

**THE STEPHENS COLLEGE NURSING PROGRAM**

Bachelor of Science in Nursing (120 credits)

Program Director, Dr. Noreen M. Houck

School of Health Sciences

# Nursing Program Student Handbook

**Prepare bold nurses who are passionate about improving health care  
for all people.**

This handbook supplements other college resources for students and is intended for students enrolled in the nursing major at the college. Students are responsible for reading this handbook and adhering to the policies and guidelines herein.

Revision Date: May 17, 2021.

## Table of Contents

<b>THE STEPHENS COLLEGE NURSING PROGRAM.....</b>	<b>1</b>
<b>Bachelor of Science in Nursing (120 credits) .....</b>	<b>1</b>
<b>Program Director, Dr. Noreen M. Houck .....</b>	<b>1</b>
<b>School of Health Sciences.....</b>	<b>1</b>
<b>ADMINISTRATION AND FACULTY .....</b>	<b>6</b>
Dean of Health Sciences.....	6
Founding Director of Nursing.....	6
Nursing Faculty .....	6
<b>PROGRAM PURPOSE.....</b>	<b>6</b>
<b>GUIDING BELIEFS .....</b>	<b>6</b>
<b>Stephens College Mission, Vision, and Values .....</b>	<b>6</b>
Mission:.....	6
Vision: .....	7
Values.....	7
<b>Boone Hospital Mission and Shared Principles .....</b>	<b>7</b>
Mission:.....	7
Shared Principles.....	7
<b>School of Health Sciences Vision, Mission, Values .....</b>	<b>7</b>
Vision Statement:.....	8
Mission Statement: .....	8
Values:.....	8
<b>Nursing Program Vision, Mission, Philosophy, and Values.....</b>	<b>8</b>
Vision .....	8
Mission.....	8
Philosophy.....	9
Values:.....	9
<b>NURSING PROGRAM GOALS AND LEARNING OUTCOMES.....</b>	<b>10</b>
Goals .....	10
Graduate Competencies/Program Learning Objectives (PLO).....	10
<b>Professional Standards .....</b>	<b>10</b>
Program Outcomes Mapped to Professional Standards.....	10
Quality and Safety Education for Nurses .....	13
American Association of Colleges of Nursing.....	13
<b>ACCREDITATION and REGULATION .....</b>	<b>14</b>
<b>Missouri State Board of Nursing.....</b>	<b>14</b>

<b>Higher Learning Commission(HLC)</b> .....	<b>14</b>
<b>Commission on Collegiate Nursing Education (CCNE)</b> .....	<b>15</b>
<b>Licensure</b> .....	<b>15</b>
The State Practice Act: Missouri .....	15
National Council State Boards of Nursing (NCSBN).....	16
Nurse Licensure Compact (NLC).....	16
<b>ACADEMIC POLICIES</b> .....	<b>17</b>
<b>ADMISSIONS</b> .....	<b>17</b>
<b>Missouri Nurses Practice Act</b> .....	<b>17</b>
<b>Diversity, Equity, and Inclusion</b> .....	<b>17</b>
Learn, grow and lead together.....	17
Discrimination and Harassment Policy .....	18
<b>U.S. High School Students</b> .....	<b>18</b>
<b>Students with Prior College Experience</b> .....	<b>19</b>
Advanced Standing .....	19
<b>Current Stephens College Students</b> .....	<b>20</b>
<b>RN-BSN Completion</b> .....	<b>20</b>
RN-BSN Admission Requirements.....	21
Online Student Verification.....	21
<b>Students Currently Enrolled in an Associate Degree in Nursing (RN)</b> .....	<b>22</b>
<b>Summer Patient Care Technician Program at Boone Health</b> .....	<b>22</b>
<b>CURRICULUM</b> .....	<b>23</b>
<b>General Information and Degree Requirements</b> .....	<b>23</b>
Nursing Major Requirements - Prelicensure.....	23
Required Major Courses .....	23
Required Supporting Courses .....	24
General Education.....	24
Sample Plan of Study – Full Time .....	25
<b>RN-BSN ONLINE PROGRAM</b> .....	<b>25</b>
<b>State Authorization for Online Education Programs</b> .....	<b>25</b>
Nursing Major Requirements – RN-BSN Students .....	26
RN-BSN Program Requirements.....	26
Sample Plans of Study – RN-BSN.....	27
<b>PROGRESSION POLICIES</b> .....	<b>28</b>
<b>Progression Policy</b> .....	<b>28</b>

RN-BSN Progression Policy.....	28
<b>Dismissal from the Major .....</b>	<b>29</b>
<b>Program withdrawal and Leave of Absence.....</b>	<b>29</b>
<b>APPEAL POLICIES AND PROCEDURES.....</b>	<b>29</b>
<b>GRADING SCALE.....</b>	<b>30</b>
Practicums, Labs, Clinical .....	30
Grading Scale – Nursing Courses (NUR prefix).....	30
Testing Standard .....	30
<b>Standardized Testing and Resources .....</b>	<b>31</b>
<b>CODE OF CONDUCT.....</b>	<b>31</b>
<b>Academic Honor Code.....</b>	<b>31</b>
<b>Academic Policies .....</b>	<b>32</b>
Academic Misconduct.....	32
Academic and Personal Conduct for the Nursing Program.....	32
<b>Program Recommendations and Policies .....</b>	<b>33</b>
Cell Phone Policy.....	33
Confidentiality Policy .....	33
Drug and Alcohol Policy .....	34
Recording of Lecture.....	34
Social Media.....	34
Technology Needs in Program .....	34
<b>TITLE IX, DIVERSITY, EQUITY &amp; INCLUSION, AMERICANS WITH DISABILITIES ACT.....</b>	<b>35</b>
<b>Title IX .....</b>	<b>35</b>
<b>Diversity, Equity &amp; Inclusion .....</b>	<b>35</b>
<b>Americans with Disabilities Act .....</b>	<b>35</b>
Nature and Scope of Policy .....	36
<b>PRACTICUMS: CLINICALS, LABS, and SIMULATIONS.....</b>	<b>37</b>
<b>Student Role and Responsibilities .....</b>	<b>37</b>
<b>Policies and Guiding Documents for Practical Experiences .....</b>	<b>38</b>
Patient Rights.....	38
Patient Privacy, Confidentiality, and HIPAA.....	38
<b>Clinical Safety .....</b>	<b>38</b>
Student Safety During Learning Experiences .....	38
Universal Precautions .....	39
Safety Procedures .....	39
Accident Reporting .....	39

Medical Care .....	40
Incident and Injury Reports.....	40
Injury Decision Tree .....	41
Student Error and/or Patient Injury Flow Chart.....	42
<b>Requirements .....</b>	<b>43</b>
Background Checks/ Drug Screenings:.....	43
Health Screening.....	43
<b>COVID-19 Vaccination .....</b>	<b>44</b>
Malpractice Insurance Coverage.....	44
Cardiopulmonary Resuscitation Certification .....	44
Dress Code .....	45
<b>Institutional Requirements .....</b>	<b>47</b>
Prerequisites for Clinical Rotations .....	47
Requirements for Participation in Clinical Activities .....	48
<b>Student Absence from Practical Experiences.....</b>	<b>49</b>
<b><i>NURSING SIMULATION AND SKILLS LAB POLICIES.....</i></b>	<b>50</b>
<b><i>STUDENT ACTIVITIES.....</i></b>	<b>53</b>
<b>Participation in Program Governance.....</b>	<b>53</b>
<b>Student Nurse Associations.....</b>	<b>53</b>
The Stephens College Nurses Association .....	53
The National Student Nurses Association (NSNA) .....	53
<b><i>GRADUATION .....</i></b>	<b>54</b>
<b><i>RN licensing.....</i></b>	<b>54</b>
<b><i>WRITING STANDARDS.....</i></b>	<b>55</b>
<b>American Psychological Association (APA) .....</b>	<b>55</b>
<b>Zotero.....</b>	<b>55</b>
<b>Student Success Center .....</b>	<b>55</b>
<b><i>BOONE HOSPITAL PATIENT CARE TECHNICIAN (PCT) PROGRAM.....</i></b>	<b>55</b>
<b><i>APPENDICES .....</i></b>	<b>57</b>
Forms .....	57
Important Links .....	57

## **ADMINISTRATION AND FACULTY**

**Dean of Health Sciences:** Julia A. Moffitt, PhD

**Founding Director of Nursing:** Noreen M. Houck, PhD, RN

**Nursing Faculty:** Felicia Anunoby, MSN, MBA, APRN, FNP-BC

## **PROGRAM PURPOSE**

The Bachelor of Science in Nursing program is a three-year (eight semester) program that prepares students for the National Council Licensure Examination for Registered Nurses (NCLEX-RN). The program will prepare students through classroom, clinical, laboratory, and simulated instruction to care for patients in hospital and community settings. Applied learning experiences begin the first summer and continue throughout the program. Boone Hospital provides majority of clinical learning environments and a state-of-the-art Simulation Center.

Graduates of the program will be eligible to apply for licensure through their state board of nursing and are prepared for practice as an entry level nurse generalist.\*\* Graduates of the program are ready for graduate study and careers as professional nurses.

\*\*Please note: Graduation from a nursing program does not guarantee eligibility to take the licensure examination (Section 332.066, RSMo, of the Missouri Nursing Practice Act). <https://pr.mo.gov/nursing-rules-statutes.asp>

## **GUIDING BELIEFS**

The program is based on the guiding principles of both Stephens College and Boone Hospital with consideration of local, national, and global issues in health care and in nursing.

*Stephens College Mission, Vision, and Values*

**Mission:** Learn. Grow. Lead.

**Vision:** Inspired by its tradition as an undergraduate women's college, Stephens College engages lifelong learners in an educational experience characterized by intellectual rigor, creative expression, and professional practice, supported by accomplished faculty, talented staff, and engaged alumnae/alumni. Graduates of Stephens College are educated in the liberal arts, informed by diverse perspectives, and committed to lives of leadership, integrity and service.

**Values:** Stephens College is committed to its *Ten Ideals* as core values that inspire and enrich our lives:

1. Respect for our own dignity and the dignity of others, embodied in a sense of social justice
2. Courage and persistence
3. Independence, autonomy and self-sufficiency
4. Support for others through the willingness to take and give criticism, acceptance and love
5. Sensitivity to the uniqueness and fragility of the natural world of which we are a part
6. Responsibility for the consequences of our choices
7. Belief in our changing selves and in our right to change
8. Creativity in the spiritual and aesthetic dimensions of life
9. Intelligence that is informed and cultivated critical yet tolerant
10. Leadership which empowers others

### *Boone Hospital Mission and Shared Principles*

**Mission:** Our [Boone Hospital's] mission is to improve the health of people and communities we serve. We will accomplish that mission by making Boone Hospital Center an excellent place to work and receive health care.

### **Shared Principles:**

We [at Boone Hospital] are patient-focused, disciplined, knowledge-driven and motivated leaders. We demonstrate trust, dignity and respect, high ethical standards and behaviors, teamwork and accountability.”

