable request shall be prima facie evidence of the presence of the aforementioned substance, and

shall be grounds for immediate dismissal from the Nursing Program.

Any student who is prescribed any narcotic medication or other medication, which may impair performance in any way, shall request his/her healthcare provider to document the prescribing of said medication. The student shall furnish said documentation to the clinical instructor the next instructional day following the prescribing thereof. (See Appendix A) The student will engage in patient care in the clinical agency at the discretion of the instructor.

At no time shall the student engage in patient care in the clinical agency while he/she is under the influence of a narcotic or any medication that may impair performance. Prior to returning to the clinical area after taking such medication the student shall cause an authorization of release from the physician to be filed with the instructor.

DRUG/ALCOHOL/ CRIMINAL BACKGROUND INVESTIGATION POLICY

I. Drug/Alcohol Screening

1. All students will submit to initial drug screening at their own expense
2. For screening for drugs/alcohol the student will be accorded privacy and confidentiality.
3. A urine or blood test may be done for alcohol / drugs at facility utilizing chain of custody.
4. Students tested for cause must be tested within 2 hours.
5. Failure to accept testing will be treated as reason for dismissal from the program.
6. Students should be clear about the seriousness of a positive drug-alcohol screening and know that it may be reason for dismissal.

II. Criminal Background Investigation

Due to the mandate from many of the clinical facilities, students are now required to have a criminal background check prior to being admitted to clinical rotations. To obtain such test the student must receive the student code from the administrative secretary of the department in which they are enrolled and then go online to www.certifiedbackground.com and complete the necessary forms. Students can access their results directly from the website within 3 to 5 days of completion. Student should print off a copy of the certificate of completion and return it to the administrative secretary for the Nursing department. Results may be shared with clinical facilities upon request. Facilities may require students to have an additional check in their home state if

not from WV. Students may be denied experience at one or more facilities based on the outcome. Any student who is not eligible for required clinical experience based on the outcome of the criminal background check will not be able to complete the program. Results must be submitted no later than 3 weeks before classes start.

The University and clinical agencies reserve the right to exclude or remove from the clinical component any student who, in the opinion of his/her preceptor or faculty, has demonstrated behavior or attitude incompatible with safe, ethical, and professional standards which could seriously jeopardize the welfare of the patient. In the event of such behavior, disciplinary action will be taken.

Confidentiality

Confidentiality is of prime importance when working in the health care field. HIPAA policies must be followed in all clinical settings. Any student revealing or discussing information about a client outside the clinical setting may be considered for disciplinary action and possible dismissal from the program. All information pertinent to a client and condition is to be held in the strictest of confidence and must not be discussed in public. Such information may be discussed only with the appropriate persons, such as doctors, nurses, the clinical instructor and other students only under the supervision of the clinical instructor.

Incidents of academic dishonesty, breach of confidentiality or other unethical or illegal conduct will be handled according to the University policies and procedures. (See MSU website describing Academic Sanctions)

These incidents will be reported to the WV Board of Examiners for Registered Professional Nurses.

Grades, Quiz, Test, & Exams

Grades will not be posted by email or given by phone. If an instructor chooses to do so, students may give a self-addressed, stamped envelope to the instructor for the grade to be mailed. Final course grades will not be given out by faculty, but may be accessed through the Cougar Web.

Email Access

Students are required to use only their MSU email address for correspondence with School of Nursing Faculty and Staff. It is the only form of electronic correspondence that will be recognized.

SCHOOL OF NURSING GRIEVANCE POLICY AND PROCEDURES

I. STUDENT ACADEMIC GRIEVANCE PROCEDURES

Student academic complaints or grievances within the School of Nursing will be in accordance with the grievance policies of Mountain State University, MSU Catalog and the School of Nursing Faculty/Staff Handbook.

A grievance is a school-related problem or condition that a student believes he/she has been treated in a manner that is unfair, inequitable, discriminatory, or a hindrance to his/her effective performance. It is important that the student and faculty member involved have met and have been unable to come to an agreement or resolve their differences prior to the initiation of a grievance.