### *School of Health Sciences Vision, Mission, Values*

**Vision Statement:** The School of Health Sciences utilizes evidence-based practices that inspire and prepare professionals who work to improve quality of life through scientific inquiry, information systems, clinical and experiential applications.

**Mission Statement:** The School of Health Sciences offers nationally recognized and accredited programs designed to prepare students for advanced studies and careers in life and social sciences, health-related professions, counseling and equestrian. Faculty cultivate engaged student learning through dynamic activities including research, case studies, service learning, internships, and clinical experiences. The School prepares outstanding professionals to serve as leaders; exhibit critical and creative thinking skills; adhere to high ethical standards; and demonstrate the knowledge, skills, dispositions and cultural sensitivity required to contribute to the needs of an evolving and diverse society.

**Values:** School of Health Science faculty are committed to preparing competent, caring, ethical professionals to meet the needs of society. As members of Stephens College and the broader community, the SHS faculty value the following:

- learner-centered teaching and student engagement that fosters intellectual vitality, critical thinking, and lifelong responsibility for learning and continuing professional development
- excellence and innovation in education, scholarship/research, and service, including outreach to the community
- contributing to developing knowledge, improving science education, and improving health care and health outcomes
- honesty, integrity, professionalism, and personal responsibility
- respect for diversity and appreciation of cross-cultural perspectives;
- adaptability and flexibility in response to an ever-changing external environment;
- effectively and efficiently using resources to maximize value to those we serve;
- a productive, satisfying work and learning environment that is built upon interdisciplinary collaboration; and
- education that fosters development of the whole person.

### *Nursing Program Vision, Mission, Philosophy, and Values*

**Vision:** Bold nurses who are passionate about improving health care for all people.

**Mission:** The mission of the Nursing Program is to:

- Provide high-quality education in nursing



- Use research and evidence-based practices to prepare and inspire the delivery of quality education and health care
- Embrace diversity, creativity, and inclusion, through respect, sensitivity and tolerance of wide-ranging ideas, cultures, and experiences
- Raise the professional and social consciousness of our students as they contribute to the advancement of the profession
- Empower nurses to lead transformation in healthcare to meet the needs of individuals, families, communities, the nation, and the world, and
- Engage with health professionals, institutions and governmental agencies to strive toward an ethical and socially just system of health care

**Philosophy:** We believe:

- Advancing nursing science and practice improves the health of society; individuals, families, communities, and populations across the State, the Nation and the World
- Education is a lifelong process and includes both formal degrees, certifications, and continuing education, as well as intensive reading and awareness of new knowledge
- Nurses with a strong educational foundation engage in scholarly activities and translate knowledge obtained in the health sciences and health care to improve health care delivery to all
- By supporting the student's own dignity, providing diverse and global perspectives, and engaging in rigorous discourse our students will become health care leaders
- Each person is a unique being who is biologically and socially influenced by their environment, physically, culturally, and spiritually, and these aspects help shape a person's values, beliefs and behaviors
- A nurse's patient or client refers to individuals, groups, families and communities
- Faculty are committed to improving health care, advancing nursing knowledge, and supporting a strong profession
- The central values of care are at the core of nursing education including respect for human dignity, integrity, autonomy, altruism, and social justice.

**Values:** The nursing program embraces the college's commitment to the Stephens College Ten Ideals. The nursing program creates an environment that embraces inclusion, openness, and courage for faculty, staff, students and our community partners by creating dynamic learning environments where students, faculty, health professionals and patient's partner to advance health care.

## **NURSING PROGRAM GOALS AND LEARNING OUTCOMES**

**Goals:** The Nursing Program's Goals are to:

- Prepare nurses ready to enter the workforce
- Exhibit excellence and innovation in education, scholarship and service
- Foster a commitment to professional and personal development through life-long learning
- Serve the profession and communities of interest
- Model Stephens College Ten Ideals and our commitment to the core values of caring

### **Graduate Competencies/Program Learning Objectives (PLO)**

The term patient is not limited to an individual but to the beneficiaries of nursing efforts. In this context the recipient of nursing care may include person(s), patients, clients, families, groups, communities, organizational and world systems.

At the completion of the program graduates will:

1. Synthesize broad perspectives from the arts, sciences, humanities, and human experience with the knowledge, skills and dispositions from nursing science to inform practice
2. Display a commitment to high standards of professional practice evidenced by continuous engagement in reflective personal and professional development
3. Engage in person-centered practice that integrates knowledge and skill to individuals and groups across the continuum of health care environments to improve health outcomes
4. Lead improvement in health care

The graduate competencies are further detailed and by year in the program later in this handbook.

### *Professional Standards*

### **Program Outcomes Mapped to Professional Standards**

Program Outcome Graduates will:	QSEN	AACN Essentials	AACN Proposed Domains*
I. Synthesize broad perspectives from the arts, sciences, humanities, and human experiences with the knowledge, skills, and dispositions from nursing science to inform practice.	1,3	I	1 (2,8,9)
<ul style="list-style-type: none"> <li>A. Use written, verbal, and technology methods to communicate effectively.</li> <li>B. Engage in ethical reasoning and actions to promote social justice, advocacy, and collaboration.</li> <li>C. Integrate knowledge from the humanities, arts, sciences, and human experience to inform nursing practice.</li> <li>D. Apply knowledge of social, cultural, and spiritual factors to the care of diverse populations.</li> <li>E. Relate political, economic, and historical knowledge to the analysis of societal and professional issues.</li> <li>F. Demonstrate tolerance for ambiguity and unpredictability of human behavior.</li> </ul>			
II. Display a commitment to high standards of professional practice evidenced by continuous engagement in reflective personal and professional development. (III, IV, VIII)	1, 2, 3	III, VI, VIII	4, 9 (5,6,10)
<ul style="list-style-type: none"> <li>A. Use a systematic process to evaluate and apply the best evidence in the care of patients.</li> <li>B. Acts in accordance with professional standards, values, ethics, and legal comportment that reflects the profession.</li> <li>C. Assume accountability for personal and professional behaviors.</li> <li>D. Work with other professions, in a climate of mutual respect, to promote and advance the health and wellbeing of patients and groups.</li> <li>E. Assume a commitment to self-development, life-long learning, and continuous knowledge acquisition.</li> </ul>			

Program Outcome Graduates will:	QSEN	AACN Essentials	AACN Proposed Domains*
F. Recognize the relationship between personal health, self-renewal, and the ability to deliver sustained quality care.			
III. Engage in person-centered practice that integrates knowledge and skill to individuals and groups across the continuum of health care environments to improve health outcomes.	1, 2, 3, 5, 6	IV, VI, VII, IX	2,3,8 (1,4,5)
<p>A. Promote safe and effective health care on all levels; individually to globally and throughout the lifespan.</p> <p>B. Demonstrate nursing care across continuums of care including acute care to population-based care and across the lifespan.</p> <p>C. Recognize nursing’s role in world health and globalization of health care.</p> <p>D. Effectively manage and employ new and emerging patient care technologies.</p> <p>E. Provide culturally and spiritually sensitive and competent care.</p> <p>F. Use a systematic process to make decisions, using the best available research evidence, theory, expertise, and patient preferences.</p>			
IV. Lead improvements in health care.	1, 2, 4, 5, 6	II, IV, V,	6,7,8,10 (2,3)

Program Outcome Graduates will:	QSEN	AACN Essentials	AACN Proposed Domains*
<p>A. Demonstrate ability to negotiate complex organizational systems using knowledge of organizational structure:</p> <p>B. Apply leadership concepts, skills, and decision making in the provision of high-quality nursing care.</p> <p>C. Advocate for health care that is socially just and sensitive to the needs of people with emphasis on the needs of vulnerable populations.</p> <p>D. Assume a leadership role with members of the health care team in promoting desired patient outcomes.</p>			

**Quality and Safety Education for Nurses ([QSEN](#)) Competencies:**

1. Patient-Centered Care
2. Teamwork and Collaboration
3. Evidence-based Practice (EBP)
4. Quality Improvement (QI)
5. Safety
6. Informatics

**American Association of Colleges of Nursing ([AACN](#)) Essentials**

- I. Liberal Education for Baccalaureate Generalist Nursing Practice
- II. Basic Organization and Systems Leadership for Quality Care and Patient Safety
- III. Scholarship for Evidence-Based Practice
- IV. Information Management and Application of Patient Care Technology
- V. Healthcare Policy, Finance, and Regulatory Environments
- VI. Interprofessional Communication and Collaboration for Improving Patient Health Outcomes
- VII. Clinical Prevention and Population Health
- VIII. Professionalism and Professional Values
- IX. Baccalaureate Generalist Nursing Practice

[Draft of AACN Essentials Draft of Domains](#)

(Revised November 15, 2019)

1. Knowledge for Nursing practice
2. Person-Centered Care
3. Population Health
4. Scholarship for Nursing Practice
5. Quality and Safety
6. Interprofessional Partnerships
7. Systems-Based practice
8. Informatics and health care Technologies
9. Professionalism
10. Personal, Professional, and Leadership Development

## **ACCREDITATION and REGULATION**

Stephens College is accredited by the Higher Learning commission of the North Central Association, <https://www.hlcommission.org/>. The prelicensure nursing program has initial approval of the Missouri State Board of Nursing, <https://www.pr.mo.gov/nursing.asp>, pending a site visit scheduled for July. Following the admission of the first class the nursing program is eligible to begin the accreditation process through the Commission on Collegiate Nursing Education (CCNE), <https://www.aacnnursing.org/CCNE>.

### *Missouri State Board of Nursing*

On November 12, 2019 the Missouri State Board of Nursing (Board) granted Stephens College **initial program approval contingent on a successful site visit** one month prior to the start of the program in August 2020.

### *Higher Learning Commission(HLC)*

Stephens College is accredited by the Higher Learning Commission and approved to offer the Bachelor of Science in Nursing. <https://www.hlcommission.org/> (800)621-7440.

### *Commission on Collegiate Nursing Education (CCNE)*

Following the enrollment of the first class. The program plans to apply for specialty accreditation through the Commission on Collegiate Nursing Education.

American Association of Colleges of Nursing(AACN)/Commission on Collegiate Nursing Education (CCNE)

Officially recognized by the U.S. Secretary of Education as a national accreditation agency, the Commission on Collegiate Nursing Education (CCNE) is an autonomous accrediting agency, contributing to the improvement of the public's health. CCNE ensures the quality and integrity of baccalaureate, graduate, and residency programs in nursing.

CCNE serves the public interest by assessing and identifying programs that engage in effective educational practices. As a voluntary, self-regulatory process, CCNE accreditation supports and encourages continuing self-assessment by nursing programs and supports continuing growth and improvement of collegiate professional education and nurse residency programs.

Application Process: <https://www.aacnursing.org/CCNE-Accreditation/What-We-Do/Bacc-Grad-Application-Process>

### *Licensure*

#### **The State Practice Act: Missouri**

The requirements to obtain your license as a Registered Professional Nurse (RN) may be found in the Nurse Practice Act (NPA) for your State. The Missouri Board of Nursing provides an educational presentation, [Pathways to Licensure Presentation](#) on their website.