Effective communication promotes a positive learning environment to enhance student learning. In the School of Nursing, students are expected to be in communication with their advisor, faculty, and clinical preceptors so as to avoid situations occurring at the end of a semester or at the end of a clinical rotation that may impact successful completion of a course (didactic and clinical).

Procedure:

- a. The student must complete a Grievance Appeal, including statements of the grievance and best solutions to the problem. The sequence for filing the grievance is outlined in the following steps. Failure to do so will result in dismissal of the grievance.
- b. When a student has a grievance, she/he should attempt to solve the problem with the involved faculty member within five (5) working days after the event in question has occurred and present the statement of grievance in writing to the faculty member. It is then the responsibility of the involved faculty member to respond in writing to the student involved within five (5) working days of the meeting.
- c. If the student's concern is not resolved with step 1, then the student will meet with the Chair/ within five (5) working days of receipt of the faculty response in Step 1. A response from the Chair/ must be given to the student within five working (5) days of the meeting.
- d. The Associate Dean of the School of Nursing will be notified within five working (5) days of receipt by the Chair/ if there is not a satisfactory outcome for the student.
- e. If the issue is not resolved within a five working days by the Associate Dean then the Associate Dean will proceed with the formal process and the Dean of the School of Nursing will be notified in writing.
- f. The Dean of the School of Nursing will notify the grievance panel to meet within five (5) working days of the receipt of the request. The Grievance Panel is comprised of three faculty members (and two alternatives) and one senior Nursing student from the MSU student council to serve as student advocate. This panel is appointed at the beginning of each school year. If the faculty member is subject of the grievance this faculty member will recuse her/himself from the panel and be replaced with another faculty member appointed by the Dean. The Chair of the Grievance Panel will assure that all members of the panel receive a copy of the grievance and the responses therein. This is not a legal proceeding and therefore no attorneys are to be present at this time.

- g. After considering all information presented the grievance panel will deliberate in closed session and make its recommendation to the dean. The dean may adopt, modify, or reject findings/recommendations. The student and faculty will be informed by e-mail within one working day and written reply will be sent of the dean's decision. The dean's decision will be considered final within the School of Nursing.
- h. A student who is not satisfied with the SOSN ruling will have recourse to the University-wide student appeals process described in the University Student Handbook.

II. Other Grievances

A student may have a grievance against an instructor over matters other than academic issues. Such grievances might involve allegations that the instructor is harassing the student, practicing extortion, not meeting his/her classes as scheduled, or is generally incompetent. For such non-grade grievances, the following procedures should be followed until the problem is resolved. These steps must be followed in order and appropriate documentation (notation of the date, time, location, length, content and final outcome) must be provided in order to proceed to the next step.

- a. The student should make the complaint or grievance in writing to his/her instructor.
- b. If the grievance is not resolved in step one, the student should request a meeting with the Chair/. The instructor will not be present at this meeting, but a follow-up meeting will be scheduled with the instructor and the Chair/.
- c. If the grievance is not resolved in step two, the student should request a meeting with the Associate Dean of the School of Nursing. The instructor of the course may also be present at this meeting.
- d. If the grievance is not resolved in step three, the student should request a meeting with the Dean of Nursing. The Dean will schedule a follow-up meeting with the instructor, the Chair/ and the Associate Dean
- e. A student who is not satisfied with the SON ruling will have recourse to the University-wide student appeals process described in the University Student Handbook

Graduation Requirements

The student must fulfill all requirements for the BSN degree including testing (i.e. ATI) payment of fees, and application for degree. It is recommended that the student meet with his/her advisor early in the graduation semester to assure that all requirements have been met. Application for NCLEX testing is to be submitted to the Dean only after all degree requirements have been met and a final transcript has been certified by the University Registrar.

NCLEX Testing

Application for NCLEX testing is to be submitted to the Dean only after all degree requirements have been met and a final transcript has been certified by the University Registrar. Additionally, if the student has not applied to sit for the NCLEX exam the first time within 90 days of graduation from the BSN program, the student must show evidence that he/she has completed a NCLEX exam review to submit with the application for the Dean's signature.

APPENDIX A: GENERAL INFORMATION

**MOUNTAIN STATE UNIVERSITY
SCHOOL OF NURSING**

CRITICAL INCIDENT REPORT

Date: _____ **Student Involved:** _____

Affiliate: _____

Description of Incident: _____

Action Taken:

Signatures:

Student _____

Instructor _____

Chair/ _____

Medication List for Drug/Alcohol Screening

To Whom It May Concern:

Clinical agencies are now requiring all students to undergo drug screening. Please indicate any medications that you have prescribed for _____ which may affect the outcome of this screening. Confidentiality will be maintained.

Medications:

- 1.
- 2.
- 3.
- 4.
- 5.

Healthcare Provider's Signature

Date _____

APPENDIX B

Information Specific to Extended Sites

Just the Facts about The Mountain State University Library for Distance Education Students

We have a librarian for that

Sue Phillips, our Academic Resource Librarian, specializes in helping students who are off campus, such as Directed Independent Study or Degree Completion students. She can be contacted by e-mail at suephil@mountainstate.edu or phone at (304) 929-1534.

Checking out materials

You must have your MSU photo ID or Distance Education Library Card to check out a book. You will find a record of the items available on the Library's Athena database. Books and videos can be checked out for four weeks and mailed to you. If necessary, you may renew materials for an additional four weeks if no one has requested the items. You may have a total of 15 items checked out in your name.

Reference books, Reserve items, and periodicals can only be used in the Library; however, copies of pages of books or articles from periodicals may be requested.

Overdue fines are 5 cents a day with a three-day grace period.

Convenient telephone or e-mail renewal

Forgot that your book was due yesterday? Don't worry—call us. Have your ID ready and call Sue at her number or Susan at (304) 929-1367, or e-mail Sue.

Help with research

If you need help finding research information or using any of our electronic databases, call or e-mail Sue. If she is unavailable, you may contact any of our staff and student workers who are trained in helping patrons.

The Library's web page is

<http://www.mountainstate.edu/current/library/default.aspx>

Bring the Library into your home

Search Athena (the Library's on-line catalog) for books and videos, or EBSCOhost, ProQuest, Westlaw, Newsbank, SIRS, and the Encyclopedia Britannica for articles at home by using the Library's web page. Instructions for using these resources at home are posted on the Library's web page. Click on the "Online Catalog and Databases" link and scroll down the page until you find "Databases". To access the databases, click on the "Click Here" link. In the username box, put your first name dot last name (Joe.Cool). In the password box, put your student ID number found on the top of your schedule. It is not your Social Security number. Select the databases you wish to search and click on the icon. The following are the user names and passwords for each database:

EBSCOhost Patron ID: Bar Code number from your MSU ID or
Distance Education Library card.

ProQuest	Username: WDCHJT6GS2	Password: WELCOME
Newsbank	Username: ra-5506	Password: ra-5506
SIRS	Username: WV0403H	Password: 25801
Encyclopedia Britannica		No password needed.
WestLaw	Password: 1763132pwpt	Client ID: MSU
Stat!Ref	Username: MSU	Password: cougar

What if I need something the Library doesn't own?

We can try to get it through interlibrary loan. See the form on the Library's web page.

Our Staff

The Library and Technology Resources Department includes the Library, Media, and Computer Lab services. We are all cross-trained and capable of handling your requests.