- Education: The NPA describes the minimum education requirements for a qualified school of nursing and the program requirements
- Approval: The State Board approves or registers the nursing school to meet the minimum criteria needed to provide the nursing program and allow graduates to take the licensing examination, NCLEX-RN. Please note: *Graduation from the nursing program does not guarantee eligibility to take the licensure exam*

- Accreditation: is usually offered through a specialized professional organization that establishes standards and criteria higher than those of basic licensure. These are often national and approved by the US Department of Education
- Complaints to the Board: Complaints about your nursing program should follow the school, college, or department's complaint procedure. If the problem is not resolved a written complaint may be submitted to the Board of Nursing, <https://pr.mo.gov/nursing-rules-statutes.asp>

### **National Council State Boards of Nursing (NCSBN)**

The NCSBN is a not-for-profit organization whose U.S. members include the nursing regulatory bodies in the 50 states, the District of Columbia and four U.S. territories. The NCSBN is responsible for developing and administering the RN licensing exam NCLEX-RN. Students and Graduates should review the candidate process on their website and review the [New Candidate Bulletin](#) at least six months before graduation.

### **Nurse Licensure Compact (NLC)**

Currently the Nurse Licensure Compact (NLC), is comprised of 25-member state boards of nursing and allows a nurse (registered professional nurse or licensed practical/vocational nurse) to possess a multistate license, which permits practice in both their home state and other compact states. Unless the nurse is under discipline or restriction, a compact license permits practice (physically and telephonically/electronically) across state lines in all NLC states.



## ACADEMIC POLICIES

College academic policies are found in the [Curriculum Catalog: Undergraduate Programs, 2019-2020](#). Students may access college policies and resources through their Stephens College Gateway Portal, a personal sign-in is required. The policies in this handbook are those that are specific to the nursing program. These two resources should be viewed together for the most complete information.

## ADMISSIONS

Stephens College believes in a “holistic review process” for admission to the Nursing Program. That means we consider a broad range of factors in making application decisions. However, general guidelines have been established to guide admissions decisions and evaluate each nursing program applicant.

Admissions to the nursing program is competitive and contingent on academic qualifications and space availability. Students are accepted for fall enrollment. Applications from students completing high school, high school graduates, and students with prior college experience are invited to apply. Primary consideration is given to an applicant’s high school academic record, college entrance test scores, application essay, and health care experience. ***Admission to the program does not guarantee NCLEX-RN licensure eligibility.*** Licensing is determined by state boards of nursing.

### *Missouri Nurses Practice Act*

Prior to admission, students should familiarize themselves with the [Missouri State Board of Nursing, Statutes & Rules](#), Nurse Practice Act (Chapter 335, p. 12.). The act describes the process for seeking professional licensure. The Nurse Practice Act includes information for complaint procedures and denial, revocation, or suspension of a license (p. 17-18.).

### *Diversity, Equity, and Inclusion*

#### **Learn, grow and lead together.**

Stephens College works to create an inclusive community that is welcoming to all. We seek a diverse student body that reflects the diversity of the patients and communities we serve. Embracing the principles of cultural humility and social justice we seek to

create an environment where we can partner with our students to learn, grow, and lead together.

## **Discrimination and Harassment Policy**

Stephens College is a proud women's college. Graduate, online, and certificate programs are open to all gender identities and sexes.

Stephens College is committed to creating a safe and respectful learning, living, and working environment that is free from harassment, discrimination, abuse, intimidation and/or violence. No enrolled student or employee shall be discriminated against or harassed on the basis of age, color, disability, gender expression and identity, genetic information, national origin, race, religion, sex, sexual orientation, or veteran status and all other classifications protected by law in the administration of educational and employment policies, scholarship and loan programs, and all other programs administered by the College; or in its employment practices. Consistent with college policy, and as allowed by law, the same principles apply to admissions policies and practices concerning women applicants to the residential undergraduate program.

Furthermore, the College prohibits retaliation against anyone because that person makes a good faith complaint under this Policy, assists in an investigation of such complaint, or otherwise exercises any rights protected by law or under this Policy.

Successful candidates for the Stephens College Nursing program must meet the Stephens College general admission requirements. In addition, applicants will meet the following:

### *U.S. High School Students*

1. Three units of high school science including biology and chemistry
2. Three units of high school mathematics including algebra
3. College Entrance Examinations Board Scholastic Aptitude Test (SAT) or the American College Testing Program (ACT). Preferred scores include:
  - a. SAT: 1100 or higher (out of 1600)
  - b. ACT: 22 or higher (out of 36)
4. Submit a statement indicating experience with or in health care and nursing
5. Pass a satisfactory criminal background check and drug screening for professional practice, and register with the Missouri Family Care Safety Registry (FCSR).

### *Students with Prior College Experience*

Applicants with prior college experience (at an institution outside of Stephens), must meet the following:

1. Meet high school admission criteria or  
Have 12 or more transferable college credits including college level chemistry and mathematics (algebra or statistics) with a college GPA of 3.5 preferred.
2. Submit a statement indicating experience with or in health care and nursing.
3. Pass a satisfactory criminal background check and drug screening for professional practice, and register with the Missouri Family Care Safety Registry (FCSR).

### **Advanced Standing**

If students meet the above criteria, they may request to a transfer into the program with advanced standing for admission. Admission will depend on space and prior coursework. A meeting with the Nursing program director is required. Advance standing students will need to meet the readiness for clinical criteria within two weeks of the admissions deadline.

January transfer admissions for advance standing will complete the program in 7 semesters including two summer sessions. Application should be received by October 15. Students will have completed the following courses.

BIO 112 Inquiry Based Learning in the Lifesciences - 3  
CHE 111 General Chemistry - 3  
EDU 114 Life Span Development – 3  
PSY 111 General Psychology – 3

May transfer admissions for advance standing will complete the program in 6-semesters including two summers (two years). Applications should be received by March 1. Generally, the following courses, or their equivalent, should be completed before the start of the summer session of the first year. Variations may be discussed with the program director.

BIO 112 Inquiry Based Learning in the Lifesciences - 3  
BIO 181 Principles of Biology – 3  
BIO 311 Microbiology – 3  
BHS 225 Nutrition – 3

CHE 111 General Chemistry - 3  
EDU 114 Life Span Development – 3  
PSY 111 General Psychology – 3  
MAT 207 Statistics – 3

### *Current Stephens College Students*

Change of Major applications to nursing are considered based on available space and a competitive review of applications. Students interested in changing their major to nursing should review the admission criteria to the program (see above, U.S. Student section) and visit the [Sample Program Plan](#).

Applicants currently enrolled at Stephens College who would like to transfer to the Nursing major should:

1. Review the criteria for entry into the program (see above, U.S. Students section)
2. Complete the following program prerequisites and required courses prior to the start of the summer session: BIO 112 OR 182, BIO 181, BIO 311, BHS 225, EDU 114, PSY 111, and MAT 207
3. Meet with the program director, Dr. Noreen Houck, founding director of nursing. You can reach Dr. Houck at [nhouck@stephens.edu](mailto:nhouck@stephens.edu)
4. Complete the Stephens College Change of Major Application to nursing by the posted date March 1.
5. Pass a satisfactory criminal background check and drug screening for professional practice required, and register with the Missouri Family Care Safety Registry (FCSR).

Any Stephens College student interested in transferring to the nursing program is welcome to contact the program director to discuss requirements, prerequisites, admission criteria, and program space.

### *RN-BSN Completion*

This program plan is for students who have an associate or diploma degree in nursing and have a valid Missouri or compact state RN License without a history of disciplinary action. This program is online with practical experiences near your geographical location. The program is open to all sexes and genders.

Students will take a minimum of 26 nursing credits in addition to general education and required courses not transferred in from another institution. Students may transfer up to

34 nursing credits and 60 general education and elective credits. For degree completion, a total of 120 credits is required including transfer, electives, and program credits.

RN students may earn a minimum of 30 credits and a maximum of 34 credits for prior nursing courses in the following content and clinical areas:

- a. Nursing foundations/fundamentals
- b. Maternity Nursing
- c. Pediatric Nursing
- d. Care of Adults
- e. Mental Health Nursing
- f. Critical Care
- g. Home Care

### **RN-BSN Admission Requirements**

1. Meet the general admission requirements to Stephens College.
2. Graduate from a nursing program approved by the legal body that registers nursing programs in the state where the program is located. Students within one year of completion of an approved RN program may be accepted for admission contingent on meeting the licensing requirement within one year and before enrolling in clinical courses. Official transcripts from all colleges and universities attended need to be on file with the admissions office.
3. Hold a Missouri Professional Registered Nurse License without disciplinary action (exception listed), or an unencumbered license as a registered professional nurse in the United States.
4. Have an overall grade point average of 2.5 on a 4.0 scale for courses completed at another college or university.
5. Cases that present exceptions to the admissions requirements are considered by the program director in collaboration with the admissions office and the academic standing committee.

### **Online Student Verification**

Stephens College maintains compliance with the United States Federal Higher Education Opportunity Act (HEOA) of 2008, Public Law 110-315 concerning verification of online students. The college has established a process to confirm that persons who enroll in the college as an online student are the person they claim to be. All online

program students must complete all web-based-verification processes required by the college.

### *Students Currently Enrolled in an Associate Degree in Nursing (RN)*

Students enrolled in a program leading to an associate degree in nursing may meet with the program director to plan a program of study. Students may be eligible to take program courses while enrolled at another college or university. Requests are to be made to the program director. Students will not graduate or be eligible for clinical or practical courses until verification of graduation, GPA, a valid RN license in Missouri or a compact state, and have met all college and program admission requirements.

### *Summer Patient Care Technician Program at Boone Health*

Students accepted to the major may be eligible for the summer Patient Care Technician (PCT) program offered through Boone Hospital. The program begins five weeks prior to the start of the semester and concludes following the completion of practice hours in the first semester. [Learn more and apply.](#)

## CURRICULUM

### General Information and Degree Requirements

#### Nursing Major Requirements - Prelicensure

The following is a breakdown of the course requirements in the program:

<i>Nursing Major</i>	<i>Credits</i>	<i>Hours</i>
<i>Requirements</i>	120	
Major Requirements	60	
Required courses	29	
General education	31	

Required Major Courses			Hrs.	60
NUR	110	Intro to Professional Nursing	1	
NUR	230	Nursing science	1	
NUR	250	Health Assessment and Nursing skills	4	
NUR	255	Practicum I	3	
NUR	310	Care of Adults I	3	
NUR	315	Practicum II	2	
NUR	330	Pharmacology	4	
NUR	332	Mental Health Care	3	
NUR	334	Care of Adults II	3	
NUR	335	Practicum III	3	
NUR	350	Care of Children	3	
NUR	352	Care of Childbearing Women & Families	3	
NUR	354	Nursing Seminar	2	
NUR	355	Practicum IV	5	
NUR	410	Health Care Policy and Advocacy	2	
NUR	412	Leadership	2	
NUR	414	Quality and Safety	2	
NUR	416	Critical Care	2	
NUR	415	Practicum V	4	
NUR	455	Practicum VI: Capstone	4	
NUR	450	Senior Seminar	2	
NUR	454	Global Health & Ethics	2	

<b>Required Supporting Courses</b>			<b>29</b>
<b>Hrs.</b>			
BHS	225	Nutrition	3
BHS	330	Pathophysiology	3
BHS	220	Principles of Public Health	*
BHS	426	Epidemiology and Health Disparities	*
BIO	112	Inquiry-based Learning in the Life Sciences	*
BIO	311	Microbiology	3
BIO	181	Principles of Biology	3
BIO	320	Anatomy and Physiology I	4
BIO	321	Anatomy and Physiology II	4
CHM	111	General Chemistry	3
EDU	114	Lifespan Development	3
MAT	207	Statistics	*
PSY	111	General Psychology	3

(Transfer students note BIO 320 & 321 must be taken at the same institution)

\*Meets General Education Requirement

<b>General Education</b>	<b>31</b>	
<b>Hrs.</b>		
1st year experience: Intercultural Array	3	
Arts Array	3	
Composition	3	
Global Ethics	3	BHS 426
Global Studies	3	BHS 220
History Array	3	
Literature Array	3	
Quantitative Array	3	MAT 207
Research Writing	1	
Science Array	3	BIO 112
Women's-focused Array	3	

The prelicensure baccalaureate program is a 3-year program that includes two summers. Students are directly admitted to the program freshman year.