Judy Altis, Chair
 Sue Phillips, Academic Resource Librarian
 Sharon Bleau, Reference Librarian
 Valerie Sellards, Technical Services Librarian
 Susan Hoskins, Head of Circulation
 Wilbert Lively, Media Specialist
 George Oiler, Assistant Media Specialist
 Denise Ballard, Computer Lab Supervisor
 Bobbi Brown, Evening/Weekend Supervisor
 Brenda Godfrey, Evening/Weekend Supervisor

Contact us

You can access our e-mail addresses through the Library's homepage. You can also contact us by telephone at (304) 929-1368. The reference desk attendant will gladly assist you or transfer you to the appropriate staff member.



Mountain State University™

Robert C. Byrd Library
Application for Distance Education Library Card

Please print clearly!

Today's date: _____ **Student ID Number** _____

Name: _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

E-mail Address: _____

Phone Number: _____

Barcode Number (supplied by the librarian) _____

Please check the program in which you are registered:

Independent study (School of Extended and Distance Learning)

Organizational Leadership

Class location (city): _____

Nursing

Compass Knowledge (ADCJ)

Spectrum

Graduate Programs

Field of study: _____

Class location: _____

HOW TO ORDER TEXTBOOKS FOR STUDENTS AT EXTENDED SITES

ATI materials will be automatically ordered and sent to you at the beginning of your courses. You do not need to place an order for those materials. Please ensure the address with student services is correct, as your materials will be sent to this address.

Step One:

Go to distance.cougarshop.org.

Step Two:

Click on “Textbooks” located in the blue menu on the right side of the screen.

Step Three:

Select the term of Health Science.

Step Four:

Select the semester for which you want to order books. REFS is a special term set up to use for ordering additional recommended texts, such as drug books and medical dictionaries. Click “Continue to Select Courses.”

Step Five:

Select the course you for which you want to order books. (ex. COURSE: Semester 1 LPN-BSN SECTION: NURS 212/L) and click “Continue to Get Course Materials.” PLEASE NOTE: NURS 212/L will include books needed for both the class and the lab portion of the course.

Step Six:

This page will display all materials required or recommended for the courses you selected. Beside each book, select whether you want new or used and click “Add to Cart” for each book you want to purchase. Click “Continue Checkout” at the bottom of the page once you have added all books to your cart. ****Please note: Pricing is subject to change without notice. All totals are calculated using new prices, as we cannot guarantee availability of used books. Pricing changes often occur daily. We make every effort to ensure the accuracy of the pricing on the website.****

Step Seven:

The order preference page will be displayed. Select the order update action you would like to use for your textbooks by using the drop down menu. Make sure you read and check the disclaimer at the bottom of the page. Click “Continue Checkout.”

Step Eight:

The “Log In” page will display next. If you already have a login, enter your email address and password and click “Continue.” If this is your first time ordering, you will need to create a login. To create a login, click on “Register Here.” Follow the steps to create a profile for shopping the website.

Step Nine:

The next pages will verify your shipping and billing addresses. A summary of your order will appear and you will need to select your method of shipment:

Ground: cost is based upon a per book rate, shipping times will vary (must use physical address, no PO Boxes)

2nd Day and Overnight: cost is based on weight of package and shipping distance, price will not be determined until books are packaged and weighed, your order confirmation will show a charge of zero until rate is determined (must use physical address, no PO Boxes)

PO Box: shipping method for PO Box and APO address deliveries, these will take 5 or more days to deliver and cannot be expedited

****PLEASE NOTE: INTERNATIONAL AND APO PACKAGES TAKE SIGNIFICANTLY LONGER TO SHIP. IT CAN TAKE UP TO 3 WEEKS OR LONGER FOR THE PACKAGE TO BE DELIVERED. WE CANNOT EXPEDITE THESE ORDERS.**

Step Ten:

Once shipment method is selected, click “Continue to Order Summary.” Please review your order carefully. Notes to the bookstore may be added in the area at the bottom of the page.

Step Eleven:

If your order is correct and complete, click “Continue to Select Payment.”

Step Twelve:

Select your method of payment. If you choose to have the books added to your student account for payment with your Financial Aid monies, please use your student ID number as your account number. If you use Financial Aid as your form of payment, your books will not be sent until we can verify enrollment in your courses. Click “Process Order.”

Step Thirteen:

Print the order confirmation page for your records. Make note of your order number, you will need this if you contact the bookstore about any issues with your order.

Sally Massey is the textbook clerk for all ATI materials. You may contact her at smassey@mountainstate.edu if you have any questions regarding your ATI order. Rachel Morrison is the textbook clerk for all Nursing students at extended sites. You may contact her at rmorrison@mountainstate.edu if you have any questions regarding non-ATI course materials.

Phone orders for textbooks cannot be taken. You must order your books via our website.

If you need to purchase school supplies, please visit www.cougarcatalog.com.

Once an order is placed, processing may take 3 to 5 days. We make every effort to have your order out the day after it is placed, but sometimes unforeseen events will not allow this. Selecting a faster method of shipping (2nd day or overnight) will only expedite the shipping time, it will not expedite the processing of your order.

Flagstaff Uniforms

1-800-426-4607

For Mountain State University Nursing Program

www.flagstaffuniforms.com

Username: mtstate

Password: Nursing

Appendix C

Required Documentation for BSN Program

**Mountain State University
School of Nursing**

CPR CERTIFICATION

All Nursing students at Mountain State University are required to have current CPR certification. CPR certification must be for Health Care Professionals and be so stated on the CPR card.

A copy of the CPR card must be submitted to: Administrative Secretary, Nursing on your campus.

PROOF OF HEALTH INSURANCE

All Nursing students at Mountain State University are required to have current health/hospitalization insurance.

A copy of the insurance card must be submitted to: Administrative Secretary on your campus.

If a student does not currently have insurance coverage from an employer or spouse's employer, there are many other insurance options available. This includes, but is not limited to, the Sentry Security Plan available at www.CollegeStudentHealthInsurance.com or by contacting 1-847-564-3660. Additional information on health insurance coverage can be found at <http://www.mountainstate.edu/campuslife/insurance.aspx>.

**Mountain State University
School of Nursing**

HISTORY AND PHYSICAL EXAMINATION INFORMATION

Dear Healthcare Provider:

_____ has been offered admission to the Nursing Program at Mountain State University, contingent upon receipt of the completed health evaluation form indicating adequate physical and emotional health necessary to participate in the Nursing Program. Students who are entering this program are required to have a physical examination to evaluate their health status and physical stamina. A physical examination form has been attached for you to complete.

The School of Nursing has adopted physical, developmental, and aptitude requirements for Nursing students, and a copy of this policy is attached. Please refer to Sections I and III specifically when performing your physical examination. If the student has any physical or emotional handicaps, please complete a narrative summary explaining the handicap and indicate the individual's limitations.

Please return the completed physical examination form to the following address:

<p><input type="checkbox"/> Mountain State University Attn: Administrative Secretary, Nursing PO 410 Neville Street Beckley, WV 25801</p>	<p><input type="checkbox"/> Mountain State University Administrative Secretary-Nursing University Center Martinsburg, WV, 25401</p>
---	---

We sincerely appreciate your assistance.

Sincerely,

Mountain State University
School of Nursing

Adopted 12/03

PHYSICAL, DEVELOPMENTAL, APTITUDE, AND EMOTIONAL ABILITY REQUIREMENTS FOR NURSING STUDENTS

The School of Nursing believes that individuals who are beginning their educational preparation to enter into the Nursing profession should possess certain physical and emotional abilities which will enhance their ability in the performance of the role of registered professional nurse. This belief resulted in the School of Nursing adopting the qualifications identified as essential for nurses by the U. S. Department of Labor in their Dictionary of Occupational Titles. These abilities are listed in the following paragraphs and should serve as a guide by which the student's physical, mental, and emotional abilities are evaluated.