### Sample Plan of Study – Full Time

FALL				SPRING				SUMMER			
PRE	NUM	TITLE	H R	PRE	NUM	TITLE	H R	PRE	NUM	TITLE	H R
BIO	112	Inquiry Based Learning in the Life Science	3	BIO	311	Microbiology	3	BIO	320	Anatomy & Physiology I	4
CHM	111	General Chemistry	3	BHS	225	Nutrition	3	BIO	321	Anatomy & Physiology II	4
EDU	114	Life Span Development	3	BIO	181	Principles of Biology	3	NUR	250	Health Assess & Skills	4
NUR	110	Intro to Professional Nursing	1	MAT	207	Statistics	3	NUR	255	Practicum I	3
PSY	111	General Psychology	3	NUR	230	Nursing Science	1				
		ART Array	3			Women's Studies	3				
			16				16				15
PRE	NUM	TITLE	H R	PRE	NUM	TITLE	H R	PRE	NUM	TITLE	H R
BHS	220	Principles of Public Health	3	NUR	330	Pharmacology	4	BHS	426	Epidemiology/ Disparities	3
BIO	330	Pathophysiology	3	NUR	332	Mental Health Care	3	NUR	350	Care of Children	3
ENG	209	Research Writing	1	NUR	334	Care of Adults II	3	NUR	352	Childbearing	3
NUR	310	Care of Adults I	3	NUR	335	Practicum III	3	NUR	354	Nursing Seminar	2
NUR	315	Practicum II	2			Array	3	NUR	355	Practicum IV	5
ENG	107	English Composition	3								
			15				16				16
PRE	NUM	TITLE	H R	PRE	NUM	TITLE	H R				
NUR	410	Public Policy	2	NUR	450	Senior Seminar	2				
NUR	412	Leadership	2	NUR	454	Global Health	2				
NUR	414	Quality and Safety	2	NUR	455	Practicum VI Capstone	4				
NUR	415	Practicum V	4			Array	3				
NUR	416	Critical Care	2			Array	3				
			12				14				

### RN-BSN ONLINE PROGRAM

Students enrolled in the Online RN-BSN Program achieve **advanced standing** in the undergraduate program through transfer of applicable college credits.

#### State Authorization for Online Education Programs

Colleges and universities that provide online coursework or programs must have approval in every state where they are providing online educational programs. Stephens College has been approved by the state of Missouri to participate in the National Council for State Authorization Reciprocity Agreements. NC-SARA is a voluntary, regional approach to state oversight of postsecondary distance education. Participation in NC-SARA enables students in all NC-SARA member states to enroll in online programs offered by the College of Nursing, subject to any professional licensure requirements.

Certain enrollment restrictions may apply to programs offered by the nursing program, given the intricate relationship with the state boards of nursing. In addition, it is a student’s responsibility to secure externship or clinical experiences required for select programs in collaboration with the college. At no time, is the student’s preferred clinical site guaranteed. It is possible that an agreement may not be able to be signed and an alternate site or sites may need to be negotiated. Any associated delays in securing assignments and associated agreements could postpone coursework. Early planning for applied learning experiences will help avoid delays. For questions, please contact the clinical coordinator or the program director.

### Nursing Major Requirements – RN-BSN Students

Required Major Courses Hrs.			26
BHS	220	Principles of Public Health	3
BHS	426	Epidemiology and Health Disparities	3
NUR	330	Pharmacology	4
NUR	354	Nursing Seminar	2
NUR	410	Healthcare Policy and Advocacy	2
NUR	412	Leadership	2
NUR	414	Quality and Safety	2
NUR	415	Practicum V *	4
NUR	450	Senior Seminar	2
NUR	454	Global Health & Ethics	2

(\*180 applied learning hours in leadership, quality and safety, and public health, a valid Missouri or compact state RN License without disciplinary action).

### RN-BSN Program Requirements

The following program and college requirements may be taken at Stephens College or must meet transfer course policies; 29 credits:

- BHS 225 Nutrition (3 cr. hr.)
- BIO 311 Microbiology (3 cr. hr.)
- BIO 330 Pathophysiology (3 cr. hr.)
- BIO 320 Anatomy and Physiology I (4 cr. hr.)
- BIO 321 Anatomy and Physiology II (4 cr. hr.)
- CHM 111 General Chemistry (3 cr. hr.)
- PSY 111 General Psychology (3 cr. hr.)

- EDU 114 Lifespan Development (3 cr. hr.)
- MAT 207 Statistics (3 cr. hr.)

### Sample Plans of Study – RN-BSN

Each student plan will differ based on the courses they transfer into the program and at what pace they wish to advance through the program. Students should plan their program of study in consultation with their program advisor.

#### Four Semesters – Part Time RN-BSN

Summer	cr
NUR 354 Seminar - RN orientation	2
NUR 330 Pharmacology	4
Fall	cr
BHS 220 Principles of Public Health	3
BHS 426 Epidemiology and Health Disparities	3
NUR 412 Leadership	2
Spring	cr
NUR 410 Public Policy	2
NUR 414 Quality & Safety	2
NUR 455 Global Health	2
Summer	cr
NUR 415 Practicum V	4
NUR 450 Seminar	2
	26

#### Five-Semester Part Time RN-BS Option

Summer	credits
NUR 354 Seminar - RN orientation	2
NUR 330 Pharmacology	4
Fall	
BHS 220 Principles of Public Health	3
BHS 426 Epidemiology and Health Disparities	3
Spring	
NUR 410 Public Policy	2
NUR 455 Global Health	2

Summer	
NUR 412 Leadership	2
NUR 414 Quality & Safety	2
Spring	
NUR 415 Practicum V	4
NUR 450 Seminar	2
Total	26

## PROGRESSION POLICIES

Concern for student success was considered in the design of the program. The depth and breadth of learning is based on scaffolding through admission criteria and foundation courses through progress in the program. The program is rigorous and intense, yet we are invested in the students' success through program design, academic and social support, clear expectations, learning outcomes, and high academic standards.

### *Progression Policy*

1. A grade of C+ or better in all required courses for the major
2. A grade of C+ or better in repeat courses
3. Repeat no more than 2 required courses in the program
4. Maintain an overall GPA of 2.5 or greater and a major GPA of 2.5 or greater
5. Maintain behavior and comportsment consistent with the accepted standards of professional and [ethical behavior of the major](#) and of the [American Nurses Association \(ANA\)](#)
6. Maintain continuous enrollment
7. Maintain a clear background check and clear drug screen. Drug screening and background information may be requested updated at any time.

### RN-BSN Progression Policy

In addition to the above [progression policies](#), RN students must:

1. Obtain Missouri or compact state RN licensure
2. Maintain professional liability insurance for coverage throughout program with a minimum of \$1,000,000/incident and \$3,000,000 total. Coverage may be obtained from:

- a. Nurses Service Organization, 1-800-247-1500, <http://www.nso.com>
  - b. CM&F Group, Inc., 1-800-221-4904, <http://www.cmfgroup.com>
3. Maintain current health, certification, and insurance records with the college

### *Dismissal from the Major*

Causes for dismissal from the major include but are not limited to:

- Two consecutive semesters with a GPA below 2.5
- Inability to earn a C+ or better in a repeated course
- Behavior inconsistent with the [professional standards set by the Program](#) and the [American Nurses Association \(ANA\)](#)
- Students who are or have been dismissed from the program are not eligible for readmission to the program.

### *Program withdrawal and Leave of Absence*

- Students who withdraw from the program must reapply to the major and are not guaranteed readmission. Many factors may be considered in the readmission process including academic history, strength of application, professional comporment, clinical performance, and space in the program
- Leave of Absence: Students in good academic standing, who request a leave of absence from the program or have an interruption in their studies should meet with the program director prior to the absence to discuss options. Eligible students may apply for readmission to the program *once*. Readmission is never guaranteed and space may not be available. The readmission decision is made based on academic record, potential to complete the program, recommendation of the program director, and available space in the program.

## **APPEAL POLICIES AND PROCEDURES**

Student policies and procedures are published annually in the Stephens College [Curriculum Catalog, Undergraduate Programs, 2019-2020](#). The full document is available through the hyperlink.

## GRADING SCALE

### Practicums, Labs, Clinical

Nursing is a practice-based profession and has performance-based assessments throughout the program including practical, laboratory (lab), and clinical experiences. Students must achieve a minimal competency level to achieve a satisfactory grade in the course. Students will be expected to carry-over competencies from prior program courses. Failure to perform new or previously achieve expectations may lead to an unsatisfactory course grade (below the required C+).

### Grading Scale – Nursing Courses (NUR prefix)

Final course grades will be letter grades according to the range adopted by the Nursing Program. All required program courses must attain a C+ or better with a cumulative grade point of 2.5 or better.

Nursing Program Scale (NUR prefix courses):

93	-	100	A	Excellent
90	-	92.99	A-	
87	-	89.99	B+	
83	-	86.99	B	Good
80	-	82.99	B-	
77	-	79.99	C+	Passing
73	-	76.99	C	Does not meet passing standard in Nursing
70	-	72.99	C-	
67	-	69.99	D+	
63	-	66.99	D	
60	-	62.99	D-	
0	-	59.99	F	Failure

### Testing Standard

In the listed nursing classes, a cumulative grade of 77% is required before other assignments are included in the overall grade calculation in order to achieve a passing course grade. Standardized test will count for no more than 20% of the overall course grade. Courses in which the testing standard policy apply includes the following: NUR 250, NUR 310, NUR 332, NUR 334, NUR 350, NUR 352, NUR 414, NUR 416.

### *Standardized Testing and Resources*

Evaluation of student knowledge is assessed using nationally normalized nursing tests. We are currently using Kaplan products including: Integrated testing, test bank, and focused review and mastery learning. Other standardized tests include but are not limited to: Dosage calculation, NCLEX-RN Preparation, Diagnostic Tests, Question Trainer, Practice Questions, and Review Course.