I. PHYSICAL ABILITIES:

A. Musculoskeletal Ability

1. Ability to lift weight ranging from 20 – 50 pounds with ability to carry an object weighing 10 – 25 pounds.
2. Ability to walk or stand a significant amount of time.
3. Ability to push and pull with both arms.
4. Ability to reach with both arms and hands in any direction.
5. Ability to use hands to seize, hold, grasp, or twist objects or items. Ability to move hands easily and skillfully. Ability to use hands in placing and turning motions.
6. Ability to use fingers to pick up items or to pinch. Ability to move the fingers and manipulate small objects with fingers rapidly or accurately.
7. Ability to feel with hands the size, shape, temperature and texture of substances.
8. Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.
9. Ability to move the hand and foot coordinately with each other in accordance with visual stimuli.

B. Visual Abilities

1. Ability to perceive or recognize similarities or differences in colors, or in shades, or other values of the same color, to identify a particular color, or to recognize harmonious or contrasting color combinations, or to match colors accurately.
2. Clarity of vision at 20 feet or more.
3. Clarity of vision at 20 inches or less.
4. Ability to judge distance and space relationships so as to see objects where and as they actually are.
5. Ability to see the area up and down or to the right or left while the eyes are fixed on a given point.

C. General Health

1. Possess good health.
2. Be free of any communicable diseases

II. GENERAL EDUCATION, DEVELOPMENTAL, AND APTITUDE ABILITIES:

A. Reasoning Ability

1. Ability to apply principles of Nursing to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form.

B. Mathematical Ability

1. Ability to perform ordinary arithmetic, algebraic, and geometric procedures in standard, practical applications.

C. Language Ability

1. Ability to interview and screen people and initiate written documentation.
2. Ability to interpret technical and schematic illustrations.
3. Ability to comprehend and express the English Language.

D. Intelligence and Verbal Ability

1. Ability to understand instructions and underlying principles, to reason and make judgments.
2. Ability to understand the meanings of words and ideas associated with them and to use them effectively. Ability to comprehend language, understand relationships between words and meanings of whole sentences and paragraphs and to present information or ideas clearly.

III. EMOTIONAL ABILITY:

A. Temperament Ability

1. Ability to deal with people in a job situation with actual duties extending beyond only giving and receiving instructions.
2. Ability to deal with situations involving setting limits, tolerance, or established standards.

Adopted 12/03

Revised 1/11

MSU

**School of Nursing
Health Form**

This report is confidential. It must be mailed to the School of Nursing *by the health provider*. Please mail this form to Mountain State University School of Nursing, 410 Neville Street, Beckley, WV 25801 or to University Center, Martinsburg WV 25401 (student should designate which campus)

Name _____

Age _____

Address _____

Date of Exam _____

The applicant has been examined and found to be in good general health

Yes _____ No _____

The applicant is fit to participate in clinical activities of a student in an allied health care program. (See attached guidelines.)

Yes _____ No _____

To the best of my knowledge, the applicant is not presently harboring any infectious diseases.

Yes _____ No _____

Allergies (please list)

Chronic physical and/or psychosocial conditions which, for the applicant's safety, faculty need to be aware of, for example, diabetes, epilepsy, etc.

(please list)

Please list all medications patient is currently taking.

1)

2)

3)

4)

5)

6)

7)

PPD (two-step) or Chest X-ray: (indicate date of test and results)

THE FOLLOWING IMMUNIZATIONS ARE REQUIRED (PLEASE INDICATE DATES)

TDaP (within last 10 years)		Varicella (chicken pox) (statement of episode of the disease including yr. or titer)	Date		
MMR (initial AND 1 booster) (if born prior to 1957, titer; Otherwise, vaccine)	Date	Hepatitis B (series of 3-indicate ALL dates or attach signed waiver)	Date	Date	Date
Meningitis (suggested)	Date				

I certify that I am a primary health care provider legally qualified to practice in the State of _____. I have examined the above applicant and find that the applicant is neither mentally nor physically disqualified by reason of any chronic or acute condition, from the successful performance of clinical duties required of Nursing students.