## **CODE OF CONDUCT**

As nurses, future nurses, and members of the Stephens College community we believe in honesty, trust, and respect for others. We, therefore, affirm our support for academic honesty in our personal conduct and in our responsibility toward our colleagues, the college, and the profession.

However, the nursing profession holds a special place terms of serving and protecting the public. Because safe and high-quality patient care requires the highest standards of integrity, responsibility, and sensitivity, students are held to extremely high standards that may be more stringent than those in other majors. The Nursing Program holds students to the professional conduct code found within the American Nurses Association's [Scope and Standards of Practice](#) and the [Code of Ethics for Nurses](#).

### *Academic Honor Code*

The following Honor Code was adopted and is endorsed by the Stephens College Student Government Association: "We, the students of Stephens College, in keeping with the high standards of this institution, are committed to upholding the traditions of academic honesty and personal integrity. We promote an atmosphere of mutual trust among students, faculty and administrators – trust that Stephen's students will conduct themselves honorably. We will not cheat or steal or tolerate those behaviors in fellow students. Each student is responsible for protecting these standards for the benefit of the entire Stephens College community." (Stephens College Curriculum Catalog, 2019-2020, p. 35)

For questions about the violations of the conduct code in academic settings, visit the Stephens College Curriculum Catalog.

## *Academic Policies*

All policies and procedures pertaining to academic performance will be followed as stated in the Stephens College catalog.

### **Academic Misconduct**

Academic misconduct is a breach of academic integrity that may include, but is not limited to, the following:

- Plagiarism -presenting as one's own work, whether literally or in paraphrase, the work of another.
- Cheating on exams, tests and quizzes - the wrongful giving or accepting of unauthorized assistance.
- Using unauthorized exam material and/or the use of illegitimate sources of information.
- Illicit collaboration with other individuals in the completion of course assignments.
- The use of fraudulent methods in laboratory, studio, field or computer work.
- Other acts generally recognized as dishonorable which bear upon academic endeavors.
- Procedures for handling cases of academic misconduct are listed in the Stephens College catalogue.

### **Academic and Personal Conduct for the Nursing Program**

Nursing is a profession that holds the public's trust and safety. As a highly esteemed profession, a nurse's behavior at work and in his or her personal life may affect the nurse's ability to secure the public trust and maintain a professional license. In Missouri, students should visit the [Missouri Board of Nursing](#) and the [Missouri Nurse Practice Act](#) to explore licensing requirements and standards of "Good Moral Character." Students should discuss concerns with the Program Director if they suspect challenges related to legal issues such as a felony or misdemeanor, criminal charges, prior licensing refused or revoked, a suspended professional license, have charges pending, or have had a health care facility withdraw privileges as an associate. If these issues or concerns arise while a student is in the program, their ability to meet program requirements and graduate may be affected.

In preparation for professional life, students are expected to dress and act in accordance with professional standards *at all times*. This includes showing up on time to class, turning assignments in on time, being well prepared, actively participating in



one's learning, demonstrating academic and personal integrity, and showing consideration and respect towards others, including the administration, staff, faculty, health care personnel, and student-colleagues, in all encounters.

Behaviors that have been identified as examples of unprofessional conduct include, but are not limited to:

- Entering and leaving the classroom while class is in session.
- Use of cell phones in the classroom or clinical setting without permission.
- The use of in-class electronics (phone, tablet, laptop, etc.) for non-course related activities.
- The conduct of side conversations when someone else “has the floor”.
- Poor attitude, sleeping in classroom, or sleeping in the clinical setting.
- Use of harmful, hostile, sarcastic, demeaning, or negative verbal or non-verbal language.
- Lack of teamwork.
- Wearing clothing that is unprofessional or that bears symbols or messages that demonstrate a disrespect for the inherent worth or dignity of self or others.

## **Program Recommendations and Policies**

### **Cell Phone Policy**

Course guidelines restrict or allow cell phone presence and use in the learning environment. The course syllabi should be consulted for individual instructor's cell phone guidelines. Students may not use these devices in the clinical or classroom setting for personal texting, access to social media sites, or other unrelated internet access. Taking pictures of clients or client records is not acceptable and is cause for immediate removal from the clinical site and the nursing program.

### **Confidentiality Policy**

Sensitive, confidential information is shared during class, lab, clinical, and on-line clinical conferences. Any breach of confidentiality may result in expulsion from the program and legal action against the student. An intentional breach of confidentiality may be considered to include, but not limited to, the access to information not necessary to carrying out clinical responsibilities and / or the sharing of any confidential or proprietary information with others who have no right to it. Professional discipline will result if photographs of clients are taken in clinical areas.

## **Drug and Alcohol Policy**

Students will abide by campus and clinical site policies related to drug, alcohol, and other illegal substance use. Students deemed unfit for clinical may be subjected to on-the-spot testing, at the student's expense. Refer to the policy statement in the catalog under Nursing program background checks and/or drug screening.

## **Recording of Lecture**

Sensitive, confidential information may be shared during class and learning experiences. Voice, video, photographic, or digital recording of any kind in class requires faculty permission. Doing so without expressed permission of faculty could be a HIPAA violation and will, as such, be considered a breach of confidentiality.

## **Social Media**

Students are legally responsible for, and must be sensitive to, what they post on electronic forums and electronic communications as these are public forums. Examples of these include Facebook, Twitter, Instagram, Snapchat, TikTok, group chats, instant messaging, away messages, on-line journals, listservs, etc. Nursing students continue to serve as role models in these forums and the content presented will be assessed similarly as personal behavior while in the nursing program.

## **Technology Needs in Program**

Use of technology is an important aspect of health care. Nursing students will need access to a computer to complete many assignments. It is strongly recommended that students have a personal computer. There are computer labs and printing facilities available on campus. When taking an online course, high-speed internet is required. Courses or activities may require use of a webcam and microphone.

## **TITLE IX, DIVERSITY, EQUITY & INCLUSION, AMERICANS WITH DISABILITIES ACT**

### *Title IX*

This office oversees College policies and procedures related to sex- and gender-based discrimination and harassment as required by federal law under Title IX. Reports of policy violations can be made online at [www.stephens.edu/titleix](http://www.stephens.edu/titleix). The Title IX Office also produces important training and prevention activities for the campus throughout the year. The mission of this office is to create and maintain an educational and workplace environment that is free from all forms of sexual and gender-based harassment, discrimination, exploitation and intimidation in which all students, faculty and staff can learn, live, work, and thrive.

Title IX Coordinator: Shannon Walls '93  
Swals@stephens.edu  
Address: LRW 342  
Phone: (573) 876-7250  
Campus Extension: 4250

### *Diversity, Equity & Inclusion*

The Office of Diversity, Equity and Inclusion works to create inclusive communities that are welcoming to all. We advocate for change with and inside communities. We are committed to our mission: to learn, grow and lead together.

Director of Diversity, Equity and Inclusion Director: Shaashawn Dial '98  
sdial@stephens.edu  
(573) 876-2321, Ext. 4321  
Lela Raney Wood Hall 362

### *Americans with Disabilities Act*

Stephens College is committed to providing reasonable, non-retroactive accommodations to qualifying students, faculty and employees with disabilities as required by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, as amended, as well as state law. Disabilities may include mental or physical impairments that substantially limit one or more of a person's major life activities, and which require modifications to the programs, services or

facilities of the College. Consistent with the law, Stephens College is not obligated to provide accommodations that are unduly burdensome or unreasonable, or that fundamentally alter the nature of the College's programs.

Stephens College actively engages the expertise and commitment of its community to facilitate the accommodation of students with disabilities. The College's ADA/Section 504 Coordinator is a member of the Student Success Center staff. An ADA/Section 504 Committee comprising faculty and staff has been appointed by the President to work with the ADA/ Section 504 Coordinator to certify eligibility and to coordinate services and accommodations for students with qualifying disabilities.

College employees with ADA and/or Section 504-related concerns are supported by the Office of Human Resources.

### **Nature and Scope of Policy**

Stephens College is committed to providing reasonable accommodations to students and employees with qualifying disabilities as required by applicable laws. Nothing in this policy is intended to provide fewer substantive benefits or procedural protections than are required by these laws; similarly, nothing in this policy is intended to provide greater substantive benefits or procedural protections than are required by these laws. Should there be a discrepancy between the language of this policy and any relevant legal authority, the College's obligations will be determined by the latter.

Procedures for requesting ADA accommodations can be found in the Curriculum Catalog, p. 45.

ADA/Section 504 Coordinator: Sady Mayer Strand  
Email: [adacoordinator@stephens.edu](mailto:adacoordinator@stephens.edu)  
Phone: (573) 876-7240  
Office: Hugh Stephens Library Room 216

## **PRACTICUMS: CLINICALS, LABS, and SIMULATIONS**

Practical experiences are vital for the application of theory to practice. With the guidance of faculty and institutional staff, nursing students acquire the skills needed to provide safe and effective, patient-centered care. Students apply a systematic process to make decisions, using the best available research evidence, theory, expertise, and patient preferences as they plan and deliver care. Strong communication and professional demeanor are important to the provision of high-quality care. In order to successfully complete a clinical rotation, the students must demonstrate that they have met the clinical objectives of the course.

Students provide their own transportation to clinical locations. Clinical sites are approved by the faculty and have a clinical affiliation contract in place prior to student participation. Students are required to seek and comply with requirements set by the clinical institution. Some agencies require criminal background checks, fingerprints, and drug testing. The student is responsible for the cost of additional background checks and testing.

### *Student Role and Responsibilities*

The clinical and practical experiences are designed to engage students in an active learning process involving direct patient encounters. Students are expected to apply the knowledge, skills, and attitudes taught in the program. Students must be able to function at the level of their progress in the program. The program and experiences are designed to guide students to assume greater knowledge and responsibility through their education and course work. Students are expected to ask questions and seek clarification with their assigned nurse and instructor regarding any part of the clinical encounter where they are unsure; in fact, asking questions is a sign of a student's commitment and motivation to the learning process.

Students participating in clinical experiences are, in effect, ambassadors of Stephens College and the Nursing program, as well as invited guests of each clinical rotation site. As such, students should always strive to uphold the highest levels of ethics, professionalism, and competency and work to leave a positive impression. Remember, it is both an honor and a privilege to participate in the care of patients and to be part of the health care team. Discretion and professional behavior are required with every patient encounter and interactions must be courteous and respectful.

## *Policies and Guiding Documents for Practical Experiences*

### **Patient Rights**

In 2010, a Patient Bill of Rights was created when the Affordable Care Act (ACA) was made into law. The bill is designed to give patients protections in dealing with health insurance companies, how patient information is shared, and how information is used in making treatment and insurance coverage decisions. It also covers rights around mental health care, hospice care and the rights of people in hospitals. Our major clinical partners will have a list of patient rights. Make sure you are familiar with policies at your clinical institutions

- [Centers for Medicare & Medicaid Services \(CMS\)](#)
- [Boone Health](#)
- [Missouri University Health Care](#)

### **Patient Privacy, Confidentiality, and HIPAA**

Medical ethics forbids violation of patient confidentiality. In addition, The Health Insurance Portability and Accountability Act of 1996 (HIPAA), is a federal law to protect health information. The privacy rule in this act gives the individual rights with respect to their health information and how it can be shared with others. Students and preceptors alike must be sensitive to this issue. Any discussion regarding a patient's diagnosis, care, and condition should be conducted with the utmost discretion and always with patient privacy in mind. All current HIPAA Guidelines must be followed. Students must complete Program approved HIPAA training prior to first practical experience.

Protected health information (PHI) is confidential and protected from access, use, or disclosure except to authorize individuals requiring access to such information. Attempting to obtain or use, actually obtaining or using, or assisting others to obtain or use PHI, when unauthorized or improper, will result in counseling and/or disciplinary action up to and including termination.

## *Clinical Safety*

### **Student Safety During Learning Experiences**

The Stephens College Nursing Program will provide appropriate training to students regarding Occupational Safety and Health Administration (OSHA) issues prior to clinical and practical courses. The facility at which the experience takes place shall provide

students access to the facility's rules, regulations, policies and procedures with which students are expected to comply, including the facility's OSHA, personal and workplace security and personal safety policies and procedures and shall address all appropriate safety measures for all students and any clinical instructors on site. It is the responsibility students, instructors, and preceptors to take reasonable steps to ensure personal safety and security of students during the learning experience.

## **Universal Precautions**

Students are responsible for following OSHA Guidelines for universal precautions at the clinical rotation site, including the use of gloves, care of sharp objects, use of protective eyewear, protective clothing, and other precautionary measures.

## **Safety Procedures**

Students must follow personal safety and security procedures as outlined in the Nursing Handbook in addition to the material posted on the College's Campus Safety web site. Each clinical site will have their own policies and procedures for safety and security. It is important that students review these policies and procedures before attending a clinical rotation at that site. This information or how to acquire this information will be made available to students as part of the unit orientation.

Any documented allergies to latex products should be reported to the instructor and the Clinical Coordinator. Each student is responsible for supplying latex free products they may need if not readily available.

While on clinical rotation it is the responsibility of students to inform the Instructor and the Clinical Coordinator (or representative) of any safety concerns.

## **Accident Reporting**

If a student believes they have been injured or exposed to an infectious disease they should consult their medical provider as soon as possible. If the exposure occurred during the care of patients at an agency, the student must contact their faculty member and together complete the agency incident reporting protocols. The program director must be notified of any exposure, possible exposure, or injury as soon as possible. All costs related to medical care are the student's sole responsibility. Please refer to the [absence policy](#) for all time missed. Follow the [Injury Decision Tree](#) on how to manage patient and student incidents.

## **Medical Care**

All full-time students at Stephens College are provided limited primary care medical services free of charge. Student must maintain a valid health insurance policy throughout their entire course of study. Costs incurred through illness and/or hospitalization during attendance in the program is the student's responsibility.

Boone County Medical Group  
1605 E. Broadway  
Broadway Medical Plaza, Suite 110  
(573) 815-8130

[www.boonemedicalgroup.org](http://www.boonemedicalgroup.org)

Hours of operation: M-F 8 am – 5 pm

After hours care (located at 900 W. Nifong) is available through your health insurance.

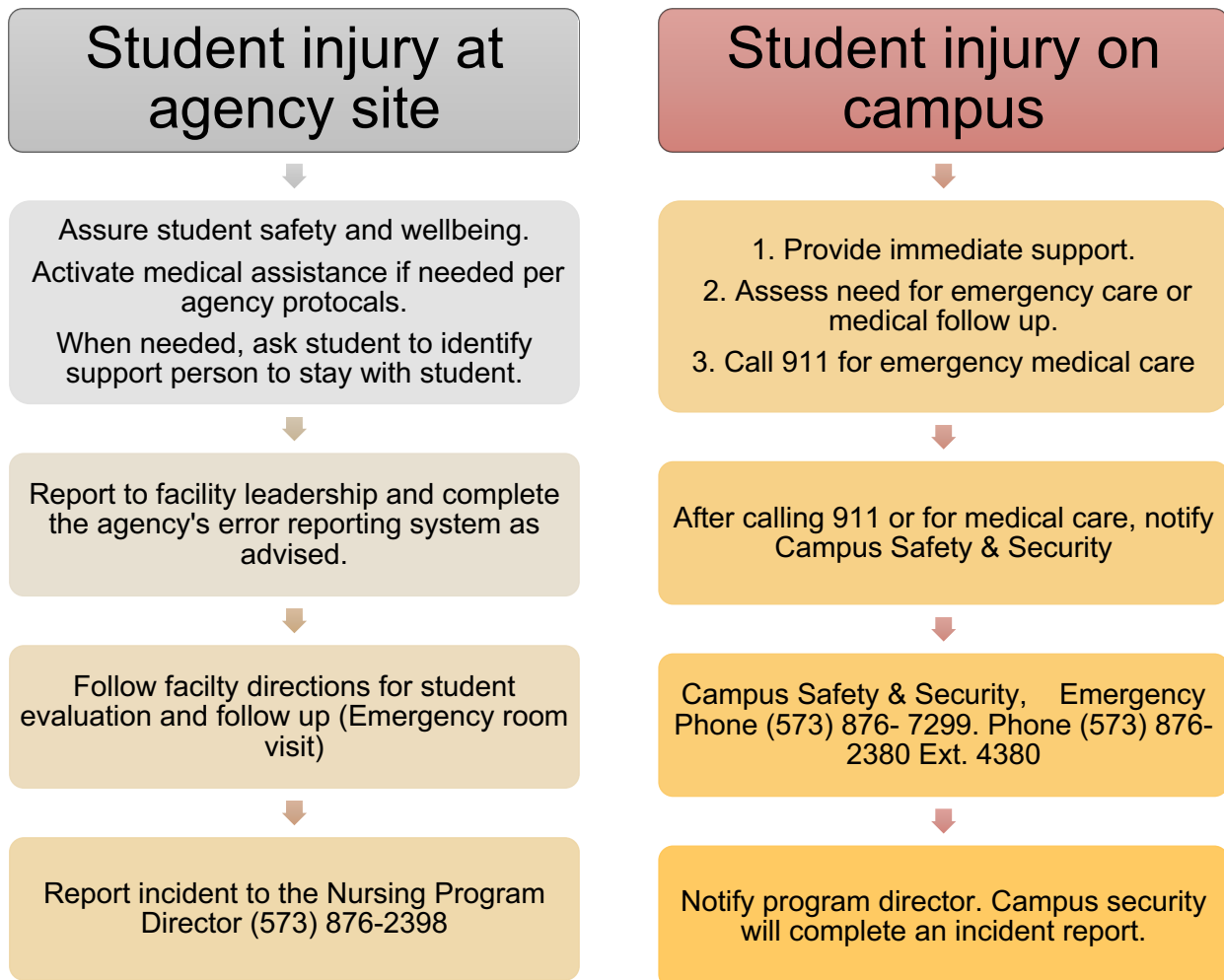
## **Incident and Injury Reports**

For all incidents/injuries, students are required to complete the Student Incident/Injury Report Form (Appendix IV)

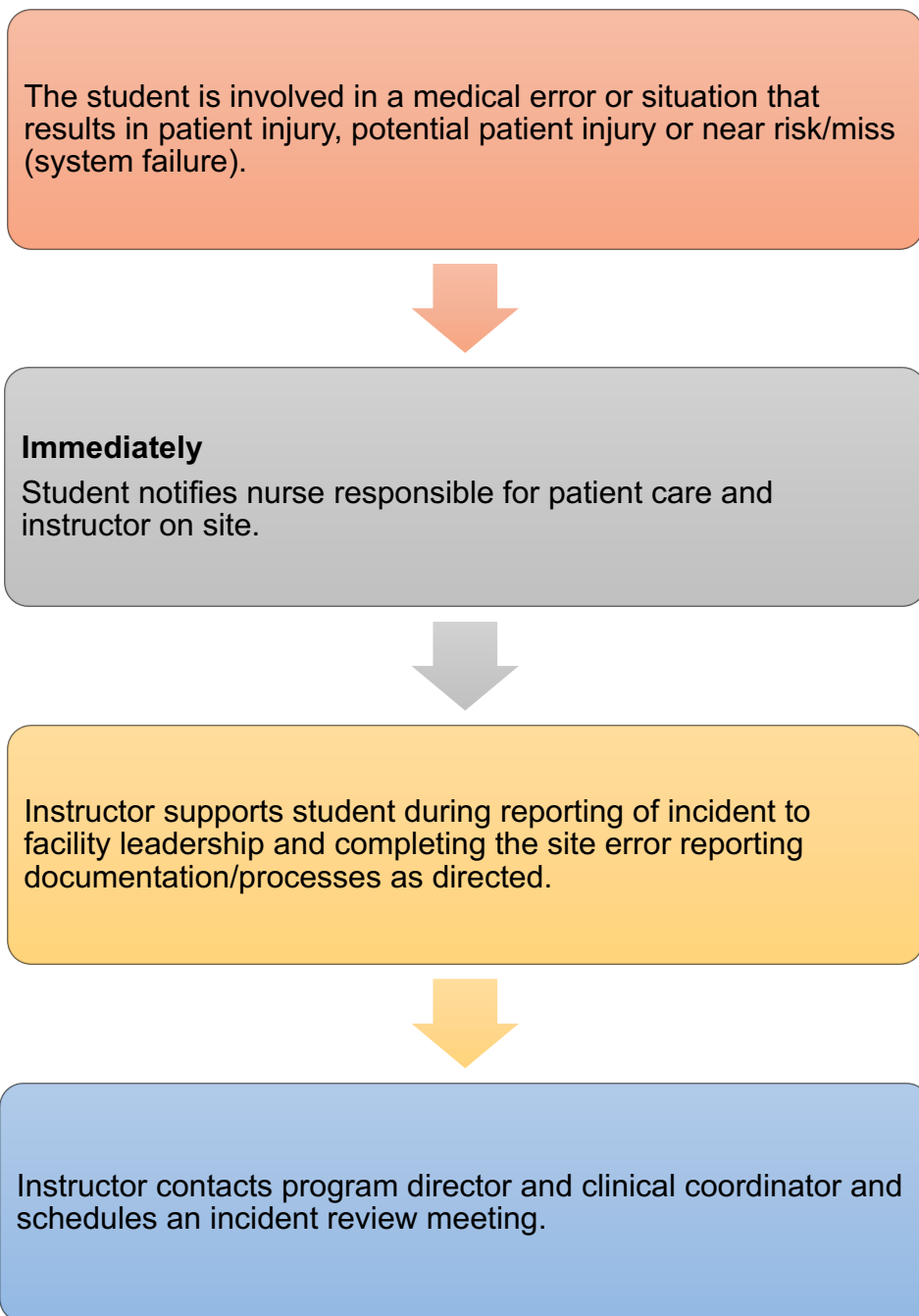
Our top priority is student and patient safety. The following decision tree will help students and faculty assure communication and processes are followed for the best interest of all parties involved.



### Injury Decision Tree



### Student Error and/or Patient Injury Flow Chart



## *Requirements*

### **Background Checks/ Drug Screenings:**

All students will be required to successfully complete a background check and drug screening prior to the first clinical nursing course. Some agencies will require the student to complete an additional drug screen or background check immediately prior to clinical experiences. Any student seeking placement at an agency that requires additional screens will be notified and sent instructions about how to complete the screens.