Health Care Provider's Signature: _____

Date _____

Address:

Health Care Provider's Name Printed or Stamp:

**Mountain State University
School of Nursing**

Hepatitis B Vaccine Waiver

Mountain State University requires that students who will be working in direct patient care areas either be inoculated against Hepatitis B or sign a waiver stating their refusal to be inoculated. The Nursing student's health physical record will provide proof of Hepatitis B inoculation. Any student refusing inoculation must sign the form below.

**This must be done prior to participating in clinical rotations.*

Hepatitis B Waiver

I understand that due to possible occupational exposure to blood, body fluids or other potentially infectious materials that I may be at risk of acquiring the Hepatitis B Virus (HBV) infection. I have been given the opportunity to be vaccinated with the Hepatitis B vaccine; however I decline the vaccine at this time. I also realize that in doing so, I relieve Mountain State University, clinical educational facilities, patients, agents, and the employees; of all responsibility should I acquire Hepatitis B while I am enrolled in the School of Nursing. If in the future, I continue in the course of study and I want to be vaccinated with the Hepatitis B vaccine, I will be eligible to receive the vaccine at that time.

STUDENT SIGNATURE

DATE

**Mountain State University
Nursing Program
School of Nursing**

MANDATORY CRIMINAL BACKGROUND CHECK

Mountain State University requires that each student purchase a background check through CertifiedBackground.com.

What is CertifiedBackground.com?

CertifiedBackground.com is a background check service that allows you to purchase your own background check. The results of a background check are posted to the CertifiedBackground.com web site in a secure, tamper-proof environment, where the student, as well as the school can view the results.

How do I order my background check?

IT'S EASY!

1. Go to www.CertifiedBackground.com and click on "Students".
2. In the Package Code box, enter the code to be provided to you, based on your location.
3. Select a method of payment. CertifiedBackground.com accepts Visa, MasterCard, and money orders.

You will be issued a password by CertifiedBackground.com. Be sure to write this password down. Once the background check process is complete, you are required to contact the Administrative Secretary for Nursing, at 1-800-766-6067 and provide your password and last 4 digits of your social security number. This will allow the School of Nursing to access your background check results.

Please be aware that if additional searches are required, additional fees may be added.

**Mountain State University
School of Nursing**

NATIONAL STUDENT NURSES' ASSOCIATION APPLICATION

Mountain State University encourages all Nursing students to join the National Student Nurses' Association. Information regarding the association and the benefits of joining are available at www.nсна.org.

To join this association, you must print and complete an application and submit it to Administrative Secretary for Nursing.

Follow these steps to print the application:

1. Go to www.nсна.org
2. Click on "membership" in left column
3. Click on "student membership" in left column
4. Click on "Dues Schedule and Membership Application"

YOU DO NOT NEED TO SUBMIT ANY FEES WITH YOUR APPLICATION. The University covers the fee for all Nursing students.

**Mountain State University
School of Nursing**

CHECKLIST

The listed documents must be on file in the office prior to starting clinical rotations. You must submit the documentation to Administrative Secretary for Nursing at your respective campus. It is advised that you keep a copy of the items you submit, including a signed copy of the checklist, for your personal records.

Failure to submit the required documentation by the deadline may result in your removal from the Nursing program.

- CPR Certification**
- Proof of health/hospitalization insurance**
- History and physical examination form**
- Hepatitis B Vaccine Waiver (if vaccination refused)**
- Criminal Background Check**
- Honor Code**
- Phone number release form**
- Acknowledgement of receipt of student handbook**
- Video/photograph release form**
- NSNA application**
- Acknowledgment of Notice of Privacy Standards**

Student Signature: _____ **Cohort/Class #** _____
Date: _____

APPENDIX D
Student Signature Pages

**MOUNTAIN STATE UNIVERSITY
SCHOOL OF NURSING**

STUDENT COPY

HONOR CODE PLEDGE

I hereby affirm that I understand and accept the responsibilities and stipulations of the Mountain State University School of Nursing's Honor Code. I am bound by my honor to uphold standards of honesty and integrity, to pursue intellectual, ethical, and moral development, and to accept personal, academic, and professional responsibilities. I also acknowledge that I will be asked to reaffirm this pledge on all written work: "I pledge that I have neither given nor received unauthorized help on this assignment."