Important things to know:

- Background check documents will be sent to clinical partners/agencies as needed to secure clinical sites. In most instances the agency will not need a copy of the final report but will accept an attestation letter from the Program.
- Students may be asked for an updated background check or drug screening at any time. Students should plan for the additional expenses.
- Student must maintain Professional liability Insurance, Health Care Insurance, Current Basic Life Support CPR certifications, Immunizations, & Health Screening
- Prior to beginning the first nursing course with a clinical component and annually thereafter, students must meet the following health and safety requirements. Health forms are available in the School Office and on the website. Required clinical documents must be kept up to date throughout the semester. Students without appropriate documentation may not participate in clinical experiences, which may impede success in the course, delay or impede graduation, and may be a cause dismissal from the program.
- Findings from the background check and drug screenings are managed on an individual basis and negative results or failure to obtain screenings and checks may be cause for removal from the program.
- Prior to or as part of the background check, students must register with the Missouri Family Care Safety Registry (FCSR).

### **Health Screening**

Students must demonstrate immunization or immunity to:

- Measles, mumps, and rubella (2 doses of vaccine or immunity through titer);
- Tetanus and diphtheria (dose within 10 years);
- Varicella (chickenpox) (2 doses of vaccine, disease or immunity through titer);
- It is recommended that students receive immunization for:
- Hepatitis B (3 doses or titer);
- Seasonal influenza (annual dose may be required by clinical site).

On a yearly basis, students must obtain:

- Tuberculosis screening: Annual PPD; if positive initial Chest X-ray, and annual TB questionnaire; Foreign born persons who have BCG at birth, to demonstrate a negative TB, should do a TB blood test, produce a clear chest X-ray, and yearly symptom screening).
- Health assessment by a physician, nurse practitioner, or physician's assistant showing positive evaluation of physical and mental fitness for clinical (forms available in through the program Administrative Assistant).

### COVID-19 Vaccination

As of this update, it is *highly* recommended each student have completed the COVID vaccination for their safety, the safety of patients, colleagues, and classmates. We anticipate this will soon be a requirement for access to clinical sites and the absence of the vaccine may impact your ability to meet program requirements and the student's ability to progress or complete the program.

### Malpractice Insurance Coverage

Students participating in the Nursing program are covered for malpractice by the College's blanket malpractice insurance policy as dictated by the policy stipulations. A copy of the insurance certificate is on file at the College.

This coverage is limited to:

- Students currently registered and matriculated in the Stephens College Nursing Program.
- Clinical sites approved and scheduled through the program
- Students participating within the guidelines outlined in the course syllabi

**The student will not be covered for any service or activity that is not approved and scheduled by the Nursing program.** It is expected that all incidents involving students and patients will be reported immediately by phone and in writing to the program director.

### Cardiopulmonary Resuscitation Certification

Students are required to maintain certification in adult, child, and infant CPR. The course must meet the requirements for health care providers, including instruction in

AED use and non-invasive mechanical ventilation. The certification courses are BLS for Health care providers through American Red Cross or the American Heart Association.

Currently, health data tracking is maintained in the program offices.

Important information to help manage your records:

- Students are responsible for assuring the program has all required materials.
- Students should confirm that all materials meet the qualifications and respond to all alerts and emails from the program administrative assistant or director.
- The only staff members who will have access to students' private information are the Director of the Nursing Program, the Clinical Coordinator, designated faculty and the administrative assistant.
- Students may be dismissed from the course if the requirements are not met by the end of the first week of classes.
- No refunds will be issued to students who withdraw from a course or the college.

## **Dress Code**

The Stephens College Nursing student uniform consists of a school determined wine or maroon scrub-style top, and pants, neutral colored closed-toed shoes, socks, non-visible undergarments, and a maroon, black, or grey cover jacket. Community wear consists of dress pants or khaki pants (pressed) with Nursing program polo or dress style shirt in grey, black, or maroon.

- The nametag, patches, polo shirt, and jacket shall be ordered through school approved vendors.
- When personal student clothing is worn, it must be modest and professional; jeans are not acceptable, and appropriate undergarments are required.
- Depending on the clinical, lab site or activity, either the full uniform, polo/khaki outfit or a combination of dress-style clothing and the cover jacket will be worn, as directed by faculty or clinical partners. Manner of dress should be modest. Clothing should be clean and wrinkle-free. Clothing should not be excessively snug or form fitting.
- To meet health and safety requirements, socks or nylons must be worn, and open-toed shoes are prohibited.

- A school designated nametag displaying the student's name, title of student nurse, and affiliation with Stephens College must be visible.
- The student identification card furnished by the college must be in a protective holder and clipped to a badge reel on the uniform in a location easily seen.

Safe and professional practice requires that appearance be kept to professional standards while in the clinical site. Students must comply with clinical institution dress code requirements. The following guidelines are consistent with expectations in the profession and with agency requirements for students and nurses:

- Hair: clean, pulled back from face, off the shoulders and arranged neatly.
- Nails: short, free from polish, no artificial nails, nail tips, or sealants.
- Make-up: Light make-up is allowed.
- Jewelry:
  - Earrings: limit to small posts and should not exceed 1 per ear. No dangle earrings, bars, or bracelets. Skin colored discs must be worn in any ear gauging. No facial jewelry. No visible body piercings.
  - Rings: A plain band ring may be worn in some circumstances; may need to be removed for some tasks, no other hand adornments;
  - No bracelets and necklaces, except for medically required jewelry.
- Tattoos: You may be asked to cover tattoos to comply with clinical agency requirements. Inability to comply with clinical guidelines may impede or delay ability to complete clinical courses or the program.
- Other:
  - No smoking or use of tobacco products including chew, cigarettes, cigars, pipes, and vape pens, e-cigs, etc.
  - No foreign bodies in mouth while providing patient care (no gum, lozenges, piercings, tongue bar, hard candy, food, or other).
  - No perfume, cologne, or scented lotions.
- Valuables:
  - Cell phones and personal items may not be allowed on the unit. Agencies usually do not provide safe and secure locations for student belongings. It may be preferable to keep valuables at home during clinical experiences.

### *Institutional Requirements*

Students will be oriented to institutional requirements prior to the clinical rotation. Students are responsible for complying with policies and documentation, which may require reading student guidelines and completion of a post-test. Patient and institutional confidentiality must always be protected. This includes refraining from discussion of all matters related to client identifiers, events and clinical situations. Students must not share their institutional computer codes and may be required to sign a confidentiality statement. Required documentation (CPR, liability, physical exam, vaccinations, etc.) must be submitted to the School administrative assistant or contracted vendor by posted date.

Handheld devices, including cellular smart phones may be recommended to provide access to references and resources. Students may benefit from data programs that can be loaded onto a device or from online access to evidence-based sources. Some agencies will limit cell phone use while working on patient care areas. Students are required to know the policies at the agency and at all times, keep patient, staff, and agency information safe and protected – do not share.

Prior to the first lab or clinical course, students must obtain a uniform, stethoscope, manual blood pressure cuff (sphygmomanometer), simple calculator (4 function ONLY), pen light, a watch with a sweep second-hand, and the nursing lab supply kit. Additional materials may be required for specific courses.

Institutional parking may be limited or not allowed at some clinical sites; carpools are encouraged.

### **Prerequisites for Clinical Rotations**

- Maintenance of a valid health insurance policy. Failure to maintain health insurance throughout the clinical year will result in removal from rotations until proof of compliance is submitted. Removal may result in a failure of the course and delay in graduation.
- Successful completion and passing of a criminal background check and drug testing are required.
- Completion of all required immunizations and testing including but not limited to yearly TB testing.
  - Some clinical facilities may require more comprehensive immunizations.

- Students are responsible for maintaining their personal immunization record. Students will be notified if required to carry this record to their clinical site on the first day of rotation.
- Serum titers for immunization proof are acceptable in some, but not all cases.
- Failure to demonstrate an up-to-date immunization status on request will result in removal from the rotation until proper proof of “current” immunization status is presented, and may result in the inability to complete the course, course failure, and delay of graduation.
- *The COVID-19 pandemic is an evolving situation and our policies will evolve as our clinical partner requirements are determined. We expect at some time students will need to be vaccinated to be in the clinical area. Please check with your health care provider to determine your eligibility, efficacy, and safety due to your situation.*
- Maintenance of a functional cell phone and Stephens College email. Students are responsible for regularly reading all communication transmitted via e-mail. It is required that students keep the Program informed of any phone number changes throughout the clinical year. Some clinical agencies or rotations will require students do not have their cell phone on their person during the clinical experience. Students will need to check with the faculty member and agency policies.
- Completion of a signed release of health information by the student permitting Stephens College to maintain and release the following information to clinical rotation sites: Immunization and TB status, drug screen, and background check status.

### **Requirements for Participation in Clinical Activities**

- Students meet all prerequisites as detailed above.
- Students will identify themselves as a “Stephens College Nursing Student”.
- Students will perform only those procedures authorized by the Program, clinical site, and/or instructor.
- Students will adhere to all regulations of the Nursing program and the clinical sites.
- Students will not exhibit any behavior that may jeopardize the health and safety of patients, faculty, or fellow students.
- Students will deliver health care service to patients without regard to a patient’s race, ethnicity, religion, creed, national origin, sexual orientation, socioeconomic status, disability, disease status, and political beliefs.
- In the event of the temporary absence of the instructor, students will be notified if a replacement is available or if that clinical day is cancelled.
  - At no time will students work without having a clearly identified instructor who directly oversees the student’s activities.



- All medical documents completed by the student must be signed with the student's name clearly written, followed by the designation "SN".
- The instructor or preceptor will countersign all chart entries and written orders immediately.
- Students need to know their limits. Students must not consent to assess any patient or perform any procedure that is beyond their ability.
- The highest level of patient confidentiality and compliance with the HIPAA guidelines must always be observed.
- Students must adhere to standards related to universal precautions.

### *Student Absence from Practical Experiences*

- Students are expected to attend 100% of all scheduled rotations and activities.
  - Students are expected to follow reporting instructions and to notify the program of any errors or changes.
  - A suitable schedule will be determined by the instructor or preceptor based on availability. Students should expect to work some nights and weekends.
1. Absenteeism Policies: General
    - a. Adherence to scheduled rotation hours and attendance at all end-of-rotation activities are mandatory. Failure to fulfill this requirement is considered in the evaluation of the academic performance and professionalism and may result in a failing grade for the rotation.
    - b. Absences must be reported to both the instructor or preceptor and the agency before the start of the shift or expected arrival time.
      - i. Stephens College Nursing Program, email: [nursing@stephens.edu](mailto:nursing@stephens.edu), and call: (573) 876-7194.
    - c. For all absences, students must complete and submit a Clinical Absence Form to the school administrative assistant within a day of the absence. Forms may be scanned and emailed or faxed directly to the program office at (573) 876-7255
    - d. Failure to follow this procedure will result in an unexcused absence, negatively affect the final rotation grade and, potentially, resulting in rotation failure.
  2. Absenteeism Policies: Excused Absences
    - a. Incapacitating illness or injury, such as those requiring bed rest and unexpected personal or family emergencies are considered valid reasons for absenteeism; however, the procedure for absenteeism as outlined above must be followed.

- b. Job interviews, vacation days, and/or personal days are not considered valid reasons for absences. All attempts must be made to schedule an interview so it does not interfere with the rotation.
- c. Absences for *scholarly and service activities, such as* attendance at professional conferences or committee work, may be granted on a case-by-case basis, at the discretion of the instructor.
- d. Absences greater than two days may result in a lower grade or failure of the course.

#### Absenteeism Policies: Absences and Tardiness

- a. Absenteeism not reported as outlined above will be considered unexcused regardless of cause.
- b. Arriving on time is a part of professionalism, tardiness to rotations and/or end-of-rotation events will be counted as unexcused absences.
- c. Unexcused absences and tardiness will be handled as follows:
  - i. **FIRST EVENT** - Documented counseling session with instructor; final grade for rotation decreased by 5 percentage points.
  - ii. **SECOND EVENT** - Documented conference with the Faculty Advisor and the program director; final grade for rotation decreased by an additional 10 percentage points.
  - iii. **THIRD EVENT** - Automatic rotation failure.

## **NURSING SIMULATION AND SKILLS LAB POLICIES**

### *Purpose*

The purpose of the Nursing Skills and Simulation Labs are to provide our students an exceptional educational experience in a dynamic and culturally diverse learning environment. Our aim is to provide high quality, evidence-based learning opportunities while promoting nursing student clinical competence and decision-making in areas of culture, spirituality, health disparities, team collaboration and effective communication for better patient outcomes.

### *Goals*

- Experience in the Nursing Skills and Simulation Labs will prepare students to:
- Adapt care to meet the cultural and spiritual needs of a variety of patients in a range of settings.
- Utilize available resources and standard practices to provide safe patient care.

- Communicate effectively in a professional manner with fellow students, instructors, patients, family members/friends, and the healthcare team.
- Collaborate with an interdisciplinary health care team, inter and intra-professional team.
- Demonstrate clinical competence through reflective, repeated, and deliberate practice.
- Integrate theory and practice to prioritize and implement evidence-based care.
- Display clinical judgement and decision-making in a variety of patient care situations.
- Utilize critical thinking and reflective self-analysis of performance to assess growth.

### *Lab rules*

1. Students are required to check in with lab personnel and present a current Stephens College student ID before using Open Lab. This includes during class, practice, or observation.
2. Only Nursing students can practice in Open Skills/Simulation Lab. Children, friends and family members are not allowed in the Nursing skill and simulation Lab.
3. Students should bring their lab kits each time they come for class or Open Lab session. For additional supplies, please ask instructor or the lab personnel.
4. Specific dress code guidelines are listed in the **Stephens Nursing Student Handbook** (uniform unless otherwise assigned). Students must wear closed-toe shoes (clinically appropriate footwear) when in the lab.
5. Alcohol-based hand sanitizers will always be available for use. Proper hand hygiene is an important part of nursing practice, therefore, make it a habit.
6. No food, eating or drinking is allowed in the lab.
7. Products and supplies in the Nursing skill/simulation Lab are intended for teaching purposes only and are not safe for human or animal use or consumption. No products in the lab are safe for human ingestion, injection, or infusion (via skin, oral, vaginal or rectal routes).
8. Manikins should be respected and treated like “real” patients. Please ask instructor or simulation coordinator for any questions regarding manikin use.
9. Manikins may have IV bags of simulated blood or other items attached to them. Please be careful when moving the manikins or changing their positions.
10. Students should not use ink pens, paint, or markers at the patient bedsides. These items will permanently stain and damage the manikins.
11. Some products will permanently stain the manikins, such as povidone iodine (Betadine) and Chloraprep swabs. Do not use any of these products that might be included in your lab kits (Please simulate using these items, i.e. pretend to use them without applying to the patient).
12. Students must return all supplies to the instructor, simulation coordinator, lab personnel or to the area you found them.

13. Students are expected to leave the Nursing Skill/Simulation Lab in good condition. All sharps and trash must be properly disposed prior to leaving the lab.
14. No re-capping or reusing needles or IV catheters. Sharps are to be placed in sharps boxes after use. Please dispose of these items in the sharp's containers.
15. No equipment or supplies may be taken out of the Nursing Skills/Simulation Lab without approval.

### *Simulation*

Simulation is a teaching strategy in nursing education to mirror real life situations and to complement clinical education. The use of simulation allows students to learn by doing and by reflecting on their experience. The clinical environment is recreated using high fidelity manikins, standardized patients, realistic equipment, and realistic environments to provide nursing students a controlled, risk reduced environment to demonstrate their psychomotor skills, teamwork, effective communication, and critical thinking skills.

### *Debriefing*

Debriefing is the most important pieces of a simulation experience. It is a process of examining both the actions and the meanings of actions during a simulation experience. The debriefing session is a learner centered experience and uses reflection to promote learning. The role of the debriefer is to guide students through the reflective process of debriefing in a structured manner. The aim is to reflect on and make sense of the experience, improve understanding and clinical reasoning, and relate the learning to future experiences (Driefuerst, 2015).

### *General Lab Information*

#### Location:

The Simulation Lab is located at Boone Hospital, 1600 E. Broadway Street, Columbia, MO 65201.

The Skills Lab is located at the Sampson Hall Building, 1200 E. Broadway Street, Columbia, MO 65215

#### Hours of operation:

Lab and Simulation Center hours of operation are listed in the course syllabus.

#### References:

Dreifuerst, K. T. (2015). Getting started with Debriefing for Meaningful Learning. *Clinical Simulation in Nursing*, 11(5), 268-275. doi:10.1016/j.ecns.2015.01.005

Hannafin, N.M. and Phillips R. (2017). The Flipped Classroom Applied to the Clinical Skills Lab Setting. *Journal of Health Communication*. 2:44. doi: 10.4172/2472-1654.100084

Jeffries, P.R. (2005). A framework for designing, implementing, and evaluating simulations used as teaching strategies in nursing. *Nurse Education Perspectives*. Mar-Apr 2005;26(2):96-103

## **STUDENT ACTIVITIES**

### *Participation in Program Governance*

Students are invited to participate in committees and other activities related to planning and governance of the program and curriculum. Student representatives from each student cohort are requested to attend and provide input at Faculty, Curriculum, and other committees as appropriate.

### *Student Nurse Associations*

#### **The Stephens College Nurses Association**

The Nursing Program's club, SCSN promotes professional and social events for Nursing students. All students in the major are considered members. The club sponsors a bulletin board with information about current activities. More information is available as the club forms and selects officers and a club advisor. All Nursing student are encouraged to participate.

#### **The National Student Nurses Association (NSNA)**

NSNA is dedicated to fostering the professional development of nursing students. The NSNA is the voice of the future of the nursing profession. NSNA members can get involved in their school and state associations and gain recognition for the leadership activities that they participate in. SNA offers two meetings annually where nursing students are informed about nursing and healthcare trends and legislative issues that

impact the nursing profession. The NSNA Foundation offers scholarships annually to undergraduate nursing students to assist them in completing their education.  
<https://www.nsna.org/membership.html>

## GRADUATION

Students must apply for graduation as describe in the college handbook and the registrar's webpage.

### RN licensing

Visit licensing resources in the first part of the handbook.

Students who meet graduation requirements for the freshmen-entry program are eligible to take the National Council Licensing Examination (NCLEX) and seek registered nurse (RN) licensure. Students apply to the desired State Board of Nursing in mid spring; those applying to MO should visit [Missouri Division of Professional Registration](#) webpage. They provide information on licensing [RN Fees](#), [License Status Explanations](#), [Application Instruction](#), and the [application form](#). Students will need to follow the states instructions on background tests (fingerprinting), identification, and citizenship verification. Testing is completed through Pearson VUE. Information and registration may be found at [Pearson VUE](#). There is a charge for taking NCLEX-RN.

After graduation, the Registrar will send verification of education to the Missouri Board of Nursing. Verification for other states must be individually arranged by the student. After the state has received verification, the student will receive an Authorization to Test (ATT), which allows the NCLEX to be scheduled. Students should take the NCLEX very soon after graduation. Information about the NCLEX can be found at the [National Council of State Boards of Nursing](#).

Students who have had criminal convictions may be prohibited from licensure, despite completion of the Nursing program. Further information can be obtained by contacting the State Board for Nursing. Felony arrest will result in review of fitness for continuation in the Nursing major or clinical site. Falsifying information about a criminal conviction or ongoing investigation is grounds for program dismissal.

## WRITING STANDARDS

### *American Psychological Association (APA)*

For all courses and assignments, a professional, scholarly writing standard is expected and required. This includes use of proper grammar, sentence structure, paragraph use and format; an introduction, conclusion, with no first-person references. Unless otherwise notified by the instructor, APA documentation style is the required format. APA format requirements include (but are not limited to) the inclusion of a Title Page, Running Header, Reference list, Page Numbers; accurate documentation of sources for in-text citations, direct quotes and paraphrasing of other's work is essential. Students may refer to the: Publication Manual of the American Psychological Association, 7<sup>th</sup> Edition, 2020, Print ISBN: 9781433832154, 1433832151 eText ISBN: 9781433832185, 1433832186

### *Zotero*

For many formal papers and assignments students will be expected to use Zotero, a reference package. Information and support for Zotero is found through the library.

### *Student Success Center*

Students are encouraged to seek assistance from the Student Success Center located in Stampers Commons before submitting assignments. The [Purdue Online Writing Lab](#) (OWL) is also a valuable resource for writing information. At instructor discretion, students may be required to seek Writing Center assistance to strengthen writing skill.

## BOONE HOSPITAL PATIENT CARE TECHNICIAN (PCT) PROGRAM

Students accepted to the major may be eligible for the summer Patient Care Technician (PCT) program through Boone Hospital. The program begins 4 weeks prior to the start of the semester and concludes following the completion of practice hours in the first semester.

- Apply through Boone Hospital human resources department for the Patient Care Technician program for employment in the training class and flex pool.
- Complete application, background check and drug testing prior to July 1.
- Be eligible to work a minimum of 16 hour per 4-week pay period in off shifts (weekend, evenings and night shifts).

- This paid certification program includes 175 hours of training by Boone Hospital nurse educators: 75 hours class time and 100 hours clinical time. The course is full time, Monday through Friday; classes are 8:00 am – 4:30 pm, and clinical days are 7:00 am – 3:30 pm.



## APPENDICES

### Forms

The following forms are specifically for the nursing program and available on our website.

- Acknowledgement of access to the Nursing Program Handbook updates
- Competency Remediation Record
- Demographic Information Record – New student orientation
- Health Record – each year beginning before NUR 255
- Media Release –New student orientation
- Nursing Simulation Lab Participation Agreement – completed at the beginning of NUR 255.
- Vaccination and Immunization Record

### Important Links

- Missouri State Board of Nursing (MSBN) RN License by Examination  
<https://pr.mo.gov/nursing-licensure-rn.asp>