Student Signature

Date

TELEPHONE RELEASE

I, the undersigned student, do hereby release my phone number to any health agency requesting said information as may be required for completion of my Nursing classes.

Printed Name

Signature

Date

HANDBOOK RECEIPT

I have read the contents of this Handbook and hereby certify that I understand that I must comply with all policies and procedures and that failure to comply may result in failure or dismissal from the program. I further understand that Nursing policies and procedures may differ from the university policies, such as but not limited to, inclement weather.

Student's Signature

Date

Faculty Signature

Date

**MOUNTAIN STATE UNIVERSITY
SCHOOL OF NURSING COPY**

HONOR CODE PLEDGE

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Student's Signature

Date

Faculty Signature

Date

**Mountain State University
School of Nursing**

STUDENT COPY

VIDEO/PHOTOGRAPHY RELEASE FORM

In the interest of health education, I give my permission for videos/photographs to be taken of me to be used in the classroom, in publications, newspapers, television, or other visual media as related to the health education programs of Mountain State University. I understand that the above videotapes/photographs become the property of Mountain State University and that they may be used for news, education, or other purposes related to the advancement of the health care and educational programs of Mountain State University.

Student Signature

Date

Witness Signature

Date

**Mountain State University
School of Nursing Copy**

VIDEO/PHOTOGRAPHY RELEASE FORM

In the interest of health education, I give my permission for videos/photographs to be taken of me to be used in the classroom, in publications, newspapers, television, or other visual media as related to the health education programs of Mountain State University. I understand that the above videotapes/photographs become the property of Mountain State University and that they may be used for news, education, or other purposes related to the advancement of the health care and educational programs of Mountain State University.

Student Signature

Date

Witness Signature

Date

ACKNOWLEDGMENT OF NOTICE OF PRIVACY STANDARDS**Student Copy**

I understand that, under the Health Insurance Portability & Accountability Act of 1996 (HIPAA), I have certain rights to privacy regarding my protected health information. I understand that this information can and will be used to:

1. Conduct, plan, and direct my assignment at clinical sites for participation in the required clinical rotations for the School of Nursing.
2. Conduct, plan, and direct my participation in activities/skills required by my instructors for participation in MSU clinical laboratory classes.
3. Satisfy health information maintenance requirements mandated by the various accrediting bodies that govern the School of Nursing at MSU.

I have received this *Notice of Privacy Standards* containing a more complete description of the uses and disclosures of my health information. I understand that this organization has the right to change its *Notice of Privacy Standards* from time to time as needed and that I may contact this organization at any time at the address that appears on this letterhead to obtain a current copy of the *Notice of Privacy Standards*.

A copy of this signed acknowledgment will be kept in students' file, and a copy will be provided to the student.

STUDENT NAME _____

STUDENT ID NO. _____ DATE _____

SIGNATURE OF STUDENT _____

WITNESS/TITLE _____

ACKNOWLEDGMENT OF NOTICE OF PRIVACY STANDARDS
School of Nursing Copy

I understand that, under the Health Insurance Portability & Accountability Act of 1996 (HIPAA), I have certain rights to privacy regarding my protected health information. I understand that this information can and will be used to:

1. Conduct, plan, and direct my assignment at clinical sites for participation in the required clinical rotations for the School of Nursing.
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3. Satisfy health information maintenance requirements mandated by the various accrediting bodies that govern the School of Nursing at MSU.

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A copy of this signed acknowledgment will be kept in students' file, and a copy will be provided to the student.

STUDENT NAME _____

STUDENT ID NO. _____ DATE _____

SIGNATURE OF STUDENT _____

WITNESS/TITLE _____